CENTRE FOR THE DEVELOPMENT OF ACADEMIC SKILLS (CeDAS)

STUDENT HANDBOOK

Pre-Masters Diploma for International Students (PDIS)

2016/2017

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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' 'Centre's and 'Schools'. Students on joint or combined degree programmes will need to use two departmental handbooks.

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

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Introduction to the Department

1.1 Welcome

Welcome to the Centre for the Development of Academic Skills (CeDAS)! We are pleased you have decided to study with us, and look forward to helping you develop your potential as a student in the UK over the coming months.

CeDAS unites a number of activities which includes the support of international students. As part of this role, CeDAS offers a range of taught courses and programmes to international students enrolled at Royal Holloway. Specifically, this includes:

- the delivery of a Pre-Masters programme for international graduate students;
- the delivery of a Pre-Sessional English language programme for international students who have been offered a place to study at either undergraduate or postgraduate level at Royal Holloway;
- the provision of academic language and literacy development for both international students and native English speaking students;
- the teaching of Contemporary Britain courses for incoming visiting students .

Some of you have joined us shortly after arriving in the UK for the first time, while others may have previous experience of studying in this country. The Pre-Masters Diploma for International Students provides everyone a wonderful opportunity to learn and to develop the necessary language and study skills for success as a student in the UK.

This Student Handbook tells you about the Pre-Masters Diploma for International Students and contains comprehensive information, both about the Department and the College. Please make sure you keep this handbook safely for future reference.

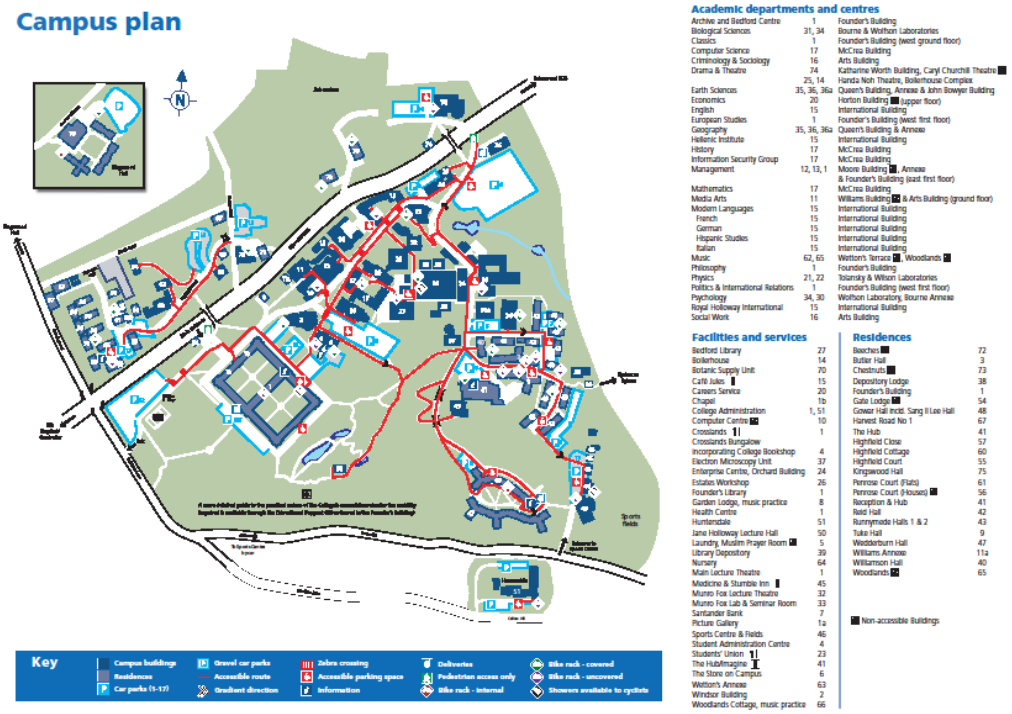
We look forward to working with you and hope that you have an enjoyable and productive time whilst in CeDAS.

Silke Placzeck
Head of the Centre for the Development of Academic Skills (CeDAS)

1.2 How to find us: the Department

CeDAS is located on the ground floor of the International Building. This can be found on the College **campus map** as building 15.

1.3 Map of the Egham campus



Student parking is limited and a parking permit is required. This can be obtained via Security. You will need proof of insurance and ID before a permit will be issued.

1.4 How to find us: the staff

CONTACT DETAILS

Head of Department

Name and Email	Telephone	Room	Title
Silke PLACZECK S.Placzeck@rhul.ac.uk	01784 443110	IN033	Head of Department

Academic Staff

Name and Email	Telephone	Room	Title
David CHANNON David.Channon@rhul.ac.uk	01784 443240	IN036	Teaching Fellow
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Matthew FRASER Matthew.Fraser@rhul.ac.uk	01784 443368	IN002	Administrative Officer
Alanah HARRINGTON Alanah.Harrington@rhul.ac.	01784 443166	IN002	Administrative Assistant

1.5 How to find us: the Departmental office

Our departmental reception is based in IN002 and is open for face-to-face enquiries during the office hours advertised on the door, which are also available on the CeDAS website.

Currently the term time office hours are as follows:

Monday to Friday: 10-12 and 2-4
Except Wednesdays: 10-12 only

2 Communication

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

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

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

The College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone etc., so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. **Just deleting messages is not sufficient; you must clear the 'Sent Items' and 'Deleted Items' folders regularly**. **It is your**

responsibility to make sure your College email account is kept in working order. If you have any problems contact the **IT Service Desk** http://itservicedesk.rhul.ac.uk/

CeDAS 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. **It is your responsibility to** log on to your College account occasionally and conduct some account maintenance or your account may become full and therefore will not forward messages.

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

2.2 Telephone and postal address

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

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

2.3 Notice boards

The official student notice boards are on the walls in the foyer near IN009.

Every effort is made to post notices relating to class times etc. well in advance, but occasionally changes have to be made at short notice and in that case email will be used.

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

2.4 Personal Advisers

Your Personal advisor is a vital point of contact for any issues you wish to discuss, whether academic, practical or of a more personal nature. If your tutor is not able to answer a query directly, s/he will advise you on where to find further information. You will have an individual meeting for one hour per week throughout the PDIS.

3 Teaching

3.1 Dates of terms

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

You are expected to be in the UK and engaging with your studies during term time. 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 3.3 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 Reading weeks

Autumn Term: Week commencing 31st October 2016

Spring Term: Week commencing 13th February 2017

Please check with your academic department whether your courses will run during Reading Week, as well as the exact dates, as this is not always the same across departments.

3.3 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending regularly and progressing with their studies. While it is essential that you attend all the compulsory learning activities related to your programme of study, the College recognises that emergencies may occur at any time throughout the year. In light of this, **CeDAS 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 3.3.63.3.6). 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 Advisor.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. With regard to paid employment during the course of your programme of study with the College, the **Undergraduate Regulations** (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 authorize your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Adviser or Year Tutor. In addition, an extensive range of additional support, guidance and advice is readily available from the College's Student Advisory Service (https://www.royalholloway.ac.uk/ecampus/welfare/home.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/.

3.3.1 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 will start at five minutes past the hour and finish five minutes before the hour. You will normally be marked absent if you turn up late without good reason.

3.3.2 Departments' responsibilities for monitoring attendance

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

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

You will be contacted in the event that:

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

3.3.3 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 placed on it by UK Visas and Immigration (UKVI) (see 3.3.7 below).

3.3.4 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

ROYAL HOLLOWAY UNIVERSITY OF LONDON

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 Please Select 2nd Department (joint programmes) Please Select

*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 Sundays) 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)/ leaders(s)
		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) by sending an email to your course tutor. This should be done for each course that you have missed.
b. that you complete the Notification of Absence Form, copies of which are also available from the Health Centre;

c. 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. Paperwork should be submitted to each department in which you have missed classes.

For students studying a Contemporary Britain course in CeDAS, the absence form should be completed online and emailed to the departmental office at the following address: CeDAS-Absence@royalholloway.ac.uk.

d. 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. *Each department may have different requirements and processes for absence. It is the student's responsibility to ensure that these requirements are met.*

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

Reason for absence	**Documentation required**
Illness up to and including 5 consecutive term-time days (excluding Saturdays and Sundays	Completed **Notification of Absence Form – Self Certification**
Illness for more than 5 consecutive term-time days (excluding Saturdays and Sundays)	Completed **Notification of Absence Form - Self Certification plus** Formal Medical Certification signed by the Health Centre, your GP or hospital consultant
Unrelated to sickness	**Notification of Absence Form** plus supporting evidence
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 Advisor).
- The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor's medical certificate from you in the event of multiple and/or sustained instances of self-certified illness.
- The departments in which you are studying are responsible for monitoring your attendance and engagement, and deciding whether a period of absence is deemed acceptable or unacceptable (for further information please refer to the online guidance http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx for details of what constitutes 'acceptable' and

'unacceptable' circumstances relating to absence). If deemed unacceptable the absence will be recorded as such and will count against your minimum attendance level.

3.3.5 Missing an examination

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

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

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

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.

3.3.6 Consequences of failing to attend

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

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

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.

3.3.7 Withdrawal of visa

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

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

4 Degree Structure

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

4.1 CeDAS Specific

4.1.1 Aims

There are many reasons why international students need additional preparation before entering postgraduate degree level studies. These include:

- developing the English language and literacy skills needed to perform effectively on a postgraduate degree: even students who are good at using English for general communication will need to improve in such areas as vocabulary, reading skills, the accuracy and style of their writing;
- achieving the knowledge and understanding of an academic subject sufficient for postgraduate studies;
- acquiring the study skills and strategies necessary for independent research and for critical engagement with challenging academic topics;
- adjusting successfully to the academic and social environment of Royal

Holloway: academic life in Britain is often very different from your own culture, including ways of teaching (such things as seminars and tutorials), and forms of assessment (writing extended research papers);
- developing a clear view of your own capabilities and the postgraduate study opportunities open to you at Royal Holloway.

4.1.2 Learning Outcomes

The PDIS sets out to prepare international students both educationally and linguistically for graduate study. Within the general aims listed above, it will prepare you to do the following:

Learning Outcomes	**These outcomes will mainly be achieved through:**	**Your grasp of the outcomes will be assessed in:**
demonstrate knowledge, understanding and intellectual abilities in your chosen academic field at a level equivalent to third year undergraduate study (NQF Level 6);	Independent Research Project (IRP) Skills course Academic unit	Independent Research Project (IRP) Academic unit course work and examinations
communicate in an academic register of English to a level that enables verbal and written participation in postgraduate degree level work;	English Language and Academic Skills course Graduate Skills course Academic Skills courses (optional)	Assessed Essays Assessed Presentations Assessed Seminar Discussion Reading & Writing Examination
operate successfully in the academic environment of Royal Holloway;	Academic unit	Academic unit course work and examinations
locate, analyse, synthesize and critically evaluate academic sources, both paper-based and electronic;	Reading & Writing Skills course IRP Skills course Graduate Skills course	Assessed Essays Reading & Writing Examination IRP
construct evidence-based argument and present this in a coherent and cohesive manner in writing with due acknowledgement of sources;	Reading & Writing Skills course IRP Skills course	Assessed Essays Reading & Writing Examination IRP
apply a range of skills specific to a specific academic field;	IRP Skills course Academic unit	IRP Academic unit
participate effectively and appropriately in a range of academic settings, including lectures, seminars and workshops;	Oral Communications Skills course	Assessed Presentations Assessed Seminar Discussion
undertake a substantial project involving literature review, primary research and extended academic writing;	IRP Skills course	IRP
apply a range of study skills, including the ability to organise their studies;	The programme in general, with support from your tutor	No formal assessment

make effective use of relevant ICT skills;	Training is available from the Library (research) and Computer Centre (IT)	Research and IT skills, are assessed at many points including in assessed essays, presentations and IRP
engage fully in the academic community at Royal Holloway.	Academic unit Volunteering placement	Individual Presentation

4.1.3 Programme/Course structure

The Pre-Masters Diploma for International Students consists of four main components:

- English language and academic skills
- an undergraduate academic unit
- independent study
- consultations

The programme is delivered over the three terms of the academic year. During Terms 1 and 2 you will participate in a range of English language and academic skills courses in CeDAS, take the equivalent of one undergraduate course unit in an academic department, take IT training courses in the Computer Centre if needed.

Most of the teaching occurs during Terms 1 and 2. Term 3 is devoted to the writing up of the Independent Project as well as English language and academic course assessments and examinations. The table below provides an overview of the programme.

Programme Structure			
	Term 1	**Term 2**	**Term 3**
	Contact hours per week		
English Language and Academic Skills			
Reading & Writing Skills	4 hours per week	4 hours per week before Reading Week; 2 hours per week after Reading Week	
Oral Communication Skills	2 hours per week		
Graduate Skills	1 hour per week		
Assessments:	Group Presentation Course work essay Seminar discussion	Individual Presentation Course work essay	English language exam

Independent Research Project (IRP)			
IRP Skills	2 hours per week before Reading Week; 4 hours per week after Reading Week	4 hours per week	
Assessment:			IRP
Academic Unit courses			
Lecture and seminar in academic department	2 or 3 hours per week	2 or 3 hours per week	
Assessments:	Course work*	Course work*	Exam(s)*
*The assessment structure will vary according to the particular academic unit			
Academic English Courses			
	3 or 4 hours per week	3 or 4 hours per week	
Tutorials			
	1 hour per week	1 hour per week	1 hour per week
Independent Learning			
IRP	Support through weekly consultations and 8 hours of academic supervision of which at least 4 will be face-to-face		
Self-study	At least 20 hours pw	At least 20 hours pw	At least 20 hours pw
IT Training courses	As needed		

During the induction sessions you will be given a timetable for the English Language and Academic Skills courses that are an integral part of the the PDIS. You will then need to add the details of the courses in your academic department and your Academic English courses.

Please give a copy of your final timetable to your Personal Advisor during the second week of Terms 1 and 2. Remember to notify your Personal Advisor of any changes to your timetable.

Key Programme Dates

19-25 Sept 2016	*Welcome Week*
26 Sept 2016	*PDIS and Academic Unit classes begin*

3 Oct 2016	*Academic English courses begin*
31 Oct 2016	*IRP Proposal submission*
31 Oct - 4 Nov 2016	*Reading Week in CeDAS*
14 – 18 Nov 2016	*Assessed group presentation*
18 Nov 2016	*Assessed essay submission*
21 Nov 2016	*IRP chapter 1draft submission*
9 Dec 2016	*Term 1 ends*
9 Jan 2017	*Term 2 begins: PDIS and Academic Unit classes begin*
16 Jan 2017	*IRP chapter 2 draft submission*
16 Jan 2017	*Academic English courses begin*
10 Feb 2017	*Assessed individual presentation*
13 - 17 Feb 2017	*Reading Week in CeDAS*
20 Feb 2017	*IRP chapter 3 draft submission*
27 Feb 2017	*Assessed essay submission*
13 March 2017	*Independent Research Project final draft submission*
24 March 2017	*Term 2 ends*
24 April 2017	*Term 3 begins*
TBC	*Academic Unit exam(s)*
TBC	*English language and academic skills exam*
8 May 2017	*IRP Final submission*
6 June 2017	*Term 3 ends*

4.1.4 PDIS Courses

4.1.4.1 English Language and Academic Skills courses

The English Language and Academic Skills courses are tailor-made to deal with the needs of the students on the PDIS. The courses develop and revise the language and study skills you will need for successful graduate degree-level studies; specific attention is focused on the development of critical thinking and academic writing. The courses run for ten weeks in Terms 1 and 2; no classes take place during the CeDAS Reading Week.

By the end of the course you should be able to:
• read and understand a range of academic texts, assess their relevance to a task and obtain information efficiently
• analyse and evaluate the main points, arguments and supporting detail in a text through close critical reading
• write well-argued and clearly structured academic essays, based on a critical use of relevant academic sources
• show an awareness of the appropriate use of language and

style for academic written work
• deliver clearly structured presentations, both group and individual, in an academic format and register, thereby demonstrating appropriate team working and spoken English skills, and engagement with the wider RHUL and local communities
• understand and function effectively using spoken English in a range of academic and non-academic contexts

Assessment

Reading and Writing skills will be assessed through Assessed Essay 1, Assessed Essay 2 and the Reading and Writing Examination.
Oral Communication skills will be assessed through the Group Presentation, Seminar Discussion and Individual Presentation

Academic Reading and Writing

The course uses an integrated 'reading to write' approach, which combines research and use of sources with writing. You will learn to identify key features of sample texts, to read more effectively and efficiently, and develop a critical approach to both reading and writing. Attention to the 'macro' writing skills of organization, structure and paragraphing is combined with 'micro' skills of use of academic vocabulary and grammar, linking language, style and referencing. The course highlights issues relevant to academic integrity, including avoidance of plagiarism in your work.

You will practice responding to feedback on multiple drafts of your writing, as the length and complexity of written tasks increases through the course.

Oral Communication Skills (2 hours a week in Term 1)

This course is designed to enable you to communicate more effectively in a range of situations relating to academic life. The course will examine communication skills needed for everyday life on campus in both academic and non-academic settings, focusing particularly on the skills needed to give effective oral presentations.

Graduate Skills (1 hour a week in Term 1)

This course aims to enable you to develop skills to be used inside and outside the seminar room, in support of the other main course strands on the programme. There is focus on effective independent study strategies such as editing your own work, issues relating to academic honesty, and opportunities to develop critical thinking skills.

Key Texts

Bailey, S. 2011, *Academic Writing: A Handbook for International Students* 3rd ed., London: Routledge.

A selection of materials from various other sources will be used.

4.1.4.2 Independent Research Project

Independent Research Project Skills (2 hours a week until Reading Week in Term 1, then 4 hours a week until the end of Term 2)

This course begins by introducing you in a practical way to principles of academic research and guiding you closely to help you form research questions relevant to your chosen field of study. Thereafter, as the level of challenge increases, you are supported in narrowing your field of focus, identifying a research gap, formulating questions, developing a methodology to conduct original research, and answering your research questions. Through a multi-disciplinary approach, students are taught to identify and use features of dissertation writing generic to your chosen academic field.

Learning Outcomes and Assessment

By the end of the course you should be able to:
• Apply skills, techniques and knowledge acquired on taught courses to initiate, design and undertake a substantial piece of academic work
• Demonstrate an in-depth knowledge of the particular chosen topic
• Critically review published work
• Implement and utilise research skills: these may be quantitative or qualitative, and will include skills in library research, complemented by other research skills such as questionnaire design, interviewing individuals or hosting focus groups, as appropriate to the academic discipline
• Critically evaluate and interpret research data
• Communicate complex ideas and arguments through a logically structures extended piece of work in an accurate and appropriate range of English

Assessment
The Independent Research Project is a formal 8,000 – 10,000 word assessment.

Please note that you will need to purchase the following two texts for this course:

- Davies, M.B. (2007) *Doing a Successful Research Project* Basingstoke: Palgrave Macmillan.

- Cooley, L. and Lewkowicz, J. (2003) *Dissertation Writing in Practice* Hong Kong: Hong Kong University Press.

4.1.4.3 Academic Unit

You will be required to take the equivalent of one undergraduate course in an academic department. This course may consist of one full-course unit, or two half-course units. The purpose of this course is to provide you with the opportunity to develop understanding and familiarity with the language used and the approach taken to the study of the discipline which you intend to follow at Masters level. In general, full course units are taught over two terms whilst half-course units are one term in length.

Most academic courses consist of approximately two hours of teaching per week: this usually consists of one hour of lecture and one hour of tutorial/seminar, or two hours of lecture or seminar. In addition, students will normally be required to do the following for each course:

- read the recommended texts (sections of books, articles in journals etc.) in preparation for lectures or seminars;
- read and prepare short presentations in seminars or tutorials. This is sometimes done individually and sometimes in small groups;
- read for and write essays – usually two per term;
- take part in other activities common to the discipline.

You are strongly advised to find out what essays or other course work you have to do as soon as possible at the start of each course. This will enable you to plan well ahead as deadlines can come at the same time.

Please make sure you complete the necessary undergraduate *Course Unit Registration Form* in order to register with departments. *The Course Unit Registration Form* also registers you for any final examinations that you will be required to take for the specific course. Shortly before the end of Term 1, you will be able to check that you have been registered for the correct courses via the student portal (Campus Connect). You should check that the correct courses are listed so that you are entered for the correct exams. If you have any doubts, please discuss these with your Personal Advisor.

Towards the end of Term 2, you will be able to access on-line your examination timetable for Term 3 listing the time and place of the academic course examination(s) you are required to take. If you cannot access the timetable, or you are concerned about the information in any way, you should inform your Personal Advisor immediately.

Academic departments follow differing approaches to which course units are made available to students. In some departments there are key courses at Level 1 or 2 which are appropriate. For some academic departments, choices available will depend on the skill level of the individual student. A senior member of the

teaching staff in CeDAS is responsible for placing students in academic departments.

4.1.4.4 Academic English courses

Academic English courses are open to all students at Royal Holloway who are non-native speakers of English. They cover a range of language levels and skills giving you the opportunity to develop and practise the language skills where you experience the greatest difficulty. You may register for up to 4 hours of Academic English per week in both Terms 1 and 2. You may be recommended specific courses in either term by the Programme Leader or your Personal Adviser, and may also select courses according to your own needs and interests.

The following courses are particularly recommended for PDIS students:

- **Pronunciation 2**
- **Academic Listening & Note-Taking Skills**
- **Grammar for Academic Writing** (for students who have scored IELTS 6.0 or less overall, and those who feel they need to work on grammar and language accuracy)
- **Developing Your Critical Thinking**

You will receive full information about enrolment for the Academic English courses during Welcome Week.

4.1.4.5 Independent learning

In order to function successfully in the postgraduate academic environment, it is important to develop learner independence. This means that you have to take responsibility for recognising your learning needs as well as playing an active role in deciding what your learning priorities are. You will note that significant emphasis is placed throughout the programme on developing your strategies as an independent learner so that you can make appropriate and informed decisions about your academic needs as well as your future plans and goals.

4.2 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.

5 Facilities

5.1 Libraries

There are 2 libraries on campus:

- **Founder's Library**, located on the South Side of Founder's Building, houses most language, literature, film, music and theatre material;
- **Bedford Library**, located up the hill from the Students' Union next to the History Department, houses science, social science and history material;

Details, including further resources available, opening times and regulations, can be found online: http://www.royalholloway.ac.uk/library/home.aspx

If you cannot find the specific items that you require in the libraries, it is possible to order items from other libraries by inter-library loan or to gain access to the Senate House Library or other university libraries. You can obtain further information on this by asking at the library helpdesks. The Information Consultant for CeDAS is Rachel Sleeman, who can be contacted at Rachel.Sleeman@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 libraries, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available online:

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

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

5.2.2 Printing

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

Departmental staff are unable, in any circumstances, to print anything out on your behalf. Copier-printers (MFDs) are located across the campus in the PC labs, libraries and Computer Centre. Further information on printing is available online:
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 Assessment Information

6.1 Illness or other extenuating circumstances

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

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

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

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

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

Inability to submit coursework

If you are unable to submit coursework through unexpected illness or other

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

Absence from an examination

The Sub-board of Examiners may take the following into account when considering your results: if you miss an examination through unexpected illness, or other acceptable cause (events which are unpreventable and unforeseeable), if you commence an examination and have to leave due to acute illness or if you believe your performance on the day was seriously compromised by an unexpected and acute illness that you could not reasonably have be expected to have managed otherwise. You will, however, need to submit an ***Extenuating Circumstances form*** and have adequate supporting documentation in accordance with Appendix B of ***Extenuating Circumstances – Guidance for students***. You should also read the section **Illness & absences from an examination and departmental assessments and extenuating circumstances** in the **Instructions to Candidates** issued by Student Administration 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 **Support and Advisory Services** as soon as possible so that strategies to help you manage the situation can be considered e.g. you have an illness that does not constitute a disability, a family member is ill and needs your support or you have suffered an adverse life event.

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

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

Please read the ***Extenuating circumstances – Guidance for students,*** in particular Section 5.

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

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

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

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

6.2 Submission of written work

See relevant Moodle page or course handbook, or where necessary contact the department.

When submitting written work for the *Academic Reading and Writing* course and the *Independent Research Project Skills* course, please ensure you complete the **PDIS Online Declaration** immediately after you have made your submission on Turnitin.

6.3 Extensions to deadlines

An extension to the deadline of assessed work can only be granted by one of two named individual members of staff in the Department and extensions will only be granted in special circumstances.

If a student wishes to apply for an extension, s/he must do so by submitting an Assessed Work Extension Form to the relevant named individual member of

staff at least two working days before the submission deadline for consideration. A copy of this form can be found here: www.royalholloway.ac.uk/ecampus/cedas/informationforcurrentstudents.aspx.

6.4 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.

CeDAS regards the regular completion and submission of coursework as an essential element of learning. We undertake to mark and return all course and assessed work within two weeks of receipt, if at all possible.

6.5 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section (13)(4) of the College's **Undergraduate Regulations 2016-17** (https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

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

Section (13)(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 on applying for an **extension to the deadlines** set, and the section for details on **submitting requests for extenuating circumstances** to be considered.

6.6 Anonymous marking and cover sheets

All students taking examinations are issued with a candidate number which is to ensure that exams and, where appropriate, coursework are marked anonymously. All students are allocated a personal candidate number which can be found on the '*Study*' tab of the **Student Portal.**

Because the purpose of the candidate number is to ensure that your work is marked anonymously, it is essential that you do not use your candidate number in conjunction with anything that identifies you, such as your name or Student Reference Number. All members of staff who are authorised to see your candidate number (and who will not be involved in the marking process) will already be able to look it up so you should never have to give it to anyone.

CeDAS requires all students to complete the **PDIS Online Declaration** for each assessment done out of class. It is the student's responsibility to complete these forms immediately after making a submission on Turnitin.

6.7 Penalties for over-length work

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

Section 13 (5)

Work which exceeds the upper word limit set will be penalised as follows:

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

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.

6.8 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.

CeDAS regards the regular completion and submission of coursework as an essential element of learning. We undertake to mark and return all course and assessed work within two weeks of receipt, if at all possible.

6.9 Assessment offences

The College has regulations governing **assessment offences** which can 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 6.9.1below), duplication of work, that is, submitting work for assessment which has already been submitted for assessment in the same or another course, falsification, collusion, for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work, failure to comply with the rules governing assessment (including those set out in the 'Instructions to candidates'. The Regulations set out some of the types of assessment offences in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Advisors or other members of staff in their department should they have any queries about what constitutes an assessment offence. The College treats assessment offences very seriously and misunderstanding about what constitutes an assessment offence will not be accepted as an excuse. Similarly extenuating circumstances cannot excuse an assessment offence. Students with extenuating circumstances which affect their ability to submit work should contact their departments about the possibility of an extension or other support.

6.9.1 Plagiarism

Plagiarism, that is the presentation of another person's thoughts or words as though they were your own, must be avoided. In your English language classes you will be taught how to avoid plagiarism. You are expected to use the Harvard Method of referencing and will be taught how to use this method in class.

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.

6.10 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.** https://www.royalholloway.ac.uk/ecampus/welfare/disabilityanddyslexiaservices/home.aspx

6.11 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** http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

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

6.12 Examination results

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

The Examinations & Assessments website is the place where you can access the "**Instructions to Candidates**" and details of the examinations **appeals** procedures. http://www.rhul.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx

6.13 Progression to postgraduate programmes at Royal Holloway

Conditions for progression from PDIS to postgraduate programmes are based on individual departments' standard entry requirements. In brief this means:

Academic	For PGT programmes with a 2:1 entry level, students need to achieve an overall programme average* of 60% on the PDIS, plus a minimum level of 40% in each of the main components of the PDIS (see below); For PGT programmes with a 2:2 entry level, students need to achieve an overall programme average* of 50% on the PDIS, plus a minimum level of 40% in each of the main components of the PDIS (see below).
English Language	For PGT programmes requiring IELTS 6.5 overall, students will need to achieve 50% overall in the English Language and Academic Skills component of the PDIS. Students seeking entry to programmes with a higher IELTS entry tariff will need to achieve 55% or more (by agreement with the receiving department).

*The calculation of the programme average reflects the weighting of the three components of the PDIS, i.e. the English Language and Academic Skills component counts for 50%, and the Independent Research Project and the Undergraduate Academic Course Unit count for 25% each.

How to calculate the overall programme average

Model		
English language score	x 2	= xx
IRP score		= xx
Academic unit score (if 1.0 Course Unit) Or average of two 0.5 Course Units		= xx
	TOTAL	xxx
x 0.25 to give weighted average	x 0.25	xx%

For example:			
English language	61%	x2	122
IRP score	66%		66
Academic 0.5 unit	48%	(Averaged)	53
Academic 0.5 unit	58%		
		TOTAL	241
x 0.25 to give weighted average		X 0.25	**60.25%**

7 Student Support

7.1 Non-academic related enquiries & support

The Student Services Centre is located in the Windsor Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation. For further details please visit http://www.royalholloway.ac.uk/ssc

7.2 Students in need of support (including disabled students)

Your first point of reference for advice within the Department is the CeDAS Reception in INTER-002 [email: Pre-Masters@rhul.ac.uk]. Inevitably, problems will sometimes arise that the staff in the department are not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the **Student Welfare** page: http://www.royalholloway.ac.uk/ecampus/welfare/home.aspx

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Disability and Dyslexia Services Office (DDS) representative is Dr Zohreh Moghimi [email: Zohreh.Moghimi@rhul.ac.uk].

You must also contact the DDS (Founders West 143; tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk who will arrange for an assessment of needs to be carried out and will advise on appropriate sources of help. Further information is available on the College web on the DDS **Support, health and welfare** page

http://www.royalhollway.ac.uk/ecampus/welfare/disabledstudents/home.aspx

7.3 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.

7.4 Student-staff committee

There is a student-staff committee on which all CeDAS students are represented. The Committee meets two-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. Emails will be circulated giving details of forthcoming elections or the names of current representatives.

7.5 Students' Union

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

7.6 Careers information

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

7.7 Non-academic policies

Please see the **College Regulations and Procedures**webpage http://www.students.royalholloway.ac.uk/study/read-our-college-regulations-and-procedures/ which includes information on non-academic policies, regulations, and codes of practice as well as the **Student Charter.** This can also be found on the following webpage https://www.royalholloway.ac.uk/aboutus/governancematters/studentcharter.aspx

7.8 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal Advisor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the **College Complaints Procedures** for students https://www.royalholloway.ac.uk/ecampus/academicsupport/complaints/complaints.aspx You should raise your complaint **as soon as possible**.

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

8 Health and Safety Information

8.1 Code of practice on harassment for students

This can be found on the student home pages under College regulations and procedures http://www.students.royalholloway.ac.uk/study/read-our-college-regulations-and-procedures/

8.2 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.

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 Equal Opportunities Statement and College Codes of Practice

9.1 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.

11 Appendices

Appendix a) CeDAS Student-Staff Committee

Guidelines for students on CeDAS courses/programmes

Your opinions on your course/programme are important for its successful running and for CeDAS in general. In order to provide an opportunity for you to give your opinions and to discuss relevant issues which affect students, elected student representatives from all CeDAS courses/programmes attend the departmental Student-Staff Committee. The committee meets once a term and its aims are given below:

- to develop and maintain communication within CeDAS between staff and students;
- to facilitate communication between students on different programmes and provide a forum to discuss common concerns;
- to discuss matters of concern to both staff and students.

Notes for Elected Student Representatives

Thank you for agreeing to take on this very responsible role. We hope that the following guidance notes will be useful:

a) consult as many of your fellow students as possible to establish whether there are any issues they would like you to raise. Some issues to consider are:
   - the course itself, e.g. whether it teaches the language skills it aims to teach;
   - the teaching and learning materials used on the course, including those available in the Library;
   - whether the course is well organised;
   - whether the classes are interesting and well-focused;
   - whether the teaching rooms are suitable for language learning;
   - issues outside the department which affect your learning.

b) remember issues of concern can be raised with your course tutor, or other relevant members of staff, outside of the framework of the Student-Staff Committee. All staff can be contacted via email and this is an efficient way to arrange a meeting.

c) if you have any items for the agenda please send them to the CeDAS@royalholloway.ac.uk at least three working days before the meeting;

d) when speaking at the meeting you need to make it clear whether a specific issue was raised by many students, or only by a few, or whether what you are saying is your personal opinion;

e) all constructive suggestions, whether positive or negative, are welcome.

Appendix b) Independent Research Project Declaration Form

CENTRE FOR THE DEVELOPMENT OF ACADEMIC SKILLS
PRE-MASTERS DIPLOMA FOR INTERNATIONAL STUDENTS
INDEPENDENT RESEARCH PROJECT (FINAL DRAFT)

Declaration to be signed by the student:

I have read the following guidelines on plagiarism and declare that all work submitted is my own and that full reference has been made to other material used.

"All work submitted by students as part of the requirements for any examination or other assessment must be expressed in their own words and incorporate their own ideas and judgments. Plagiarism - that is the presentation of another person's thoughts or words as though they were one's own - must be avoided, with particular care in coursework and essays and reports written in students' own time. Deliberate plagiarism in coursework is as serious as deliberate cheating in an examination. Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if a student includes a summary of another person's ideas or judgments the source must be acknowledged and the work referred to included in the bibliography. Failure to observe these rules may result in an allegation of cheating. Students should therefore consult their Personal Advisor, or Programme Director if they are in any doubt about what is permissible."

Student's signature: ……

Date: ……

Submission to CeDAS

Signature of member of staff :……

Date: ……..

Time: ……..