DEPARTMENT OF MEDIA ARTS

BA Film, Television & Digital Production

UNDERGRADUATE STUDENT HANDBOOK

2016/2017
Telephone +44 (0)1784 ...

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

Disclaimer

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

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

An electronic copy of this handbook can be found on your departmental website http://www.rhul.ac.uk/mediaarts/home.aspx where it will be possible to follow the hyperlinks to relevant webpages.
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Introduction to the Department

1.1 Welcome
Welcome to the Department of Media Arts. To new students, I hope that you will soon feel at home in our creative and critical community. For all those returning students, we congratulate you on your past years’ achievements and look forward to more ahead.

You join a department consistently ranked in the top 10 for research in Media. Your experience on the degree will be informed by this research and the professional expertise of staff in the department, offering you courses that are dynamic, challenging, innovative and intellectually stimulating. We aim to develop your critical thinking and your creative expression, foster your intellectual curiosity and offer you a range of experiences that prepare you for the world after University.

Your role in our creative, critical community is paramount: if there’s a problem, a new idea, an opportunity: Tell us! Get involved.

As part of this community you also have an important obligation to your peers and to the department: you will need to work extremely hard, communicate effectively, attend regularly and be reliable in your commitments to peers and staff alike.

The Department has made a number of changes over the summer, including new equipment for the TV Studio, new lighting kits and the purchase of some innovative 360 cameras and Google Cardboard headsets. We will also be rolling out our Communications-Media Internship programme, offering more opportunities to create a range of professional content for clients and development of your CV – contact Renos Gavris if you’re interested in further details.

We welcome Dr Joan Soler-Adillon to the department as our new lecturer in Digital Media, teaching courses in Transmedia, and Emmy-nominated cinematographer Neve Cunningham to run our cinematography courses.

We have a number of exciting opportunities and events planned for the year ahead, including the return of a range of different Alumni and guest industry speakers, gallery visits and more. Check out our new departmental events calendar.

Within our creative, critical community your studies will develop your potential, but this will require commitment, determination and inspiration. Good luck!

Professor James Bennett
Head of Media Arts, September 2016
1.2 How to find us: the Department

The Department of Media Arts is located in the Williams Building and the Arts Building. This can be found on the College campus map as building 11 and 16.

The Media Arts departmental office is located on the ground floor of the Arts Building in room G15. The office is open weekdays from 8am to 4pm and normally closes for lunch from noon to 1pm. Letters may be left in the office for members of staff and information about courses may be collected. The main contact details for the department are

Department of Media Arts,
Royal Holloway, University of London
Egham, Surrey TW20 0EX

Telephone Number: 01784 443734
Fax Number: 01784 443832
Email: MediaArts@rhul.ac.uk

The department office is located on the ground floor of the Arts building in room G15. This can be found on the College campus map as building 16. (See 1.3)

Any student may make an appointment to see the Head of Media Arts Department by contacting Jackie Marty, the Senior Faculty Administrator (Room G14) Academic Staff office hours can be found on their office doors or on our websites. The Williams Building houses all our audiovisual and media technical facilities, together with the offices of our technical support staff.
1.3 Map of the Egham campus

Or view our interactive map here: https://www.royalholloway.ac.uk/aboutus/ourcampus/virtualtour/home.aspx

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

1.4 Staff contact details
Media Arts full contact details available at: https://www.royalholloway.ac.uk/mediaarts/staffdirectory/home.aspx

<table>
<thead>
<tr>
<th>Area of Responsibility</th>
<th>Name</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>James Bennett</td>
<td>AG09</td>
<td><a href="mailto:james.bennett@rhul.ac.uk">james.bennett@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Director of Research</td>
<td>Daniela Berghahn</td>
<td>AG21</td>
<td><a href="mailto:Daniela.berghahn@rhul.ac.uk">Daniela.berghahn@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Head of BA Film Studies</td>
<td>Barry Langford</td>
<td>AG11</td>
<td><a href="mailto:b.langford@rhul.ac.uk">b.langford@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Head of BA/BSc Digital Media...</td>
<td>Olga Goriunova</td>
<td>AG18</td>
<td><a href="mailto:olga.goriunova@rhul.ac.uk">olga.goriunova@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Head of Practice</td>
<td>Adam Ganz</td>
<td>AG20</td>
<td><a href="mailto:adam.ganz@rhul.ac.uk">adam.ganz@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Head of Theory</td>
<td>James Bennett</td>
<td>AG09</td>
<td><a href="mailto:James.bennett@rhul.ac.uk">James.bennett@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Director of Graduate</td>
<td>Gillian Gordon</td>
<td>AG22</td>
<td><a href="mailto:gillian.gordon@rhul.ac.uk">gillian.gordon@rhul.ac.uk</a></td>
</tr>
</tbody>
</table>
1.5 Research and Teaching in Media Arts

research and creatively/professionally-led by staff expertise, creating programmes of study that foster intellectual curiosity in students

Details of all staff research interests can be found on the departmental website: [https://www.royalholloway.ac.uk/mediaarts/research/home.aspx](https://www.royalholloway.ac.uk/mediaarts/research/home.aspx)
2 Communication

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

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.

**College Email:** The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the student portal https://campus-connect.rhul.ac.uk/cp/home/displaylogin (Campus Connect) or direct via Outlook.com http://outlook.com/ Email to this address will be used routinely for all communication with students. Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you check your emails once a day. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

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

**Moodle:** Moodle will often be used for course specific announcements, such as changes to class times, location and details of weekly activities.

**Telephone and 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 on the student portal (Campus Connect)

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

The Department does not disclose students’ addresses and telephone numbers to anybody else (including relatives and fellow students) without the student’s specific permission to do so.
Internal post: All post addressed to students in Media Arts is delivered to the student pigeonholes (alphabetical by surname) in the main media arts office AG15. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

Noticeboards and website: The official student notice boards are on the walls in the Arts Building (Ground Floor) and Williams Common Room. Every effort is made to post notices relating to class times etc. well in advance, but occasionally changes have to be made at short notice and in that case email and/or social media will be used. The information for current student’s page on the website also contains key documents and resources relating to your studies.

Social Media: The department also communicate via social media:

- @rhulmediaarts #mediaarts
- https://www.facebook.com/RHULMediaArts

2.1 Department Communications Policy
Read the below carefully on our policy regarding communications with students:

- College Email is the primary platform for official communication. You should check regularly (at least daily). Failure to read emails will not be treated as a valid reason for missing important information, including issues around timetabling, coursework deadlines and changes to departmental policy.

- As an official and formal mode of communication, you have a responsibility to adopt an appropriately professional tone and mode of writing. Emails that are not addressed appropriately to staff or do not conform to our guidelines may not be answered by staff. All students will be required to make formal introductions to their Personal Advisors to learn how to adopt an appropriate mode of communications in emails.

- College and Department DO NOT USE PRIVATE EMAIL accounts for communications. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted to the appropriate commercial address. See help at: https://www.royalholloway.ac.uk/it/faq/collections/email-student.aspx

- If contacted by a member of Department or College staff and asked for a reply, you are required to respond within 1 working day.

- Department Academic staff will respond within 2-3 working days during term time. Outside of term please remember that members of academic staff may be away from College at conferences or undertaking research and may take longer to respond.

- Department Administrative staff will respond within 2 working days, and will usually respond within 1 working day.
• The Department does not disclose students’ addresses and telephone numbers to anybody else (including relatives and fellow students) without the student’s specific permission to do so.

2.2 Personal Advisers

A personal advisor is assigned to every student and regular meetings are arranged by the advisors (at least once a term). These meetings will provide an opportunity for students to discuss any matters of concern, whether relating to their academic progress or to other aspects of their life and work in the department. Personal Advisors have a duty of confidentiality about issues raised by their advisees. Your Advisor will have regular office hours which are usually displayed on their office door. You can visit your Personal Advisor during their office hours. You may also make an appointment to see your Personal Advisor if you have anything you wish to discuss outside their office hours.

3 Teaching

3.1 Dates of terms

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

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/or miss lectures/seminars/practicals etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see 3.3 below). During the summer term, after the summer examination period, you are expected to attend all required academic activities organized by your department(s) and to be available should you be required to meet with College staff for any reason.

3.2 Reading weeks

The department of Media Arts has no formal reading weeks. However individual course conveners may decide to have a 1 week break during each term in which a course is taught and will advise students accordingly.

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, the Media Arts Department has set a minimum attendance level at 80% per course. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another
department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements.

Your regular attendance in class and consistent engagement with your studies are fundamental requirements of your learning experience with the College. As such, failure to attend and/or absence without permission can result in serious consequences. Absences are used in determining preferences for over-subscribed option courses and may lead to disciplinary action, including the termination of your registration (see 3.3.6). Your ‘classes’ are any learning or teaching activity deemed essential to your programme of study. The term is therefore used to encompass a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings your Personal Advisor.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. With regard to paid employment during the course of your programme of study with the College, the Undergraduate Regulations (http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department(s) in which you are studying as early as possible, citing the reasons for your non-attendance. The department will make a decision on whether or not to authorize your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Adviser or Year Tutor. In addition, an extensive range of additional support, guidance and advice is readily available from the College’s Student Advisory Service (https://www.royalholloway.ac.uk/ecampus/welfare/home.aspx). The Students’ Union also operate an Advice and Support Centre, details on which can be found here http://www.su.rhul.ac.uk/advice/.

3.3.1 Your responsibilities in relation to attendance

Your responsibilities around attendance and engagement include:

- attending all classes necessary for the pursuit of your studies (including lectures, seminars, practicals and personal tutorials). Note it is your responsibility to ensure you attendance is recorded on the register in any given class: if you are unsure ask;
- undertaking all summative and formative assessment requirements for your courses;
- attending all meetings and other activities as required by the department(s) in which you are studying;
• where you experience any form of difficulty in attending classes, for whatever reason, contacting the department(s) in which you are studying to notify them of your circumstances at the earliest possibility.

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

3.3.2 Departments’ responsibilities for monitoring attendance

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

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

You will be contacted in the event that:

i. you fail to attend for **two weeks** without providing notification of your absence;

ii. you display a **pattern of absence** that the department feel is affecting or is likely to affect your work

iii. you display a pattern of absence that the department feel is a cause for **concern over your wellbeing or may point to a disability which you may not have disclosed**.

3.3.3 College’s responsibilities for monitoring attendance

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

The College also has obligations 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 course(s) in question and complete the relevant Notification of Absence Form, which is available online.

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

![Notification of Absence Form](image)

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

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

You should ensure:

a. that you advise the departments(s) by email. The email should be sent to your course tutor and mediaarts@rhul.ac.uk
b. that you complete the Notification of Absence Form, copies of which are also available from the Health Centre.
c. that you submit the paperwork to your department(s) either before your absence or within FIVE working days of the end of the period of absence.
Failure to do so may result in the absence being counted as unacceptable and
counting against the minimum attendance level. The completed forms should be sent together with all supporting documentation to the department office via email to mediaarts@rhul.ac.uk
d. that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.
This table shows the documentation that is required should you be absent for any reason.

<table>
<thead>
<tr>
<th>Reason for absence</th>
<th>Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness up to and including 5 consecutive term-time days</td>
<td>Completed Notification of Absence Form – Self Certification</td>
</tr>
<tr>
<td>(excluding Saturdays and Sundays)</td>
<td></td>
</tr>
<tr>
<td>Illness for more than 5 consecutive term-time days</td>
<td>Completed Notification of Absence Form - Self Certification plus</td>
</tr>
<tr>
<td>(excluding Saturdays and Sundays)</td>
<td>Formal Medical Certification signed by the Health Centre, your GP</td>
</tr>
<tr>
<td>Unrelated to sickness</td>
<td>Notification of Absence Form plus supporting evidence</td>
</tr>
<tr>
<td>Leave of absence request</td>
<td>Notification of Absence Form plus any departmental requirement</td>
</tr>
</tbody>
</table>

Note:
- If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Advisor).
- The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor’s medical certificate from you in the event of multiple and/or sustained instances of self-certified illness.
- The departments in which you are studying are responsible for monitoring your attendance and engagement, and deciding whether a period of absence is deemed acceptable or unacceptable (for further information please refer to the online guidance http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx for details of what constitutes ‘acceptable’ and ‘unacceptable’ circumstances relating to absence). If deemed unacceptable the absence will be recorded as such and will count against your minimum attendance level.

3.3.5 Missing an examination

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

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

In the event that you do not complete the Extenuating Circumstances form, your department will be unable to consider the reasons for your non-attendance at your departmental Sub-Board of Examiners.

3.3.6 Consequences of failing to attend

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

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

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.

Please also note, attendance is also used in allocating course option preferences in years 2 and 3 (see 4.3).

3.3.7 Withdrawal of visa

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

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

3.4 Class and Screening Behaviour
Your behavior in class and at screenings must conform to acceptable standards, particularly so as to enable staff to conduct their duties and for fellow students to attend to their studies. Failure to adhere to the guidelines below may result in disciplinary action.

- Students must not behave in a manner that interferes with the concentration and studies of others. This includes, inter alia:
  - Switching OFF all mobile phones
  - No use of laptops, tablets, mobile phones or other electronic devices during screenings or classes unless specifically allowed by course tutors or technicians (where the ESO has indicated such devices are necessary for a student’s study they should inform the course leader)
  - No persistent talking
  - Any behavior deemed to fall within those defined in Appendix 1 of ‘types of misconduct’ in the student disciplinary regulations

- This list is not exhaustive.
- Students will be warned as to their behavior by tutors/technicians. If behavior does not improve, students will:
  - Be asked to leave class/screening and your behavior reported to the office
  - Be given an informal warning and meeting with your PA to discuss your conduct
  - Any persistent breach of the rules for behavior in classes and screening will result in disciplinary action, as per section 3.6 of this handbook and pursuant to section 107 of Royal Holloway’s Undergraduate Regulations.

4 Degree Structure
BA Film, Television and Digital Production

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA1007</td>
<td>Media Practice 1 (Autumn term)</td>
<td>30</td>
</tr>
<tr>
<td>MA1107</td>
<td>Media Practice 2 (Spring and Summer term)</td>
<td>30</td>
</tr>
<tr>
<td>MA1051</td>
<td>Film, television and digital histories</td>
<td>30</td>
</tr>
<tr>
<td>MA1052</td>
<td>Critical Theory and Textual Analysis</td>
<td>30</td>
</tr>
</tbody>
</table>
Stage Two
The second year of our degree programme(s) are made up of core units and options:

All student will take core course MA2080 Creative Industries
You will then choose three (3) theory half units.
Two units will be taught in the autumn term and one will be taught in the spring term.
This makes a total of two (2) whole theory units.
You will then choose two whole practice units.
These two units will be taught throughout the academic year.

Additional Information
2nd year critical theory options
2nd year critical theory options are organised into 3 baskets, with students required to take one course from each basket. The arrangement of courses into these baskets facilitates a dynamic, research-led set of courses that are regularly refreshed, but also ensures that students broaden their horizons and understandings of media. Taking a diverse diet of theory courses ensures students graduate with a critical mindset and wide ranging knowledges. Students will be given at least 2 of their 3 first choices in theory baskets.

1. Mainstream: e.g. MA2066 Post-classical Hollywood;
2. International media: e.g. MA 2076 Chinese cinemas
3. Visual culture: e.g. MA2059 Avant Garde

2nd year creative practice courses
2nd year creative practice courses are organised into 2 baskets that ensures students have the opportunity to explore different roles - both working with lens-based equipment and working in a range of other creative forms. Students must take one option from each basket and will be given at least 1 of their 2 first choices in practice baskets.

1. Lens based courses: MA2003 Directing Screen Fiction; MA2004 Screen Documentary; MA2013 Transmedia; MA2012 Cinematography
2. Non-lens based courses: screenwriting; producing; Creative Digital Arts; CSD

Stage Three
All students will take one of:
MA3061 Dissertation (30 credits)
Or
MA3062 Media Research Project (30 credits)
You will choose two (2) theory half units.
This makes a total of two (2) whole theory units.
You will then choose one practice unit from the two units you took in your second year.
This makes a total of four (4) whole units.
Additional Information:

**3rd year creative practice courses**

It is generally expected that students will take one of their two practice courses further into final year study. However, where a course cap has not been reached it may be possible for a student to take a final year courses not studied at second year level. Each course has set requirements of the creative and critical knowledge that students need to demonstrate in order to take that course at final year level in such circumstances. Notification of places available on such courses will be made after annual options fair. The academic decision is final.

Process for taking a 3rd year course not studied at 2nd year level:

Interview
MA3006 Producing Film and Television

Interview + portfolio:
MA3003 Directing Screen Fiction
MA3004 Screen Documentary
MA3013 Transmedia
MA3005 Screenwriting

Interview + portfolio + additional preparation
MA3012 Cinematography (reading and making notes on all 2nd year presentations)
MA3020 Creative Digital Art (gallery visit and notebook)

Interview + test
MA3022 Creative Sound Design

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

4.1 **Course registrations**

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

4.2 **Change of programme**

You are only permitted to change programmes up to a maximum of two weeks after the start of teaching (excluding Welcome Week) with the following exceptions:
• if the change is only in degree pathway title, which does not affect the course units taken and you are still taking the correct course units (worth 120 credits in total) as detailed in the relevant programme specification;
• if the change does affect the course units taken and you have to pick up an extra half unit in the Spring term but you would be taking the correct course units as detailed in the relevant programme specification and would have no less than 120 credits.

4.3 Options

The second and third year of the degree programme provide opportunities for students to take options in the department of Media Arts. The options we offer are dynamic and innovative, being led by the research and professional expertise in the department. As such the range of options available each year will differ and may be affected by staff absence on College sabbatical.

All option units have a cap of student numbers. While the Department will attempt to offer students their first choices where possible, at the end of each year’s “pitching session” you are asked to list a number of courses in order of preference that will be used in determining a student’s programme of study.

Please note, the Department’s allocation of options to students is final and is not subject to appeal. It is at the Department’s sole discretion as to whether any course runs in a given academic year.

You may be required to study courses not listed on your preferences.

Where it is not possible to provide all students to their first choice, the following factors will be taken into consideration in allocating students to option courses:

• Course prerequisites
• Timetabling constraints that affect course availability.
• Student attendance in the preceding year(s) courses. Those with the highest attendance records will be given first priority on their option courses
• Progression year 1 to 2: Students who have failed units in the preceding year and have an uncertain progression status at the time of pitching will be given lowest priority on their option courses.
• Progression year 1 to 2 including completion/pass of SS1000
• Progression year 2 to 3: Students who have failed units in the preceding year and have an uncertain progression status at the time of pitching will not be allowed to take ‘Collaboration courses’ in the final year. Namely: MA3006, MA3003, MA3005/MA3015, MA3006. They will be given lowest priority on their option courses.

Please also note the following:
• Some courses may not run if there are insufficient numbers.
• Course details as listed here are correct at the time of issue. However, these may change due to circumstances beyond our control. If these amendments are known
before the end of the Summer Term, notices will be put on the website or notice boards and email alerts will be sent.

- Any course which is listed as 'subject to validation' may be subject to changes but these will be minimised. Occasionally, a text may go out of print between the publication of this booklet and the start of the course. Where this happens, the tutor will usually decide on a replacement in consultation with the students at the start of the course.
- **You must have your option course choices signed off by your personal advisor.**
- A provisional timetable will be available. Please note, however, that this is provisional and will almost certainly change before the start of session each September and is for guidance only.
- Changing courses after options have been allocated and timetabled by the Department is highly unlikely to be permitted.

4.4 **Employability and careers**

The Media Arts Department has an excellent employability records, with the Media Arts department ranked in the **top three** for career prospects among our main competitors. The College is superbly located- convenient for London, with its plethora of media opportunities and the M4 corridor. With direct links to London’s Film and Television industries, digital media agencies in Silicon Roundabout and annual events that have included speakers from Vice films, Example, Google, Sky and a range of industry experts.

4.5 **Exchange Programmes**

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

5 **Facilities**

5.1 **Technical Facilities**

State of the art facilities are available in both departments, with access to industry standard equipment as part of course teaching alongside the opportunity to utilize production kit for your own personal projects.

**Media Arts**

From the very start of the course, you will begin to gain practical experience using the department’s excellent technical facilities in our Media Arts Centre, which offers:

- Production skills training with our creative technical team
- Exclusive 24-7 access to post production facilities
- Dedicated media file server and local area network
- Location filming equipment loan service
- Television studio, with production gallery and green room
- Advisory support for your production’s art department needs
- Practice teaching room
- Dedicated digital studio space
- Two media labs, each with thirteen iMac computers
- Eleven editing rooms, four offering 5.1 surround sound monitoring
- Vocal booth and sound studio
- Student common room

Our technical support team plays an integral role in production skills training, drawing on an extensive range of experience gained though working in the creative industries and in education. We are here to provide expert advice and help you realize your creative vision.

Following the necessary skills training, you will be able to borrow film production equipment from our location store, including Sony PMW100 XDCAM cameras, boom microphone kits, Sennheiser radio microphone kits, Edirol field recorders, Zoom H5 recorders, Sony NEX5n digital cameras and a range of professional lighting equipment, including Fresnel kits, Dedo Lite kits, Kino Flo kits, C-stands, flags and reflectors.

Our television studio can be used for single or multi-camera production, has a floor area of 108 sqm, and offers installed lighting grid, DMX control, cyclorama, production gallery and green room.

Our art and design technicians can assist you with your film’s production design and advise on sourcing scenery, props and costumes. We keep a useful range of props in-house to lend out to productions.

We provide 24-7 access to almost forty networked post-production workstations in our media labs and editing rooms, offering Final Cut Pro, Motion, Compressor, Logic Pro, Blender, and other professional applications on recently-installed Mac Pro and iMac computers.

5.2 Libraries
There are 2 libraries on campus:
- **Founder’s Library**, located on the South Side of Founder’s Building, houses most language, literature, film, music and theatre material;
- **Bedford Library**, located up the hill from the Students’ Union next to the History Department, houses science, social science and history material;

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

If you cannot find the specific items that you require in the libraries, it is possible to order items from other libraries by inter-library loan or to gain access to the Senate House Library or other university libraries. You can obtain further information on this by asking at the library helpdesks. The Information Consultant for Media Arts is Rachel
Sleeman who can be contacted at rachel.sleeman@rhul.ac.uk

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

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

A specific departmental library support can be found on the following web page:
http://libguides.rhul.ac.uk/MediaArts

5.3 Photocopying, printing and computing

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

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

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

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

Departmental staff are unable, in any circumstances, to print anything out on your behalf. Copier-printers (MFDs) are located across the campus in the PC labs, libraries and Computer Centre. Further information on printing is available online:
https://www.royalholloway.ac.uk/it/printing/home.aspx

5.3.3 Computing
Details of IT Services, including FAQs, computer center locations, email help, CampusMe, CampusNet, CampusAnywhere services and training sessions are available at:
https://www.royalholloway.ac.uk/it/home.aspx

6 Coursework
For a more detailed account of the conventions relating to formatting and presenting coursework, including audiovisual file formats and submission process and bibliographic
6.1 Coursework Formatting
All essays and dissertations must be submitted in typescript. They must be double-spaced and use margins of approximately 2.5 cm on all sides. The pages must be numbered. All Audiovisual work should be submitted to the Media Arts server, following the instructions set out in section 7.3 below. Please note, you may not submit work in DVD format.

6.2 Dissertations
If you choose to do a dissertation, you will be assigned 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 Academic Coordinator/Director of Undergraduate Studies or your Personal Advisor 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

6.3 Referencing and Bibliography
In your written work throughout your undergraduate studies, when you are drawing on, referring to or quoting from the ideas of another writer or film/television programme you must provide a reference to that source. The department uses the Harvard referencing system, which works through the correlation of a short reference in the text with a bibliographic reference at the end of the essay. The reference in the text carries minimal information, sufficient only to enable the reader to identify the full source details included in the bibliography. Full details of how to reference and format your bibliography are provided in the Media Arts Style Guide.
http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/home.aspx

Please note, failure to follow referencing and bibliography requirements may lead to the loss of marks or allegations of plagiarism.

6.4 Word count
All essays written for assessment in the theory part of the undergraduate degree have a word count stipulated on the assessment paper. There is a tolerance of 10% either side of this word count. Therefore the minimum acceptable length for an essay stipulated at 2,500 words is 2,250, the maximum 2,750; for 5,000 words the minimum would be 4,500, the maximum 5,500. The minimum acceptable length for an undergraduate dissertation stipulated at 10,000 words would be 9,000 and the maximum 11,000.

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, bibliography and appendices. Appendices are only accepted in
dissertations (MA3061) and then only with the prior agreement of the supervisory tutor.

6.5 Marking criteria
For full detail on the departments marking criteria please see:
https://www.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx

If you have any questions about a particular course’s marking criteria or the feedback/mark you receive on any piece of coursework you should speak to the Course Leader.

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

Ongoing circumstances
If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College’s Support and Advisory Services as soon as possible so that strategies to help you manage the situation can be considered e.g. you have an illness that does not constitute a disability, a family member is ill and needs your support or you have suffered an adverse life event.

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

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

Please read the Extenuating circumstances – Guidance for students, in particular Section 5.
Support and exam access arrangements for disabled students and those in need of support

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

Please note that a “long-term” impairment is one that has lasted or is likely to last for 12 months or more.

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

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

7.2 Submission of written work

You must submit ALL work on the date as detailed on the assessment paper. Assessed work can ONLY be submitted at that date unless otherwise announced.

You must submit your assessed work to a member of the administrative staff in the Media Arts Office (AG15) between the hours of 10 – 2pm. You will be required to complete a submission form for each piece of work handed in. The form will be signed and the top copy will be kept in the office as a record that you handed in the work; the pink copy is retained by you as a receipt. The submission of assessed work is equivalent to an examination. If you do not hand in your Assessment at the date and time stipulated your work will be penalised.

All written work must be submitted as follows:

For theory courses you should hand in ONE HARD COPY to the office and submit ONE COPY online via TURNITIN (http://www.submit.ac.uk). A copy of the TURNITIN receipt must be submitted to the office with the hard copy. Your submission to the office will not be accepted if the TURNITIN receipt is not attached where applicable. (See separate booklet on how to use TURNITIN.)
For practical courses you should submit TWO HARD COPIES of all written work unless instructed by the course convener.

If the work is a practical assignment, you may be asked to submit it earlier than the last day of the unit, so that the group can view each product and discuss it. Make sure that you check the date and time on the assessment paper.

7.3 SUBMISSION OF PRACTICE WORK
You must follow the guidelines for submission of practice work when completing coursework for Media Arts. Failure to do so will result in a minimum 10-mark penalty being applied.

After completing an assessed piece of work, students must export a file using the submission guidelines given to them in the assessment brief for each individual course (by either the course tutor or the technical team). Before the specified course submission deadline, students must do the following:

1. Export their work, in the specified format, using the naming template [COURSE NUMBER] [CANDIDATE NUMBER] [YEAR].mov – For example, 2nd year Moving Pictures would be named MA2012_140999_2015.mov. Work in other digital forms, such as still images and sound files, need to be specified and students instructed accordingly, adopting a similar naming format.

2. Check the playback of the Submission file to ensure there are no errors or technical issues. It is the Students’ responsibility to ensure their file functions correctly and they should test playback on a machine other than their own prior to submission.

3. Copy the Submission file to their own physical storage device, such as a memory stick, SD Card or portable drive. **please note DVD+-R is not an acceptable submission format**

4. Copy the Submission file to the Submissions folder within the course unit’s Shared space. This folder is a drop box, so they can drop files into it but not see the contents, so it is imperative that they check the file works before putting it in this folder.

5. Obtain a receipt from Neil Smith (or other designated technician) to signify that the work has been uploaded correctly.

6. Hand in their storage device with their submission file, along with the receipt they obtained from the Technical staff, to the Media Arts Office. This receipt will be countersigned by a member of the Administrative team.

The USB/SD Card/Hard drive version that the students submit will be used if there is a problem with the file from the server. If there is a problem with both versions, or if the file is in the incorrect format, marks may be deducted. If neither files plays, a zero mark will be given.
Students must collect their memory sticks from the Department Office once the assessment is marked. Any storage media not collected by the specified date will be erased and recycled.

7.4 Extensions to deadlines
If, for whatever reason, you are having trouble completing a piece of assessed work, you should contact your personal advisor, your course tutor or Jackie Marty as soon as possible. If you think you will be unable to meet an assessment deadline and you have valid reasons for late submission, you should contact the Media Arts Departmental Administrator (Jackie Marty) and explain that you need to request an assessment extension. Extension request forms are available from the information for current student’s page, but should be discussed with your course tutor, PA or Jackie Marty in advance. The form provides details of the process and examples of common circumstances that may or may not be accepted for extension requests: https://www.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx

Once you have completed the extension request form and returned it together with the required documentary evidence (e.g. a doctor’s certificate or other accepted evidence), the paperwork will then be submitted to the Head of Department for authorisation, and you will be notified of his decision by phone/email. Please note that in some cases an interview with the Head of Department may be required.

In the event that the Head of Department is not available in advance of the essay deadline, you should submit your coursework anyway, even if it is incomplete. If the Head of Department does grant you an extension you will be allowed to resubmit your work on a specified date.

7.5 Penalties for late submission of work
Work submitted after the published deadline will be penalised in line with Section (13) (4) of the College’s Undergraduate Regulations 2016-17 https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx
Please ensure that you are aware of the deadlines set by your department(s) and also the requirements to meet this deadline, e.g. whether you need to submit electronic and/or paper copies for your submission to be deemed complete (see submission of written work above).

Section (13) (4)
In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:

- for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks,*
- For work submitted more than 24 hours late, the mark will be zero.
*eg. An awarded mark of 65% would be reduced to 55% and a mark of 42% would be reduced to 32%.

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

7.6 Anonymous marking
All student work is marked anonymously. The marker only sees the candidate number, not the candidate’s name. In third year work where the first marker has supervised the project (such as dissertations and practice work) and is therefore likely to be aware of the candidate’s identity, each piece of work is second marked.

Feedback is provided on departmental cover sheets and students are advised to pay particular attention to the advice on ‘the points for development’ section and/or to discuss the feedback with their course tutor

7.7 Penalties for over-length work
Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section (13)(5) of the College’s Undergraduate Regulations 2015-16

Section 13 (5)
All over-length work submitted on undergraduate and taught postgraduate programmes will be penalised as follows:

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

(a) for work which exceeds the upper word limit by up to 10%, the mark will be reduced by ten percent of the mark initially awarded;

(b) for work which exceeds the upper word limit by more than 10% but less than 20%, the mark will be reduced by twenty percent of the mark initially awarded

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

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

The following College policy applies to the return of coursework:

Assessed work (other than formal examinations) should be returned *within 4 weeks* of the submission deadline, except in cases where it is not appropriate to do so for academic reasons. The deadline for the return of marked work should be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met, the revised deadline must be communicated to students as soon as possible.

7.9 **Assessment offences**

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

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

Assessment offences include, but are not limited to plagiarism (7.10 below), duplication of work, that is, submitting work for assessment which has already been submitted for assessment in the same or another course, falsification, collusion, for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work, failure to comply with the rules governing assessment (including those set out in the ‘Instructions to candidates’. The Regulations set out some of the types of assessment offences in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Advisors or other members of staff in their department should they have any queries about what constitutes an assessment offence. The College treats assessment offences very seriously and misunderstanding about what constitutes an assessment offence will not be accepted as an excuse. Similarly extenuating circumstances cannot excuse an assessment offence. Students with extenuating circumstances which affect their ability to submit work should contact their departments about the possibility of an extension or other support.

7.10 **Plagiarism**

Plagiarism is academic theft: it means using the written or spoken work of others without acknowledgement, thus implying that this work is your own when it is not. Using material from books, articles, webpages or any other source in this way is a serious disciplinary offence.

College regulations require that cases of suspected plagiarism are investigated by the Head of Department, and are decided on by formal hearings at College level.

If plagiarism is attempted, then detection by staff is likely because lecturers are aware of the electronic methods available to students when writing essays; these methods make it even easier for markers to detect plagiarism. Penalties for plagiarism are very severe and may involve the following:
(a) grade reduction or failure of any element of the course where it is attempted;

(b) financial loss – in some cases, students have been not been allowed to progress and have had to repeat the whole year;

(c) future academic references given by any member of staff must refer to any proven charges of plagiarism made against students, causing potential damage to a student’s academic career;

(d) possible expulsion from the College or failure to graduate.

Students often plagiarise because they feel they cannot cope with the pressure of writing essays, either because of difficulties of time-management, problems of writing in English or personal crises. However, no matter what the problem, and no matter how impossible it might seem at the time, plagiarism is never the answer.

If you have problems writing essays, you must contact your course lecturer or your personal advisor, as they will be able to help you produce your work without resorting to plagiarism. It is better to do what you can, however little, and seek help from your tutors, rather than attempt plagiarism.

It is a good thing (for which you will gain credit when your work is marked) to draw on a wide range of appropriate sources when writing essays. But you must always cite the sources you have used as explained above.

The following example demonstrates what constitutes plagiarism and how it can be avoided. In this hypothetical example, a student is drawing on the following passage from the book *Media Semiotics: an Introduction* by Jonathan Bignell (Manchester UP, 1997):

‘Television is still mainly a domestic technology, where the TV set is a piece of furniture in the home, and one of a number of different kinds of technological device (like the radio, microwave or stereo system) which are integrated into everyday life’ (Bignell, 1997: 144).

It is plagiarism to include all or part of a passage by someone else without acknowledging it, so the text below is plagiarised:

In this essay I shall argue that television needs to be analysed differently from film because the TV set is a piece of furniture in the home, and one of a number of different kinds of technological device (like the radio, microwave or stereo system) which are integrated into everyday life.

It is still plagiarism to paraphrase the passage without acknowledging the source, so the text below is also plagiarised:

In this essay I shall argue that television needs to be analysed differently
from film because TV is a domestic technology; the TV set is a piece of furniture in the home, and is a technological device (like the radio) which is integrated into everyday life.

The way to use material by other people is to acknowledge its source. So in the following example the hypothetical student quotes directly and references the quote, so the text below is not plagiarised:

In this essay I shall argue that television needs to be analysed differently from film because, as Bignell has stated, ‘the TV set is a piece of furniture in the home, and one of a number of different kinds of technological device (like the radio, microwave or stereo system) which are integrated into everyday life’ (1997: 144).

Alternatively, the student could paraphrase the same material but without quoting directly. S/he would still need to provide a reference to say where the idea came from. So the text below is also not plagiarised:

In this essay I shall argue that television needs to be analysed differently from film. I agree with Jonathan Bignell (1997) that the TV set has the same role among the furniture of the home as other devices like radios or stereo systems that become part of the fabric of everyday life.

The simple rule to avoid plagiarism is to keep a record of the books and other sources you use in preparing your work, so you can cite the source in your essay.

When taking notes, always indicate clearly which notes are quotations or paraphrases of other people’s ideas, so you don’t plagiarise by mistake later.

**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. Group working would constitute plagiarism 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. 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.
7.11 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact Disability and Dyslexia Services.

7.12 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification (http://www.royalholloway.ac.uk/coursecatalogue/home.aspx) and also more generally in the Undergraduate Regulations http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

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

7.13 Outcomes of course unit assessment

The Undergraduate Regulations require that for a student to qualify for final consideration in a course unit, the Sub-board of Examiners will take into consideration:

(a) Whether the candidate has satisfied the attendance requirements stated in the course specification;
(b) whether the candidate has satisfied the assessment requirements stated in the course specification.

The Sub-board of Examiners will determine an outcome and a percentage mark recorded as an integer between 0% and 100% inclusive for each candidate, as follows:

(a) an outcome of Pass (P) with a percentage mark will be returned where the candidate has gained a mark of 40% or above overall and in all elements of the assessment which carry an individual pass requirement;
(b) an outcome of Fail (F) with a percentage mark will be returned where the candidate has gained a mark of 39% or below overall or in any element of the assessment which carries an individual pass requirement;

Where a student's performance in the assessment was affected by adequately documented extenuating circumstances, the Sub-Board of Examiners may return alternative course outcomes as set out in the Undergraduate Regulations. In some cases this will require the student to complete additional work or a resit of affected
assessment. For further details please see Undergraduate Regulations. 
http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

Students entered to resit an examination will normally not receive an overall percentage mark greater than 40% for that course unit.

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

7.14 Examination results

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

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

8 Student Support

8.1 Non-academic related enquiries & support

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

8.2 Students in need of support (including disabled students)

Your first point of reference for advice within the Department is your personal advisor or Jackie Marty, Department Manager. Inevitably, problems will sometimes arise that your personal advisor is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the Student Welfare page: http://www.royalholloway.ac.uk/ecampus/welfare/home.aspx

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Disability and Dyslexia Services Office (DDS) representative is Dr JP Kelly. You must also contact the DDS (Founders West 151; tele: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk) who will arrange for an assessment of needs to be carried out and will advise on appropriate sources of
help. Further information is available on the College web on the DDS Support, health and welfare page http://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.asp

8.3 Academic Skills Support

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

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

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

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

8.4 Student-staff committee

There is a student-staff committee on which both taught and research students are represented. The Committee meets three times each year and plays an important role in the Department as a forum for airing student views. Minutes from the committee are placed on the department website and disseminated via social media by year representatives: https://www.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx

For constitution see committee’s handbook under Compliance/Governance http://www.rhul.ac.uk/iquad/collegepolicies/home.aspx

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

In addition, you can use ‘year meet ups’ each term to raise issues with staff and fellow students or bring them directly to the attention of the Department Manager or Head of Department in person or 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 at www.su.rhul.ac.uk/support

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.
http://www.royalholloway.ac.uk/careers/home.aspx
We work with the careers advisory service to provide the award-winning micro-placement scheme to students in their 2nd year of studies (see 9.3).

8.7 Non-academic policies

Please see the College Regulations and Procedures webpage
http://www.royalholloway.ac.uk/ecampus/onlinestudenthandbook.aspx which includes information on non-academic policies, regulations, and codes of practice as well as the Student Charter.
https://www.royalholloway.ac.uk/aboutus/governancematters/studentcharter.aspx

8.8 Complaints and academic appeals procedure

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

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

9.1 Code of practice on harassment for students
This can be found on the student home pages under College regulations and procedures [http://www.students.royalholloway.ac.uk/study/read-our-college-regulations-and-procedures/](http://www.students.royalholloway.ac.uk/study/read-our-college-regulations-and-procedures/)

9.2 First Aid
The following members of staff are first aiders in the department and based in the Williams Building:

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keith</td>
<td>Buckman</td>
<td>3942</td>
</tr>
<tr>
<td>Sarah</td>
<td>Peacock</td>
<td>4461</td>
</tr>
<tr>
<td>Neil</td>
<td>Smith</td>
<td>4462</td>
</tr>
<tr>
<td>John</td>
<td>Roberts</td>
<td>3941</td>
</tr>
</tbody>
</table>

9.3 Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found at [http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx](http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx)

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

The Williams Building operates as a 24-7 facility and it is likely that there will be occasions when you may be the only occupant. We have published guidance about this on the following web pages, which you are required to read this before coming in to use the facilities so you can prepare accordingly:


All students and staff are required to read and comply with the College’s Health & Safety Policy, available on the following website:


The Media Arts Health & Safety policy explains how the department implements the College policy at an operational level and you are required to read this in order to understand your responsibilities:


Be advised you must observe the College smoking policy which, apart from specific exceptions, prohibits smoking inside or within 5 metres of any College building. This effectively prohibits smoking in the passageway between the Williams, Computer Centre and Moore buildings.
Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator Keith Buckman or the College Health and Safety Office.

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

9.4 Placements
We offer a competitive work placement scheme with the Careers Advisory Service. Placements are typically 2-4 weeks in length and take place between May and October each year so as to avoid clashing with students’ studies. To gain a place on the placement scheme, students go through a competitive and developmental process that builds their skills in CV writing, interview skills and self-presentation. More details and timing are available via the website: https://www.royalholloway.ac.uk/mediaarts/yourfuturecareer/placementsandindustrylinks.aspx

9.5 Practicals
You will be given health & safety training as an integral part of your practice skills work. Attendance on these training sessions is compulsory. Failure to attend will result in the use of equipment being prohibited.

Be aware that you will be legally responsible for implementing safe working practice during your productions, which will include meeting your obligations to protect members of the public and other parties when filming on or off campus.

The departmental Health & Safety Coordinator is able to offer advice and assistance in relation to health & safety management, including your own practice work. More information about the department’s health & safety arrangements, including guides for your practice work, can be found on the following web pages:

http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/healthsafety.aspx

If you, or anyone else involved in your practical work, suffers an injury or experiences an incident that could have caused injury, you must report this as soon as possible using the form available from the Department Office.

9.6 Specialist equipment
Some of the equipment and facilities you will use for media production have safety risks, which have been risk-assessed and various control measures have been defined to reduce the risks. A key element of this is training and supervision, which you will be given during the course, and we have also published a number of work method statements and guidance notes which can be found on the following website:

http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/healthsafety.aspx

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**

For further details see: [http://www.rhul.ac.uk/forstudents/regulations/home.aspx](http://www.rhul.ac.uk/forstudents/regulations/home.aspx)

**Media Arts Centre code of practice.**

During induction week you will need to visit the departmental office (Arts G15) to sign a copy of the Media Arts Centre Agreement [see [http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/home.aspx](http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/home.aspx)] and pay the annual service fee (currently £12), the purpose of which is explained in the Agreement, in order to use the facilities. Please read the Agreement as this offers a useful explanation of what is available to you and how the Media Arts Centre operates.
The development of practice skills is an integral part of your learning and you are expected to attend training sessions, which sometimes have to be scheduled in addition to your timetabled classes, normally during the term when particular training needs are identified. These sessions are often run by the Media Arts Centre staff and are not to be considered as optional. Any absences will disrupt classes and the progress of everyone’s skills development, so you must attend when training is scheduled or if your course tutor has asked you to attend a particular event. You will be unable to borrow items of course equipment or use the Centre’s facilities until you have been trained to use them.

**Headphones policy**

All students are expected to supply and use their own headphones for location recording and use in our media labs. Your headphones should be of an appropriate type, normally:

- Closed-back type with sealed ear cups to offer effective insulation from outside noise (earplug type phones are unacceptable)
- Durable and comfortable construction to allow extended usage time
- Cable connection with straight lead of about 3 meters length
- Must have an adapter to fit both 3.5 mm and 6.3 mm stereo jack sockets
- 20 Hz – 20,000 Hz frequency response
- No artificial tonal coloration or enhancement such as bass boost, or electronic noise cancellation

We intend to carry a limited stock of headphones that can be purchased from the Location Store for in the region of £15 a pair, but we are unable to guarantee continual availability.

**You must bring your headphones to every practice session involving camera equipment, sound recording equipment or work in either of our media labs.**

**Working with Actors**

All students must provide all actors with a copy of the film upon completion.

**Working with Child Actors or Child Subjects**

There are significant legal and ethical implications of working with children, either in creative practice or critical theory. Any student considering working with children in creative projects must read the ‘Working with Children Film Policy’ at the link below.

Student should note that:

- No first year student may work with children in their creative practice work;
- Working with children as subjects of critical theory research is not permitted under any circumstances (e.g. interviews, surveys, etc).

[https://www.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx](https://www.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx)