



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

School of Law

**Undergraduate Student
Handbook**

2017-18

Telephone +44 (0)1784 414085/ 01784 414235

School of Law
Royal Holloway, University of London
Egham Hill, Egham
Surrey TW20 0EX

Disclaimer

This document was published in September 2017 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

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

An electronic copy of this handbook can be found on your departmental website (www.rhul.ac.uk/law) where it will be possible to follow the hyperlinks to relevant webpages.

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1.1 How to find us: the Department

The School of Law departmental office is located in ABG1 in the Arts Building. The academic staff for the School of Law are located in the Arts Building on the first floor, number 16 on the campus map.

1.2 Map of the Egham campus



Student parking is limited and a parking permit is required. This can be obtained online via <http://royalholloway.firstparking.co.uk/>.

1.3 How to find us: the staff

CONTACT DETAILS

Professor Matthew Humphreys	Matthew.humphreys@rhul.ac.uk	017840276482	ABF27
Professor Ravinder Barn	r.barn@rhul.ac.uk	01784 443678	ABF17A
Dr Simon Behrman	Simon.behrman@rhul.ac.uk	TBC	ABF5
Elaine Carter	Elaine.carter@rhul.ac.uk	TBC	ABF9
Rita D'Alton-Harrison	rita.dalton-harrison@rhul.ac.uk	01784 276653	ABF14
Professor David Denney	d.denney@rhul.ac.uk	01784 443683	ABF25
Dr Alex Dymock	alex.dymock@rhul.ac.uk	01784 276682	ABF22
Dr Mastoureh Fathi	Mastoureh.fathi@rhul.ac.uk	01784 276160	ABF17
Professor Jonathan Gabe	j.gabe@rhul.ac.uk	01784 276614	ABF20
Dr Emily Glorney	emily.glorney@rhul.ac.uk	01784 276283	ABF23
Professor Rosie Meek	r.meek@rhul.ac.uk		ABF10
Professor Jill Marshall	jill.marshall@rhul.ac.uk	01784 443682	ABF19
Robert Jago	robert.jago@rhul.ac.uk	01784 443190	ABF13
Dr David La Rooy	david.larooy@rhul.ac.uk	01784 276415	ABF26
Dr Jane Marriott	Jane.marriott@rhul.ac.uk	01784 414376	ABF11
Dr Richard Smith	r.smith@rhul.ac.uk	01784 443689	ABF24
Dr Jennifer Storey	Jennifer.storey@rhul.ac.uk	01784 414966	ABF18
Dr Leonardo V. P De Oliveria	Leonardo.oliveria@rhul.ac.uk		ABS5
Dr David Yuratich	david.yuratich@rhul.ac.uk	01784 443317	ABF15
Dr Michelle Webster	Michelle.webster@rhul.ac.uk	01784 443678	ABF17A
Dr Serena Wright	Serena.wright@rhul.ac.uk	01784 276683	ABF21

Support Staff:

Maria Wright	Maria.wright@rhul.ac.uk	01784 443411	ABF10
Vicky Titchmarsh	vicky.titchmarsh@rhul.ac.uk	01784 414235	ABF10

1.4 How to find us: the Departmental office

The departmental administrative office is located in ABF10 in the Arts Building. The office hours for the Administration Department are 9:30am-1:00pm and 2:00pm-4:00pm Monday-Friday. If you need to arrange an appointment outside these hours then please contact CrimSoc-AdminStaff@rhul.ac.uk

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 Tutor.

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

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

2.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the **Student Portal** (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, so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. **Just deleting messages is not sufficient; you must clear the 'Sent**

Items' and 'Deleted Items' folders regularly. It is your responsibility to make sure your College email account is kept in working order. If you have any problems contact the **IT Service Desk** <http://itservicedesk.rhul.ac.uk/>

The School of Law 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/forwarded 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** (you may need to use IE browser to access this as the link does not work on some browsers). 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. **Please ensure you log on to your College account regularly and conduct some account maintenance or your account may become full and therefore will not forward messages.**

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

2.2 Post

All post addressed to students in the School of Law is held on student files. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed.

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

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

2.4 Notice boards

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

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

please ask!

2.5 Personal Tutors

Each student is assigned to a personal adviser. Each term you will have a number of scheduled personal advisor meetings, either individually or in small groups. These are compulsory and represent an important opportunity to develop your study skills, review your progress and performance and raise any questions or concerns.

Your personal adviser will be available to see you during pre-arranged meetings and is also available during their weekly office hours. Arrangements may also be made by him/her, or by you, to meet at other times. Your personal adviser is concerned with your academic development and progress during your time with us, and is available to offer you advice about issues affecting your work and to discuss with you your choice of courses. Personal advisers are also willing to discuss personal difficulties which may be impacting your academic performance, but it is understood that you may prefer to take such difficulties to the College student counsellors. Your personal adviser should be your first port of call for any queries of an academic nature or for guidance on issues having an impact on your ability to study. It is your responsibility to keep him/her informed of issues as they arise.

Occasionally – when, for example, a personal adviser goes on leave – changes will be made. You will be informed on any such changes as soon as possible.

Your personal adviser will probably be the member of the department best equipped to write you references for jobs during your university career, and (along with your Dissertation Supervisor) to act as a referee for jobs or higher degree programmes after graduation. It is, therefore, very much in your interest to make sure that you keep in regular contact with your personal adviser as he or she will then be able to write individual and positive recommendations on your behalf. Before you name them as a referee on an application, you should always ask your personal adviser if this is alright. You should also make sure that you give him or her ample time to complete any references: while you only have one personal adviser, each personal adviser has many – past and present – personal tutees!

Although you should regard your personal adviser as your first port of call in the Department, it may be that on occasions he or she will direct you to another colleague, either in the Department or elsewhere, or to some other source of guidance or advice, such as the Programme Director, Head of School, the Student Administrative Centre, the Health Centre, the Dean of Students, the Student Counsellors, or the Chaplains.

Any help you get from any of these sources, or from anyone in the Department is confidential if you prefer it that way. The Department reserves the right to inform appropriate bodies or persons if it considers that an individual is at significant risk, but you may assume that conversations with staff are confidential unless otherwise stated.

2.6 Questionnaires

Courses are evaluated every year. Towards the end of each course you will be asked by the tutor to fill in a questionnaire giving your evaluation of the teaching you have received, the effectiveness of library provision and the overall quality of the course. It is College policy that such course evaluations are completed. These are anonymous and your cooperation in making these evaluations is of great help to the Department. The results of the evaluations are considered by the Department's Learning and Teaching Committee and form part of the Annual Monitoring Report of the Department.

All programmes and courses are reviewed periodically by the Faculty and within the Department, taking into account the student evaluations as well as issues raised at the Student-Staff Committee.

3 Teaching

3.1 Dates of terms

Term dates can be found on the College website. 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/ practical's etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see 3.4 below). During the summer term, after the summer examination period, you are expected to attend all required academic activities organized by your department(s) and to be available should you be required to meet with College staff for any reason.

3.2 Academic Timetable

Your individual timetable is available to see online via Campus Connect. You can download this to a personal calendar if you wish. You should check your timetable regularly as it links to the live timetabling system, so will update automatically to reflect any changes. Timetable changes within two working days will be notified by email to your RHUL account. You will receive separate communications by email and on Campus Connect about exactly how to access and download your timetable.

3.3 Reading weeks

Autumn Term: 30th October- 3rd November 2017
Spring Term: 12th-16th February 2018

3.4 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 understands that emergencies may occur at any time throughout the year. In light of this, the School of Law 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 3.4.63.4.6). Your 'classes' are any learning or teaching activity deemed essential to your programme of study. The term is used to encompass a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings your Personal Tutor.

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

(<http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

If you 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 Tutor or Year Tutor. In addition, an extensive range of additional support, guidance and advice is readily available from the College's Welfare & Wellbeing Services (Academic Services Directorate) (<https://www.royalholloway.ac.uk/students/help-support/help-and-support.aspx>). The Students' Union also operate an Advice and Support Centre, details on which can be found here <http://www.su.rhul.ac.uk/advice/>.

3.4.1 Your responsibilities in relation to attendance

Your responsibilities around attendance and engagement include:

- attending all classes necessary for the pursuit of your studies (including lectures, seminars, practical 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 starts on the hour and finishes at ten minutes before the hour. **You will be marked absent if you turn up late without good reason.**

3.4.2 Departments' responsibilities for monitoring attendance

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

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

You will be contacted in the event that:

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

A 'pattern of absence' will be defined as three or more absences, whether authorised or not, in one calendar month.

3.4.3 College’s responsibilities for monitoring attendance


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

The College also has obligations places on it by UK Visa and Immigration (UKVI) (see 3.4.7 below).

3.4.4 Missing classes

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

<https://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx>



IN CONFIDENCE

**NOTIFICATION OF ABSENCE FORM - SELF CERTIFICATION
(absence due to illness)**

Student details * Information which you must complete

* Student Number 100 * UG or PG UG PG

* Department 2nd Department (joint programmes)

* First name * Family name

* Degree programme Year of study

Absence details

If you have been ill for more than 5 consecutive term-time days (excluding Saturday s and Sunday s) a Formal Medical Certificate signed by the Health Centre or your GP is also required.

Period of absence (both dates inclusive) *From *Until

* I confirm that I have been suffering from (maximum 325 characters)

These circumstances did did not necessitate treatment by a medical practitioner

If you do not wish to disclose the nature of the illness on this form please submit such information in a sealed envelope, attach it to this form and tick this box

I have contacted my course tutor(s)/ leader(s) Yes No

I have contacted my personal adviser Yes No

If yes give name(s)

As a result of my illness I have missed the following class(es)** and/or the following assessment(s) have been affected.

Date	Course code	**Class(es) missed and/or assessment(s) affected	Course title/topic/details	Course Tutor(s)/ leader(s)
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		

**A class is any learning and teaching session such as lectures, seminars, tutorials, workshops, field work, laboratories etc.

I confirm that the information provided on this form is to the best of my knowledge honest and accurate and that I have read and understood my responsibilities relating to this notification of absence.

*Signed *Date

The information will be held by RHUL and processed by staff in the departments/schools in order to keep a record of student absences. The frequency of self-certified absences will be monitored and you may be requested to provide a doctor's medical certificate in multiple and sustained instances of self-certified illness.

For Departmental use only:

I confirm that I have discussed this absence with the student:

Signed Date

Date received

Absence up to and including 5 term-time days Absence more than 5 term-time days

Formal Medical Certificate Required Formal Medical Certificate received

Absence deemed acceptable Absence deemed unacceptable

Email confirmation of receipt of notification sent

Other

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

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

You should ensure:

- a. that you advise the departments(s) that you advise the departments(s) by emailing your module tutors, your personal advisor and the administration team. that you complete the Notification of Absence Form, copies of which are available on the School of Law website and from the Health Centre.
- b. that you submit the paperwork to your department(s) either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level.
- c. that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.

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

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

Note:

- If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Tutor).
- The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor's medical certificate from you in the event of multiple and/or sustained instances of self-certified illness.
- The departments in which you are studying are responsible for monitoring your attendance and engagement, and deciding whether a period of absence is deemed acceptable or unacceptable (for further information please refer to the online guidance <http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabs>)

[ence.aspx](#) for details of what constitutes 'acceptable' and 'unacceptable' circumstances relating to absence). If deemed unacceptable the absence will be recorded as such and will count against your minimum attendance level.

3.4.5 Missing an examination

In the event that you are unable to attend an exam (e.g. through reasons of sudden illness), it is essential that you notify the Student Services Centre at the very earliest possibility. Wherever possible, please try to ensure you contact them via e-mail at student-enquiries@royalholloway.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 the Student Services Centre 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/academicssupport/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.

3.4.6 Consequences of failing to attend

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

Failure to attend will result in you being required to explain your absence either to your Personal Advisor, Programme Director or the Head of School. It may trigger the formal warning process, which could lead to the termination of your registration at the College.

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 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.

3.4.7 Withdrawal of visa

If you are sponsored by Royal Holloway on a **Tier-4 (General) Visa**, should your registration at the College be terminated for non-attendance or a general lack of engagement with your studies, you will be reported to the UKVI and your Tier 4 visa will be withdrawn. Alternatively, in line with the College's legal obligations to UKVI, if you fail to meet the requirement of your Tier 4 visa to attend classes and complete assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations and the decision is not open to appeal. Please see our [Undergraduate Regulations](#).

4 Degree Structure

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through [Course Finder](#) or the [Programme Specification Repository](#).

4.1 Course registrations

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

4.2 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.

4.3 Exchange Programmes

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

5 Facilities

5.1 The Library

The Library is housed in the **Emily Wilding Davison Building**.

Details, including Library Search, dedicated subject guides and opening times can be found online from the Library home page: <http://www.royalholloway.ac.uk/library/home.aspx>

The Ground Floor of the Library contains a High Use Collection bringing together much of the course reading into one area. The rest of the Library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow to use in other study areas.

If you cannot find the specific items that you require in the Library, it is possible to gain access to the online resources of Senate House Library as well as access to use the Library's physical collections or other university libraries. You can obtain further information on this here: <https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/using-other-libraries.aspx>. The Information Consultant for the School of Law is Sian Downes, who can be contacted at Sian.Downes@rhul.ac.uk.

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

<http://www.royalholloway.ac.uk/library/helpandsupport/findinginformation.aspx>

5.2 Photocopying, printing and computing

5.2.1 Photocopying

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

<http://www.royalholloway.ac.uk/library/usingourlibraries/photocopyingandprinting.aspx>

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

5.2.2 Printing

Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the Library, 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, the Library and Computer Centre. Further information on printing is available online:

<https://www.royalholloway.ac.uk/it/printing/home.aspx>

5.2.3 Computing

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

<http://www.royalholloway.ac.uk/it/training/home.aspx>

6 Coursework Essays and Dissertation

Please see your programme specific handbook for information about essay writing and referencing.

6.1 Marking criteria

Undergraduate Marking Criteria / Descriptors for Honours Assessment

90 – 100% Outstanding work with exceptional critical and creative understanding; well-structured, correct use of grammar and spelling. Demonstrating not only an exceptional degree of knowledge about the subject, but originality and creativity and / or exceptional analytical and problem-solving skills. Shows critical understanding of relevant research papers and reviews.

80 – 89% Outstanding work which displays a well-developed logical theme using correct grammar and spelling. Demonstrating a high level of knowledge about the subject, originality and creativity. Evidence of wide reading which includes recent research papers and reviews and an ability to use relevant examples.

70 – 79% 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 which includes research papers and reviews. A well-structured piece of work, few spelling errors and sound knowledge of syntax.

60 – 69% 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 wide reading beyond lecture notes and standard texts. The ability to formulate a coherent theme using proper grammar and spelling.

50 – 59% 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 – 49% 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 – 39% 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. An Unstructured piece of writing demonstrating problems with syntax to the point where sentences become devoid of meaning. Paper demonstrates significant spelling and grammar lapses.

20 – 29% Very limited range of knowledge with many important gaps and omissions. Shows incomplete understanding with numerous errors of interpretation.

10 – 19% Shows only the most limited and fragmentary knowledge of the subject with little or no understanding of essential principles and concepts.

0 – 9% Virtually devoid of any evidence of knowledge or understanding of the subject.

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 via the College's online extension application portal. In order for an extension to be granted you will need to upload provide the department with adequate documentation in accordance with the guidance in [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 **Extenuating Circumstances – Guidance for Students**. You should also read the section **Illness & absences from an examination and departmental assessments and extenuating circumstances** in the [Instructions to Candidates](#) issued by Student Administration

<http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx> for full details on how to inform your department about extenuating circumstances relating to missed examinations as well as the **deadline for submission of such information**.

Ongoing circumstances

If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College's [Welfare & Wellbeing Services](#) (Academic Services Directorate) 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 be 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 Welfare (Academic Services Directorate), 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 may be preventable. As such, it is unlikely that the Sub-board will be able to take action to mitigate such circumstances. For further information, please read the [Extenuating circumstances – Guidance for students](#).

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 you register with them. 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 essays must be submitted electronically via Moodle.

You are reminded that when submitting any essay you declare that

- the coursework submitted is your own work and has not (either in whole or in part) been submitted towards the award of any other qualification either at Royal Holloway or elsewhere.
- you have attributed/referenced all sources of information used during the completion of the assignment
- you are aware that failure to do so constitutes an assessment offence.

In the light of this requirement, any student deemed by the examiners to be guilty of plagiarism (see the section on Plagiarism) will be held liable to penalties incurred by cheating.

7.3 Extensions to deadlines

You are expected to hand in your coursework assessments on time. However, unforeseeable or unpreventable circumstances may occasionally arise which prevent you from doing so. In this case you should apply for a deadline extension using the College's online extension application portal. You must do this before the original deadline, and you will need to submit appropriate evidence to support your application. This will be considered by your department. If your application is approved then you will be sent an email confirming this, along with your new deadline for the assessment. If your application is rejected, you will be sent an email confirming the rejection and stating that the original deadline stands. If the application is pended then you may be asked to attend an interview in your department to discuss your application, and to bring in your supporting evidence in hard copy. If you submit too many extension applications then you will be required to meet your Personal Tutor, who may direct you to support services to help you meet your deadlines.

7.4 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section (13), paragraph (4) of the College's [Undergraduate Regulations](#).

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

Section (13) (4)

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

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

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

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

7.5 Anonymous marking and cover sheets

The School of Law uses coversheets designed in such a way as to preserve student anonymity. Please make sure that you fill in the coversheet correctly and attach it to your work. If in doubt, please ask the administration team.

7.6 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section (13), paragraph (5) of the College's [Undergraduate Regulations](#):

Section 13 (5)

Any work (written, oral presentation, film, performance) which exceeds the upper limit set will be penalised as follows

- (a) *for work which exceeds the upper limit by up to and including 10%, the mark will be reduced by ten percent of the mark initially awarded;*
- (b) *for work which exceeds the upper limit by more than 10% and up to and including 20%, the mark will be reduced by twenty percent of the mark initially awarded;*
- (c) *for work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.*

The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations or films.

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

7.7 Students with Specific Learning Needs

Green stickers

The College operates a system of 'flagging' certain scripts where a student has a specific learning need and these may be flagged either in green (coursework and other assignments) or in red (examination scripts) or in yellow (Amanuensis scripts). The sticker system operated across the College is placed on a piece of work or examination script to 'flag up' to the examiner/marker that the student has a condition which affects their writing and that the student should not be unfairly penalised for errors in spelling, punctuation, grammar or presentation. It does not mean that students will be awarded additional or adjusted marks as a result. For courses where spelling is an integral part of the learning outcome it will not be possible for the examiner/marker to ignore errors in spelling, punctuation, grammar or presentation. The College's Disability and Dyslexia webpage (<https://www.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx>) does however have links to Assistive Software that students can use to help eradicate such errors. Students who may be entitled to use the sticker system are those who are registered with the College's Disability and Dyslexia Service as having a specific learning difficulty such as Dyslexia or Dyspraxia or severe manual dexterity. To register with the Disability and Dyslexia Service please email: Disability-Dyslexia@rhul.ac.uk

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.

7.9 Assessment offences

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

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

Assessment offences include, but are not limited to plagiarism (see 7.9.1 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 Tutors 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.

7.9.1 Plagiarism

We dedicate specific study skills tutorials to plagiarism, which are compulsory and an important opportunity for you to develop a clear understanding of what constitutes plagiarism. The material below is intended to supplement these sessions, rather than replace them.

Definition of plagiarism

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

Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent

on the method of assessment.

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

7.10 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact **Disability and Dyslexia Services**. Please note the deadline for making an application for Examination Access Arrangements is in January each year. Therefore it is in your interest to contact DDS as soon as you are able in the Autumn Term in order that you have time to get any necessary evidence required for the application.

7.11 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**.

For details on the requirements for degree classification please see the section on the **Consideration for the Award** in the Undergraduate Regulations.

7.12 Examination results

Please see the **Examinations & Assessments** website for details of how you will be issued with your **results**.

The Examinations & Assessments website is the place where you can access the "**Instructions to Candidates**" and details of the examinations **appeals** procedures.

8 Student Support

8.1 Non-academic related enquiries & support

The Student Services Centre is located in the Emily Wilding Davison 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 your personal advisor. Inevitably, problems will sometimes arise that your personal advisor is not qualified to deal with. The College offers a high level of student welfare support which includes a, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing financial, career and other advice. There is also an NHS GP practice (the Health Centre) on campus located in Founder's East. Further details of each service can be found on the College web on the [Student Welfare](#) page.

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 Simon Behrman. You must also contact the DDS (Founder's West 143; Tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk who will advise on appropriate sources of help. Further information is available on the College web on the DDS [Support, health and welfare](#) page.

8.3 Academic Skills Support

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

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

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

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

8.4 Student-staff committee

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

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

8.5 Students' Union

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

8.6 Careers information

The College has a **Careers & Employability Service**, housed in the Emily Wilding Davison Building, is open to any student during normal College hours.

8.7 Non-academic policies

Please see the [College Regulations and Procedures](#) webpage 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 Tutor 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. 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](#).

9 Health and Safety Information

9.1 Code of practice on harassment for students

This can be found on the student home pages under the [Your Responsibilities as a Student](#) section of the webpage.

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 is classified as a low risk activity and as such the following advice is relevant.

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

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

9.3 Field trips

Field work is defined as work or study which is undertaken outside the normal work/study environment, including any undertaken away from College owned or leased property. It will also include work that is beyond normal daily activities on College premises.

A trained field work risk assessor/health and safety coordinator must be consulted at an early stage in the planning. All field work shall be risk assessed using the standard College 'Field Work Risk Assessment Form'.

Prior to a trip, a set of contact details shall be prepared by the member of academic staff responsible for organizing the field trip and a copy will also be held by the Head of Security. Details will consist of contact address, at least two contact phone numbers and, if possible an alternative means of contact. This is to allow the College the ability to contact or re-establish contact with the group in case of an emergency.

You are reminded that you are representing Royal Holloway University of London and should act appropriately at all times. It is the student's responsibility to ensure they have the appropriate clothing and footwear.

9.4 Placements

The department has excellent links with prisons, government bodies, charities and research organisations and can offer a range of valuable placement opportunities that students can apply to undertake alongside their studies, supported by academic staff

and the careers service. These placements are supported by the careers service and we provide funding to cover travel costs. Further details on specific opportunities and details of how to apply are circulated by email and advertised on noticeboards throughout the year.

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.