



Department of Electronic Engineering
and
Centre for Professional Studies

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2017/2018

This handbook covers working practices within the Department of Electronic Engineering and the Centre for Professional Studies and provides study advice to guide your work towards your MSc degree in the department.

Degree Programmes covered:

MSc in Engineering Management

Disclaimer

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

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

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1 Introduction to the Department

1.1 Welcome

A warm welcome to new students from Royal Holloway, the Department of Electronic Engineering and the Centre for Professional Studies (CPS). Your programme of study is co-hosted by the two academic areas and administered from the Electronic Engineering offices.

This handbook is a source of information and advice provided by each department in the College to its students. In the following pages you should find all of the essential information that a student studying for an MSc in Engineering Management should need. Web links to further sources are also listed and these are updated on a regular basis.

This is an exciting time for all and we hope that you find Royal Holloway a stimulating and friendly place to study.

1.2 How to find us: the Department

The Department of Electronic Engineering is located in the John Bowyer building. The Centre for Professional Services offices are in the International building IN246.

The Department Administration office is in John Bowyer building room JB10. This can be found on the College [campus plan](#) as building 36a.

1.3 Parking

Student parking is limited and a parking permit is required. This can be obtained online using your College email address at [Student parking](#)

In order to collect your permit you will need proof of insurance, a valid full driving licence (provisional licences are not acceptable), your vehicle registration document or letter of authorisation to drive the vehicle if not registered in your name and proof of student ID and term time-address.

1.4 How to find us: the staff

Posts within the department	Responsible person	Room	Email
Head of Department	Prof. David Howard	JB11	david.howard@rhul.ac.uk
Head of Centre	Steven Kendrick	IN247	steven.kendrick@rhul.a.cuk
Programme Director	Lakis Kaounides	IN234	lakis.kaounides@rhul.ac.uk
Technical & Administrative Manager	Lisa Fell	JB10	lisa.fell@rhul.ac.uk
Educational Support Officer	Lisa Fell	JB10	lisa.fell@rhul.ac.uk

Academic Staff	Module Title	Room	Email
Andy Coaton	Introduction to Project Management	IN246	andy.coaton@rhul.ac.uk
Carl Davies	Operations and Quality Management	IN246	carl.davies@rhul.ac.uk
Lakis Kaounides	Corporate Governance, Ethics and Sustainability	IN246	lakis.kaounides@rhul.ac.uk
Steven Kendrick	Managing People and Organisations	IN247	steven.kendrick@rhul.ac.uk
Richard Granger	International Strategic and Technology Management	IN246	richard.granger@rhul.ac.uk
TBC	Sustainable power generation		
Prof David Howard	Frontier Technologies – From Concept to Commercialisation	JB10	david.howard@rhul.ac.uk
Sungkyu Lim	Business Research Methods	IN246	sung.lim@rhul.ac.uk
Andreas Hadjixenophontos	International Accounting & Finance	IN246	TBC
Lakis Kaounides	Project by Dissertation	IN243	lakis.kaounides@rhul.ac.uk

1.5 How to find us: the Departmental offices

The Electronic Engineering departmental office is located in the John Bowyer building room JB10, building 36a on the [campus map](#)

Electronic Engineering Departmental office 01784 414004

Electronic Engineering Departmental email: ElectronicEngineering@rhul.ac.uk

The Centre for Professional Services departmental office is located in the International building room IN246 15 on the [campus map](#)

Centre for Professional Services Departmental office 01784 – 276464

Centre for Professional Services Departmental email: Claire.porter@rhul.ac.uk

1.6 The Department: Key staff

Head of Department

The Head of Department has the ultimate responsibility for all the activities within the department. S/he is responsible for dealing with any disciplinary matters, appeals or complaints that have not been successfully addressed by the appropriate procedures.

Head of Centre

The Head of Centre is responsible for the particular area which supports the majority of the teaching on the MSc Engineering Management programme.

Programme Director

The Programme Director has the overall day to day responsibility for the degree

programme. S/he is also your point of contact regarding requests for changes to your degree programme, suspending or withdrawing from your studies.

Personal Advisors

Your Personal Advisor is the first port of call for pastoral matters and will guide you through your programme of studies. Please see **Error! Reference source not found.**

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Educational Support Officer

Educational Support Officers are members of the Disability and Dyslexia network and is your port of call if you have an issue that affects your learning needs. If you have not already declared to the Disability and Dyslexia office a long term condition that you may require support for you should do so at the earliest opportunity. Further information can be found under **Error! Reference source not found. Error! Reference source not found.**

Technical and Administrative Manager

The Technical and Administrative Manager is the head of the departmental administration. S/he is responsible for all day to day running of the administrative processes within in the department and lead the team of administrators who will be your first port of call with issues around module registrations, timetables and submissions of work, attendance etc.

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, supervisor or your personal advisor.

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

2.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the [student portal](#) (Campus Connect) or direct via [Outlook.com](#). **Email to this address will be used routinely for all communication with students.** Email may be used for urgent communication and by module 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 the Department Manager should be treated as important and read carefully and actioned as appropriate.

To enable you to check your email, the College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone etc. 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](#).

The Electronic Engineering Department will only use the address in the College Global Address List and **will never** 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 must 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 an academic 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.

2.1.1 Guidance for emailing staff

Whilst online means of communication—particularly social media and instant messaging—often encourage informality, it can sometimes be difficult to know what is expected when emailing a member of staff on Departmental business. The following tips will help you compose suitable emails:

- **Include a formal salutation.** When emailing a member of staff, particularly when writing to them for the first time, it is preferable to remain formal in your salutation: "Dear Dr Smith" or "Dear Jane" will be greeted more favorably than "Hey there". Whilst most staff are happy to be addressed on a first-name basis, it is always appreciated if you use their title and surname (which you can find in section 1.3) in the first instance. You will be able to gauge the formality which a member of staff expects from their reply to you.
- **Introduce yourself and provide a context.** With ultimately more than 400 undergraduate students in the department, it is helpful if you can remind the member of staff of who you are and the context in which you are writing: "I am a first-year undergraduate student taking EE1000: Embedded systems team project 1 and have a query about one of today's readings..." is better than "I have a query about one of today's readings..."
- **Be succinct and provide a descriptive subject line.** To allow a member of staff (who may well receive more than 100 emails a day) to address your query as quickly and fully as possible, make sure that it is clearly phrased and succinct. Your email should also always be accompanied by a clear and intelligible subject line (e.g., "Query regarding EE5301 reading list" or "Absence due to illness").
- **Include a formal ending.** In keeping with the polite and formal tone of your email, you should sign off in an appropriate way: "Yours sincerely", "With best wishes", or "I look forward to hearing from you" are preferred to

“Cheers”.

- **Proofread before clicking “send”.** You should always take a moment before sending your email to read through it to check for grammatical errors or spelling mistakes. As with all formal writing, you should avoid ‘text speak’ and other colloquialisms. If you are including an attachment, make sure this is actually attached and in a format that can be easily read (e.g. ‘.doc’ or ‘.pdf’) with standard programs such as Word or Adobe reader!
- **Sit back, relax, and be patient.** Members of staff will always endeavour to answer emails in a timely fashion, but their teaching, administrative, and research commitments will occasionally mean that an instantaneous response is impossible. You should allow between 3 and 4 working days (i.e., Mondays to Fridays, 9 a.m. to 5 p.m. only) for a reply. Responses may be somewhat slower outside of term, when members of staff are at conferences, on holiday or engaged in research (in such cases, an out-of-office notification will let you know when you can expect a response to your email). Staff are not expected to deal with emails over the weekend.

You should also recognise that email is not a substitute for face-to-face meetings in the Department, and that both academic and welfare issues are best dealt with in person. You should not use staff email addresses to check routine information about modules, timetables and examinations which are published on Department notice boards and on the Departmental website; nor should you email to ask questions where the answer is easily available to you, such as in this handbook. It is impossible for staff to write detailed replies to academic queries. Again, the appropriate way to discuss these issues is in person during office hours or formal classes. Therefore, unless staff have explicitly made other arrangements, students should normally restrict the use of email to short queries and the arrangement of meetings with staff.

2.2 Post

All post addressed to students in Centre for Professional Studies is delivered to the departmental office, IN246 in the International Building. Any addressed to students in the Department of Electronic Engineering will be found in the John Bowyer building departmental office. At the end of each term accumulated mail is cleared and returned to sender. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the departmental offices. You are advised to check both locations at least weekly.

2.3 Telephone and postal address

It is **your responsibility** to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date on the [Student portal](#) (Campus Connect). There are occasions when the Department needs to contact you urgently by telephone or send you a letter by post.

The Department will never disclose students’ addresses or telephone numbers to anybody else (including relatives and fellow students) without the student’s specific permission to do so.

2.4 Personal Advisors

Your Personal Advisor is your first point of contact in the Department and Centre if you have any concerns or problems. You will normally remain with the same advisor for the duration of your studies, although if staff have long absences (for example maternity or sabbatical leave), another member of staff will act as temporary

Personal Advisor for the duration of leave (normally one term). A list of Personal Advisors and their advisees is prepared before the beginning of the academic year and displayed on the notice boards.

Your Personal Advisor will be introduced to you during the first week at Royal Holloway when you and your Personal Advisor will have an initial meeting. They have particular responsibility for your welfare and academic development during your degree programme.

You will also see your Personal Advisor at the start and end of each term, to discuss details of academic progress and preparation for examinations.

Your Personal Advisor will also be involved in monitoring and reviewing your personal and employability skills and also to help you think about how these can be developed through your modules. You are strongly encouraged to keep a written record of your modules, activities and acquired skills during your degree programme, to help you write a curriculum vitae and focus on your career choices. This process is known as Personal Development Planning (PDP) and allows you to plan for your personal education and career development. We advise you to visit the Careers Centre website for further details of curriculum vitae (CV) preparation and PDP.

Reminder: It is a Departmental requirement that you see your Personal Advisor at the beginning and end of each term. Failure to attend these meetings may lead to formal warnings being issued to you. After being issued with two such warnings, the Department can request the termination of your registration at College. You must keep your advisor informed of any issues which may affect your progress during the year (see section 7.1).

If for any reason you wish to change your Personal Advisor, you should consult the Programme Director, who will treat the matter in confidence while organising a solution.

Dissertation supervisors will be allocated by the middle of the Spring Term and they will be an additional source of pastoral support during the remainder of your programme.

2.5 Questionnaires

We take student feedback very seriously and welcome your comments on the operation of the Department and your experiences in all taught modules. In order to obtain your feedback on taught modules, you will be asked to complete an anonymous questionnaire at the end of each module. The feedback you give us is used in our review processes and helps in making changes to modules in future years by increasing the effectiveness of our teaching and teaching resources.

All questionnaires are seen by the Head of Department and Director of Teaching, and are analyzed as part of the College's Annual Monitoring process. Constructive criticism is always welcomed and plays an important role in module development. (Deserved praise is also very welcome and can make a tremendous contribution to the job satisfaction and career prospects of your lecturers!)

You can also make comments throughout the year about the quality of your modules and degree programmes through the **Staff-Student Committee** (see **Error! Reference source not found.**).

3 Teaching

You will be taught in a variety of ways, including lectures, laboratory sessions, seminars and tutorials. Your success at post graduate degree level is also about the work that you do outside of the formal teaching programme. You must spend a substantial amount of time reading, preparing and writing assignments. As a rough “rule of thumb” we recommend that you spend at least the equivalent of a 35 hour working week on your studies. In a normal week you will usually have between 10 and 15 hours of formal teaching (contact hours) which means that you should be spending an additional 15 hours a week working independently.

3.1 Dates of terms

Autumn term

Monday 18 September to Friday 8 December 2017
(12 weeks followed by a 4 week Christmas break)

Spring term

Monday 8 January to Friday 23 March 2018
(11 weeks followed by a 4 week Easter break)

Summer term

Monday 23 April to Friday 8 June 2018
(7 weeks)

Term dates can be found on the [College website](#)

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/or miss lectures/seminars/practical's etc., you must keep your department informed and fill in a Notification of Absence Form (see 0 below). During the summer term, after the summer examination period, you are expected to attend all required academic activities organised by your department and to be available should you be required to meet with College staff for any reason.

3.2 Reading weeks

The department does not have reading weeks. There are two 11 week terms of teaching and the first (autumn) commences immediately after welcome week.

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, we have set a minimum attendance level at 80%. You should be aware that you may also study modules that have different and specific module attendance requirements, particularly if you are taking modules in another department, so it is essential that you check all programme and module 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 3.3.6 below). 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 Supervisor.

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 Regulations](#) stipulate that the amount of full-time paid work undertaken by a student enrolled with the College 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 in which you are studying as early as possible, citing the reasons for your non-attendance. The department will make a decision on whether or not to authorise your absence. If you are experiencing continuing difficulties, please contact your Programme Director or Supervisor to discuss potential solutions. In addition, an extensive range of additional support, guidance and advice is readily available from the College's [Student Advisory Service](#). The Students' Union also operate an Advice and Support Centre, details of which can be found [here](#).

3.3.1 Your responsibilities in relation to attendance

Your responsibilities around attendance and engagement include:

- attending all classes relating to your studies (including lectures, seminars, practical's and personal tutorials);
- undertaking all summative and formative assessments for your modules;
- attending all meetings and other activities as required by the department(s) in which you are studying;
- contacting the department(s) in which you are studying to notify them of your circumstances at the earliest possibility where you experience any form of difficulty in attending classes, for whatever reason.

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

The Centre for Professional Studies will monitor your attendance at lectures and other compulsory events. 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 modules 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:

- you fail to attend for **two weeks** without providing notification of your absence;
- you display a **pattern of absence** that the department feel is affecting or is likely to affect your work;
- 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 & Policy Office (AQPO).

The College also has obligations places 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 module(s) in question and complete the relevant **Notification of Absence Form**, which is available [online](#).



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 Saturdays 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		
		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:

- that you advise the departments(s) by email to the Departmental Administrator
- that you complete the Notification of Absence Form, copies of which are also available from the Health Centre.
- 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. The completed paperwork should be emailed to the Departmental Administrator.
- that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.

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

Reason for absence	Documentation required
Illness up to and including 5 consecutive term-time days (excluding Saturdays and Sundays)	Completed Notification of Absence Form – Self Certification
Illness for more than 5 consecutive term-time days (excluding Saturdays and Sundays)	Completed Notification of Absence Form - Self Certification plus Formal Medical Certification signed by 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](#) 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](#).

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 and in the relevant [regulations](#).

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the module. 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 [Postgraduate Taught Regulations](#).

4 Degree Structure

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, modules which make up the programme and any programme-specific regulations are set out in the programme specification available through the online [course \(module\) catalogue](#) or [programme repository](#)

4.1 Module registrations

All 10 modules on the MSc Engineering Management programme are mandatory. Any modules that you wish to take on an extracurricular basis (not counting towards your degree) must be identified at the start of the academic year or before any assessment has been completed for the module.

4.2 Modules

Code	MSc Engineering Management	Credit units
PM5001	Introduction to Project Management	10
PM5002	Operations and Quality Management	10
PM5031	Managing People and Organisations	10
PM5004	Int'l Strategic and Technology Management	20
PM5011	International Accounting and Finance	10
subtotal, credit units Term 1		60
PRINCE2 professional qualification		

Code	MSc Engineering Management	Credit units
PM5007	Corporate Governance, Ethics and Sustainability	10
PM5020	Business Research Methods	10
EM5301	Frontier Technologies: From Concept to Commercialisation	20
EM5302	Sustainable Power Generation	20
subtotal, credit units Term 2		60

5 Facilities

5.1 Libraries

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

If you cannot find the specific items that you require in the library, an Inter-Library Loan can be arranged or you can gain access to the online resources of the University of London's Senate House Library (see 5.1.7) as well as access to use the library's physical collections or other university libraries. You can obtain further information [here](#).

The Information Consultant for Electronic Engineering is Leanne Workman, who can be contacted at Leanne.workman@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, [click here](#).

5.1.1 Books & e-books

Library books tend to be heavily in demand at certain times (notably at essay

deadlines and in the run-up to examinations) and to be under-used at others. Careful timing in your use of them (e.g. during the summer and Christmas vacations, or early in each term) will pay dividends. The Library has multiple copies of many of the most frequently-used works as well as a large collection of e-books.

Books heavily in demand may be on 24 Hour loan. Please consult the module tutor in good time if there are particular works which you would like to see on short loan.

Book suggestions: we are always happy to consider students' recommendations for acquisitions. If you think that the Library does not possess a book potentially useful for a module you are following, or for a dissertation you are writing, please contact the module tutor or the library's Information Consultant for your subject. Be aware, however, that not all requests can be satisfied and that there is sometimes a delay between ordering and receipt that is beyond the College's control. A request may be made by the Student-Staff Committee on behalf of the student cohort.

5.1.2 Online resources

The Library provides access to an extensive collection of journal titles in electronic, full-text format (e-journals), e-books, online databases and an online library of multi-media material (texts, images, audio, films and mixed-media). All of these 'e-resources' are available via an extensive suite of student PCs in the library and around the campus (all connected to printers), laptops & most mobile devices (via Wi-Fi), as well as from off-campus (see below).

You should get used to consulting the key online databases (such as our online collections of primary sources, research material & online databases), e-books & online reference material and electronic journal collections relevant to your subject area. These can be accessed on-line using the **E-resources A-Z lists** & **LibrarySearch** via the [Library's homepage](#) OR via the dedicated Library [Subject pages](#).

Access to online resources off-campus: In order to access the Library's extensive and growing collection of e-resources off campus (e.g. from home) you will need to use the College's **CampusAnywhere** (VPN) service (in some cases you may need to login direct to the e-resource). Details of how to use these services can be found from the 'help pages' linked to from the Library homepage (see above).

Need Help? Ask the Library's Information Consultant for your subject for details of how to use these databases. They are valuable resources, listing a large number of journal articles, book chapters, books and reference material. They provide easy access to full-text articles that you can download or print (on and off-campus).

Past exam papers

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

5.1.3 Reading Lists Online

Most modules will have an online reading list which provides you with information on module readings and information about the availability of books in the library or direct links to the full text or other items online. You can search for reading lists for your modules on the [Reading Lists](#) Online service.

5.1.4 Study space

There are large silent study areas, group study areas & bookable group study rooms available in the library (some group study rooms maybe equipped with projectors, smart boards, white boards and/or flip charts).

5.1.5 Training

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 the Library Subject Guide for Electronic Engineering and click on the [Training](#) tab:

5.1.6 Help and Advice

If you have any questions about the Library's services and collections or need help using the information and online services that we provide (including one-to-one training), please phone or email us, contact us via the 'Ask a Librarian' live chat service, or call in person at the library helpdesks.

If you have a query specific to your subject, the contact details for the Library's Information Consultant for your subject can be found on the dedicated Library [Subject pages](#).

5.1.7 Using other libraries:

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

As a student of the University of London, you have access to the University of London Library (Senate House Library), which is situated in Senate House, Malet Street, in Central London. This central Library has large reference collections and facilities for borrowing. In order to obtain a Senate House Library card you must present your College ID card at the Senate House Library and complete a short application form.

The British Library, 96 Euston Road, London, NW1 2DB (020 7412 7000) <http://www.bl.uk>. Please check the BL's web pages for registration and access regulations, or contact the RHUL Library for advice.

Other libraries

You may also be able to register as a reader at the libraries of other Colleges if you can demonstrate that you need to use their collections. Please check the respective College Library's web pages before visiting. More information about using other libraries can be found here:

<https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/otherlibraries.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 students to use it. Instead you can use copier-printers

(Multi-Function Devices - 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 [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.

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. MFDs are located across the campus in the PC labs, libraries and Computer Centre. Further information on printing is available [online here](#).

5.2.3 Computing

The Computer Centre provides a range of IT training packages designed to enhance your current IT skills. These are available in self-study formats. To participate in these sessions, go to [IT training](#).

6 Coursework Essays and Dissertation

6.1 Coursework essay

The MSc in Engineering Management makes use of coursework assignments and presentations as the main style of testing and only a small number of the nine taught modules in a programme are assessed by examination. Detailed assignment outlines will be provided for each module by the module tutor. It is very important that you understand from the start of your programme, the importance of issues such as plagiarism and timely submission.

6.2 Presentations

Presentation skills are an important part of your development. You need to not only demonstrate your knowledge of your subject but be able to relay this to an audience. Your future employers and funders will be looking for strong persuasive delivery of ideas that demonstrate your understanding of all aspects, from idea conception to production of the finished solution. Advice will be offered on good presentation techniques.

6.3 The dissertation

Your dissertation forms one third of your overall mark and is an important component of the programme. Information on the dissertation can be found in the MSc Engineering Management Dissertation Handbook. It is important that you are fully conversant with this Handbook before the end of Term 1.

6.4 The dissertation supervisor

The Programme Director will assign to 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 to the Programme Director to see whether the problem can be resolved informally, e.g. through mediation, changing supervisor. You should not wait until after you have received your final degree results to raise the matter as it is very difficult for the

College to resolve such matters or take remedial action at that point.

6.5 Marking criteria

Assessment will comply with the Regulations on the Conduct of Assessment and will normally be marked by two internal markers, and moderated by the External Examiner. Each dissertation, coursework essay, module assignment, in-class test and examination will be marked according to the College's generic Postgraduate marking criteria.

85-100% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Publishable quality
- Outstanding research potential
- Ability to plan, organise and execute independently a research project to the highest professional standards
- Exceptional degree of creativity, originality and independence of thought
- Ability to make informed judgments, develop original insights, and construct productive hypotheses in the absence of complete data
- Highest professional standards of competence, expression and presentation (written, oral, visual)
- Ability to assemble information from different sources to produce exceptionally well-organised and original answers
- Ability to analyse data critically and formulate questions which lead to original lines of enquiry
- Ability to evaluate critically existing methodologies and suggest new approaches to current research or professional practice
- Flexibility of thought, and the ability to employ different approaches to the solution of highly complex and novel problems
- Ability to evaluate published or publicly-presented work critically and to the highest professional standards
- Penetrating analysis of primary sources of literature and information
- An exceptionally high level of understanding of current research techniques and how they can be applied most effectively to investigate challenging new problems
- Outstanding levels of accuracy and technical competence

70-85% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Excellent research potential
- Ability to plan, organise and execute independently a research project to a very high professional standard
- Very high professional standards of competence, expression and presentation (written, oral, visual)
- High degree of creativity, originality and independence of thought
- Ability to assemble information from different sources to produce very well-organised and original answers
- Ability to analyse data critically and formulate questions which may lead to productive lines of enquiry

- Flexibility of thought, and the ability to employ different approaches to the solution of complex and novel problems
- Ability to evaluate published or publicly-presented work critically and to a high professional standard
- Ability to analyse primary sources of literature and information critically
- Very high levels of accuracy and technical competence

N.B. Candidates who have achieved an overall average mark of not less than 70%, with at least 50% in each taught module and the dissertation, may be eligible for the award of a distinction. Full details of the award regulations for individual postgraduate programmes can be found in the College Regulations.

60-70% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Very good professional standard of competence, expression and presentation (written, oral, visual)
- Clear evidence of the potential to undertake original research given appropriate guidance and support
- Evidence of some creativity, originality and independence of thought
- Ability to assemble information from different sources to produce well-organised and insightful answers
- Ability to analyse data critically
- Flexibility of thought, and the ability to solve complex, though not entirely original problems
- Some ability to evaluate published or publicly-presented work
- Some ability critically to analyse primary sources of literature and information
- Good degree of accuracy and technical competence

N.B. Candidates who have achieved an overall average mark of not less than 60%, with at least 50% in each taught module and the dissertation, may be eligible for the award of a pass with merit. Full details of the award regulations for individual postgraduate programmes can be found in the College Regulations.

50-60% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Sound knowledge and understanding of the relevant literature and other key sources of information
- Ability to produce satisfactory answers to problems and questions
- Ability to construct coherent and relevant answer to questions, though with few signs of originality
- A competent professional standard of organisation and expression
- Ability to engage in research involving a moderate degree of originality, when provided with close supervision and support
- Satisfactory degree of competence and technical accuracy

40-50% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Basic knowledge and understanding of some of the essential literature and other key sources of information, but answers are either incomplete or not entirely coherent
- Shows some grasp of the problem or topic but lacks clarity in written or oral presentation
- Little evidence of independent thought
- Little or no evidence of originality in answers
- Work which is just below an acceptable basic professional standard

N.B. The College regulations prescribing the minimum requirements for a postgraduate award specify that, for the overall assessment of a postgraduate module, a mark in this category (i.e. 40-50%) indicates a 'condonable fail', which may be condonable subject to the final average mark achieved across all modules.

20-40% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Fragmentary knowledge and understanding of the essential literature and other key sources of information, yielding answers which show only a limited degree of understanding
- Shows little grasp of the problem or topic, and lacks clarity in written or oral presentation
- Almost no evidence of independent or original thought
- Work that is clearly below an acceptable basic professional standard

0-20% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Almost entirely lacking in evidence of knowledge and understanding of the essential literature and other key sources of information, yielding answers which, at best, show only the most rudimentary understanding of the question
- Shows almost no insight into the problem or topic
- Confused and incoherent written or oral presentation
- Totally devoid of independent or original thought
- Work that is far below an acceptable basic professional standard

7 Assessment Information

7.1 Illness or other extenuating circumstances

Students are advised to carefully read the [Instructions to candidates](#) as well as the [Extenuating circumstances – Guidance for students](#).

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

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

are:

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

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

Inability to submit coursework

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

Absence from an examination

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

Ongoing circumstances

If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College's [Welfare & Wellbeing services](#) (Academic Services Directorate) as soon as possible so that strategies to help you manage the situation can be considered e.g. you have an illness that does not constitute a disability, a family member is ill and needs your support or you have suffered an adverse life event.

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

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

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

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

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

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

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

7.2 Submission of written work

In accordance with the College's policy on submission of coursework:

- All coursework must be submitted electronically by the deadline set by the Module Leader to fulfil submission requirements, unless the nature of the coursework is such that the Department deems it not possible to do so.
- The Department may additionally request that a paper copy of the coursework is submitted by the deadline set to fulfil submission requirements.
- In cases where both a paper and an electronic copy are required, these must be identical.

7.3 Extensions to deadlines

Sympathetic treatment will be given for properly documented illness or other good cause. Where possible, new deadlines should be agreed with the member of staff concerned **before** the stated deadline. Students who miss deadlines should see the Departmental Administrator and the staff member concerned on their return and should complete an **Extenuating Circumstances form** and provide adequate supporting documentation in accordance with Appendix B of [Extenuating](#)

[Circumstances – Guidance for students](#). Please also see the section on Inability to submit coursework in [7.1](#) above.

Note that the loss of coursework prior to submission due to any type of computer failure (e.g. file corruption) is **not** an acceptable reason for late submission or non-submission of work. It is your responsibility to follow well-known IT precautionary procedures, particularly, frequently backing up your work to one or more locations remote from your PC. You are also strongly advised not to leave irreplaceable work (lecture notes, coursework, project reports) in an unattended car, where they (or the car!) may be stolen.

7.4 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13 (5) of the College's [Postgraduate Taught Regulations 2017-18](#).

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 0 above](#)).

Section 13 (5)

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

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

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

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

7.5 Anonymous marking and cover sheets

All summative assessed work is marked anonymously in accordance with section 12 of the [Regulations of the Conduct of Assessment](#). Students should therefore not write their name or student number on their coursework. Depending on the assignment, students will be asked to use a cover sheet showing only their candidate number. Coursework which is subject to formative or mixed assessment methods will require names and student IDs.

7.6 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13 (6) of the College's [Postgraduate Taught Regulations 2017-18](#)

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, module title, preliminary pages, bibliography and appendices.

7.7 Return of written coursework

The following College policy applies to the return of coursework:

Feedback on assessed work (other than formal examinations) should be returned within four weeks of the submission deadline, except in cases where it is not appropriate to do so for academic reasons. The deadline for the return of marked work should be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met, the revised deadline must be communicated to students as soon as possible.

7.8 Assessment offences

The College has regulations governing [assessment offences](#) which can found on the College [webpages](#).

Assessment offences include, but are not limited to plagiarism (see 7.9 below), duplication of work, that is, submitting work for assessment which has already been submitted for assessment in the same or another module, 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.

7.9 Plagiarism

It is most important that you acknowledge any work or ideas by other people that you use. You may wish to quote a passage directly from the text of a paper or book (in which case inverted commas should be used to identify the quoted passage), or

reproduce a figure or table, or merely use information or data from the publication in your own synthesis. In all such cases, you must refer in your text to the published source of the information. To incorporate into your essay or report the work of other people and present it to the reader as if it were your own, even unintentionally, is known as plagiarism. In all academic disciplines this is considered to be a grave offence, and it may attract a severe penalty. To avoid suspicion of plagiarism and furthermore to lend legitimate authority to what you write, always acknowledge the sources of material that you use.

Definition of plagiarism

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

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

7.10 Duplication

All work submitted must be your own and original. This applies to all forms of coursework, and to your dissertation. Please note that any work previously submitted for another module or programme (e.g. undergraduate work) at Royal Holloway or any other institution is not acceptable. **The Regulations on Assessment Offences** makes clear that 'the unacknowledged replication of one's own work in any quantity across separate assessments without sufficient redevelopment to make it novel and appropriate to each assessment is an examination offence. This would include the replication of work which was previously submitted for assessment at another institution'.

A note on paraphrasing and quoting: Quotes are direct transcriptions of text from other sources while paraphrasing uses your own words to express others' ideas. You should attempt to paraphrase where possible and only use quotes sparingly and strategically. Both paraphrasing and quoting require referencing, and quotes must refer to the page number from which they were taken.

7.11 Falsification

Falsification is the unacknowledged invention or alteration of data, quotations or references. It is extremely important that the dissertation you present is based upon research you have carried out. You must not fabricate survey responses, interview quotes or any primary data. Regular meetings with your Supervisor will enable him/her to assess the extent to which your project is authentic. It is recommended that you include, where possible, evidence of the sources of your data in the appendix of your dissertation.

7.12 Collusion

Collusion is to act in agreement with another person in order to obtain an unfair

advantage for oneself and/or for that person. Group working may 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. Collusion may also include any attempt to impersonate another person, or to allow oneself to be impersonated, in an assessment.

Please do **not** attempt to obtain/purchase dissertations etc. from the internet. Examiners, and module tutors use Turnitin (plagiarism detection software), and can easily identify work that has originated from elsewhere.

7.13 Marking of illegible scripts

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

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

If you do not pass a module at a first attempt the Sub-board of Examiners may give you an opportunity to 're-sit' or 'repeat' the module.

Re-sit of a failed module - normally students will be given an opportunity during the summer after the end of Term 3 in the relevant academic year to re-sit any failed parts of a module not passed. In the case of a Dissertation on a taught postgraduate module, this will usually be extended to 3 months after original submission date. Students do not have to attend any classes. Marks for work which has been passed will be carried forward. Students are required to register to re-sit module. Unless students have been informed otherwise, the mark for such modules will be capped at 50%.

Repeat of a failed module – if you are given the opportunity to repeat a module in attendance you will need to register for the module for the following academic year and satisfy afresh all the assessment and attendance requirements, that is, you are expected to attend all classes and redo all required coursework and examinations for the module. No marks from the previous attempt at the module are carried forward and no work from completed as part of the first attempt at the module may be resubmitted for assessment. The mark for a module repeated in attendance is not capped.

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

NB: Students entered to re-sit an examination will normally not receive an overall percentage mark greater than 50% for that module.

For details on the requirements governing the level of award please see the section on the [Consideration and Classification of Candidates for the Award](#) in the [Postgraduate Taught Regulations](#).

7.14 Examination/assessment results

Please see the [Examinations & Assessments](#) website for details of how you will be issued with your [results](#).

The Examinations & Assessments website is the place where you can access the "Instructions to Candidates" and details of the examinations [appeals](#) procedures.

8 Student Support

8.1 Non-academic related enquiries & support

The Student Services Centre is located in the Emily Wilding Davison Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation. For further details please visit the [student services](#) webpages.

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

Your first point of reference for advice within the Department is the Educational Support Officer. Inevitably, problems will sometimes arise that the ESO is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the [Student Welfare](#) page.

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. 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 [Support, health and welfare](#) page.

8.3 Academic Skills Support

The Centre for the Development of Academic Skills ([CeDAS](#)) offers a variety of modules, 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 module 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.

8.4 Student-staff committee

There is a student-staff committee on which students are represented. For the constitution see the committee's handbook under [Compliance/Governance](#).

The Committee meets three times each year and plays an important role in the Department as a forum for airing student views.

You can use the Committee to raise any issues which concern students. Details of forthcoming elections or the names of current representatives will be sent via email.

8.5 Students' Union

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

8.6 Careers information

The College has a [careers advisory service](#), housed in the Horton Building, which is open to any student during normal College hours.

8.7 Non-academic policies

Please see the [Regulations and procedures](#) webpage which includes information on non-academic policies, regulations, and codes of practice as well as the [Student Charter](#).

8.8 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal tutor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the [College Complaints Procedures](#) for students. You should raise your complaint **as soon as possible**.

If the complaint concerns an academic decision, there is an [academic appeals process](#). Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the [appeals procedures](#) and permitted grounds for appeal can be found on the following webpage.

8.9 Module ethics

Students and staff will be expected to follow the rules and regulations, set forth by the College, at all times. In addition to these College rules and regulations there must also be an understanding that there are areas within the current subjects which pose some ethical issues. Rules and guidance will be issued by the module leaders at the beginning of each module which will highlight where these ethical boundaries lie and what area of the subject is unacceptable.

Those students failing to adhere to this guidance, set out by the module leaders, may be subject to the College disciplinary procedures, if their activities are thought to have brought the College into disrepute.

9 Health and Safety Information

9.1 Code of practice on harassment for students

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

9.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found on the [Health and Safety webpages](#).

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

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator (lisa.fell@rhul.ac.uk) or the College Health and Safety Office.

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

10 Equal Opportunities Statement and College Codes of Practice

10.1 Equal opportunities statement

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.

Royal Holloway, University of London (hereafter 'the College') is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that;

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material

- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

10.2 College codes of practice

Royal Holloway lays down firm codes of practice for its staff and students on the Academic Welfare of Students, on Freedom of Speech, on Sexual and Racial Harassment, and on Safety, Security and Parking. You will find these codes of practice in the [Online Student Handbook](#).

If you feel you are the victim of an infringement of any of these codes, or of any legal right, take the matter up with any of the following, as you see fit:

- the Head of Department
- Head of the Centre for Professional Studies;
- The Programme Director;
- your personal Advisor;
- any other member of Department teaching, administrative or technical staff you prefer to deal with;
- the Head of Support and Advisory Services ;
- the Student Counselling Service ;
- a Students' Union officer.

Members of staff have the same rights under these codes of practice.

11 Department Code of Conduct

During registration, students will be asked to read and sign the following Code of conduct Charter. The Charter outlines what is expected of students while studying within the department, and what students can expect in return from the department. Staff should therefore familiarise themselves with and adhere to the points below:

Department of Electronic Engineering Code of Conduct

The Department of Electronic Engineering at Royal Holloway, University of London prides itself on being the newest electronic engineering research and teaching department in the UK, with highly talented academic staff at the forefront of their subjects. We pride ourselves on having a positive approach to ingenious thinking in a supportive and creative environment.

Each student at Royal Holloway is expected to follow university guidelines and regulations as outlined in the Student Handbook and College Regulations. Additional to these, the Department issues the following charter to all their students outlining the basic principles of academic life in the Department. This charter has been set to outline what is expected from students and what they can expect from the department.

Should you have any issues, or fail to understand any of the points, please arrange to discuss these with your personal advisor.

What you should expect from the Department of Electronic Engineering:

1. Staff in the Department are committed to providing you with a high quality teaching experience, supported with cutting-edge material.
2. Academic staff will maintain good contact with all students through teaching, regular office hours, and email. Staff will announce their scheduled office hours at the start of their course. Aside from exceptional circumstances or unless specified, staff will respond to e-mails within 3 working days.
3. Each student within the department will be assigned a personal adviser. Personal advisers will support students in personal, academic and career related development, including basic pastoral and welfare issues.
4. The Department will provide additional academic support where available. Some courses may have revision sessions before the end of year examinations.
5. The Department will adhere to a maximum week turnaround for marking all assessed and non-assessed submissions, providing students with sound and constructive feedback.
6. The Department will provide students with extra-curricular opportunities. You can become a student ambassador or a student representative for the Department, or be a member of the Electronic Engineering Society.
7. We will regularly host social events, along with seminars and talks from industry and academic experts, to provide students with opportunities to network within the Department.
8. Our administrative team will support student activities and support students with any issues and queries in a timely and responsive manner.

What the department expects from you:

1. Students must not give false or misleading information regarding any academic matter.
2. As far as reasonably possible, students must attend all parts of the courses, examinations and must adhere to specific assignment deadlines. If a student is unable to attend a part of their course or is unable to meet the assessment deadline, s/he must inform the Department using the procedure outlined in the Undergraduate Handbook. Students must not falsify reasons for why they did not attend a part of their course, adhere to a deadline or attend an examination. Nor must they falsify attendance records/register for themselves or for anyone else, or have another falsify records for them.
3. Students must keep themselves fully aware of the details of submitting any work to the Department, including date, time, location, format (i.e. online, printed, on disk etc.), word count, structure and the correct submission form needed. These will be specified to students by the course leader prior to the deadline.
4. All submitted work for any course has to be entirely the students own work. Students must not copy directly from another student or source for any work submitted to the Department. Students must not purchase essays from on-line or other sources and attempt to pass them off as their own work. Students must not use unauthorised material or unauthorised assistance during an examination, in-class test or of any academic work which is submitted to the Department. All written/submitted work that paraphrases or copies wholly or partially, any written, printed material from books, journals, essays, newspapers and electronic sources **must be properly cited** regardless of whether the material in question is copyrighted or not. This includes ideas, illustrations, synopses, and articles.
5. Students must not turn in the same work for two or more different courses that they are taking or from a previous year or from a programme they have previously taken.
6. Students must adhere to assessment regulations and listen to invigilators or supervisors during any and all assessments. Students must not provide false data/information in any of their assessments/examinations.
7. Students must not falsify evidence during any academic investigation, appeal or hearing. Nor should students intimidate, influence or coerce someone else in connection with any investigations, appeals or hearings.
8. Students must not use departmental and university resources in a dishonest/unauthorised manner. This includes selling or giving another student unauthorised copies of any examination/assessment.
9. Students must check their RHUL email regularly (daily) and use only their RHUL address when emailing the Department to ensure privacy.
10. Students must honor appointments made with academics or notify them in a timely manner if they cannot make an appointment.
11. Students should exert themselves in their studies and try their best to engage with colleagues and the student community and be open, friendly and helpful to other students.

Signed

Date