



DEPARTMENT OF CLASSICS

POSTGRADUATE TAUGHT STUDENT HANDBOOK

**MA Ancient History; Classics;
Classical Art and Archaeology
MRes in Classical Reception
MRes, PGDip and PGCert in
Rhetoric**

2018/2019

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Disclaimer

This document was published in September 2018 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 'departments', 'Centres and 'Schools'. Students on joint or combined degree programmes will receive two departmental handbooks.

Contents

1	INTRODUCTION TO YOUR DEPARTMENT	5
1.1	WELCOME	5
1.2	HOW TO FIND US: THE DEPARTMENT	5
1.3	MAP OF THE EGHAM CAMPUS	6
1.4	HOW TO FIND US: THE STAFF	7
1.5	HOW TO FIND US: THE DEPARTMENTAL OFFICE	8
1.6	THE DEPARTMENT: PRACTICAL INFORMATION	8
1.7	STAFF RESEARCH INTERESTS	8
2	SUPPORT AND ADVICE	9
2.1	STUDENT CHARTER	9
2.2	PGT DEGREE REGULATIONS	9
2.3	SUPPORT WITHIN YOUR DEPARTMENT	9
2.4	STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)	10
2.5	STUDENT-STAFF COMMITTEE	10
2.6	STUDENT SERVICES CENTRE	10
2.7	SUPPORT ADVISORY & WELLBEING	10
2.8	STUDENT WELLBEING	11
2.9	DISABILITY & DYSLEXIA SERVICES (DDS)	11
2.10	INTERNATIONAL STUDENT SUPPORT OFFICE (ISSO)	11
2.11	ACADEMIC SKILLS SUPPORT	11
2.12	IT SERVICES DESK	12
3	COMMUNICATION	12
3.1	EMAIL	12
3.2	POST	12
3.3	YOUR CONTACT INFORMATION	13
3.4	NOTICE BOARDS	13
3.5	PERSONAL TUTORS	13
3.6	QUESTIONNAIRES	13
4	TEACHING	13
4.1	DATES OF TERMS	13
4.2	ACADEMIC TIMETABLE	14
4.3	STUDY WEEKS	14
5	ATTENDING CLASSES AND ENGAGING WITH YOUR STUDIES	14
5.1	ATTENDANCE REQUIREMENTS	14
5.2	ADJUSTMENTS TO ATTENDANCE REQUIREMENTS	15
5.3	MONITORING ATTENDANCE	15
5.4	FORMAL WARNINGS	15
5.5	WITHDRAWAL OF VISA	15
5.6	MISSING CLASSES	15
5.7	MISSING AN EXAMINATION	16
6	DEGREE STRUCTURE	16
6.1	DEPARTMENT SPECIFIC INFORMATION ABOUT DEGREE STRUCTURE	16
6.1.1	MA IN CLASSICS, ANCIENT HISTORY, AND CLASSICAL ART AND ARCHAEOLOGY	16
6.1.2	MRES IN CLASSICAL RECEPTION, MRES, PGDIP AND PGCERT IN RHETORIC	18
6.2	COURSE REGISTRATIONS	18
6.3	CHANGE OF PROGRAMME	18
7	FACILITIES	19
7.1	THE LIBRARY	19
7.2	OTHER LIBRARIES	19
7.3	PHOTOCOPYING AND PRINTING	20
7.4	COMPUTING	20

8	COURSEWORK ESSAYS AND DISSERTATION.....	20
8.1	COURSEWORK ESSAY.....	21
8.2	THE DISSERTATION.....	21
8.3	CHOICE OF DISSERTATION TOPIC.....	21
8.4	THE DISSERTATION SUPERVISOR.....	22
8.5	CONTENT OF DISSERTATION.....	22
8.6	PRESENTATION.....	22
8.7	REFERENCING.....	23
8.8	FOOTNOTES.....	23
8.9	BIBLIOGRAPHY.....	24
8.10	ILLUSTRATIONS.....	24
8.11	APPENDICES.....	24
8.12	WORD COUNT.....	24
8.13	MARKING CRITERIA.....	25
9	ASSESSMENT INFORMATION.....	26
9.1	ANONYMOUS MARKING AND COVER SHEETS.....	26
9.2	SUBMISSION OF WRITTEN WORK.....	26
9.3	STEPPED MARKING.....	27
9.4	POLICY ON THE RETURN OF MARKED STUDENT WORK AND FEEDBACK.....	27
9.5	PROGRESSION AND AWARD REQUIREMENTS.....	27
9.6	EXAMINATION RESULTS.....	27
9.7	PENALTIES FOR LATE SUBMISSION OF WORK.....	27
9.8	PENALTIES FOR OVER-LENGTH WORK.....	28
9.9	WHAT TO DO IF THINGS GO WRONG – EXTENSIONS TO DEADLINES.....	28
9.10	WHAT TO DO IF THINGS GO WRONG – THE “EXTENUATING CIRCUMSTANCES” PROCESS.....	28
9.11	SUPPORT AND EXAM ACCESS ARRANGEMENTS FOR STUDENTS REQUIRING SUPPORT.....	29
9.12	WHAT TO DO IF YOU HAVE DIFFICULTY WRITING LEGIBLY.....	30
9.13	ACADEMIC MISCONDUCT.....	30
10	CAREERS INFORMATION.....	31
11	COMPLAINTS AND ACADEMIC APPEALS PROCEDURE.....	31
12	HEALTH AND SAFETY INFORMATION.....	31
12.1	CODE OF PRACTICE ON HARASSMENT FOR STUDENTS.....	31
12.2	LONE WORKING POLICY AND PROCEDURES.....	31
12.3	SPECIALIST EQUIPMENT.....	32
13	EQUAL OPPORTUNITIES STATEMENT AND COLLEGE CODES OF PRACTICE.....	32
13.1	EQUAL OPPORTUNITIES STATEMENT.....	32
13.2	ADDITIONAL CODES OF PRACTICE.....	33

1 Introduction to your department

1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter 'the College') is one of the UK's leading research-intensive universities, with nineteen academic departments spanning the arts and humanities, social sciences and sciences. We are delighted that you have chosen to pursue your academic careers with the Department of Classics, and hope that we can guide you successfully and enjoyably towards achieving your academic goals. With this in mind, this Handbook is to help you through your course and to provide you with a reference point and essential information about the Department's Post-Graduate Taught programmes (MA Classics, MA Ancient History, MA Classical Art and Archaeology, MRes in Classical Reception, MRes, PGDip and PGCert in Rhetoric). It includes: details of the location of buildings and the facilities and support available to you; rules and regulations concerning assessment and attendance; and help and advice on writing essays and avoiding plagiarism. It is essential that you read this handbook carefully, retain it, and refer to it regularly over the year. Not all the information provided here will necessarily apply to you, but it is very important that you make sure that you are aware of the ground rules on which the Masters programmes operate.

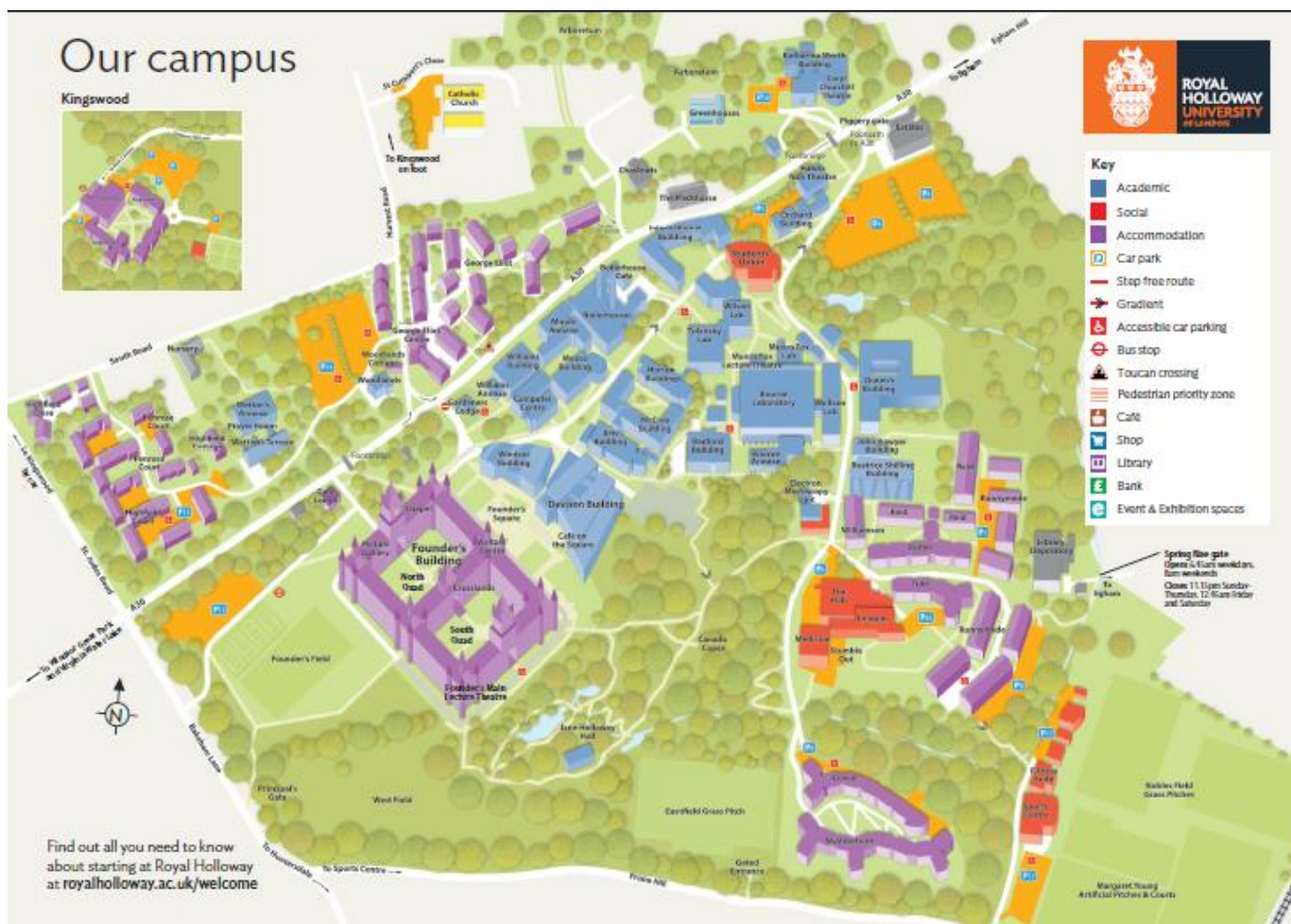
Students on the MA programmes should be aware that courses run by other Colleges (KCL and UCL) may have slightly different rules (including deadlines and rules on the submission of essays) and you need to ensure that you are familiar with practices in those institutions. In case of difficulty, you should turn to Royal Holloway in the first instance.

The Student Handbook is one way of providing information. The information in it is updated annually, and aims to provide accurate information about the programmes and their rules and procedures. We will always inform you of any changes, most often via the notice boards in the Department. If there are issues on which you have questions which are not addressed here, you will have an opportunity to raise them either at the Departmental briefing for postgraduate students at the beginning of the academic year or at an individual meeting with the director of your programme. Dr. Liz Gloyn is Director of Postgraduate Taught Studies, the programme director of the MA programmes and the MRes in Classical Reception, and acting programme director of the MRes in Rhetoric. You can raise questions at any time with your tutors, the Programme Directors or the Head of the Classics Department.

1.2 How to find us: the Department

The administrative offices for the Department of Classics are located on the main campus in Egham. All departmental and College administrative business is done here. Teaching staff and administrative offices can be found in the first floor of the International Building, mostly to the right of the main entrance. This can be found on the College campus map as building 15.

1.3 Map of the Egham campus



Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with College. Find more information about the Parking Permit portal [here](#).

1.4 How to find us: the staff

CONTACT DETAILS

Head of Department:	Professor N. Boris Rankov b.rankov@rhul.ac.uk		IB 147
Academic Staff:	Dr. Liz Gloyn <i>Director of Postgraduate Taught Studies</i> liz.gloyn@rhul.ac.uk		IB 149D
	Prof. Richard Alston r.alston@rhul.ac.uk		IB 149B
	Dr. Siobhan Chomse siobham.chomse@rhul.ac.uk		IB 145
	Dr. Richard Hawley richard.hawley@rhul.ac.uk		IB 146
	Prof. Ahuvia Kahane ahuvia.kahane@rhul.ac.uk		IB 151
	Dr. Zena Kamash zena.kamash@rhul.ac.uk		IB 148
	Dr. Christos Kremmydas christos.kremmydas@rhul.ac.uk	<i>On leave</i>	IB 156
	Dr. Nick Lowe n.lowe@rhul.ac.uk		IB 149C
	Dr. Ellie Mackin-Roberts Ellie.mackinroberts@rhul.ac.uk		IB 156
	Prof. Jari Pakkanen j.pakkanen@rhul.ac.uk		IB 149E
	Dr. Erica Rowan erica.rowan@rhul.ac.uk		IB 143
	Prof. Lene Rubinstein l.rubinstein@rhul.ac.uk	<i>On leave</i>	IB 155
	Dr. Efi Spentzou e.spentzou@rhul.ac.uk	<i>On leave</i>	IB 144
Department Manager:	Mrs. Margaret Scrivner m.scrivner@rhul.ac.uk	01784 443 203	IB 149A
Administrative Staff:	Mrs. Sue Turnbull <i>Faculty Administrator (Postgraduate, Classics)</i> Sue.turnbull@rhul.ac.uk	01784 443 417	IB 149

1.5 How to find us: the Departmental office

The departmental offices are located at IB149.

1.6 The Department: practical information

The Departmental administrative staff will often be your first point of contact. They are available to answer enquiries whenever the office is open. They can take phone messages, and messages can also be left on the answering machine.

Our postgraduate administrator is in until 2pm every day; if there is an emergency, then the departmental manager is available from 9am until 6pm.

In a genuine emergency anyone in the Department will be happy to help, but otherwise it is important that students respect these rules so that the administrative staff can have time to do their work without interruption.

1.7 Staff research interests

ANCIENT HISTORY

Prof. Richard Alston, BA (Leeds), PhD (Lond.), *Professor of Roman History*
Roman history, especially Later Roman Empire; Economic history, urbanism in the ancient world. Reception of Roman History and political ideas.

Dr. Christos Kremmydas, BA (Athens), MA, PhD (Lond.), *Reader in Greek History, on leave 2018-19*
Athenian political and social history; Greek rhetoric and oratory; papyrology.

Dr. Ellie Mackin Roberts, BA, MA (Monash), PhD (KCL), *Teaching Fellow in Ancient Greek History*
Ancient Greek religion, especially personal, emotive, and sensory experiences; material culture.

Prof. 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.

Prof. Lene Rubinstein, MA (Copenhagen), PhD (Cantab.), *Professor of Ancient History, on leave 2018-19*
Greek history, especially history of Greek law; epigraphy; papyrology.

CLASSICAL ARCHAEOLOGY

Dr. Zena Kamash, BA; D.Phil (Oxon) FSA, *Senior Lecturer in Roman Archaeology*
Science and technology; Memory and material culture; Material culture theory; Religion and ritual; Archaeological methods and practices; Roman Britain and Near East.

Prof. Jari Pakkanen, MA, DrPhil (Helsinki), FSA, *Professor in Classical Archaeology*
Greek archaeology, especially Greek architecture; archaeological reconstruction; quantitative methods in archaeology.

Dr. Erica Rowan, BHSc, BA (McMaster), MA, DPhil (Oxon), *Lecturer in Classical Archaeology*
Roman archaeology, especially Greek and Roman food and diet; archaeobotany.

GREEK AND LATIN LANGUAGES, LITERATURE AND PHILOSOPHY

Dr. Siobhan Chomse, MA (Glasgow), MA (Lond.), PhD (Cantab), *Lecturer in Latin Language and Literature*
Latin literature, especially poetry, historiography; the sublime.

Dr. Liz Gloyn BA, MPhil (Cantab), PhD (Rutgers), *Senior Lecturer in Classics*
Latin literature, especially of the Imperial period; popular receptions of Classical culture

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

Prof. Ahuvia Kahane, BA (Tel-Aviv), DPhil (Oxon.), *Professor of Greek*
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.

Dr Efi Spentzou, BA (Thessaloniki), MSt, DPhil (Oxon.), *Reader in Latin Literature and Classical Reception, on leave 2018-19*
Latin literature, especially epic and elegy; literary theory and criticism; gender; classical reception; myth.

2 Support and advice

2.1 Student Charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The [Student Charter](#) outlines how you can support the College in achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student and later as part of the College's alumni.

This Charter is not intended to constitute a binding agreement but is offered as a framework of aspirations, designed to be of benefit primarily to you as a student and to underpin the College's aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your degree.

2.2 PGT Degree Regulations

The [Postgraduate Taught Regulations](#) set out the various standards that shape the regulatory framework of your Postgraduate Taught degree with the College. These include a variety of essential information, ranging from admissions to academic progression and examination. Some frequently used elements of the regulations are covered in this handbook.

2.3 Support within your department

Within the department of Classics, your first point of reference for advice is the Departmental Manager, Mrs. Margaret Scrivner. Inevitably, problems will sometimes arise that Mrs. Scrivner is not qualified to deal with; she will be able to direct you to the part of college which will be able to help.

For any academic issues or advice, please get in touch with Dr. Gloyn in her capacity as Director of Postgraduate Taught Studies.

Any student who faces challenges securing their food or housing and believes this may affect their performance in their course is urged to contact the Student Finance and Funding office for support via moneymatters@rhul.ac.uk. Furthermore, please notify the Director of Postgraduate Studies if you are comfortable in doing so. This will enable her to provide any resources that she may have access to.

2.4 Students' Union Royal Holloway University of London (SURHUL)

The Students' Union Royal Holloway University of London (SURHUL) is a registered charity (Registered No: 1141998) and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering, transport, volunteering, campaigning and advocacy.

The SU [Advice and Support Centre](#), situated on the first floor of the Students' Union, is a free service that offers you the opportunity to discuss any concerns you may have and receive impartial advice and information from the team of experienced and professional advisers. 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.

Phone: 01784 24 6700
Email: helpdesk@su.rhul.ac.uk
[Find out more about the Students' Union](#)

2.5 Student-staff committee

We want to hear your views on the way the department operates. There is a student-staff committee on which both taught and research postgraduate students are represented. Course representatives are elected by you to represent your views and ultimately, to help improve the quality of education provided by the College.

The Students' Unions take the lead in training and supporting course representatives, working with the department and professional services to help you make as many positive changes as possible.

The Student- Staff Committee meets at least once a term and plays an important role in the department as a forum for airing student views. For more information see the [Course Reps](#) page on the SURHUL website.

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

2.6 Student Services Centre

The Student Services Centre is located in the Davison Building and provides a single point of contact for all non-academic related queries including accommodation, fees, enrolment and graduation.

Phone: 01784 27 6641
Email: studentservices@royalholloway.ac.uk
[Find out more about the Student Services Centre](#)

2.7 Support Advisory & Wellbeing

The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS run Health Centre on campus.

Phone: 01784 44 3394
Email: wellbeing@royalholloway.ac.uk
[Find out more about Support Advisory & Wellbeing](#)

2.8 Student Wellbeing

Student Wellbeing provides advice and guidance to all students on personal and emotional wellbeing, to assist you in maintaining a healthy balanced lifestyle and to support you from transition to university and then in the continuation of your studies towards graduation. The Student Wellbeing team actively encourages all members of the campus community to alert them to concerns or signs of vulnerability to enable proactive engagement with intervention.

Phone: 01784 44 3395 / 44 3132 / 27 6757
Email: wellbeing@royalholloway.ac.uk

[Find out more about Student Wellbeing](#)

2.9 Disability & Dyslexia Services (DDS)

If you have a disability, long standing medical condition or specific learning difficulty, it is important that you bring it to the College's attention as soon as possible.

The College Disability & Dyslexia Services support dyslexic and disabled students and those with mental health or chronic medical conditions to demonstrate their academic abilities by arranging support packages, dyslexia assessments and study skills sessions.

Phone: 01784 27 6473
Email: disability-dyslexia@royalholloway.ac.uk

[Find out more about Disability & Dyslexia Services](#)

Your first point of contact for advice and guidance is your Disability & Dyslexia Services Network Member in your department:

Name: Mrs. Margaret Scrivner, Departmental Manager
Phone: 01784 443 203
Email: m.scrivner@rhul.ac.uk

2.10 International Student Support Office (ISSO)

The International Student Support Office offers advice to international students on visa issues, working in the UK, opening a bank account, processing federal loans and police registration.

Phone: 01784 27 6168
Email: internationaladvice@royalholloway.ac.uk

[Find out more about the International Student Support Office](#)

2.11 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 postgraduate students to pay for an approved third-party proof-reader to identify surface error in final drafts. Please note that Royal Holloway does not permit the use of paid third-party proof-readers 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](https://twitter.com/cedasrhul).

2.12 IT Services Desk

The College IT Service Desk offers a range of support covering all aspects of IT services, such as email access, connecting to the College's wireless network, connecting devices such as iPads and making use of College printing facilities. The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They also offer a range of free software, including Microsoft Office 365, Sofos Antivirus, NVivo and SPSS.

Phone: 01784 41 4321

Email: itservicedesk@royalholloway.ac.uk

In person: Visit the IT support office in the Davison Library (ground floor)

[Find out more about IT Services](#)

3 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 contact you to inform you of changes to teaching arrangements, special preparations you may have to make for a class, or meetings you might be required to attend. You will need to contact members of the Department if, for example, you are unable to attend a class, or you wish to arrange a meeting with your Personal Tutor.

3.1 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 campus-wide portal, [CampusNet](#), or direct via [Outlook.com](#).

We will routinely email you at your College address and you should **therefore check your College email regularly** (at least daily). We will not email you at a private or commercial address. Do not ignore emails from us. We will assume you have received an email within 48 hours, excluding Saturdays and Sundays.

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.

3.2 Post

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

3.3 Your Contact Information

There can be occasions when the Department needs to contact you urgently by telephone or send you a letter by post. 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. Further information about maintaining your contact information is available [here](#).

You can find out about how the College processes your personal data by reading the [Student Data Collection notice](#).

3.4 Notice boards

The official student notice boards are on the walls in the Classics department. Every effort is made to post notices relating to classes well in advance.

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!

3.5 Personal Tutors

The appropriate Director of the particular MA programmes acts as personal adviser to students on that programme. 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 your programme director at the start of the first term. Other meetings may be arranged by email. You are expected to make yourself available should the Director of the programme or the Head of Department request a meeting.

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 Disability and Dyslexia Service. 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 they are contacted by the DDS.

3.6 Questionnaires

Questionnaires relating to the Royal Holloway courses you are taking will be distributed to students at the end of each course. These evaluations provide valuable feedback to the staff and the time you put into filling them out is much appreciated.

4 Teaching

4.1 Dates of terms

Term dates for the year are as follows.

Autumn term: Monday 24 September to Friday 14 December 2018

Spring term: Monday 14 January to Friday 29 March 2019

Summer term: Monday 29 April to Friday 14 June 2019

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/ or miss lectures/ seminars/ practicals etc., you are expected to inform your department and fill in a Notification of Absence Form ([explained further below](#)).

During the summer term, after the examination period, you are expected to attend all required academic activities organized by the department and to be available should you be required to meet with College staff for any reason.

4.2 Academic Timetable

Your individual student timetable will be available via the [Your Timetable](#) page on the Student Intranet. Log in with your College username and password and view your timetable via the system or download to a personal calendar. In September you will receive communications by email about exactly how to access and download your timetable, so keep any eye out for these. Timetables are subject to change during the course of the academic year, so you should check yours regularly, (as a minimum every few days) to ensure you are using the most up to date timetable. Any changes to your timetable that occur within two working days will be notified by email to your RHUL account, so please also check your emails regularly. All classes start on the hour. They end ten minutes before the hour to allow you to move between classes.

4.3 Study weeks

Please consult the tutors of your individual courses about the timing of reading weeks for your courses. This is particularly important for students on the intercollegiate MA programmes, where the reading weeks of our partner colleges may not be in sync with ours.

5 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending classes regularly and progressing with their studies. We also have legal obligations placed on us under the Equality Act (2010), UK Visa and Immigration (UKVI) and Student Finance to ensure we monitor your attendance and engagement with studies.

Your regular attendance in class and consistent engagement with your studies are essential to your learning experience with the College. If you encounter difficulties with this, do please tell your tutor or another member of staff as soon as you can. The earlier you do so, the sooner we can provide the appropriate help. 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.

5.1 Attendance requirements

Your classes are the learning activities deemed essential to your programme of study. These could include a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings with your Personal Tutor.

While you are expected to attend all the classes related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the Classics Department has set a minimum attendance level at 80%. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements. You can find out more about attendance policy [here](#).

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. The [Postgraduate Taught Programme Regulations](#) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis must not exceed 20 hours per week during term time. You may not undertake paid work which may conflict with your responsibilities as a student of the College. International students must ensure that any working restrictions, as stated on their visa, are also adhered to.

5.2 Adjustments to attendance requirements

If you believe that you will not be able to comply with the attendance requirements, you may request an adjustment in your case. This would only be permitted if you have good reason to ask for it and if adjustment would not compromise competence standards or your ability to reach the learning outcomes of your programme. Requests to consider an adjustment to attendance requirements will be treated case by case and discussed by the department with the Disability and Dyslexia Services (D&DS) and Academic Quality and Policy Office (AQPO).

5.3 Monitoring attendance

The Classics Department will monitor your attendance at lectures and seminars for your course, and dissertation supervisions; lecture and seminar attendance will usually be monitored by an attendance register. It is your responsibility to make sure that your attendance has been recorded. It is also essential that you arrive at your classes in good time, as you will be marked absent if you turn up late without good reason.

We will contact you 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 causes **concern over your wellbeing or which may point to an undisclosed disability**

5.4 Formal Warnings

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 in section 17 of the [Postgraduate Taught 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.

5.5 Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa, should your registration at the College be terminated for non-attendance, general lack of engagement with your studies or any other disciplinary matter you will be reported to the UK Visa and Immigration (UKVI) and your Tier 4 (General) Student 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 (General) Student visa, including attendance and completion of assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations. This decision would not be open to appeal as it is part of the College's obligations to the UKVI. Please see our [Postgraduate Taught Regulations](#).

5.6 Missing classes

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department as early as possible, giving the reasons for your non-attendance. The department will decide whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis,

please contact your Personal Tutor. In addition, an extensive range of additional support, guidance and advice is available from the College's Student [Advisory & Wellbeing teams](#). As explained in section 2 above, the Students' Union also operate an [Advice and Support Centre](#).

If you are unable to attend classes for whatever reason you must tell the department in which you are taking the course(s) in question and follow the [Notification of Absence Procedure](#). You must submit a Notification of Absence Form together with any supporting documentation either before your absence begins or within five working days of the end of the period of absence. The exact form to submit depends on the reason for your absence, as explained in the [on line guidance](#).

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. If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa please be aware that if you do not follow the process to submit a notification of absence or have an acceptable reason for absence you are putting your Tier 4 visa at risk of withdrawal. Therefore, it is very important that you continue to communicate with the College through your Department and the Advisory & Wellbeing teams if you are struggling to attend.

5.7 Missing an examination

If you are unable to attend an exam (e.g. through reasons of sudden illness) then there are two steps to follow.

Step 1

You must notify the Student Services Centre at the earliest possibility. Wherever possible, please e-mail them at studentservices@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 why you cannot attend the exam. The Student Services Centre will then forward this information to your department so that we are aware of your non-attendance.

Step 2

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 [section 8](#) below.

6 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 the [Programme Specification Repository](#).

6.1 Department Specific information about degree structure

6.1.1 MA in Classics, Ancient History, and Classical Art and Archaeology

The MA in Classics, MA in Ancient History and the MA in Classical Art and Archaeology are intercollegiate degree programmes of the University of London, taught by the Departments of Classics and History, Royal Holloway, University of London, Classics and Byzantine and Modern Greek Studies, King's College, and Greek and Latin and History, University College London. Teaching is shared between the individual colleges.

Within the MA a diverse range of courses is offered, providing enhancement of both range and depth as compared with undergraduate courses in similar areas. There are ample opportunities to acquire or improve knowledge of the ancient languages and of technical disciplines such as papyrology, epigraphy, palaeography and textual criticism, or historical linguistics. Research skills are developed by the explicit research training elements, by means of work in individual courses, and above all by the independent study and research that is

needed to complete a successful dissertation.

The programme is delivered over one year of full-time study (50 weeks) or two years of part-time study (102 weeks). On successful completion of the programme a student should have an understanding of the area at a level appropriate for a postgraduate qualification.

The MA programmes are taught on an intercollegiate basis; that is, all three London centres (Royal Holloway, UCL and King's) contribute courses, and a postgraduate student registered at any of the centres can attend any of the courses subject to the requirements of their MA programme.

MA students should complete a module registration form over the summer before joining the department. This form is available online (<https://www.royalholloway.ac.uk/classics/informationforcurrentstudents/new-pgt-students.aspx>) and will be circulated via e-mail. These course choices will be confirmed in an individual meeting with the Programme Director on the RHUL induction day. The Programme Director is happy to advise on course choices over e-mail.

New MA students will also attend an Intercollegiate MA Fair (details at <https://www.royalholloway.ac.uk/classics/informationforcurrentstudents/new-pgt-students.aspx>), which will explain how the individual colleges work and provide a tour of the Institute of Classical Studies Library. This will also be the opportunity for students registering for courses at KCL and UCL to complete the additional registration forms for those colleges.

Students are able to change their course choices until the end of the second week of the first term.

Each student taking a MA programme must take the equivalent of 180 credits comprised of three taught courses and a dissertation of 10,000 to 12,000 words. The taught courses will normally be completed by the end of the second term, with the dissertation occupying the summer. The MA programmes in Classics and Classical Art and Archaeology include an additional research training course which is compulsory but not assessed. The requirements for each programme is as follows:

MA in Classics

Students must take:

- (i) at least 40 credits of course chosen from the current list of available MA courses.
- (ii) at least 40 credits of course which tests knowledge of Greek or Latin in the original language, or one language-acquisition course
- (iii) 40 further credits
- (iv) CL5000: Dissertation in the field of classical language, literature or thought, or the classical tradition (60 credits)
- (v) Research Training in Classics (not weighted)

MA in Ancient History

Students must take:

- (vi) CL5300 Sources and Methods in Ancient History (40 credits)
- (vii) 40 further credits from courses chosen from the current list of available MA Ancient History courses
- (viii) 40 further credits chosen from courses of any type from a list of available MA courses
- (ix) CL5000: Dissertation in the field of Ancient History (60 credits)

MA in Classical Art and Archaeology

Students must take:

- (i) 80 credits of courses on classical archaeological or art-historical subjects chosen from the current list of available MA courses
- (ii) 40 credits of any type from a list of available MA courses
- (iii) CL5000: Dissertation in the field of classical archaeology or art-history (60 credits)
- (iv) Research Training in Classical Archaeology (0 credits)

6.1.2 MRes in Classical Reception, MRes, PGDip and PGCert in Rhetoric

The Masters in Research in Classical Reception and the MRes, PGDip and PGCert in Rhetoric are taught by the Department of Classics, Royal Holloway, University of London.

The Masters by Research in Classical Reception has two core elements, the core course and dissertation. The core course is 40 credits and the dissertation 140 credits. No course choice options need to be made.

The Rhetoric course consists of the following components:

- Core course 'Problems and Methods in Oratory and Rhetoric' (40 credits)
- Optional course from the Master's level courses available in Classics or other departments to the value of 40 credits
- Two independent projects, including opportunity for creative work or oral presentation (20 credits each)
- Dissertation on chosen topic of research, ancient or modern (60 credits)

Students working towards an MRes qualification complete all the above elements. Students working towards a PGCert qualification complete all elements except the dissertation. Students working towards a PGDip complete the core course and one optional course or independent project. Course choices will be made during an individual meeting with the Programme Director during the induction day.

The programmes are delivered over one year of full-time study (50 weeks) or two years of part-time study (102 weeks). On successful completion of the programme a student should have an understanding of the area at a level appropriate for a postgraduate qualification. Part-time students on the MRes in Reception normally take taught elements in their first year and the dissertation mainly in their second year with preparatory work in year one; part-time students on the MRes in Rhetoric take the core course and their projects in the first year, with their optional course and dissertation in the second.

All MRes students should attend the PGT induction day at the start of the autumn term (details at <https://www.royalholloway.ac.uk/classics/informationforcurrentstudents/new-pgt-students.aspx>). The induction day will provide guidance on the systems of support available at RHUL and expectations of students at the PGT level.

6.2 Course registrations

You should register for 180 credits' worth of courses. While you may have the option of changing course unit registrations within the first two 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.

6.3 Change of programme

You may apply to transfer from one programme to another within the common curriculum where provision is made for this in the programme specification.

Further information about changing programmes is available in Section 8 of the [Postgraduate Taught Regulations](#).

7 Facilities

7.1 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](#).

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for Postgraduate Taught courses. 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 on the ground floor to use in other study areas.

The Information Consultant for Debbie Phillips, who can be contacted at Deborah.Phillips@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://libguides.rhul.ac.uk/c.php?g=380491&p=2577644>

7.2 Other Libraries

You are likely to make use of the excellent resources in Central London. Some are part of the University of London; other libraries require special access. The major libraries are here:

Senate House Library, Senate House, Malet Street, London, WC1E 7HU (020 7862 8462)
<http://www.ucl.ac.uk/>

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

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).

If you are an intercollegiate MA student registered for a course at UCL or KCL, you are entitled to use their libraries. You must, however, register with the library and present the required documentation.

King's College London Library, Chancery Lane, London, WC2A 1LR (020 7873 2424)
<http://www.kcl.ac.uk/library/index.aspx>

KCL library writes the following:

As an intercollegiate student taking classes at King's, a library account will automatically be created for you. Your student ID card is also your library card which you'll need to access our libraries, borrow and reserve items, as well as using the print/copy/scan facilities. You'll also need a library PIN which will be emailed to you. You may borrow up to 8 items at any time.

You'll also receive a King's username and password which provides access to e-resources, student computers, our remote desktop (the global desktop), your print account and KEATS the College e-learning service.

More information about King's libraries is available at www.kcl.ac.uk/library

A library subject guide for Classics is available at <http://libguides.kcl.ac.uk/classics>

University College Library: <http://www.ucl.ac.uk/Library/>

UCL Library writes the following:

As an Intercollegiate Student with study components and classes at UCL, you are automatically registered with a UCL Library account **for the duration of the modules you are taking at UCL**. Your UCL ID card also acts as your library card for borrowing material and using printing services in the Libraries on campus.

When KCL/RHUL students wish to take UCL modules, they need to contact their home administrator in order to complete the UCL registration form. The home administrator will then liaise with the UCL administrator in order to have the KCL/RHUL student set up on Portico (the UCL student system). This will enable KCL/RHUL students to receive their UCL username, password and email address which they should collect from the Information Systems Help Desk (Ground floor, Science Library, Malet Place). This is very important as the UCL email address is required for registering on UCL Moodle webpages which give details of all MA modules.

Students need to collect their student photo ID card from Security Systems (Andrew Huxley Building, South Quad, Gower Street Complex: see <http://www.ucl.ac.uk/estates/security/systems/> for details and further information.) This UCL photo ID is also the student's UCL library card. If you lose your UCL student ID card, please go to Security Systems for a replacement (NB. A charge may be made for replacements ID cards).

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/about-us/institutes/warburg-institute>

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

7.3 Photocopying and Printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are 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 [here](#):

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time. Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the Library, and Computer Centre.

7.4 Computing

There are ten open access PC Labs available on campus which you can use, including three in the Computer Centre. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card.

[How to find an available PC](#)

8 Coursework Essays and Dissertation

The following important rules apply to all coursework essays and dissertations:

- Each copy of the cover sheet (see also 9.1) 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 'what is plagiarism?', 9.13)
- 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, appendices or figure captions.

- 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.
- Two paper copies of all coursework are required for submission. An electronic version of coursework and dissertations must be provided at the same time as hard-copy submissions. This may be submitted either through TurnItIn provision via Moodle or via e-mail. Your tutor will specify the requirements for each course.
- Essays or dissertations which fail in any way to comply with the rules set out here (e.g. lacking an electronic copy, lacking a second hard 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.

8.1 Coursework essay

The aim of assessed MA essays is not just to recount facts or tell a story. Since they are not written under examination conditions, you will not gain many marks just for getting your facts right, though you will certainly be penalised for getting them wrong. The aim is to present a cogent thesis or argument in answer to the question and the mark awarded will largely reflect your success in doing that.

An important point to remember is that your references to books and articles in footnotes and in the bibliography at the end should be consistent (see section 6.7).

The number of essays required, the word count and the submission dates vary depending upon the course studied. It is the student's responsibility to submit their work in the correct format and by the advertised deadline. This is particularly important for students on the intercollegiate MA, as requirements for submission will vary between colleges. It is your responsibility to adhere the regulations of the course on which you are registered.

Although specific requirements vary by course, all courses require a final submission of all coursework by June 1st or the first working day after that.

8.2 The dissertation

For the MA and the MRes in Rhetoric, 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.

For the MA, students should in addition submit an abstract of not more than 300 words summarising the argument of their dissertation.

For the MRes in Classical Reception, the dissertation is the core element of the course and attention will be focused on the dissertation from January. The dissertation is 30,000–35,000 words.

The deadline for submission of all dissertations is September 15th or nearest working day thereafter.

8.3 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 err, but should be checked in the original, if possible.

It is vital that the dissertation topic is clarified as soon as possible in the academic year. Where you already have a clear idea of the broad area of interest, it may be appropriate to approach a potential supervisor directly (a list of research interests of all members of staff is given above); otherwise you should approach the appropriate programme director who will offer guidance. The process of exploring topics should begin in December and continue through January. The dissertation title must be registered with the Departmental office on the form provided by the Department by the deadline set by the department. The title will then be scrutinised and may be returned for revision.

Part-time students normally complete the Dissertation in the second year, but are advised to arrange a supervisor and make initial plans for their research by the same schedule as the full-time students so that work can begin during the summer of the first year.

8.4 The dissertation supervisor

The initial role of the dissertation supervisor is to assist you in the formulation of an appropriate topic. For the MA and MRes in Rhetoric, your supervisor will expect to see some initial progress on the dissertation by early June. In practice this means that you should have read some of the central literature and established the issues to be addressed. Your supervisor will be available for regular consultation (subject to holiday arrangements and research projects) as necessary. In the case of supervisors who are absent on research projects for the greater part of the summer, arrangements will be made for intensive contact before the supervisor's departure and on his/her return, and for postal or email contact during the period of absence. Your supervisor will also read the first draft material and offer advice on content, structure and style, but is not obliged to read second or subsequent drafts.

For the MRes in Reception, the supervisor or supervisors will see you regularly through term 2 and 3, individually or in group, and will expect you to present and discuss your research at such meetings. As with the MA thesis, the supervisor will read a complete first draft, but will not normally read subsequent drafts.

Your department will assign you a dissertation supervisor who will oversee your work. In most cases students are happy with the supervisory relationship. However, there are occasions where for some reason the supervisory relationship does not work and breaks down. If this happens, you should speak as soon as possible with the Programme Director or your Personal Tutor to see whether the problem can be resolved informally, e.g. through mediation, changing supervisor. You should not wait until after you have received your final degree results to raise the matter as it is very difficult for the College to resolve such matters or take remedial action at that point.

8.5 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.

8.6 Presentation

All work should be presented to a professional standard. All Masters examiners value professional presentation.

Text layout

Coursework essays and dissertations should be printed 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.

8.7 Referencing

The Classics department uses a version of the **Harvard** referencing system. All quotations and paraphrases from all ancient and modern sources should be precisely referenced **at the point of citation in the text** in a way that would enable a reader to look up the specific passage cited. This should be done with a short reference in the text using brackets:

Recent investigations have found that “the Pythia’s behavior cannot be accounted for by ethylene intoxication, neither in whole nor in part” (Lehoux 2007, p.55).

References in your essay should be as short as possible; full bibliographic information should only be included in your bibliography. The references and bibliography work together to create a work that follows the conventions of scholarly writing.

You should provide references **both** for direct quotations and for passages where you paraphrase an idea that you have taken from somebody else’s writing:

According to Plutarch, Cato wrote out his histories in large handwriting so that his son could easily read and learn from them (*Life of the Elder Cato* 20.5-7).
Cicero makes his debt to the Greek sources known whilst subtly emphasising his Roman originality (LeMoine 1991, p.351).

Information that an intelligent person with a good general education but not specialist training in the subject would know does not need a reference.

Students should consult the Departmental Style Guide, which is available on the departmental website or from the Director of Postgraduate Taught Studies, for further details.

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

8.8 Footnotes

Footnotes should be mainly used to provide a comment or explanation which might detract from the flow of the argument in your text. 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.

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.

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

8.9 Bibliography

The bibliography appears at the end of each essay, and is a requirement for nearly every kind of written coursework assignment. It lists all the items you have used in your work.

A bibliography should be divided into two sections – the first should list primary sources (including translations), and the second should list secondary sources. Both of these should list source items in **alphabetical order of surname**. If you are taking primary sources from a sourcebook, list the sourcebook under the primary sources section of your bibliography.

Each bibliography entry begins on a new line, but you should not use bullet points or numbered entries.

For further details on formatting a bibliography, please see the departmental style guide.

8.10 Illustrations

Illustrations may be included if appropriate. The illustrations must be integrated into the argument and not just included as 'extras'. For essays on archaeological topics, the use of illustrations is strongly recommended.

Illustrations in scholarly works can be called images, figures or plates. All figures should be included in an appendix at the end of your essay, and numbered consecutively (Fig. 1, Fig. 2, etc.). When you refer to them in your argument, refer to them by their figure number in the text, **not** in a footnote:

A frieze from Rome (Fig. 1) shows a bull sacrifice underway.

If you include an illustration in your essay, you will need to provide a reference for it. The reference should appear immediately under the image as a caption. You should make sure always to take illustrations from an identifiable, academically acceptable source so you can provide a reference – the **only** exception to this rule is photographs that you or a friend have taken. The easiest way to be sure that an image is what it claims to be is to scan or copy it from a book or journal.

As you know, the internet is full of misinformation. Images are especially problematic, because you search by words you hope will produce a relevant image, but there is no guarantee that the people who put the image online knew the correct identification, so you can be badly misled. It is a handy way to track down images and references when you already know exactly what it is you want, and may help you to find and identify new material, but you must be extremely cautious about trusting any descriptors - cross check against academically accredited sources such as Perseus (<http://www.perseus.tufts.edu/hopper>), which gives you links to several image databases and datasets.

For further details on formatting a image captions, please see the departmental style guide.

8.11 Appendices

If a dissertation or essay involves extensive detailed discussion of particular passages of text or manuscript, or sites, monuments or objects, or sets of data, these may be presented in the dissertation as quotations, illustrations or tables. It may be best to present this information in an Appendix, which would not be included in the assignment word count. Your course tutor or supervisor will be able to advise you on this. An Appendix should only be included if needed and if its contents are fully discussed within the substantive text.

8.12 Word count

A word count should be entered on the cover sheet for each assignment you submit. 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) and appendices. All over-length work will be penalised as indicated in section 9.8.

8.13 Marking criteria

92, 95, 98	<p>Work of Distinction standard and of publishable quality, displaying all of the following features:</p> <ul style="list-style-type: none"> • 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
82, 85, 88	<p>Work of Distinction standard and of publishable quality, displaying many of the following features:</p> <ul style="list-style-type: none"> • 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
72, 75, 78	<p>Work of Distinction standard, displaying many of the following features:</p> <ul style="list-style-type: none"> • excellent research potential • ability to organise and to execute independently a research project to very high professional standards of accuracy, expression and presentation • ability to analyse primary and secondary sources critically and to formulate questions which may lead to productive lines of enquiry • a high degree of creativity, originality, and independence of thought
62, 65, 68	<p>Work of Merit standard, displaying many of the following features:</p> <ul style="list-style-type: none"> • showing potential for original research, with appropriate guidance • a very good standard of accuracy, expression and presentation • some ability to analyse and evaluate primary and/or secondary sources critically • the ability to solve complex, if not entirely original, problems • evidence of some creativity, originality and independence of thought
52, 55, 58	<p>Work of Pass standard, displaying many of the following features:</p> <ul style="list-style-type: none"> • the ability to engage in research involving a moderate degree of originality, when provided with close supervision and support • a competent standard of organisation, expression and accuracy • sound knowledge and understanding of key sources of information • the ability to construct coherent and relevant answers to questions
42, 45, 48	<p>Work of marginal Fail standard, displaying many of the following features:</p> <ul style="list-style-type: none"> • incomplete argumentation • poor levels of clarity and accuracy in written or oral presentation • little evidence of originality or independent thought • work that is just below an acceptable basic standard
32, 35, 38	<p>Work of complete Fail standard displaying some of the following features, depending on the nature of the assignment or task:</p> <ul style="list-style-type: none"> • fragmentary knowledge and understanding of essential sources of information • little grasp of the problem or topic • a lack of clarity and accuracy in written or oral presentation • work that is clearly below an acceptable basic standard
22, 25, 28	<p>Work of complete Fail standard displaying all of the following features, depending on the nature of the assignment or task:</p> <ul style="list-style-type: none"> • fragmentary knowledge and understanding of essential sources of information • little grasp of the problem or topic

	<ul style="list-style-type: none"> • a lack of clarity and accuracy in written or oral presentation • work that is clearly below an acceptable basic standard
18 and below	<p>Work of complete Fail standard displaying some or all of the following features, depending on the nature of the assignment or task:</p> <ul style="list-style-type: none"> • 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.

9 Assessment Information

9.1 Anonymous marking and cover sheets

A model cover page for all MA and MRes coursework essays/assignments can be found on the departmental website and will be circulated electronically in advance of deadlines.

Every attempt is made to preserve anonymity in marking as far as is possible. All coursework and all dissertations are second marked to ensure that marks are fair and equitable across a given course. Submission by candidate number ensures that student work is treated as equitably as possible.

If you have concerns about anonymous marking, please consult the Director of Postgraduate Taught Studies.

9.2 Submission of written work

All coursework must be submitted electronically by the deadline set by the department to fulfil submission requirements: the details for each course will be provided by the course tutor.

Two paper copies of both coursework essays and the dissertation are also required.

Coursework essays submitted during the year must be submitted by the advertised deadlines. You must consult your tutor for the deadlines that apply to each particular course. For many MA courses this is **Monday 3 June 2019** but you must check with your course tutor.

Paper copies of the coursework for courses offered by RHUL for the MA Classics, MA Ancient History and MA Classical Art and Archaeology should be submitted to the Classics Departmental Office by 12 noon on **Monday 3 June 2019**.

Students on the intercollegiate MA should bear in mind that KCL and UCL will have different requirements for how coursework should be submitted for their institution, and those requirements must be adhered to when taking a course at that institution.

For the MRes in Classical Reception and the MRes in Rhetoric, deadlines for the core courses will be provided in the course paperwork.

Dissertations for the MA Classics, MA Ancient History, MA Classical Art and Archaeology, MRes in Classical Reception and MRes in Rhetoric must be submitted to the Classics Departmental Office (IB149) **by 12 noon on Monday 16th September 2019**.

9.3 Stepped Marking

From September 2018, work submitted for assessment will be graded by using a set of marks with the pattern X2, X5 or X8. This means that a merit piece of work would be awarded 62%, 65% or 68%. This approach, which is called stepped marking, has been found to help in better aligning grades with marking criteria and for providing greater clarity to students about the standard of their work and how close they are to lower and upper grade boundaries. For example a 62% represents a low merit, while a 68% indicates a high merit.

Assessed work which is quantitative (e.g. numerical or multiple-choice tests), where there are 'right or wrong' answers, e.g. language tests/ exercises and/ or where there is a detailed mark scheme under which each question is allocated a specific number of marks will be exempt from stepped marking.

9.4 Policy on the return of marked student work and feedback

The full policy on the return of marked student work and feedback is available [here](#).

Return of marked student work and feedback

All assessed work (other than formal examinations) should be returned with feedback within 20 working days of the submission deadline, except in cases where it is not appropriate to do so for exceptional and/ or pedagogic reasons. These may include the assessment of dissertations, final year projects, taped case studies, audio visual submissions, where the marking has been delayed due to staff illness and/ or where an extension to the submission deadline has been granted. The deadline for the return of the marked work with feedback will be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met for reasons such as those listed, the revised deadline will be communicated to students as soon as possible.

9.5 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification [Programme Specification Repository](#) (and also more generally in the [Postgraduate Taught Regulations](#)).

9.6 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.

9.7 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13, paragraph (5) of the College's [Postgraduate Taught Regulations](#).

Section 13 (5)

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

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

If you believe that you will be unable to submit coursework on time because of illness or other acceptable causes then you should apply for an extension to allow you to submit the work late without suffering a penalty. If you did not request an extension but then miss a deadline due to factors which have affected your

ability to submit work on time, then you may submit a request for extenuating circumstances to be considered. Please note however that if you do so, you will have to provide convincing reasons why you had been unable to request an extension.

9.8 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 (6) of the College's [Postgraduate Taught Regulations](#):

Section 13 (6)

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.

9.9 What to do if things go wrong – Extensions to deadlines

You are expected to manage your time appropriately and 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 system. You can read the policy and guidance on extensions on the College's webpage about [Applying for an Extension](#).

Not every assessment is eligible for an extension via the online system. Listed below are those assessments that are not covered. If you would like an extension for one of these, you should speak directly with staff in your departmental Administrative Office.

Students registered for intercollegiate courses should still apply for extensions using the on-line system; if granted, the host institution will be notified of the extension. Students from other institutions taking courses with the department should apply for an extension through their home institution.

9.10 What to do if things go wrong – the "Extenuating Circumstances" process.

If you are unable to submit coursework because of unforeseeable or unpreventable circumstances then you should normally apply for an extension (see above) to allow you to submit the work late without suffering a penalty. If this proves impossible then you may apply for extenuating circumstances, which will be considered by the department after the main exam period in May.

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. You can read more about them [here](#).

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

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee whether 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. The policy is explained in full in the [Extenuating circumstances – Guidance for students](#).

Absence from an examination

[Section 5](#) above explains what to do on the day you miss an examination. You should apply for extenuating circumstances if you miss an examination through unexpected illness or other acceptable cause; if you begin 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 been expected to have managed otherwise.

Applying for extenuating circumstances

If you apply for extenuating circumstances, you will need to supply a full explanation of your situation together with any supporting documentation. Before going ahead, you should check that your circumstances meet the criteria. These are explained in full in the [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.

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 Student Advisory & Wellbeing teams as soon as possible. This will allow us to consider strategies that will help you manage the situation. Examples might be that you have an illness that does not constitute a disability, a close family member is ill and needs your support, or you have suffered an adverse life event.

It may be that the circumstances are severely affecting your ability to study by causing you to repeatedly miss scheduled teaching and/ or affecting your ability to complete assessments. If this is the case and there is no reasonable way to help you to manage the situation, then you may need to consider, in consultation with your department and Student Advisory & Wellbeing, if it would 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](#).

9.11 Support and exam access arrangements for students requiring 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 adjustments, 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 adjustments, support and exam access arrangements (‘) can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see section 2 above 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 make further allowance in relation to your disability or SpLD.

9.12 What to do if you have difficulty writing legibly

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in writing by hand 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.

9.13 Academic Misconduct

The College regulations on academic misconduct (also known as assessment offences) can be found on the [Attendance and Academic Regulations page](#) of the student intranet.

Academic misconduct includes, but is not limited to plagiarism (see below), commissioning, duplication of work, (that is, submitting work for assessment which has already been submitted for assessment for the same or another course), falsification, impersonation, deception, 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 academic misconduct 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 academic misconduct. The College treats academic misconduct very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

What is 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.

You will successfully avoid plagiarism if you always observe this simple rule: **Whenever you quote or summarise the words of a modern author, you should (a) use quotation marks to show the extent of your**

quotation, and (b) name your source clearly each time.

You need to be careful to avoid plagiarising unintentionally. This can happen, for example, when a student

- (a) quotes from a source listed in the bibliography at the end of the essay, without also referring to it in the appropriate places in the text or in footnotes;
- (b) quotes directly from a source referred to in footnotes without making it clear, through the use of inverted commas or other devices, where the quotation begins and ends;
- (c) relies on his or her own notes made from a book or article, and inadvertently uses words copied verbatim from a modern author without acknowledgement.

10 Careers information

The College's [Careers & Employability Service](#) is based in the Davison Building. The careers service run a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October. Our events are open to all students. One to one appointments are available all through the year where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview.

Our website and Careers Moodle has a wide range of help and information including interview skills, writing CVs and applications, assessment centres & psychometric tests. For more information about all Careers events and appointments visit their website or come along and speak to their friendly and helpful staff.

11 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 procedure and permitted grounds for appeal can be found on the [Academic Appeals webpage](#).

12 Health and Safety Information

The [Health and Safety webpage](#) provides general information about our health and safety policies.

12.1 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College's [Code of Practice on personal harassment for students](#) should be read in conjunction with the [Student Disciplinary regulations](#) and the [Complaints procedure](#).

12.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found [here](#).

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:

- If you know you will be lone working, it is good practice to make sure someone else knows where you are, and what time you are expecting to return.
- When lone working, make sure you have some way of getting hold of someone else (e.g. a fully charged mobile).
- You might want to make sure someone else knows the phone number for campus security in case of emergencies.
- If there is an accident, however minor, please report it to the Departmental Manager as soon as possible.

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

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

12.3 Specialist equipment

The department has a Leica Sgi stereo microscope for archaeobotanical analyses. The microscope allows for the sorting, identification and photography of archaeobotanical remains. It can also be used to examine other small finds such as coins. The microscope is kept in Dr. Erica Rowan's office, and all enquiries about its use should be directed to her.

13 Equal Opportunities Statement and College Codes of Practice

13.1 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.

13.2 Additional codes of practice

All college codes of practice are available on the College intranet.