



DEPARTMENT OF GEOGRAPHY

# POSTGRADUATE TAUGHT STUDENT HANDBOOK

2018/2019

Telephone +44 (0)1784 443563

Department of Geography  
Royal Holloway, University of London  
Egham Hill, Egham  
Surrey TW20 0EX

### Disclaimer

This document was published in September 2018 and was correct at that time. The department\* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

\* Please note, the term 'department' is used to refer to 'departments', 'Centres and 'Schools'. Students on joint or combined degree programmes will receive two departmental handbooks.

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# 1 Introduction to your department

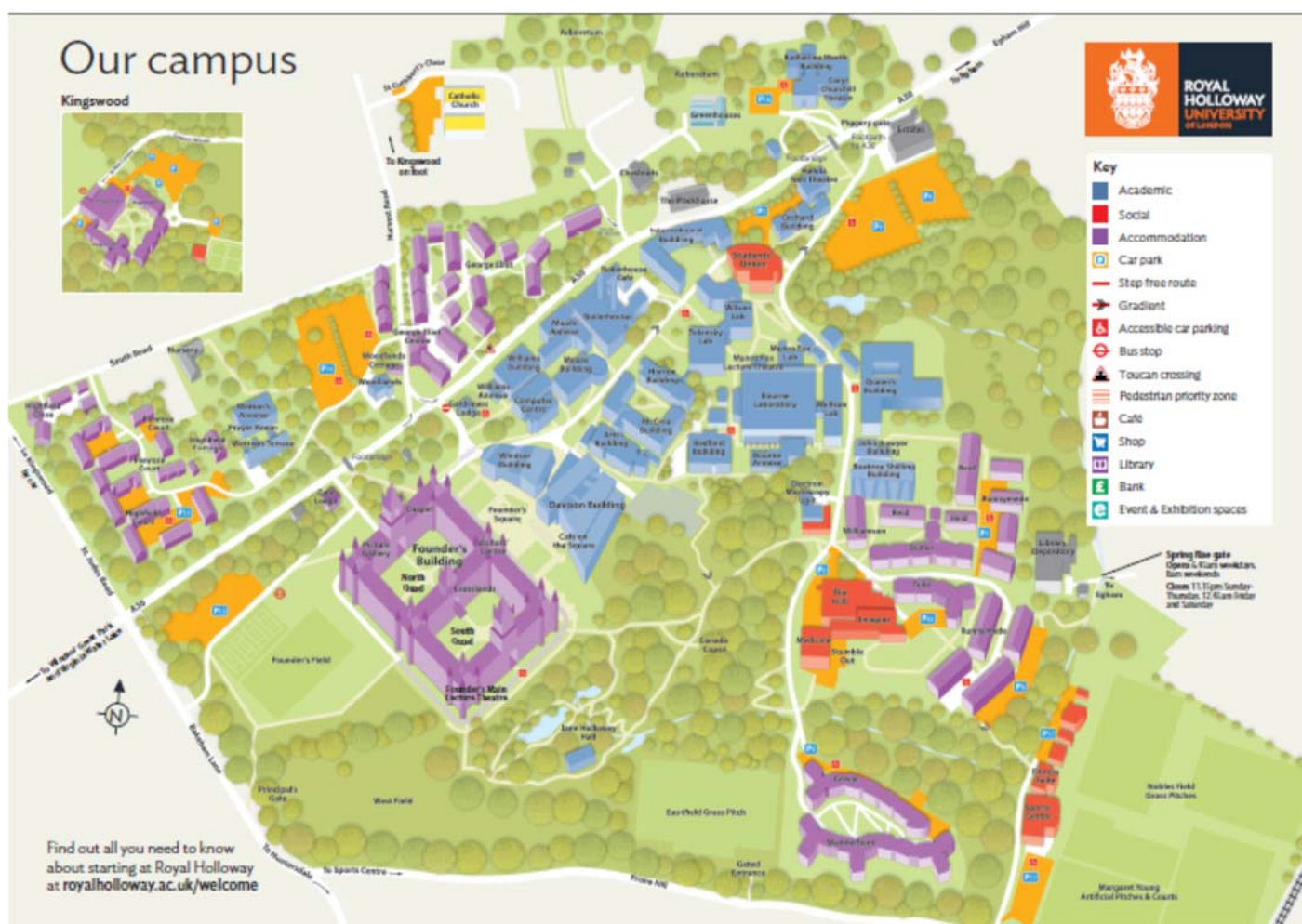
## 1.1 Welcome

Welcome to the Department of Geography at Royal Holloway, University of London and to the MA & MSc Programmes. This handbook is designed as your guide to the policies and procedures of RHUL and the regulations and guidelines for the courses. It should be your first port of call for regulation related questions. A separate handbook relating to the details of your MA & MSc will be provided by your course director and this will provide more detailed information about your specific programme.

## 1.2 How to find us: the Department

The Department of Geography is located in the Queen’s Building. This can be found on the College **campus map** as building 35

## 1.3 Map of the Egham campus



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

## 1.4 How to find us: the staff

Name	Telephone	Room	Email
Prof. Phil Crang	01784-443645	Q161	P.Crang@rhul.ac.uk

### Director of Graduate Studies

Name	Telephone	Room	Email
Dr. Innes Keighren	01784-443722	Q180	Innes.Keighren@rhul.ac.uk
Prof. Ian Candy	01784-443649	Q157	Ian.Candy@rhul.ac.uk

### Academic Staff

Name	Telephone	Room	Email
Prof. Peter Adey <b>G &amp; S Director</b>	01784-443640	Q123	Peter.Adey@rhul.ac.uk
Dr. Simon Armitage	01784 276124	Q174a	Simon.Armitage@rhul.ac.uk
Dr. Simon Blockley	01784-443405	Q155	Simon.Blockley@rhul.ac.uk
Dr. Katherine Brickell	01784-276259	Q158	Katherine.Brickell@rhul.ac.uk
Dr. Bethan Davies <b>Quat Director</b>	01784-414682	Q148	Bethan.Davies@rhul.ac.uk
Prof. Veronica della Dora	01784-443642	Q178	Veronica.DellaDora@rhul.ac.uk
Dr. Vandana Desai	01784-443650	Q152d	V.Desai@rhul.ac.uk
Prof. Klaus Dodds	01784-443580	Q122	K.Dodds@rhul.ac.uk
Dr. Mike Dolton <b>PSD &amp; Sus &amp; Man Director</b>	01784-443575	Q152a	M.Dolton@rhul.ac.uk
Prof. Felix Driver	01784-443572	Q151a	F.Driver@rhul.ac.uk
Dr. Gwilym Eades	01784-443657	Q145b	Gwilym.Eades@rhul.ac.uk
Dr. Sasha Engelmann	01784 443567	Q152c	Sasha.Engelmann@rhul.ac.uk
Dr. Peter French	01784-443571	Q181	P.French@rhul.ac.uk
Prof. David Gilbert	01784-443563	Q154	D.Gilbert@rhul.ac.uk
Dr. Harriet Hawkins	01784-414674	Q159	Harriet.Hawkins@rhul.ac.uk
Dr. Anna Jackman	01784-276043	Q173	Anna.Jackman@rhul.ac.uk
Prof. John Lowe	01784-443565	EMU 11	J.Lowe@rhul.ac.uk
Dr. Ian Matthews	01784-276530	Q156	I.P.Matthews@rhul.ac.uk
Dr. Alice Milner	01784-276468	Q175	Alice.Milner@rhul.ac.uk
Dr. Jay Mistry	01784-443652	Q177	J.Mistry@rhul.ac.uk
Dr. Oli Mould <b>Cultural Director</b>	01784-414011	Q179	Oli.Mould@rhul.ac.uk
Dr. Sofie Narbed	01784 413651	Q151b	Sofie.Narbed@rhul.ac.uk
Dr. Adrian Palmer	01784-443507	Q125	A.Palmer@rhul.ac.uk
Dr. Alasdair Pinkerton	01784-276441	Q152e	A.D.Pinkerton@rhul.ac.uk
Dr. Cecilie Sachs-Olsen	01784 414153	Q172	Cecilie.SachsOlsen@rhul.ac.uk
Prof. Danielle Schreve	01784-443651	Q161	Danielle.Schreve@rhul.ac.uk
Dr. Ayesha Siddiqi	01784 443648	Q153	Ayesha.Siddiqi@rhul.ac.uk
Prof. David Simon	01784-443651	Q151b	D.Simon@rhul.ac.uk
Dr. Rachael Squire	01784 276223	Q176	Rachael.Squire@rhul.ac.uk
Mr. Don Thompson	01784-443576	Q153	D.Thompson@rhul.ac.uk
Dr. Varyl Thorndycraft	01784-276122	Q152b	Varyl.Thorndycraft@rhul.ac.uk
Prof. Katie Willis	01784-443643	Q121	Katie.Willis@rhul.ac.uk

Please note Liz works Monday – Tuesday & Karen Wednesday - Friday

#### Postgraduate Administrators

Name	Telephone	Room	Email
Liz Hamilton	01784 443563	Q162	Liz.Hamilton@rhul.ac.uk
Tanya Weerasekera	01784 443563	Q162	Tanya.Weeraskera@rhul.ac.uk

#### Department Manager (DM)

Name	Telephone	Room	Email
Moya Watson	01784 445664	Q160	Moya.Watson@rhul.ac.uk

#### Financial Administrator

Name	Telephone	Room	Email
Rupert Housley	01784 443656	Q125	Rupert.Housley@rhul.ac.uk

#### Technical Operations Manager

Name	Telephone	Room	Email
Claire Mayers	01784 443808	Q130	Claire.Mayers@rhul.ac.uk

#### Technical Staff

Name	Telephone	Room	Email
Ray Aung	01784 443613	Q137	Raymond.Aung@rhul.ac.uk
Katy Flowers	01784 443566	Q127	Katy.Flowers@rhul.ac.uk
Jenny Thornton	01784 443568	Q137	Jen.Thornton@rhul.ac.uk
Marta Perez	01784 443566	Q127	M.Perez-2@rhul.ac.uk
Inaki Valcarcel	01784 414683	MF001	Jose.Valcarcel@rhul.ac.uk

### 1.5 How to find us: the Departmental office

The department office/helpdesk is located in Q162

### 1.6 The Department: practical information

If you have any questions, please contact the Programme Director, (Please see Academic Staff list) Moya Watson, the Department Manager (Room 160) or Liz Hamilton and Karen Oliver, the Postgraduate Administrators/Departmental Secretaries (Room 162), will also be able to answer general queries.

### 1.7 Staff research interests

Staff in the department have a wide range of research interests which fall within three main research groups; The Centre for Quaternary Research (CQR), Social, Cultural and Historical Geography (SCHG) and the Geopolitics, Development, Security and Justice Group (GDSJ). Please refer to your Programme Module Handbook for specific information regarding staff research interests.

## 1.8 Student Charter

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

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

## 1.8 PGT Degree Regulations

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

## 1.9 Support within your department

Your first point of reference for advice within the Department is your Programme Director. Inevitably, problems will sometimes arise that the Programme Director is not qualified to deal with. The College offers a high level of student welfare support which, includes a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing, financial, career and other advice. There is also an NHS GP practice (the Health Centre) on campus located in Founder's East. Further details of each service can be found on the College web on the **Student Welfare** page:

<https://www.royalholloway.ac.uk/students/help-support/help-and-support.aspx>

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Departmental Disability and Dyslexia Service (DDS) representative is Mike Dolton (QB173). You must also contact the DDS (Founders West 143; tel: +44 (0)1784 276473; email: [disability-dyslexia@royalholloway.ac.uk](mailto:disability-dyslexia@royalholloway.ac.uk)) who advise on appropriate sources of help. Further information is available on the College web on the **Support, health and welfare** page <https://www.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx>

## 1.10 Students' Union Royal Holloway University of London (SURHUL)

The Students' Union Royal Holloway University of London (SURHUL) is a registered charity (Registered No: 114,1998) and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering, transport, volunteering, campaigning and advocacy.



The SU [Advice and Support Centre](#), situated on the first floor of the Students' Union, is a free service that offers you the opportunity to discuss any concerns you may have and receive impartial advice and information from the team of experienced and professional advisers. Open 9.30am - 5pm, Monday – Friday, it operates an open door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment.

Phone: 01784 24 6700  
Email: [helpdesk@su.rhul.ac.uk](mailto:helpdesk@su.rhul.ac.uk)

[Find out more about the Students' Union](#)

### **1.11 Student-staff committee**

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

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

For constitution see committee's handbook under Compliance/Governance

<https://intranet.royalholloway.ac.uk/iquad/collegepolicies/home.aspx>

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

You can use the Committee to raise any issues which concern students. Notices will appear by E-Mail giving details of forthcoming elections or the names of current representatives and their contact details.

### **1.12 Student Services Centre**

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

Phone: 01784 27 6641  
Email: [studentservices@royalholloway.ac.uk](mailto:studentservices@royalholloway.ac.uk)

[Find out more about the Student Services Centre](#)

### **1.13 Support Advisory & Wellbeing**

The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated

disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS run Health Centre on campus.

Phone: 01784 44 3394  
Email: wellbeing@royalholloway.ac.uk

[Find out more about Support Advisory & Wellbeing](#)

### **1.14 Student Wellbeing**

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

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

[Find out more about Student Wellbeing](#)

### **1.15 Disability & Dyslexia Services (DDS)**

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

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

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

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

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

Name: Dr Mike Dolton  
Phone: 01784 443575  
Email: M.Dolton@rhul.ac.uk

### **International Student Support Office (ISSO)**

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

Phone: 01784 27 6168  
Email: [internationaladvice@royalholloway.ac.uk](mailto:internationaladvice@royalholloway.ac.uk)

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

### 1.16 Academic Skills Support

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

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

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

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: [@cedasrhul](https://twitter.com/cedasrhul).

### 1.17 IT Services Desk

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

Phone: 01784 41 4321  
Email: [itservicedesk@royalholloway.ac.uk](mailto:itservicedesk@royalholloway.ac.uk)  
In person: Visit the IT support office in the Davison Library (ground floor)

[Find out more about IT Services](#)

## 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 contact you to inform you of changes to teaching arrangements, special preparations you may have to make for a class, or meetings you

might be required to attend. You will need to contact members of the Department if, for example, you are unable to attend a class, or you wish to arrange a meeting with your Personal Tutor.

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

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

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

## 2.2 Post

All post addressed to you in Geography department is delivered to the student pigeonholes (alphabetical by surname) in the post room (QB163). At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Academic Services is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

## 2.3 Your Contact Information

There can be occasions when the Department needs to contact you urgently by telephone or send you a letter by post. It is your responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date. Further information about maintaining your contact information is available [here](#).

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

## 2.4 Notice boards

The official PGT student notice boards are on the walls in corridor adjacent to the office (QB162). Every effort is made to post notices relating to classes well in advance.

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

## 2.5 Personal Tutors

You will be advised by your Programme Director of allocation of personal tutors. Please refer to your Programme Module Handbook.

## 2.6 Questionnaires

It is important that we gain feedback from you on how the programme has been delivered and what your experience has been. At the end of each term college questionnaires will take place during lectures. All questionnaires are anonymous. Please take some time to give your response to the course - these questionnaires form an important part of the way we monitor the quality of teaching and learning in the Departments. All questionnaires are seen by the Head of Department and Programme Director, and are analysed as part of the College's 14 Page Annual Monitoring process. Constructive criticism is always welcomed and plays an important role in course development. Deserved praise is also very welcome and can make a tremendous contribution to the job satisfaction of your lecturers! Issues, comments, observations and key recommendations raised by the Visiting Examiner and minutes of the examination sub-board meeting are recorded and reviewed by the Programme Director at the end of each academic year and are discussed with the teaching staff for future development of the programme. Key summaries of these are submitted to the College for annual monitoring of postgraduate taught courses. Annual Review of the programme takes place at the end of the academic year to enable staff to identify points for action where necessary, and to plan programme developments from a sound knowledge base. On-going feedback from students is achieved through student representation on the Staff-Student Committee as a formal liaison and feedback mechanism. A student from each programme will be encouraged to volunteer as the Staff-Student Committee Liaison. From time to time you may find another lecturer sitting in one of your classes. The Departments operate a system of 'peer-observation' of teaching - members of the teaching staff observe and comment on each other's teaching during the year. Your programme may have additional questionnaires, please find further details in the Programme Module Handbook.

## 2.7 Space

Students can use the study spaces in Founder's Library and the Emily Wilding Davison Library. In the Department, students can use the Library @ Geography.

# 3 Teaching

## 3.1 Dates of terms

**Term dates** for the year are as follows.

**Autumn term:** Monday 24 September to Friday 14 December 2018

**Spring term:** Monday 14 January to Friday 29 March 2019

**Summer term:** Monday 29 April to Friday 14 June 2019

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/ or miss lectures/ seminars/ practicals etc., you are expected to inform your department and fill in a Notification of Absence Form ([explained further below](#)). During the summer term, after the examination period, you are expected to attend all required academic activities organized by the department and to be available should you be required to meet with College staff for any reason.

### 3.2 Academic Timetable

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

### 3.3 Study weeks

The Quaternary MSc have study weeks in the Geography Department (please see your Programme Module Handbook for dates). If you are a student of Geopolitics & Security please check with the PIR Department for the dates of your study week. For Sustainability & Management students, Management do not have a study week.

## 4 Attending classes and engaging with your studies

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

Your regular attendance in class and consistent engagement with your studies are essential to your learning experience with the College. If you encounter difficulties with this, do please tell your tutor or another member of staff as soon as you can. The earlier you do so, the sooner we can provide the appropriate help. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration.

### 4.1 Attendance requirements

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

While you are expected to attend all the classes related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the Geography Department has set a minimum attendance level at 60%. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements. You can find out more about attendance policy [here](#).

**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**.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. The [Postgraduate Taught Programme Regulations](#) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis must not exceed 20 hours per week during term time. You may not undertake paid work which may conflict with your responsibilities as a student of the College. International students must ensure that any working restrictions, as stated on their visa, are also adhered to.

#### **4.2 Adjustments to attendance requirements**

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

#### **4.3 Monitoring attendance**

The Geography Department will monitor your attendance at lectures, seminars, workshops & laboratory work. 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.

Your responsibilities around attendance and engagement include:

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

You are expected to fully engage in your classes, undertaking any reading, research or further preparation identified between these sessions alongside punctual attendance. It is essential that you make suitable arrangements for travel to your classes and plan to arrive in good time, as teaching starts on the hour and finishes at ten minutes before the hour. You will be marked absent if you turn up late without good reason.

#### 4.4 Formal Warnings

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

<https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/postgraduate-taught-regulations-2018-19.pdf>

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.

You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning in section 17 of the **Postgraduate Taught regulations**.

#### 4.5 Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa, should your registration at the College be terminated for non-attendance, general lack of engagement with your studies or any other disciplinary matter you will be reported to the UK Visa and Immigration (UKVI) and your Tier 4 (General) Student visa will be withdrawn. Alternatively, in line with the College's legal obligations to UKVI, if you fail to meet the requirement of your Tier 4 (General) Student visa, including attendance and completion of assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations. This decision would not be open to



appeal as it is part of the College's obligations to the UKVI. Please see our [Postgraduate Taught Regulations](#).

#### 4.6 Missing classes

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department as early as possible, giving the reasons for your non-attendance. The department will decide whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Programme Director, an extensive range of additional support, guidance and advice is available from the College's Student [Advisory & Wellbeing teams](#). As explained in section 2 above, the Students' Union also operate an [Advice and Support Centre](#).

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

If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Programme Director). The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor's medical certificate from you in the event of multiple and/or sustained instances of self-certified illness. If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa please be aware that if you do not follow the process to submit a notification of absence or have an acceptable reason for absence you are putting your Tier 4 visa at risk of withdrawal. Therefore, it is very important that you continue to communicate with the College through your Department and the Advisory & Wellbeing teams if you are struggling to attend.

#### 4.7 Missing an examination

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

##### **Step 1**

You must notify the Student Services Centre at the earliest possibility. Wherever possible, please e-mail them at [studentservices@royalholloway.ac.uk](mailto:studentservices@royalholloway.ac.uk) before the scheduled start of the exam with your name, student ID and confirmation of the exam that you are unable to attend. Please include a brief explanation within the email why you cannot attend the exam. The Student Services Centre will then forward this information to your department so that we are aware of your non-attendance.

##### **Step 2**

It is essential that you inform your department and Chair of the Sub-board of Examiners by completing the Extenuating Circumstances form. For further information, please refer to

section 8 below.

## 5 Degree Structure

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

### 5.1 Course registrations

You should register for 180 credits' worth of courses. While you may have the option of changing course unit registrations within the first two weeks after the start of teaching (excluding Welcome Week) subject to agreement from the department, once you have submitted assessment for the course, you may not replace it with another either in that term or in a subsequent term (e.g. Spring term). Any courses that you wish to take on an extracurricular basis (that is, as extra and not counting towards your degree) must be identified at the start of the academic year or before any assessment has been completed for the course.

### 5.2 Change of programme

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

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

## 6 Facilities

### 6.1 Facilities and resources within your department

#### 'Library@Geography'

In addition to the central library facilities, the Department has its own study space supported by the library: 'Library@Geography' (QB174) containing work space, maps and some reference material. Please see the postgraduate administrators (QB162) for access. Library@Geography offers a quiet place for students to work – food, drink and the use of mobile phones are not permitted.

There are times when Library@Geography is used for small group teaching, during which use by other students is not possible. These are kept to a minimum, with times posted on the door at the start of each week.

Masters students have use of a PG photocopier in the post room (QB163). It has the facility to copy and print. The annual allocation for copies is 750 pages for full time students and 400 pages for part time or joint department students. Please request your photocopying code from Liz Hamilton or Karen Oliver (QB162).

All Full-time Masters students are eligible for £75 free printing credit in each academic year and part time or joint department students are eligible for £40. This credit is only for use in the Geography department and cannot be transferred to another student account. If the credit is used up before the end of the academic year students can pay to top it up. Any remaining balance from the top up can be transferred to the next academic year. The credit is applied to all accounts in September at the beginning of the academic year.

PG students can use the facilities in the geography common room (QB144) which consists of a small kitchen and seating area.

## 6.2 The Library

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

Details, including Library Search, dedicated subject guides and opening times can be found online from the [Library home page](#).

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for Postgraduate Taught courses. The rest of the Library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work, as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow on the ground floor to use in other study areas.

The Information Consultant for Geography is Dr. Mike Dolton, who can be contacted at [M.Dolton@rhul.ac.uk](mailto:M.Dolton@rhul.ac.uk).

## 6.3 Photocopying and Printing

The department have a PG photocopier (QB163). You will require a photocopying code which can be obtained from Liz Hamilton or Karen Oliver. Full time students will be allocated 750 copies for the year and 400 copies for part time students or if the programme is delivered across two departments. You can use copier-printers (MFDs) located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available online: <https://www.royalholloway.ac.uk/it/printing/home.aspx>

There are computers and copier-printers available for your use in the Library and Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available [here](#):

The photocopier in QB163 also has a print function and students can print from the Geospatial & Visual Methods Lab (QB146) and retrieve the printed documents from the PG photocopier. All Full-time master students are eligible for £75, part time and joint department students are eligible for £40 per year. Any unused credit will not be carried over, but if students use their free credit and pay to top up their credit this can be carried over to the following year. There is also use of a scanner in the Geography GVML (Q146). Departmental staff are unable, in any circumstances, to print anything out on your behalf.

Copier-printers (MFDs) for students are located in the Library, and the Computer Centre.

## **Binding**

Once your work is printed binding is available in QB137 with Jenny Thornton or Ray Aung. One bound piece of work will cost 50p inclusive of the comb and covers. Binding is on a first come first served basis and is available Monday to Friday 09.00 – 11.00hrs, 11.30 – 13.00hrs and 14.00 – 17.00hrs. Please ensure you allow plenty of time ahead of your deadline as during busy periods there may be a queue.

### **6.4 Computing**

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

#### **How to find an available PC**

There is a Geospatial & Visual Methods Lab (GVML) in the department Q146. The GVML is a post-graduate human and physical geography research space and facility. It provides hardware and software for: Geographic information Systems (GIS), including ArcGIS and QGIS; digital earth and geospatial analysis; qualitative research (video and audio editing); illustration; cartography; and quantitative data analysis.

Familiarisation with the laboratory facilities and its associated field equipment will be provided as part of MA/MSc research training programmes.

## **7 Coursework Essays and Dissertation**

### **7.1 Coursework essay**

The MA and MSc courses assess your learning using a wide variety of assessment types the most common of which are coursework essays. More details of these, and of other assessment types, are outlined in your Programme Module Handbook.

### **7.2 The dissertation**

The dissertation is a major component of all of our MA and MSc courses and represents a substantial body of independent research which is written up during the summer of your course. The aim, scope, style and length of the dissertation varies between programmes and you should refer to your Programme Module Handbook for more details.

### **7.3 Choice of dissertation topic**

The choice and process of allocation of dissertation topics varies with programme and you should refer to your Programme Module Handbook for more detail.

### **7.4 The dissertation supervisor**

Your department will assign you a dissertation supervisor who will oversee your work. In

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

### **7.5 Content of dissertation**

This varies greatly between programmes please refer to your Programme Module Handbook.

### **7.6 Research ethics**

All MA and MSc students should complete a research ethics form before embarking on their dissertation research. The ethics form can be found on the Departmental webpage at: <https://www.royalholloway.ac.uk/geography/currentstudents/home.aspx>  
Completed forms (including signature of dissertation supervisor) should be emailed to the Chair of the Ethics Committee (GeographyEthics@rhul.ac.uk) at least two weeks before research is due to commence. You can also contact the Ethics Committee on the email address if you have any queries about the ethical aspects of your research which your supervisor is unable to answer.

### **7.7 Presentation**

This varies greatly between programmes please refer to your Programme Module Handbook.

### **7.8 Referencing & bibliography**

You are expected to reference your sources in the text, and produce a bibliography (list of your sources) at the end of your work. All assessed coursework should be properly referenced and have a bibliography. There are a range of referencing and bibliographic conventions, examples of which may be seen in current academic journals (e.g. Transactions of the Institute of British Geographers, Progress in Human Geography). The most important rule is to be consistent.

The following is suggested as an appropriate standard format, based on the so-called 'Harvard system':-

1. References in the text should give the surname of the author and the year of publication in brackets, for example, Collins (1970) or (Smith & Jones, 2001), followed by a, b, etc. when two or more references to work by one author are given for the same year - e.g. (Harris, 1996c).
2. Page numbers should be given for quotes, for example, (Collins, 1970: 42).
3. At the end of the text the references should be listed in a single bibliographical list, in alphabetical order of authors' names and in chronological order for each author.

4. The format of references listed in the bibliography should be as follows. Please note that the bibliography should not be divided according to these categories (i.e. with sub-sections for journal articles, books, chapters etc). The following list merely indicates the appropriate format for each kind of reference.

***Example of a Journal Article***

Schoenberger, E., 1994. Corporate strategy and corporate strategists: power, identity, and knowledge within the firm. *Environment and Planning A*, 26, 435-451.

***Example of a Book***

Driver, F. and Gilbert, D., eds., 1999. *Imperial Cities: Landscape, Display and Identity*. Manchester University Press: Manchester.

***Example of a Chapter in Edited Book***

Jessop, B., 1994. Post-Fordism and the state. In A. Amin, ed. *Post-Fordism*. Blackwell: Oxford, 251-279.

***Example of an Unpublished Working Paper***

Chib, S., Osiewalski, J. and Steel M. F. J., 1990. Regression models under competing covariance matrices: a Bayesian perspective. DP 9063, Center of Economics, Tilburg University, Tilburg, The Netherlands.

***Example of an Article in On-line Journal*** (e.g. a journal that only exists online)

Byrne, D. and Rogers, T., 1996. Divided Spaces - Divided School: An Exploration of the Spatial Relations of Social Division. *Sociological Research* [Online], 1. Available from: <http://www.socresonline.org.uk/socresonline/1/2/3.html> [Accessed 8th March 2010].

***Example of an Unpublished Thesis***

Li, F., 1993. The 'IT Revolution' and the Geography of Corporate Restructuring. Thesis (PhD). University of Newcastle upon Tyne, Newcastle upon Tyne.

***Example of an Official Publication***

Children Act, 1989. *Public General Acts - Elizabeth II*, chapter 41. HMSO: London.

***Example of an Unpublished Conference Paper***

Openshaw, S., 1994. Social costs and benefits of the Census. In: *Proceedings of the XVth International Conference of the Data Protection and Privacy*. Wilmslow: Commissioners Data Protection Registrar, 89-97.

***Example of a Newspaper Article***

Routledge, P., 1993. Fall in jobless a secret 'fiddle'. *The Observer*, 2 May, p. 2.

Without author cited:

*Economist*, 1999. The economy: Further to fall. *The Economist*, 2 Jan, p. 30-1.

***Example of a WWW page with obvious author and clear date of last update***

Klein, H., 1998. Links to text analysis software [online]. Available from: <http://www.soziologie.uni-jena.de/home/klein/textanae.htm> [Accessed 18 Jan 2009].

***Example of a WWW page from an organisation, no clear date of last update***

SDSU Department of Geography, n.d. *The Geography of Film Theatre* [online]. Available from: <http://typhoon.sdsu.edu/Film/Geography@SDSU.html> [Accessed 18 Jan 2009].

Archival material should be cited and referenced in much the same way as the above, with the inclusion of the archival catalogue number and name and location of the archive at the end of the reference. E.g. Name, Year, Title, Place of Publication and Publisher if available, Archival details (e.g. INF/51/89H, The National Archives, Kew (thereafter TNA)).

## 7.9 Illustrations

Figures and tables should be used to support the text. Maps and diagrams may be of any size, but preferably within A4 and should be drawn using proper cartographic pens or produced using a computer graphics application. Photographic materials should not exceed A4 size. Be sure that illustrations are adequately explained, e.g. include such essentials as scales, orientation, etc., as well as captions. You must not download figures from the Internet and use them where copyright is held on them. Similar constraints apply to figures and tables in academic journals, books or reports. To use them you must obtain permission from the authors and/or publishers. If you re-draw the figure or adapt a table, thus significantly altering them, you can use the caption 'based on/modified from' giving the author and reference. Some text may be used as illustrative, such as a selection of quotes from interviews, or a long excerpt from a focus group, for example. By illustrative it is meant that the detailed content of the text may not be referred to directly or in-detail within the body of the dissertation as you would a quote. If that is the case they should be placed within a 'box' and will not be counted towards the word-count. More substantive support material, for example an interview topic-guide or schedule, may form the appendices (see below).

## 7.10 Appendices

Appendices should only contain supporting material; all substantive material germane to the core discussion should be included in the main body of text. Where appropriate the following may be included within the appendices: illustrations of the tools used in the data collection process, correspondence items including letters, a sample of (blank) questionnaires, data collection proformas, summary data, information pamphlets. All other items to be considered for inclusion in the appendices should have the prior approval of the supervisor.

## 7.11 Word count

All pieces of course work have maximum word lengths, and you will be informed of these when assessment information is given to you. You should be aware that the Department, in line with College policy, penalises over length work (Please see penalties 7.4).

## 7.12 Marking criteria

Our programmes have detailed marking criteria for each of the various forms of assessment that we use, please see your Programme Module Handbook for details.

# 8 Assessment Information

## 8.1 Anonymous marking and cover sheets

It is a College requirement that in respect to individual written coursework, all assignments remain anonymous until marking has been completed. You should only write your candidate numbers on individual written work, not your name. Candidate numbers will be issued to you in

the first weeks of the degree programme. All summatively assessed written work is double marked.

## 8.2 Submission of written work

It is normally expected that you will word-process all assessed written work, unless a prior agreement has been made with the course leader. All assessed work should be handed in at the Departmental Office/Helpdesk (QB162) in person by 4pm on the specified deadline for each course. Dependent on your programme, the dissertation may have an earlier deadline and other notified elements may have separate arrangements (Please refer to the Programme Module Handbook). Please ensure your work is anonymous (i.e. do not put your name anywhere on it) but *do* include your candidate number. Please note your candidate number (7 digits) is different to your student number (which begins 1000xxxxxx).

You can view your candidate number by going to the "My studies" tab in [Campus Connect](#) and then "My exams info".

Your candidate number is normally allocated around mid-October. Postgraduate students get just one candidate number for the duration of your programme. If for any reason you start later in the academic year you'll be assigned a candidate number shortly after you start your programme.

If you need submit a piece of work and you haven't yet been allocated a candidate number then please email the Student Services Centre and we'll create one for you.

We use candidate numbers to ensure that your assessments are marked anonymously. That means it's important that you don't use your candidate number with anything that identifies you, like your name or student ID number. All members of staff who are authorised to see your candidate number will already be able to look it up so you should never have to give it to anyone.

Coursework receipts are issued by the Postgraduate Administrators, and you should retain these until the examination process is completed for the year in the following September. In addition, an electronic copy of the coursework should be submitted to the College plagiarism system, Moodle - Turnitin, by the given deadline. A receipt of submission of work to the Turnitin system should be handed in to the Departmental office when submitting the paper copy of the assessed work the turnitin ID number and candidate number should be clearly typed or handwritten on the first page of your work. In addition you will be asked to supply an electronic copy on a USB stick and the Postgraduate Administrators will take a copy. Both paper and electronic (via Turnitin) copies of assessed work must be submitted prior to the deadline to avoid incurring the penalties specified in Section 7.4.

<b>Submission of Coursework Checklist</b>
Printed Hardcopy of Written Work
Submit Electronically on Moodle – Turnitin Submission
Candidate Number on First Page – Can be found on Campus Connect
Turnitin Paper ID Number on First Page – Will be on the Turnitin Receipt
USB Stick with Electronic Copy of Written Work



### 8.3 Stepped Marking

From September 2018, work submitted for assessment will be graded by using a set of marks with the pattern X2, X5 or X8. This means that a merit piece of work would be awarded 62%, 65% or 68%. This approach, which is called stepped marking, has been found to help in better aligning grades with marking criteria and for providing greater clarity to students about the standard of their work and how close they are to lower and upper grade boundaries. For example a 62% represents a low merit, while a 68% indicates a high merit, for marks in the distinction range, the following marks are intended to be allocated 75, 85, 95, rather than using the pattern X2, X5 or X8>.

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

### 8.4 Policy on the return of marked student work and feedback

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

#### Return of marked student work and feedback

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

### 8.5 Progression and award requirements

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

Summer resits are available for those on the MSc Quaternary or MSc Sustainability & Management.

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.

## 8.6 Examination results

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

The Examinations & Assessments website is the place where you can access the “[Instructions to Candidates](#)” and details of the examinations appeals process. <https://intranet.royalholloway.ac.uk/ecampus/documents/pdf/exams/instructionstocandidates.pdf> procedures.

## 8.7 Penalties for late submission of work

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

### Section 13 (5)

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

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

If you believe that you will be unable to submit coursework on time because of illness or other acceptable causes then you should apply for an extension to allow you to submit the work late without suffering a penalty. If you did not request an extension but then miss a deadline due to factors which have affected your ability to submit work on time, then you may submit a request for extenuating circumstances to be considered. Please note however that if you do so, you will have to provide convincing reasons why you had been unable to request an extension.

## 8.8 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (6) of the College’s [Postgraduate Taught Regulations](#):

### Section 13 (6)

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

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

(c) *for work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.*

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

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

### 8.9 What to do if things go wrong – Extensions to deadlines

You are expected to manage your time appropriately and hand in your coursework assessments on time. However, unforeseeable or unpreventable circumstances may occasionally arise which prevent you from doing so. In this case you should apply for a deadline extension using the College's online extension application system. You can read the policy and guidance on extensions on the College's webpage about [Applying for an Extension](#).

Not every assessment is eligible for an extension via the online system. Listed below are those assessments that are not covered. If you would like an extension for one of these, you should apply to your Programme Director ahead of the deadline by E-Mail or in person.

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

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

Extenuating circumstances are defined as unforeseen *circumstances which are **outside a student's control** and which may **temporarily** prevent a student from undertaking an assessment or have a **marked/ significant detrimental/adverse impact** on their ability to undertake assessment by coursework or examination to the standard normally expected.* You can read more about them [here](#).

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

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

It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances. The policy is explained in full in the [Extenuating circumstances](#)

– [Guidance for students](#).

## Absence from an examination

[Section 5](#) above explains what to do on the day you miss an examination. You should apply for extenuating circumstances if you miss an examination through unexpected illness or other acceptable cause; if you begin an examination and have to leave due to acute illness; or if you believe your performance on the day was seriously compromised by an unexpected and acute illness that you could not reasonably have been expected to have managed otherwise.

## Applying for extenuating circumstances

If you apply for extenuating circumstances, you will need to supply a full explanation of your situation together with any supporting documentation. Before going ahead, you should check that your circumstances meet the criteria. These are explained in full in the [Extenuating circumstances – Guidance for students](#). You should also read the section **Illness & absences from an examination and departmental assessments and extenuating circumstances** in the [Instructions to Candidates](#) issued by Student Administration.

## Ongoing circumstances

If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College's Student Advisory & Wellbeing teams as soon as possible. This will allow us to consider strategies that will help you manage the situation. Examples might be that you have an illness that does not constitute a disability, a close family member is ill and needs your support, or you have suffered an adverse life event.

It may be that the circumstances are severely affecting your ability to study by causing you to repeatedly miss scheduled teaching and/ or affecting your ability to complete assessments. If this is the case and there is no reasonable way to help you to manage the situation, then you may need to consider, in consultation with your department and Student Advisory & Wellbeing, if it would be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.

Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and in some cases may be preventable. As such, it is unlikely that the Sub-board will be able to take action to mitigate such circumstances. For further information, please read the [Extenuating circumstances – Guidance for students](#).

### 8.11 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, "a physical or mental impairment which has a

long-term and substantial effect on your ability to carry out normal day-to-day activities". It is for such conditions and SpLDs that [Disability and Dyslexia Services](#) can put in place adjustments, support and exam access arrangements. Please note that a "long-term" impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the [Disability and Dyslexia Services Office](#) for an assessment of your needs before adjustments, support and exam access arrangements (') can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see section 2 above for further guidance about registering with the Disability and Dyslexia Services Office.

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

### **8.12 What to do if you have difficulty writing legibly**

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

### **8.13 Academic Misconduct**

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

Academic misconduct includes, but is not limited to plagiarism (see below), commissioning, duplication of work, (that is, submitting work for assessment which has already been submitted for assessment for the same or another course), falsification, impersonation, deception, collusion, (for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work), failure to comply with the rules governing assessment, including those set out in the 'Instructions to candidates'.

The Regulations set out some of the types of academic misconduct in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Tutors or other members of staff in their department should they have any queries about what constitutes academic misconduct. The College treats academic misconduct very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

## What is Plagiarism?

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet. Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

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

## 9 Careers information

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

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

## 10 Complaints and academic appeals procedure

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

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

## 11 Health and Safety Information

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

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 [Code of Practice on personal harassment for students](#)

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

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

### 11.1 Lone working policy and procedures

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 (other than laboratory work where specific guidance will be issued prior to the commencement of work) is classified as a low risk activity and as such the following advice is relevant.

Working out of hours counts as lone working - and the rule is the usual **"If you arrive and leave the department outside of 9-5 then you must call security on 3063 to let them know you are in the building and again to let them know when you leave."** There is an open access phone in the Queens foyer to use for this purpose.

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.

### 11.2 Field trips

Opportunities for field study vary between programmes, please refer to your Programme Module Handbook for more details.

### 11.3 Placements

Some programmes may offer the opportunity for placements during the course of your studies, please refer to your Programme Module Handbook for more details.

## 11.4 Practicals

Practical work is an integral part of many of our MA and MSc programmes, please refer to your Programme Module Handbook.

## 11.5 Specialist equipment

### Field equipment

The Geography Department has equipment you might want to borrow for your fieldwork, video cameras, stills cameras, voice recorders and sound recorders. These are held by Ray Aung (QB137). Physical geographers can also borrow core and surveying equipment which are held by Marta Perez & Katy Flowers (QB127). All equipment can be booked out and borrowed for research purposes. You will be required to fill in a Field Equipment form held at the office/helpdesk (QB162) and you will need to pay a £100 deposit refundable on return of the equipment. Please note there is often a high demand so please book equipment in advance and be ready to share it. Please be aware whilst every effort will be made to allow you to borrow the equipment during your preferred dates, we reserve the right to amend these during peak equipment use. Where necessary this will be discussed in advance of equipment collection.

## 12 Equal Opportunities Statement and College Codes of Practice

### 12.1 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.

## 12.2 Map of Department

### Department of Geography - Queen's Building - Level 1

Room	Room
Director of Undergraduate Programmes..... 181	Departmental Office..... 162
Director of Graduate Studies..... 157 & 180	GIS..... 145B
Departmental Education Support Officer..... 152A	IT Support & AV..... 137
Technical Operations Manager and Health & Safety Co-ordinator..... 130	Cartography & Printing..... 137

