

DEPARTMENT OF CLASSICS

**POSTGRADUATE TAUGHT**

**STUDENT HANDBOOK**

**MRes, PGDip and PGCert**

**in RHETORIC**

2012/2013

Telephone +44 (0)1784 443417

Department of Classics

Royal Holloway, University of London

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Disclaimer

This document was published in September 2012 and was correct at that time. The Department\* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

\* Please note, the term ‘Department’ is used to refer to both ‘Departments’ and ‘Schools’. Students on joint or combined degree programmes will need to use two departmental handbooks.

**An electronic copy of this handbook can be found on your Departmental website (**[**www.rhul.ac.uk/classics**](http://www.rhul.ac.uk/classics)**) where it will be possible to follow the hyperlinks to relevant webpages.**

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# Introduction to the Department

## Welcome

Welcome to the Department of Classics and to the postgraduate taught programmes (MRes, PGDip or PGCert) in **Rhetoric**. We are delighted that you have chosen to pursue your academic career with us and we shall do all that we can to ensure that the time you spend on this programme is both fruitful and enjoyable.

This handbook gives information relating to College-based Master’s programmes and in particular to the programmes in Rhetoric. Please note that information relating to the Intercollegiate Master’s programmes in Classics, Ancient History, Classical Art and Archaeology, and Late Antique and Byzantine Studies, is provided in a separate handbook.

The handbook is intended to provide practical information about College facilities, the general College rules relating to assessment and attendance, and some other information which you may find useful. For more detailed information on the academic requirements of the programme, please refer to the College Academic Regulations and to the relevant Programme and Course Specifications.

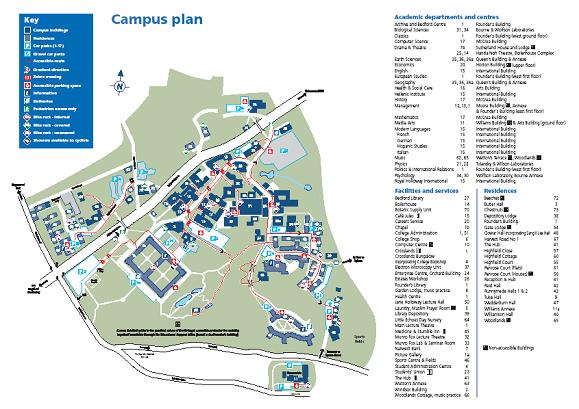
If you have any queries regarding the programme, you are always welcome to contact the Programme Director (see below for contact details).

There will be a welcome meeting for all students on Postgraduate Taught programmes in Classics on **Wednesday 26th September**, **12.00 noon – 1.00 p.m.** in Founder’s West 32.

## How to find us: the Department

The Department of Classics is located in the Founder’s Building on the ground floor, on the West side of the South Quadrangle. This can be found on the College [**campus map**](http://www.rhul.ac.uk/Shared/Maps/CampusPlan.pdf) (see below) as building 1. Access is from the west side of Founder’s Building or from the quadrangle.

## [Map of the Egham campus](http://www.rhul.ac.uk/Shared/Maps/CampusPlan.pdf)



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.

## How to find us: the staff

This section lists those members of staff whom you are most likely to need to contact in the course of your work on the Rhetoric programmes. All staff offices are in the Classics corridor in Founder’s West. A full list of academic staff with their research interests is given at section 1.6 below.

**CONTACT DETAILS**

**Head of Department:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Room | Telephone | Email |
| Professor Ahuvia Kahane | *FW17* | 01784 443208 | [ahuvia.kahane@rhul.ac.uk](mailto:ahuvia.kahane@rhul.ac.uk) |

**Academic Staff of the Centre for Oratory and Rhetoric**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Room | Telephone | Email |
| Professor Jonathan G. F. Powell (*Programme Director: on leave Autumn 2012)* | *FW30* | 01784 443209 | [j.powell@rhul.ac.uk](mailto:j.powell@rhul.ac.uk) |
| Professor Lene Rubinstein | *FW11* | 01784 443191 | [l.rubinstein@rhul.ac.uk](mailto:l.rubinstein@rhul.ac.uk) |
| Dr Richard G. Hawley (*Programme Director Autumn 2012)* | *FW26* | 01784  443384 | [richard.hawley@rhul.ac.uk](mailto:richard.hawley@rhul.ac.uk) |
| Dr Christos Kremmydas | *FW9* | 01784 443385 | [christos.kremmydas@rhul.ac.uk](mailto:christos.kremmydas@rhul.ac.uk) |
| Dr. Edward M. Sanders  *Leverhulme Fellow* | *FW12* | 01784 443202 | Ed.Sanders@rhul.ac.uk |

**Support Staff:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Room | Telephone | Email |
| Margaret Scrivner *Senior Faculty Administrator* | *FW18* | 01784 443203 | m.scrivner@rhul.ac.uk |
| Sue Turnbull  *Faculty Administrator* | *FW16* | 01784 443417 (with answering machine) | sue.turnbull@rhul.ac.uk |

## How to find us: the Departmental office

The departmental office is located in Founder’s West 16. (Entering the Department from the South Quad, turn left through the double doors: FW16 is the third room on the left.) The office is open on working days (Monday to Friday) during term from 10.00 a.m. until 12.00 noon, and from 2.00 until 4.00 p.m.

## The Department: practical information

(1) Please remember to complete a Personal Details Form in the departmental office as soon as possible after you arrive, and to keep it updated with any change of termtime or home contact details, so that the department can contact you easily.

(2) Please note carefully the information below (section 2) about communication by e-mail and other means.

(3) Teaching for the MRes core course CL5051 ‘Problems and Methods in Oratory and Rhetoric’ takes place in FW32 in the Classics Department. Teaching for other courses takes place in various locations: for Classics Department courses please consult the departmental timetable, otherwise check with the course tutor or the department/institution that provides the course. For the locations of staff offices please see 1.4 above, or refer to the list on the departmental noticeboard.

(4) Disabled access to the Department during working hours is from the South Quad, by means of the ramp immediately outside the entrance to the Main Lecture Theatre.

(5) Toilets are located in the Classics corridor on either side of the double doors.

(6) There is a small common room in the Classics department (FW31) available for use by students. PGT students are welcome to use this facility.

## Staff research interests

ANCIENT HISTORY

Professor Richard Alston BA (Leeds), PhD (Lond.) *Professor of Roman History*

Roman history, especially Later Roman Empire; Economic history, urbanism in the ancient world.

Dr David Gwynn (History Department, McCrea Building) *Lecturer in* *Late Antique History* Roman History, Early Christianity, Church Fathers.

Dr Christos Kremmydas BA (Athens), MA, PhD (Lond.) *Lecturer in Greek History* Athenian political and social history; Greek rhetoric and oratory; papyrology.

Professor N. Boris Rankov MA, DPhil (Oxon.) *Professor of Ancient History*

Roman History, especially Roman Britain; Roman army; epigraphy and archaeology of the Roman empire; ancient shipping and shipsheds.

Professor Lene Rubinstein MA (Copenhagen), PhD (Cantab.) *Professor of Ancient History* Greek history, especially history of Greek law; epigraphy; papyrology.

Dr Ed SandersBSc (Oxon), BA (UCL), MPhil (Cantab.) PhD (Lond.) *Leverhulme Early Career Fellow* Athenian political and social history; ancient emotions

Teaching Fellow in Greek History (to be appointed)

CLASSICAL ARCHAEOLOGY

Professor Amanda J. Claridge BA (Lond.), FSA *Professor of Roman Archaeology* Roman archaeology, especially ancient marble trade; Roman sculpture; city of Rome.

Dr Jari Pakkanen MA, DrPhil (Helsinki) *Senior Lecturer in Classical Archaeology* Greek archaeology, especially Greek architecture; archaeological reconstruction; quantitative methods in archaeology.

Teaching Fellow in Greek Archaeology (to be appointed)

GREEK AND LATIN LANGUAGES, LITERATURE AND PHILOSOPHY

Dr Richard G. Hawley, MA, DPhil (Oxon.) *Senior Lecturer, Deputy Head of Department* Greek literature, especially Greek drama; Greek social history; later Greek literature.

Professor Ahuvia Kahane BA (Tel-Aviv), DPhil (Oxon.) *Professor of Greek, Head of Department* Greek and Latin literature, Homer, epic tradition, the ancient novel, and the classical tradition.

Dr Nick J. Lowe MA, PhD (Cantab.) *Reader in Classical Literature*

Greek and Latin literature, especially comedy; Greek religion.

Professor Jonathan G. F. Powell MA, DPhil (Oxon.) *Professor of Latin, Director of Graduate Studies, MRes Rhetoric Programme Director* Latin language; Latin literature, esp. Cicero, satire; ancient rhetoric, oratory and advocacy.

Professor Anne D. R. Sheppard MA, DPhil (Oxon.) *Professor of Ancient Philosophy* Greek philosophy, especially Neoplatonism; ancient literary criticism.

Dr Efi Spentzou BA (Thessaloniki), MSt, DPhil (Oxon.)*, Senior Lecturer, MA Director* Latin literature, especially epic and elegy; literary theory and criticism; gender; classical reception; myth.

HELLENIC STUDIES (Hellenic Institute, History Department, McCrea Building)

Dr Charalambos Dendrinos MA, PhD (London) *Lecturer in Byzantine Literature and Greek Palaeography* Byzantine Greek language and literature; Byzantine sources; Greek palaeography

Dr Jonathan Harris MA, PhD (London) *Reader in Byzantine History*

Later period of Byzantine history (1100-1453), interaction between Byzantium and Western Europe, especially during the Crusades and the Italian Renaissance

# Communication

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

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

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

## 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/)  <https://campus-connect.rhul.ac.uk/>(Campus Connect) or direct via [**Outlook.com**](http://outlook.com/) <http://outlook.com/> **Email to this address will be used routinely for all communication with students.** Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you **check your emails once a day**. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

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

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

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

## Post

All post addressed to students in Classics is delivered to the student pigeonholes (alphabetical by surname) in the main corridor outside FW09. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

## 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**](https://campus-connect.rhul.ac.uk/)(Campus Connect) <https://campus-connect.rhul.ac.uk/>. 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.

## Notice boards

The official student notice boards are on the walls in the Classics Department 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.

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

## Personal Advisers

The Programme Director acts as personal adviser to all students for the MRes/PGDip/PGCert in Rhetoric, or, if appropriate, will nominate another member of staff for this role. He/she is available to assist with the process of course choice, to deal with problems which interfere with academic progress, and to mediate between students and course tutors or the dissertation supervisor where necessary.

You will have formal meetings with him/her at the start of the first term and the end of the first term or the start of the second term at times to be arranged. You are expected to attend these meetings as they are part of the monitoring process. These meetings will provide an opportunity for students to discuss any matters of concern, whether relating to their academic progress or to other aspects of their life and work in the department. Personal Advisers have a duty of confidentiality about issues raised by their advisees but also a duty of care. This means that staff have a duty to raise concerns about students who they feel may require additional support and are therefore obliged to contact the Educational Support Office. They will not need to disclose details of the student’s condition, but would simply indicate that some form of assistance may be appropriate. The student will have the option to refuse any assistance when s/he is contacted by the ESO.

## Questionnaires

Questionnaires relating to the courses you are taking will be distributed at the end of each course. These evaluations provide valuable feedback to the staff and help us in planning for the future. The time you put into filling them out is much appreciated.

## Space

Royal Holloway offers a number of areas specifically for postgraduates. Below is a list of these spaces together with a brief description of what they offer.

International Building Common Room, room IN030 (below Café Jules)

This room is conveniently placed on campus and within easy reach of most academic buildings and the Students' Union. IN030 offers good computer facilities with 17 PCs, a DVD/CD ROM burner and scanning/printing facilities. There are also some easy chairs. The room is available for use 24 hours a day with a card-swipe/code system for out-of-hour access (code provided by the Computer Centre), except when the room is in use for meetings.

Founders Common Room, Founders East, second floor, room FE241

Code to enter can be obtained at the Security desk, Founders reception, by showing the College Card (as a way of proving to be a PG student). The Common Room has tables, chairs and sofas. There is also one computer and printer and wireless internet access. The kitchen area includes a fridge, microwave, kettle and toaster with shared cutlery.

Highfield Common Room

The room is for those living in postgraduate accommodation on the Highfield site. It can be booked through the warden of the North A30 properties. The room offers easy chairs, TV and video, and food- and drink-vending machines. The room must be vacated by 11pm.

Library spaces

There are both silent study spaces & bookable group study rooms available in Bedford & Founder’s Libraries (some group study rooms are equipped with projectors & white boards).

# Teaching

## Dates of terms

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

## Reading weeks

In the Spring and Autumn terms there is a Reading Week set aside for private study, around the middle of term. In general there is no formal teaching in Reading Week, but please note that arrangements for individual courses may vary. It is always advisable to check carefully with course tutors, especially if you are taking courses together with Intercollegiate students (who may have a different Reading Week in their home institutions).

Reading Weeks in 2012-13 are as follows:

Autumn term: Monday 5th November – Friday 9th November

Spring Term: Monday 18th February – Friday 22nd February

## Attendance requirements

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

Students **must**

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

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

The Department will monitor your attendance at classes. **It is your responsibility** to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying.

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

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

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

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

## Notification of absence

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

You must

1. advise your department by telephone (01784 443417) or e-mail ([sue.turnbull@rhul.ac.uk](mailto:sue.turnbull@rhul.ac.uk)), in advance if possible, giving the reason for your absence. The Departmental office will pass your message on to the relevant course tutor. However, it is also courteous to inform the course tutor direct if this is at all possible.
2. complete the Notification of Absence Form available from the ‘Studying’ tab on the Student Home page. [www.rhul.ac.uk/attendance](http://www.rhul.ac.uk/attendance). Copies of the Notification of Absence Form – Self certification are also available from the Health Centre.
3. submit the paperwork either by e-mail or in person to your department either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level.
4. 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. In the Classics Department, leave of absence during term may only be granted by the Head of Department for adequate reason.

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

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

Note:

* If you should be absent for a prolonged period it is important that you keep in touch with your department.
* Departments will monitor the frequency of self-certified absences and a Head of Department may request that you provide a doctor’s medical certificate in multiple and sustained instances of self-certified illness.
* It is at the discretion of the Department as to whether any absence is deemed acceptable or unacceptable (see [www.rhul.ac.uk/attendance](http://www.rhul.ac.uk/attendance) for details of required evidence) for details of ‘acceptable’ and ‘unacceptable’ absences). If deemed unacceptable the absence will be recorded as such and will count against the minimum attendance level.

**If you are absent from an examination or assessment then you must follow the guidance in the** [Essential Examinations Information](http://www.rhul.ac.uk/Registry/Examinations/Essential-info.html). <http://www.rhul.ac.uk/registry/Examinations/Essential-info.html> (see also the section on [Assessment information](#_Assessment_Information))

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

## Consequences of failing to attend

Unexplained absences will be followed up by course tutors and/or the Programme Director. Continued failure to attend without adequate explanation will be referred to the Head of Department who may issue a formal warning.

## Meetings

You are likely to be ‘invited’ to meet with a member of academic staff in your department:

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

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

## Disciplinary action

Should you choose not to pay attention to your studies then formal disciplinary action may be implemented. You could be issued with a formal warning which can escalate to the termination of your registration at the College <http://www.rhul.ac.uk/forstudents/studying/academicregulations/ugregs/ugtermination.aspx>. On courses where there is a specified attendance level requirement the Departmental Sub-Board of Examiners may judge that you have not fulfilled the learning outcomes of a course and award the outcome of Attendance Fail (AF) for the course. Students who receive the outcome of AF for a course have not passed the course; they are not permitted to re-sit the assessment for the course and must repeat the course in attendance in order to complete it. Thus the outcome of AF can prevent you from graduating.

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

## Withdrawal of visa

If you are in receipt of a Tier 4 visa you should be aware that it a **legal requirement for Royal Holloway to** **report any student admitted to the College on a student visa who does not appear to be** **in attendance to the UK Border Agency**. Such students will be issued with warnings, both formal and informal, and failure to respond to these warnings will result in the College notifying the UK Border Agency and the student having their student visa withdrawn.

Please see the College [**Postgraduate Taught Regulations** http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx](http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx)

# Degree Structure

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

You will be provided with full information about the structure and academic requirements of the programme at the welcome meeting.

# Facilities

## Library Services

Royal Holloway's library collections are divided between two libraries, the Bedford Library (containing material on science, social sciences and history - including ancient and Byzantine history and philosophy), the Founders Library (containing material on languages, literature, cinema, theatre, and fine arts - including classical and medieval language and literature).

You will have access to, and be able to borrow from (using self-service machines) both libraries. There are also substantial collections of DVD (and video) material. The library provides a number of self-service photocopiers and binding machines (you can purchase photocopy cards from machines next to the photocopiers). Your College ID card is also your Library card. As well as going direct to the Library Catalogue on the Library homepage (<http://www.rhul.ac.uk/library/>), you can use Campus Connect <http://portal.rhul.ac.uk> to view the library catalogue and manage your library account.

**Print Material**

Print material for the course can be located in both the Bedford & Founder’s Libraries. The library catalogue is available at: <http://library.rhul.ac.uk> . The library will make every effort to ensure that items on your reading lists are available in the library. Please contact your tutor or the Information Consultant for Classics if items are unavailable.

**Online resources**

The Library provides access to a growing collection of over 20,000 journal titles in electronic, full-text format (ejournals), a large collection of ebooks, a wide range of online databases and an online virtual library of multi-media material (texts, images, audio, films and mixed-media). All of these ‘eresources’ are available via an extensive suite of student PCs in the libraries and around the campus (all connected to printers), as well as from off-campus using the Campus Anywhere VPN. If you have your own laptop you can connect to our e-resources on campus using CampusNet.

You should get used to consulting the key online databases (such as **Web of Knowledge**), ebook & online reference material (such as the **New Pauly Online** & **Oxford Reference Online**) and electronic journal collections relevant to your subject area (via services such as **JSTOR** and **ProjectMUSE**). These can be accessed on-line using the E-resources lists & ‘LibrarySearch’ service via links on the Library’s homepage (<http://www.rhul.ac.uk/library/>) OR via the dedicated Library Subject Pages for Classics: <http://www.rhul.ac.uk/library/yoursubjects/classics/home.aspx> .

In order to access the Library’s extensive and growing collection of eresources **off campus** (e.g. from home) you will need to use the College’s CampusAnywhere (VPN) service (in some cases use you Library barcode number and PIN). Details of how to use these services can be found from the ‘help pages’ linked to from the Library homepage (see above).

Ask the Library’s Information Consultants for Classics (or staff at any of the Library’s Help & Enquiry Desks) for details of how to use these databases. They are valuable resources, listing a large number of journal articles, book chapters and books and, in the case of services such as **JSTOR**, **ProjectMUSE** and **Oxford Reference Online**, they provide easy access to full-text articles that you can download or print (on and off-campus).

**Past exam papers**

Past exam papers can be useful as a guide to focusing your study as well as being an essential part of revision for your exams. The library provides both online versions and you can search for these on our library catalogue or from the Exam Papers service on the Library home page.

**University of London Library & other libraries**

**Senate House Library,** 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 Classics (including online access to **Academic Search Complete**, and other resources such as **Philosophers Index** & the **Routledge Encyclopedia of Philosophy**). 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. However, you can access their online resources through the RHUL Library webpages.

**The British Library**, 96 Euston Road, London, NW1 2DB (020 7412 7000) <http://www.bl.uk>.

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 here: <http://www.rhul.ac.uk/library/otherlibraries/home.aspx>).

**Institute of Classical Studies, Senate House, University of London**, Malet Street, London, WC1E 7HU (020 7862 8709). <http://www.sas.ac.uk/icls/>.

All postgraduate students are eligible to join the library at the Institute of Classical Studies but if you wish to borrow books you will need to join the Society for the Promotion of Hellenic Studies or the Society for the Promotion of Roman Studies; please note that there is a reduced rate for students (which includes subscription to the *Journal of Hellenic Studies*/*Journal of Roman Studies/Britannia* as appropriate).

**Institute of Historical Research, Senate House, University of London**, Malet Street, London, WC1E 7HU (020 7862 8740) <http://www.history.ac.uk>.

**The Warburg Institute**, Woburn Square, London, WC1H 0AB (020 7862 8949). <http://www.sas.ac.uk/warburg>.

**Training**

You will have the opportunity to attend training sessions in the use of the Library and resources. The sessions for students of Classics will be advertised via the Library and the Department at the start of the Autumn term. The purpose of these sessions is to help you find your way around the collections and to make best use of the Library’s collections and online resources relevant to your subject area. There are various training sessions available to help you make the best use of the library’s resources. For details and to book a place online please go to the computer centre webpage.

**Help and advice**

If you have any questions about the Library’s services and collections or need help using Library provide information and online service (including one-to-one training), please contact the Information Consultants for Classics, visit the Library’s Help & Enquiry Desks or use the ‘Ask a librarian’ (live chat) virtual reference service. Contact details can be found on the ‘Contact us’ section of the Library web pages.

## Photocopying, printing and computing

Photocopying and faxing may be done in the Egham and Senate House libraries. Printing is done in the Computer Centre and in other locations on the Egham Campus, details of which can be found in the Computer Centre. There is also a computer room with printing facilities at Bedford Square (the London teaching facility for Royal Holloway). The *Thesaurus Linguae Graecae* and the PHI Latin texts databases are available on CD-ROM in the Classics departmental office.

The **IT Services & Library Services Departments** offers a wide range of **IT and information management training**, designed to equip you with effective transferable skills for use whilst at University and beyond. You can learn how to enhance your skills and produce high quality academic work through sessions covering topics such as Microsoft Office, web editing, and information retrieval. Most sessions are available at a number of levels and for many you are offered a certificate to prove your skills by submitting the relevant course work. More information about the training programme can be found in the **On Course!** Booklet which can be obtained from IT Services. Alternatively, for more details visit the IT Services website at: [http://www.rhul.ac.uk/it/home.aspx](http://www.rhul.ac.uk/it/home.aspx%20)

# Coursework Essays and Dissertation

The following important rules apply to all coursework essays and dissertations submitted in the Classics Department:

* Each copy of the cover sheet (see 7.5) carries a declaration that the essay is the student’s own work and that all source materials have been properly acknowledged. By submitting the essay and cover sheet you agree to this declaration and you are presumed to be aware of the consequences of failure to comply with it (see 7.8).
* A word count should be entered on the cover sheet. This should include the whole of your text including any footnotes or endnotes and including quotations. Please remember that in some word-processing programmes you have to do a separate word count for the footnotes and add it in to the word count for the main text. The word count does **not** include the title sheet, bibliography and appendices.
* It is very important to pay attention to spelling, grammar, layout and presentation. Most word-processing programmes offer a spelling and grammar check facility (but beware of errors introduced by the spell check; the result of applying a spell check to classical names or a Latin text can often be comic or unintelligible). Regard your essays, and especially major pieces of work such as dissertations, as an opportunity to display and get credit for your presentation skills.
* Essays or dissertations which fail in any way to comply with the rules set out here (e.g. lacking a second copy, lacking a cover sheet, submitted more than 24 hours after the deadline without permission, or significantly failing to follow the presentation guidelines) are liable to be returned unmarked.

## Coursework essays and projects

The number of essays required, the word count and the submission dates are set out in the specifications for each individual course. It is your responsibility to submit work in the correct format and by the advertised deadline. Please take careful note of the deadlines published at the beginning of the year.

The aim of an essay or project at postgraduate level is not just to present facts (although getting your facts right is important) but to develop a cogent thesis or argument, and the mark awarded will largely reflect your success in doing that. You are required to choose an appropriate topic (under guidance) and treat it in a manner which is appropriate to the material. Credit is given for clarity in exposition and argument, logical structure, and proper use of evidence. Other points for which marks are awarded include careful research, proper referencing and bibliography, breadth of reading, style and presentation, and (especially in the independent projects) creativity. For more detail see the marking criteria at 6.14 below.

Please make full use of the guidance that is offered, especially when your are defining your topic. Tutorial guidance is especially important if you are planning two or more items on related topics, in order to avoid duplication or overlap while maintaining coherence.

## The dissertation

This is a piece of original work of 10,000 – 12,000 words, usually researched and written in the months following the submission of other coursework essays although you should have undertaken some preliminary work earlier in the year. The dissertation must be submitted by a deadline in September which is announced at the beginning of the academic year.

## Choice of dissertation topic

Dissertations must be pieces of independent research, *using original sources wherever possible*. In particular, sources should not be quoted ‘second-hand’ from secondary authorities, which may contain errors, but should be checked in the original, if possible.

It is vital that the dissertation topic and assignment of supervisor is clarified early in the academic year. The dissertation title must be agreed with the Programme Director **by the end of January** in the year in which the dissertation is to be submitted, and may not then be changed except with the agreement of the Programme Director. (One reason for this is to ensure that your work is assigned to appropriate examiners for marking.) You must make sure that you keep to the agreed title and that it accurately reflects the content of your dissertation: otherwise you will lose marks.

Part-time students normally complete the Dissertation in the second year, but are strongly advised to arrange a supervisor and make initial plans for their research during the summer of the first year.

## The dissertation supervisor

Initially you will discuss your choice of topic with the Programme Director who will assign an appropriate supervisor in the light of your research interests. It will then be your responsibility to define your exact topic in consultation with your supervisor and to agree on the dissertation title by the advertised deadline. Your supervisor will make suggestions for bibliography and research methods and will provide guidance throughout, but the detailed gathering of primary evidence and secondary sources is your own responsibility. Your supervisor will expect to see a first draft and will give detailed feedback on both content and presentation, but is not obliged to read second or subsequent drafts. Your supervisor should not be asked to act as a proofreader. Please make sure that all drafts for comment are submitted to your supervisor in good time.

## Content of dissertation

A dissertation should begin with a brief explanation of the topic chosen and the problem(s) which the dissertation addresses. The main body of the dissertation should consist of a structured argument or survey which discusses the relevant primary material and main scholarly views. There should be a conclusion summarizing the candidate’s own response to the problem(s) raised. To aid clarity it often helps to divide a dissertation into a number of sections (and, sometimes, subsections), each clearly marked off with a typographically distinct heading. Sections may also be numbered consecutively.

## Presentation

All work should be presented to a professional standard. All examiners at this level value professional presentation.

**Text layout**

Coursework essays and dissertations should be word processed in double line or 1.5 line spacing, with good left hand margin (allow 4cm/1.5inches for binding). Pages may be printed on both sides. Greek, Latin and foreign terminology (but not full quotations) should be *italicised.*

Each chapter of the dissertation should start on a new page. Within chapters, you may use numbered or named sub-sections at your discretion and as appropriate, but they should normally be used sparingly; please ensure that you do not use them as an alternative to properly structuring the essay/dissertation. This will be immediately apparent to the examiners.

**Pagination**

All items should be numbered consecutively. In the dissertation you should number the title page as page 1 and include appendices and bibliography within the same consecutive enumeration.

**Binding**

Essays must not be bound, and should be kept together by a secure method, e.g. staples (rather than paper clips).

Dissertations must be securely bound using a clear plastic cover and either a spiral binding or rigid plastic grip along the left margin.

## Referencing

All submitted work must give clear references to all original material and modern views discussed, so that readers (and the examiners) can locate them easily. The Harvard system for referencing is recommended.

References to ancient authors can normally be incorporated in the main text (e.g. ‘Tacitus *(Hist. 2.13)* tells us’) but references to modern works are best given in consecutively numbered footnotes or endnotes (i.e. notes at the bottom of the page of main text to which they relate, or notes given together at the end of the main text).

A full bibliography of original texts and modern works cited must be given at the end of essays and dissertations.

## Footnotes

In footnotes the full details of books and articles do not have to be given, as long as clear reference is made in an acceptable form to the full entry in the bibliography. The Harvard system (e.g. Herrin 2001; and adding specific page numbers where appropriate, Herrin 2001: 55-6) is recommended.

Footnotes should be in single line spacing - clearly demarcated from text - and numbered sequentially throughout each essay or chapter. Footnotes rather than endnotes are strongly preferred, if your word processing package permits.

Note: All notes must be clear and internally consistent, for ease of checking.

## Bibliography

The bibliography should list works in alphabetical order of author/editor, and should give the name of the author(s)/editor(s), the title of the work, and - for books - place and year of publication, or - for articles in journals - the title of the journal, its volume number and year, and the precise pages of the whole article.

The sequence of citation is usually:

(1) Primary Sources

(a) manuscript

(b) printed – e.g. Newspapers; printed texts

(2) Secondary Studies

(a) printed - can be sub-divided into books and articles if you prefer

(b) unpublished – e.g. unpublished theses

## Referencing style

**For books**

Herrin J. (2001), *Women in Purple*, London, 41-73.

Avoid unnecessary repetition of numbers - so don't duplicate decade or century (i.e. 1921-5). Similarly page numbers should follow the form e.g. 128-31 rather than 128-131; 354-9 rather than 354-359. The exception = the ’teens, where to avoid confusion with single numbers, the ‘1’ is repeated (so 1914-18).

**For essays**

Shepard, J. (2003), ‘The Ruler as Instructor, Pastor and Wise: Leo VI of Byzantium and Symeon of Bulgaria’, in *Alfred the Great: Papers from the Eleventh Centenary Conference*, ed. T. Reuter, Aldershot, 339-58.

**For journals**

Harris, E. (1991), ‘Did the Athenians consider seduction a worse crime than rape?’, *Classical Quarterly* 40, 370-7

**For documents**

Name the archive first, then the documents, followed by the numerical ref. and pagination: e.g. British Library (subsequently BL) Place Papers, Add. Ms. 35,505, f. 45. [f.= folio; ff.=folios]. Same sequence for other archives: e.g. Local Record Office (subsequently LRO), Corporation Minutes, Box 350, f. 23. If folios are unnumbered, give date or details of document: e.g. Box 351, letter dated 31.1.1781. The former Public Record Office, now known as The National Archives, uses the abbreviation TNA: PRO.

**For websites**

Give the website address in full first, then references to any internal page or section within the site. Because websites are not stable sources and are liable to frequent updating, it is good practice also to indicate the date of the website edition that you consulted (the date of compilation or updating is often displayed on the first page). But if the date of compilation/updating is not given, then please indicate the date on which you consulted it. In the case of several site visits, indicate the succession of editions or visits. *Health warning*: Websites may contain erroneous information and the source should be checked carefully before citing as authoritative, as opposed to indicative.

Various permutations of detail are in current use and acceptable but you should consult your supervisor. In all this, the golden rules are clarity and consistency: any reasonably standard system which is consistent and clear will be acceptable.

## Illustrations

Illustrations may be included if appropriate. Please ensure that they are given proper titles and numbers, and that the source is indicated. The illustrations must be integrated into the argument i.e. not just ‘extras’ or decorations.

## Appendices

Statistical, documentary, or other appendices should follow the main text, but only if needed and if fully discussed within the substantive text.

## Word count

A word count should be entered on the cover sheet. This should include the whole of your text including any footnotes or endnotes and including quotations. Please remember that in some word-processing programmes you have to do a separate word count for the footnotes and add it in to the word count for the main text. The word count does **not** include the title sheet, bibliography, illustrations (with brief identifying captions), tables of data (not including discussion), or appendices. All over-length work will be penalised as indicated in section 7.6.

If a dissertation involves extensive detailed discussion of particular passages of text or manuscript, or sites, monuments or objects, or sets of data, these should be presented in the dissertation as quotations, illustrations or tables.

## Marking criteria

**85.00-100%** Work of Distinction standard displaying many of the following features, depending on the nature of the assignment or task:

* publishable quality
* the ability to plan, organise and execute independently a research project to the highest professional standards
* highest professional standards of accuracy, expression and presentation
* the ability to analyse and evaluate primary and secondary sources critically and formulate questions which lead to original lines of enquiry
* an exceptional degree of creativity, originality and independence of thought

**70.00-84.99%** Work of Distinction standard, displaying many of the following features *(marks of 80%+ may be awarded to work of publishable quality*):

1. excellent research potential
2. ability to organise and to execute independently a research project to very high professional standards of accuracy, expression and presentation
3. ability to analyse primary and secondary sources critically and to formulate questions which may lead to productive lines of enquiry
4. a high degree of creativity, originality, and independence of thought

**60.00-69.99%** Work of Merit standard, displaying many of the following features*:*

1. showing potential for original research, with appropriate guidance
2. a very good standard of accuracy, expression and presentation
3. some ability to analyse and evaluate primary and/or secondary sources critically
4. the ability to solve complex, if not entirely original, problems
5. evidence of some creativity, originality and independence of thought

**50.00-59.99%** Work of Pass standard, displaying many of the following features:

1. the ability to engage in research involving a moderate degree of originality, when provided with close supervision and support
2. a competent standard of organisation, expression and accuracy
3. sound knowledge and understanding of key sources of information
4. the ability to construct coherent and relevant answers to questions

**40.00-49.99%** Work of marginal Fail standard, displaying many of the following features:

1. incomplete argumentation
2. poor levels of clarity and accuracy in written or oral presentation
3. little evidence of originality or independent thought
4. work that is just below an acceptable basic standard

**20.00-39.99%** Work of complete Fail standard displaying some or all of the following features,

depending on the nature of the assignment or task:

1. fragmentary knowledge and understanding of essential sources of information
2. little grasp of the problem or topic
3. a lack of clarity and accuracy in written or oral presentation
4. work that is clearly below an acceptable basic standard

**0.00-19.99%** Work of complete Fail standard displaying some or all of the following features, depending on the nature of the assignment or task:

* no evidence of knowledge and understanding of the essential sources of information
* only the most rudimentary understanding of the question
* almost no insight into the problem or topic
* confused and incoherent written or oral presentation
* work that is far below an acceptable basic standard.

# Assessment Information

## Illness or other extenuating circumstances

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

**Absence from an examination / failure to submit coursework**

If you miss an examination or fail to submit a piece of assessed coursework without acceptable cause, this will normally be given a mark of zero with an outcome of Fail for that element of the assessment.

If you miss an examination or fail to submit a piece of assessed coursework through illness, or other acceptable cause for which adequate documentation is provided in accordance with the section on [**Illness or other extenuating circumstances**](#_Illness_or_other) in the [**Instructions to Candidates**](http://www.rhul.ac.uk/registry/Examinations/Essential-info.html)the Sub-board of Examiners may take this into account when considering your results.

**Special arrangements for examinations for disabled students and those in need of support**

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

## Submission of written work

**Two** paper copies are required for all coursework, projects and dissertations.

All coursework, projects and dissertations should be submitted to the Classics Departmental Office (FW16) unless other instructions are given by individual course tutors.

## Extensions to deadlines

These will be given only for *bona fide* medical reasons (which must be documented) or for genuinely exceptional and serious personal reasons (e.g. death of a close relative). For all extensions, a special application must be made to the Programme Director. Applications must be made in advance of the submission deadline, unless reason can be shown why it was impossible to apply for an extension in advance.

Alleged unavailability of library books, computer failure, pressure of other work, sporting or social engagements, etc., confusion as to the deadline, transport delays, or unavailability of copies of the cover sheet, will NOT be entertained as reasons for granting an extension or as excuses for submitting work late. It is your responsibility to organise your work so that you submit your essays and other written work before the deadlines. One of the important learning outcomes of our degrees is the ability to keep to deadlines. Remember that you can submit your work in advance of the deadline. If you live away from Egham, always give yourself enough time to travel in to submit work.

## Penalties for late submission of work

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

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

*In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:*

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

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

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

## Anonymous marking and cover sheets

It is College policy that assessed work should be marked anonymously. Students are therefore requested to identify their work by **candidate number**.You can obtain your candidate number from Campus Connect from the autumn term onwards.

Each piece of work (coursework or dissertation) should have a cover sheet following a standard format, available in electronic form from the department.

## Penalties for over-length work

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

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

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

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

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

There is no specific penalty for under-length work but the minimum word count given in the course specification should be observed as a guideline; work of insufficient length is unlikely to have dealt adequately with the topic.

## 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.

One copy of each piece of work will be returned to the candidate. The other is retained by the Department. Any mark shown is provisional and subject to confirmation or amendment in the course of the examining process.

## Plagiarism

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

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

Guidance on how to avoid plagiarism is offered on a regular basis by the Department.

## Assessment offences

The College has regulations governing [**assessment offences**](http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx) which can found on the following webpage:

<http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>

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

## Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact the [**Educational Support Office**](http://www.rhul.ac.uk/studentlife/supporthealthandwelfare/eso.aspx). <http://www.rhul.ac.uk/studentlife/supporthealthandwelfare/eso.aspx>

## Progression and award requirements

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

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

**Re-sit of a failed unit**- Normally the opportunity to re-sit any failed parts of a course unit not passed will be during the following academic session.

**Repeat** - If you are given the opportunity to repeat a course unit you will need to register for the course unit for the next academic session and satisfy afresh the coursework and attendance requirements.

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

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

**Outcomes of course unit assessment**

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

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

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

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

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

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

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

For details on the requirements governing the level of award please see the section on [the **Consideration and Classification of Candidates for the Award**](http://www.rhul.ac.uk/Registry/academic_regulations/Postgraduate_Regulations.html#Masters) in the Postgraduate Taught Regulations.

<http://www.rhul.ac.uk/forstudents/studying/academicregulations/pgtregs/pgawardofpgt.aspx>

## Examination results

Please see the [**Examinations Office**](http://www.rhul.ac.uk/registry/Examinations/) webpage <http://www.rhul.ac.uk/registry/Examinations/> for details of how you will be issued with your [**results**](http://www.rhul.ac.uk/registry/Examinations/results.html)**.** <http://www.rhul.ac.uk/registry/Examinations/results.html>

The Examinations website is the place where you can access the “[**Instructions to Candidates**](http://www.rhul.ac.uk/registry/Examinations/Essential-info.html)” and details of the examinations appeals procedures. <http://www.rhul.ac.uk/forstudents/studying/academicappeals/home.aspx>

# Student Support

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

Your first point of reference for advice within the Department is the Programme Director. Inevitably, problems will sometimes arise that the Programme Director 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 Support**](http://www.rhul.ac.uk/for-students/student-support/)page: <http://www.rhul.ac.uk/forstudents/home.aspx>

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

## Student-staff committee

There is a student-staff committee on which both taught and research postgraduate students are represented. The Committee meets three times each year and plays an important role in the Department as a forum for airing student views.You can use the Committee to raise any issues which concern students. Notices will appear on departmental notice boards giving details of forthcoming elections or the names of current representatives.

## Students’ Union

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

## Learning resources: library, IT, photocopying and printing

There are a number of libraries and computing facilities on campus where photocopying and printing can also take place. Details can be found on the **Library** (<http://www.rhul.ac.uk/library/home.aspx> ) and **IT Services** (<http://www.rhul.ac.uk/it/home.aspx> ) webpages. See 5.1 & 5.2 for more details.

## Careers information

The Careers Service provides a range of support and resources to assist with career planning, job hunting, finding work experience and internships, writing CVs and applications and preparing for interviews. Students are encouraged to visit the Careers Service early on in the programme to make full use of the help available. As well as one-to one appointments the Careers Service offer a range of workshops and fairs and careers events. Please visit the website for full details: <http://www.rhul.ac.uk/careers/home.aspx>.

## Non-academic policies

Please see the[**Codes and Regulations**](http://www.rhul.ac.uk/forstudents/regulations/home.aspx)webpage<http://www.rhul.ac.uk/forstudents/regulations/home.aspx>which includes information on non-academic policies, regulations, and codes of practice as well as the [**Student Charter.**](http://www.rhul.ac.uk/for-students/charter.html) <http://www.rhul.ac.uk/aboutus/governancematters/studentcharter.aspx>

## Complaints and academic appeals procedure

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

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. Details of the [**appeals procedures**](http://www.rhul.ac.uk/registry/Examinations/results.html#Bookmark6) and permitted grounds for appeal can be found on the [following webpage](http://www.rhul.ac.uk/registry/Examinations/results.html). <http://www.rhul.ac.uk/forstudents/studying/academicappeals/home.aspx>

# Health and Safety Information

## Code of practice on harassment for students

This can be found on the student home pages under codes and regulations <http://www.rhul.ac.uk/forstudents/documents/pdf/codesandregulations/studentharassment.pdf>

## Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found on the **Health and Safety Web pages**

<http://www.rhul.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx>

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

* Lone working is permitted, but it is good practice to ensure that a second person is aware of the first person’s location and that they have access to means of communication.
* It is recommended that the second person could be a relative/friend who knows where the first person is located and approximate time of return. Relevant details should be exchanged (e.g. campus number and security telephone number).
* Inspections/risk assessments of the work area are by the Departmental Health and Safety Co-ordinator to ensure that hazards have been identified, risks controlled and provisions for emergencies are in place (e.g. escape routes open, firefighting equipment, first aid etc.).

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

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**.

# Equal Opportunities Statement and College Codes of Practice

## 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.

## College codes of practice

Stetements of College policies and procedures are available on the College website at <http://www.rhul.ac.uk/forstaff/collegepolicies/home.aspx> and <http://www.rhul.ac.uk/forstudents/regulations/home.aspx>.