



## **EUROPEAN STUDIES**

(For 2<sup>nd</sup>, 3<sup>rd</sup> and Final Year Students)

DEPARTMENT OF POLITICS AND  
INTERNATIONAL RELATIONS

# **UNDERGRADUATE STUDENT HANDBOOK**

2016/17

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European Studies  
Department of Politics and International Relations  
Royal Holloway, University of London  
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#### Disclaimer

This document was published in September 2016 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.royalholloway.ac.uk/europeanstudies/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 back to European Studies. We hope you had a successful summer break and come back refreshed for the new academic year.

This handbook has been produced to provide you all with information you will need to assist you throughout the year. It contains a wealth of detail about your courses and those of us who will be taking you through them, as well as some information about the Department's way of supporting you while you are with us. We very much encourage you to read through it in the first few days of term. You are bound to have questions that are not answered by this handbook but, with the benefit of what it contains, you will at least have a better idea what questions to ask the staff in the Department.

Please do not assume that this handbook is your only source of information. By far the best way of getting to know the Department and how we can support you is through personal contact with the members of staff – both academic and administrative – with whom you will deal. The European Studies staff, Dr Giacomo Benedetto, Academic Coordinator, and the Programme Coordinator, Laura Law, are vitally important to you, and are best placed to advise you on a vast range of matters. If they cannot help directly, they can advise you who you should speak to. Other members of staff in the contributing departments, whose various duties are also listed in this handbook, will be anxious to ensure you have a successful year. Please note that they will be able to give advice about their particular subject matter and their own departments and course requirements, but not about your degree as a whole, as they may not be fully aware of European Studies requirements and regulations.

Reflecting Europe's constant evolution, European Studies is a very dynamic subject area. With long-standing political and economic challenges and, unfortunately, grave new security ones and Brexit before us, there has never been a more interesting time to study Europe. Established in 1991, European Studies based in the Department of Politics and International Relations at Royal Holloway brings together the language and social science departments to provide undergraduate programmes in European Studies.

Twenty-first century Europe is radically different from the divided Europe of the Cold War period. With this in mind, European Studies focuses on a number of disciplines to grasp the extent of the changes through which the continent of Europe has gone.

## 1.2 Studying European Studies: One Student's View

*The European Studies programme at Royal Holloway is probably one of the most flexible degrees you will encounter. You have the advantage of having a year group that you will meet with at least once a week for tutorials and lectures in the core courses for the duration of your degree. You also have the advantage of meeting students in other departments and faculties, from languages to social sciences. However, you will probably find very few people doing exactly the same combination of courses as you.*

*Finding a comfortable balance between academic work, involvement in campus life and socialising is not always easy. It is worth bearing in mind that, whilst the main reason you are here is to get an Honours degree, employers now look for more than just a couple of letters after your name. Your time at Royal Holloway may be the last opportunity you have to act in a good quality drama production, play sport to a high standard, learn a new skill or get involved in politics, without the responsibilities of a 9 'til 5 job.*

*Take advantage of one of the country's most active students' unions, the best sports facilities of the University of London, an excellent language centre, the chance to get a qualification in IT, and the fact that we are no more than 40 minutes away from the heart of London. The Union is always looking for people to sit on its various committees and get involved, either in a voluntary or paid capacity (various opportunities exist for paid work, contact any of the sabbatical team.) There is also an incredibly active music life on campus, from orchestras to a jazz band, and the ecumenical college chapel, where the award-winning chapel choir is based.*

*Specifically in the European Studies and Politics and International Relations department, try to take advantage of the annual trips organized by the PIR Society and the Diplomatic Society e.g. to New York for the 2015 National Model United Nations New York Conference, and consider standing for the European Studies Staff Student Committee. Also, it is never too early to start giving some thought to where you want to spend your year abroad. Try and find out as much as you can from returning finalists; everyone will be more than happy to answer your questions.*

*If things do start going wrong, tell someone. European Studies staff have an amazing ability to find solutions. With academic problems, you can speak to a member of staff in European Studies, your personal adviser in your contributing departments, directly to any tutor who teaches you, or take an issue to the student staff committee. For other problems, the students' union has a full time welfare sabbatical, there is a professional counselling service based in Founders and the student-run Nightline can be contacted every night during term-time.*

*When you ask people for their advice on 'how they would do things differently', much of what they say is clichéd but true. You actually do get more out of your academic work the more you put in. The best way to meet people is to get involved in clubs and societies. The best way to avoid regrets is to take every opportunity you can.*

**Sean Winnett, European Studies graduate Private Secretary to the Foreign Secretary, Diplomatic Service, British Foreign Office**

### 1.3 How to find us: the Department

European Studies is located within the Department of Politics and International Relations which is on the first floor of the Founder's West corridor. The academic offices are all along this corridor and the administrative office is located in office FW139. Founder's West is the west wing of the historic Founders Building, which can be found on the College [campus map](#) as building 1.

## 1.4 Map of the Egham Campus



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



## 1.5 How to find us: European Studies Staff

### CONTACT DETAILS

**Head of Department:** Professor Sandra Halperin 01784 443961 FW113  
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**Administrative Staff:** Laura Law 01784 443669 FW139  
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## 1.6 Department of Politics and International Relations Staff

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Sarah Sanders – Department Manager – FW137

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## 1.7 Sabbaticals

The following staff are on sabbatical during 2016-17:

Dr Alister Miskimmon  
Dr Michael Bacon  
Professor Ben O'Loughlin  
Dr Nick Allen  
Dr Lara Nettelfield

## 1.8 Staff Research Interests

**Dr Giacomo Benedetto** is interested in the European Parliament, Comparative Legislative Politics, the Lisbon Treaty, the EU Budget, and Euroscepticism.

**Dr Alister Miskimmon** is interested in German Foreign Policy as well as wider European and global security issues and all aspects of European integration.

**Dr James Sloam** has interests in German and European Social Democracy, British and German Foreign Policy, Political Parties, and Youth Participation in Democracy.

For the research interests of staff offering courses in the Departments of Politics and International Relations, Economics, Geography, or History or in the Schools of Modern Languages or Management, please check the relevant departmental handbook.

## 1.9 How to find us: the Departmental office

The European Studies office is located in the PIR Department Office, Founder's West, 1st floor, room FW139.

## 1.10 The Department: practical information

Please note that the office hours for Laura Law (European Studies Faculty Administrator) are from **11.00 - 12.00 and 2.00 - 4.00 Monday and 10.00 - 12.00 and 2.00 - 4.00 Tues - Wed and Friday.** The Politics and International Relations office is open to students from 09.00 to 12 noon and 14.00 to 17.00 Monday – Friday.

## 2 Communication

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

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

### 2.1 Email

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

The College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone etc., so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. **Just deleting messages is not sufficient; you must clear the 'Sent Items' and 'Deleted Items' folders regularly. It is your responsibility to make sure your College email account is kept in working order.** If you have any problems contact the **IT Service Desk** <http://itservicedesk.rhul.ac.uk/>

European Studies will only use the address in the College Global Address List and **does not** use private or commercial email addresses, such as hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is

diverted/forwarded to the appropriate commercial address. Detailed instructions on **how to forward mail** can be accessed by visiting <http://help.outlook.com/> and searching for **forwarding** (you may need to use IE browser to access this as the link does not work on some browsers). This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, hotmail, it will not be deleted from the Royal Holloway account. **It is your responsibility to** log on to your College account occasionally and conduct some account maintenance or your account may become full and therefore will not forward messages.

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

## 2.2 Communication during the Year Abroad

It is essential that students keep European Studies, and the departments in which they will be taking final year courses, informed of their contact details on the year abroad, and read their e-mails regularly (at least once a week). Final year course choices are made during the year abroad and each contributing department has its own timescale for pre-registration. It is vital that students are aware of when they will be required to make their course choices, as course places are allocated on a first-come, first-served basis. Failure to pre-register for final year courses as soon as possible after receiving course choice lists will result in not being allocated your chosen courses, as courses will be over-subscribed.

## 2.3 Post

Students should not use the college address for private mail. Administrative staff will alert you via email to any internal mail received.

## 2.4 Telephone and postal address

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

The Department does not disclose students' addresses and telephone numbers to anybody else (including relatives and fellow students)

without the student's specific permission to do so.

## 2.5 Notice boards

The official student notice boards are outside the admin office in the Founder's West First Floor PIR corridor. All information posted on the notice boards will also be posted to the PIR Student Information Page on Moodle.

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

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

## 2.6 Personal Advisers

Personal Advisers for European Studies students are Dr James Sloam, and Dr Giacomo Benedetto. Students will be assigned to one of them and be expected to have a personal meeting with them within the first three weeks of term.

Students will also be assigned a Personal Adviser in the School of Modern Languages, but please note that this role is for advice concerning modern languages matters only. A Year Abroad Adviser will also be assigned.

If students are unsure which member of staff they should consult about an issue, please see Laura Law for advice.

All staff have office hours when you may visit them for help or guidance. Times are posted on the noticeboards. The role of the Academic Coordinator is to provide the overall academic link for their Department (please note that in the School of Modern Languages, for queries about courses (coursework, assessments etc.), please see the course convenor. Names of course conveners are posted on the boards outside IN123 and FW139.

## 2.7 Questionnaires

Towards the end of each course students are asked to complete a student feedback questionnaire about the course. The aim is to check that the objectives of the course are being fulfilled and

that the intellectual demands of the course are appropriate for the subject and the year group. Students are given an opportunity to formally rate lecturers' performances on a range of factors.

The questionnaire is completed anonymously. The student replies are helpful for the teaching staff in designing and re-designing courses and in assessing their own strengths and weaknesses.

The results are collated and monitored by the European Studies Programme Director and the staff concerned. Full details are contained in the European Studies Annual Monitoring Report located in the European Studies Office.

Students do not have to wait until they are asked to fill in a questionnaire to give feedback. They can also discuss these matters with the lecturer concerned, with their Personal Adviser or through the Staff Student Committee.

## 3 Teaching

### 3.1 Dates of terms

**Autumn Term:** Monday 19 September 2016 to Friday 9 December 2016

**Reading Week:** Monday 31 October 2016 – Friday 4 November 2016

**Spring Term:** Monday 9 January 2017 to Friday 24 March 2017

**Reading Week:** Monday 13 February 2017 – Friday 17 February 2017

**Summer Term:** Monday 24 April 2017 to Friday 9 June 2017

**Graduation Ceremonies:** 10-14 July 2017

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

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/ or miss lectures/ seminars/ practical's etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see Figure 1 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 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 Politics and International Relations Department has set a minimum attendance level at 80% overall attendance. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements.

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

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) (<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/>.

### 3.2.1 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);
- 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.

### 3.2.2 Departments' responsibilities for monitoring attendance

The PIR Department will monitor your attendance at lectures and seminars. 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**.

### 3.2.3 College's responsibilities for monitoring attendance

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

The College also has obligations placed on it by UK Visas and Immigration (UKVI) (see 3.2.7 below).

### 3.2.4 Missing classes

If you are unable to attend College for whatever reason you must advise the department in which you are 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>



IN CONFIDENCE

**NOTIFICATION OF ABSENCE FORM - SELF CERTIFICATION  
(absence due to illness)**

**Student details** \* Information which you must complete

\* Student Number 100  \* UG or PG UG  PG

\* Department  2<sup>nd</sup> Department (joint programmes)

\* First name  \* Family name

\* Degree programme  Year of study

**Absence details**

If you have been ill for more than 5 consecutive term-time days (excluding Saturdays and Sundays) a Formal Medical Certificate signed by the Health Centre or your GP is also required.

Period of absence (both dates inclusive) \*From  \*Until

\* I confirm that I have been suffering from (maximum 325 characters)

These circumstances did  did not  necessitate treatment by a medical practitioner

If you do not wish to disclose the nature of the illness on this form please submit such information in a sealed envelope, attach it to this form and tick this box

I have contacted my course tutor(s)/ leader(s) Yes  No

I have contacted my personal adviser Yes  No

If yes give name(s)

As a result of my illness I have missed the following class(es)\*\* and/or the following assessment(s) have been affected.

Date	Course code	**Class(es) missed and/or assessment(s) affected	Course title/topic/details	Course Tutor(s)/ leader(s)
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		
		Please select		

\*\*A class is any learning and teaching session such as lectures, seminars, tutorials, workshops, field work, laboratories etc.

I confirm that the information provided on this form is to the best of my knowledge honest and accurate and that I have read and understood my responsibilities relating to this notification of absence.

\*Signed  \*Date

The information will be held by RHUL and processed by staff in the departments/schools in order to keep a record of student absences. The frequency of self-certified absences will be monitored and you may be requested to provide a doctor's medical certificate in multiple and sustained instances of self-certified illness.

**For Departmental use only:**  
I confirm that I have discussed this absence with the student:

Signed  Date

Date received

Absence up to and including 5 term-time days  Absence more than 5 term-time days

Formal Medical Certificate Required  Formal Medical Certificate received

Absence deemed acceptable  Absence deemed unacceptable

Email confirmation of receipt of notification sent

Other

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

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

You should ensure:

- That you advise the departments(s) by emailing both [pir-admin@rhul.ac.uk](mailto:pir-admin@rhul.ac.uk) and the member/s of teaching staff concerned.
- That you complete the Notification of Absence Form, copies of which are also available from the Health Centre.
- That you submit the paperwork to your department(s) either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level. Completed absence forms can either be emailed to the Department or signed and delivered in person to the departmental office in FW139.
- 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.

Please note that filling in a Notification of Absence Form does not mean that your absence will be excused. It is your responsibility to follow up with your department to check whether or not your absence has been deemed acceptable (excused) or unacceptable (not excused).

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

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

Note:

- If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Adviser).
- 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.

### 3.2.5 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](mailto: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.

### 3.2.6 Consequences of failing to attend

As indicated in 3.2.2 above the Department may contact you if there are concerns about your attendance.

### 3.2.7 Disciplinary Action

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](http://www.royalholloway.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx) 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). <http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx> .

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to

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

### 3.2.8 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/academicssupport/regulations/home.aspx) (<http://www.rhul.ac.uk/ecampus/academicssupport/regulations/home.aspx>)

## 4 Degree Structure

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

### 4.1 European Studies

R100/200/300/401/900 students follow the structure as outlined in Table 1 below. R900 students follow a three year degree as there is no year abroad. Four units are taken each year as comprised below:

TABLE 1	European Studies core course  1 unit	Main Language (written and spoken) 1 unit chosen from one of:	Main Social Science  1 unit chosen from one of:	Selected option  1 unit chosen from one of:
	First year PR1500  Second year ES2001  Final year ES3001	French German Italian Spanish  3 year degree R900 European Studies (Politics, Society & Culture): One unit from CLC	Management History *International Relations Politics Economics Geography  *In Year 3, R900 European Studies (Politics, Society & Culture) students <b>must</b> take one Politics and International Relations course	Additional language (French, German, Italian or Spanish)  Additional social science (Management, History, International Relations, Politics, Economics or Geography)  Further course from main language (e.g. a culture or literature course)  Further course from main social science

The scheme of course unit combinations taken by individual students is varied and chosen in consultation with the European Studies Administrator, and the appropriate departmental Academic Co-ordinator(s). Students take four units during each of the three years at Royal Holloway, adding up to 12 units. The language departments set the two units taken during the Year Abroad (the 13<sup>th</sup> and 14<sup>th</sup> units).

#### **R900 BA European Studies (Politics, Society and Culture)**

Please note that students following the R900 3 year degree programme **must** pass ES3001 in addition to their politics **and** comparative literature courses in Year 3 in order to be awarded the degree.

## 4.2 Courses

Status of European Studies courses (PR1500, ES2001, ES3001) and main language courses:

**Mandatory and Condonable Fail:** must be first taken in a particular year of the programme if following courses in that department. These courses are typed in **bold**.

**Mandatory and Non-Condonable Fail**: must be first taken in a particular year of the programme and passed before the student can progress onto the next year of the programme. These courses are typed in **bold and underlined**.

**Mandatory and Non-Condonable Fail**: must be first taken in a particular year of the programme and passed by the end of the programme, in order for the student to qualify for the degree title European Studies (French), European Studies (German), European Studies (Italian) or European Studies (Spanish). These courses are typed in **bold and double underlined**.

### 4.3 European Studies Core Courses

1<sup>st</sup> year **PR1500** **Introduction to International Relations** (one unit)  
2<sup>nd</sup> year **ES2001** **Understanding EU Politics and Theory**(one unit)  
4<sup>th</sup> year **ES3001** **Public Policy and Foreign Policy in the European Union (one unit)**

Second Year compulsory course (taught by European Studies)

**ES2001** **Understanding EU Politics and Theory**

Course convener: Dr Giacomo Benedetto

Lecturer: Dr Giacomo Benedetto

Seminar leader Dr Dan Sanders

Please come to the PIR/European Studies office in FW139 to sign up for your chosen seminar.

Final year compulsory course (taught by European Studies)

**ES3001** **Public Policy and Foreign Policy in the European Union**

Course convener: Dr Giacomo Benedetto

Lecturer: Dr Giacomo Benedetto

Seminar leader Dr Dan Sanders

Please come to the PIR/European Studies office in FW139 to sign up for your chosen seminar.

### 4.4 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 after the start of teaching (up to October 7<sup>th</sup> 2016) 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.

#### 4.5 Change of programme

You are only permitted to change programmes up to a maximum of three 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.

The department is happy to consider changes of degree universally up until the end of the first year of study for any students. Students wishing to change degree programme must consult with their Personal Adviser to see if the change is right for them before notifying the Administration Office who will then help them complete the necessary paperwork.

Requests to change your degree programme after the end of the first year are considered on a case by case basis by the Department. Students must have their request approved by our Academic Coordinator Dr John Mattausch ([J.Mattausch@royalholloway.ac.uk](mailto:J.Mattausch@royalholloway.ac.uk)) or by our Head of Department Professor Sandra Halperin ([Sandra.Halperin@royalholloway.ac.uk](mailto:Sandra.Halperin@royalholloway.ac.uk)) in order to change degree any time after the start of their second year of studies.

#### 4.6 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>.

#### 4.7 The Year Abroad

The third year of the four year European Studies degree is spent in a relevant European country, usually on an Erasmus exchange programme placement. If a second language is chosen, it is possible to split the year abroad between two countries. The School of Modern Languages is responsible for arranging the year abroad, which can be spent either studying, working as a language assistant, on a work placement or on an internship. For students studying French (or who are native speakers of French), European Studies has its own Erasmus link with Science Po in Strasbourg, which is a very prestigious political institution, particularly appropriate for those students wishing to follow a career in a European institution. Exemptions to the year abroad can only be granted in exceptional circumstances (full details of which can be obtained from the School of Modern Languages), and must be approved by both the Head of School of Modern Languages and the European Studies Programme Director, Dr James Sloam.

## 4.8 Main Languages

### 4.8.1 French

#### Second year

##### **FR2009 (one unit)**

FR2004 (half unit)

FR2005 (half unit)

FR2102 (half unit)

FR2104 (half unit)

FR2106 (half unit)

##### **Pratique du Francais II**

Introduction to Translation

Socio-Political Issues of Contemporary France  
in Fiction and Translation

Writing Romance and Desire

Culture and Ideology: la France et la  
Francophonie

Cinema in France

#### Final year

##### **FR3009 (one unit)**

FR3003 (half unit)

FR3199 (full unit)

FR3102 (half unit)

FR3113 (half unit)

FR3114 (half unit)

FR3120 (half unit)

FR3123 (half unit)

FR3124 (half unit)

##### **Pratique du Francais III**

Advanced Translating Skills

Dissertation

Arthurian Romance: Chretien de Troyes

Text and Image in France

Ethics and Violence: Murder, Suicide and  
Genocide in Literature and Film

Wanton Women: artists and writers of the  
French avant-garde

Deadly Passions: Tragedy in 17<sup>th</sup> Century  
France

Blindness and Vision in French Culture

### 4.8.2 German

#### Second year

##### **GM2009 (one unit)**

##### **GM2010 (one unit)**

GM2122 (half unit)

GM2123 (half unit)

GM2124 (half unit)

##### **German Language II**

##### **Intensive German Beginners II**

Death, Desire, Decline: Thomas Mann and  
Franz Kafka

Love and Marriage in Novels of Fontane

Representations of Childhood and Youth in  
Modern German Culture

#### Final year

##### **GM3009 (one unit)**

GM3129 (half unit)

GM3130 (half unit)

GM3131 (half unit)

GM3132 (half unit)

##### **German Language III**

German Dissertation

Doubles, Devils and Deadly Spiders: 19<sup>th</sup>  
century German Gothic Literature

Narrative and Identity: The German Novel  
from the 18<sup>th</sup> to the 21<sup>st</sup> Century

Dream Factories: Recent German Film

#### 4.8.3 Italian

##### Second year

##### IT2000 (one unit)

beginners or

##### IT2050 (one unit)

IT2340 (half unit)

IT2400 (half unit)

IT2840 (half unit)

ML2301 (half unit)

##### Final year

##### IT3009 (one unit)

IT3230 (half unit)

IT3430 (half unit)

IT3860 (half unit)

IT3980 (half unit)

ML3202 (half unit)

##### Advanced Italian II for post-

##### Advanced Italian II (compulsory unit)

Post-war Italian Cinema: the Auteur tradition

Art and Literature in Renaissance Florence

Italian Crime Fiction

Boccaccio - Decameron

##### Advanced Italian III

Dante - The Divine Comedy - *Paradiso*

Of Women, Knights, Weapons and

Loves: the Italian Chivalric tradition

Shooting History: Dictatorship, Terror and

Crime in Italian Film (term 1 only)

Italian Fashion and Design (term 1 only)

From Aestheticism to the Avant-Garde

#### 4.8.4 Spanish

##### Second year

##### SN2001 (one unit)

Or

##### SN2010 (one unit)

Or

##### SN2011 (half unit)

With

##### SN2012 (half unit)

SN2013 (half unit)

SN2109 (half unit)

##### Final Year

##### SN3001 (one unit)

SN3002 (half unit)

SN3108 (half unit)

##### Spanish II (f SN1001 taken in first year)

Intensive Spanish II (if SN1010 taken in first year)

Principles and Practice of Translation (Spanish into English) (if SN2001 taken in first year)

##### Principles and Practice of Translation (English into Spanish)

Constructing Identity in Contemporary Spanish Film

Myths of the Feminine in the Spanish Novel

##### Spanish II

Advanced Literary Translation from Spanish to English and English to Spanish

Research Project

SN3109 (half unit)	Short Fiction by Spanish Woman Writers
SN3112 (half unit)	Spanish American Literature: An Overview
SN3113 (one unit)	Dissertation (8000 words)
SN3118 (half unit)	Seducing the nation: Spanish Cinema 1940-1980
SN3122 (half unit)	Horror Cinema in the Hispanic World

#### 4.8.5 Comparative Literature and Culture (CLC)

##### Second year

ML2101 (half unit)	International Film II: Readings and Representations
ML2301 (half unit)	Visual Arts II: Genres and Movements
ML2403 (half unit)	Gender and Clothing in 20 <sup>th</sup> Century Literature and Culture
FR2101 (half unit)	Writing Romance and Desire
FR2106 (half unit)	Cinema in France: from Modernism to the Postmodern
GM2122 (half unit)	Death, Desire, Decline, Thomas Mann and Franz Kafka
GM2123 (half unit)	Love and Marriage in Major Novels by Theodor Fontane
GM2124 (half unit)	Representations of Childhood and Youth in Modern German Culture
PY2005 (half unit)	Philosophy and the Arts
SN2013 (half unit)	Constructing Identity in Contemporary Spanish Film
IT2340 (half unit)	Postwar Italian Cinema
IT2400 (half unit)	Renaissance Florence
IT2840 (half unit)	Italian Crime Fiction
ML2301 (half unit)	Boccaccio – Decameron

##### Final year

ML3202 (half unit)	From Aestheticism to the Avant-Garde
ML3207 (half unit)	Transnational Cinema
ML3208 (half unit)	Dissertation 5000 words
FR3102 (half unit)	Arthurian Romance: Chretien de Troyes
FR3112 (half unit)	Image, Identity and Consumer Culture
FR3113 (half unit)	Text and Image in France: From Cubism to the Present
FR3114 (half unit)	Ethics and Violence: Murder, Suicide and Genocide
FR3120 (half unit)	Wanton Women: Artists and Writers
FR3124 (half unit)	Blindness and Vision in French Culture
GM3130 (half unit)	Doubles, Devils and Deadly Spiders
GM3131 (half unit)	Narrative and Identity: The German Novel

GM3132 (half unit)	Dream Factories: Recent German Film
IT3430 (half unit)	Of Women, Knights, Weapons and Loves
IT3860 (half unit)	Shooting History: Dictatorship, Terror and Crime
IT3990 (half unit)	The Postmodern in Italian Literature

## 4.9 Main Social Sciences

### 4.9.1 Management

**Second year:** either two or four half units from:

MN2205 (half unit)	Strategic Management
MN2305 (half unit)	Marketing Strategy in Context
MN2405 (half unit)	Managerial Accounting
MN2705 (half unit)	Human Resource Management

**Third year Option 1:** either one full unit or two half units from:

MN3045 (half unit)	International Financial Accounting
MN3055 (half unit)	Consumer Behaviour
MN3205 (half unit)	Emerging Markets
MN3215 (half unit)	Asia Pacific Multinationals
MN3225 (half unit)	European Business
MN3245 (half unit)	Accounting for Corporate Accountability
MN3265 (half unit)	Globalisation & Employment: The India & China Experience
MN3271 (whole unit)	International Human Resource Management
MN3295 (half unit)	The Individual at Work
MN3305 (half unit)	Business in International Comparative Perspective
MN3315 (half unit)	Brands & Branding
MN3325 (half unit)	Global Marketing
MN3345 (half unit)	Strategic Management Accounting
MN3365 (half unit)	Strategic Finance
MN3455 (half unit)	Advertising & Communications
MN3495 (half unit)	Clusters, Small Business & International Competition
MN3515 (half unit)	Business Data Analytics
MN3525 (half unit)	Digital Innovation Management
MN3535 (half unit)	Enterprise Systems Management
MN3545 (half unit)	Project Management
MN3605 (half unit)	Small Business Management & Growth
MN3615 (half unit)	Entrepreneurship: Theory & History

MN3625 (half unit)	Corporate Entrepreneurship & Strategy
MN3635 (half unit)	Strategic Entrepreneurship
MN3655 (half unit)	Innovation, Strategy and the Corporation
MN3705 (half unit)	Ethical & Environmental Economics
MN3715 (half unit)	Accounting for Sustainability
MN3725 (half unit)	Corporate Governance
MN3755 (half unit)	Ethical Marketing

**Third year Option 2:** two compulsory half units (as listed below) and either one full unit or two half units from the Option 1 list above

MN3915 (half unit)	Business in Context
MN3925 (half unit)	Integrating Management: Leadership and Innovation

#### 4.9.2 History

##### Second Year

1. If you want to take **two units**, you can opt for one of the following combinations:  
**either:** one full-unit Group 2 course **and** two half-unit Group 1 courses  
**or:** four half-unit Group 1 courses
2. If you want to take **one and a half units**, you can opt for one of the following combinations:  
**either:** one full-unit Group 2 course **and** one half-unit Group 1 course  
**or:** three half-unit Group 1 courses
3. If you want to take only **one** unit, this **must** be two half-unit Group 1 courses

##### GROUP 2 FULL UNIT COURSES

HS2235	From Blood and Guts to the Worried Well: Medicine in Britain, c.1750-1990
HS2248	The Russian Empire in the Age of Reform and Revolution 1856-1917
HS2257	Spain in Conflict, 1930-1953
HS2264	Nationalism, Democracy and Minorities, 1918-1945
HS2271	Modern Political Ideas
HS2321	Children of the Revolution? France from 1789 to the Great War
HS2324	From Constantinople to Alexandria: Eastern Mediterranean Cities, 1798-1956

## GROUP 1 HALF-UNIT COURSES

### Term One

HS2014	The European Crucible, 1914-1945
HS2023	Nineteenth-Century Europe: Society and Culture, 1789-1905
HS2149	Daily Life in Renaissance and Baroque Italian Cities: Social and Domestic Life
HS2212	The Victorians: British History, 1837-1901
HS2223	Spain, 1898-1939
HS2702	The Greek World from the Fall of Byzantium
HS2703	Italy from the Unification to the Present

### Term Two

HS2003	History of the British Empire, 1763-1900
HS2015	The Politics of Postwar Europe, 1945-2000
HS2020	The Georgians: Society, Culture and Crime, 1714-1830
HS2213	Modern British History, 1914-1973

## Third Year

1. If you want to take **two** units, you **must** take one full-unit Group 2 course **and** two half-unit Group 1 courses.
2. If you want to take **one and a half** units, you **must** take one full-unit Group 2 course **and** one half-unit Group 1 course.
3. If you want to take only **one** unit, this **must** be a full-unit Group 2 course.

***Be careful not to select a course you have studied in a previous year!***

## GROUP 2 FULL UNIT COURSES

HS2235	From Blood and Guts to the Worried Well: Medicine in Britain, c.1750-1990
HS2248	The Russian Empire in the Age of Reform and Revolution 1856-1917
HS2257	Spain in Conflict, 1930-1953
HS2264	Nationalism, Democracy and Minorities, 1918-1945
HS2271	Modern Political Ideas
HS2321	Children of the Revolution? France from 1789 to the Great War
HS2324	From Constantinople to Alexandria: Eastern Mediterranean Cities, 1798-1956



## GROUP 1 HALF-UNIT COURSES

### Term One

HS2014	The European Crucible, 1914-1945
HS2023	Nineteenth-Century Europe: Society and Culture, 1789-1905
HS2149	Daily Life in Renaissance and Baroque Italian Cities: Social and Domestic Life
HS2223	Spain, 1898-1939
HS2702	The Greek World from the Fall of Byzantium
HS2703	Italy from the Unification to the Present

### Term Two

HS2003	History of the British Empire, 1763-1900
HS2015	The Politics of Postwar Europe, 1945-2000
HS2020	The Georgians: Society, Culture and Crime, 1714-1830
HS2213	Modern British History, 1914-1973

## 4.9.3 Geography

### Second Year

Both terms

GG2013 (one unit)	Environmental Systems: Processes and Sustainability
GG2021 (one unit)	Geomorphology
GG2041 (one unit)	Environmental Change
GG2043 (one unit)	Biogeography
GG2052 (one unit)	Political Geography
GG2053 (one unit)	Cities, Economies and Ecologies
GG2061 (one unit)	Cultural Geographies and the Modern World
GG2071 (one unit)	Perspectives of Development

### Third Year

#### Term 1

GG3013 (half unit)	Defending Coastal and Wetland Environments
GG3014 (half unit)	Savannas
GG3018 (half unit)	Global Warming
GG3046 (half unit)	Mammals in a changing World
GG3047 (half unit)	Volcanoes
GG3053 (half unit)	Regeneration and Urban Policy
GG3060 (half unit)	Post Capitalist Cities
GG3061 (half unit)	Geopolitics of Media and Communications
GG3065 (half unit)	Geography of Museums and Collections
GG3068 (half unit)	Creative Geographies

### **Term 2**

GG3017 (half unit)	Conservation Biogeography
GG3019 (half unit)	Wetland Environments: Process and Policy
GG3028 (half unit)	Digital Landscapes
GG3034 (half unit)	Arid Africa
GG3056 (half unit)	Geography of Commodities
GG3064 (half unit)	Exploration, Science and the Making of Geography
GG3067 (half unit)	Geopolitics on Film
GG3069 (half unit)	Geographies of Home
GG3083 (half unit)	Cities and Development
GG3084 (half unit)	Mobilities
GG3160 (half unit)	Cultural imagination of nature

### **Both terms**

GG3021 (half unit)	Managing River Environment
GG3090 (half unit)	Critical GIS

## **4.9.4 Politics and International Relations**

### **Second Year**

One of the following, depending on chosen stream:

PR2440 (one unit)	International Relations Theory
PR2480 (one unit)	Democracy in Britain
PR2490 (one unit)	Contemporary Political Theory
PR2580 (one unit)	International Organisations

### **Final Year**

PR3000 (one unit)	Dissertation (this can only be taken with the approval of the European Studies Programme Director as students need to have achieved 60%+ in ES2001)
PR3530 (one unit)	The Politics of Modern Germany
PR3610 (one unit)	Comparative Democracy and Elections
PR3670 (half unit)	Comparative Foreign Policy
PR3680 (half unit)	Young People's Politics
PR3770 (one unit)	Defence in Post-Cold War World

## 5 Facilities

### 5.1 Library Services: Bedford & Founder's Libraries, online services & resources

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: [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 PIR is Emma Burnett, who can be contacted at [Emma.Burnett@rhul.ac.uk](mailto:Emma.Burnett@rhul.ac.uk)

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

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

#### 5.1.1. Using other libraries

**Senate House Library**, (University of London) Senate House, Malet Street, London, WC1E 7HU (020 7862 8462)

<http://senatehouselibrary.ac.uk/>.

As a student of the University of London, you have access to the University of London Library (Senate House Library), which is situated in Senate House, Malet Street, in Central London. This central Library has large reference collections and facilities for borrowing and is an important resource for print and online material for the Arts & Humanities and Social Sciences (with limited Science coverage). In order to obtain a Senate House Library card you must present your College ID card at the Senate House Library and complete a short application form. You also have access to SHL's online resources and these can be accessed via the Library Subject Guides.

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

#### 5.1.2. Other libraries

You may also be able to register as a reader at the libraries of other Colleges if you can demonstrate that you need to use their collections. Please check the respective College Library's web pages before visiting. More information about using other libraries can be found on the 'Beyond RHUL' section of the Library Subject Guides: <http://libguides.rhul.ac.uk/>

## 5.2 Photocopying, printing and computing

### 5.2.1. Photocopying

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

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

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

### 5.2.2. Printing

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

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

### 5.2.3. Computing

The Computer Centre provides a range of IT training sessions designed to enhance your current IT skills. These are available in both class-based and self-study formats and successful completion of the course is rewarded by a College IT Skills certificate. To participate in these sessions, go to:

<http://www.royalholloway.ac.uk/it/training/home.aspx>

## 6. Coursework Essays and Dissertation

These guidelines apply to European Studies courses only. For information on other courses you should refer to the relevant departmental handbook.

### 6.1 Coursework essay

Coursework essays are either formative or summative. Formative essays do not count towards the final mark for a course, whereas summative essays comprise some percentage of the overall mark. All essays are marked and receive written comments. **All essays should be handed to the seminar leader at the seminar on the same day (or nearest day if a seminar does not take place on the submission day) as the submission deadline using the essay cover sheets that the Department provides.**

Marks and comments will be provided via Grademark the Turnitin essays marking system hard copies will be handed back in the same way. The Department uses Turnitin plagiarism detection software. In addition to the paper copy, students are required to upload a copy of their essay to Moodle. Electronic copies **must be uploaded by 10:00 am on the submission date or penalties for late submission will be applied** in accordance with the College rules outlined in [section 7.4 below](#). Essays submitted after 10:00 am on the day of submission must be submitted to the Moodle late box. A Late Submissions Panel, comprising of academic members of staff, meets once a term to consider all late submissions and decide on any penalty.

Cover sheets can be downloaded from the webpages <http://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx> or collected from the department office.

Any late essay, formative or summative, should be handed into the office together with a late submission form. **Students MUST have made prior arrangement if they want to hand essays in late.**

### 6.2. The dissertation

In the final year, in the place of a full taught unit, and subject to the

authorisation of the European Studies Programme Director, students may opt to submit a dissertation in the Department of Politics and International Relations. The topic chosen must be on a European subject. Researching and writing a dissertation is a difficult task for which a strong background in first and second year Politics and International Relations courses is required. Therefore students will only receive authorisation for a dissertation if they have taken at least one unit offered by the Department of Politics and International Relations in the second year and have achieved marks of 60 percent or more in both that unit and Comparative Politics of Europe and the EU (ES2001).

For further details on the dissertation option please see section 6.3 of the handbook of the Department of Politics and International Relations as well as the Department's specific dissertation handbook.

### 6.3. Essay presentation

Essays should use A4 page size with the following on the **header**:

- essay number
- course code
- candidate number (please note your candidate number changes every year)

On the **front page** you should include:

- the essay title
- the final word count

**Formatting** should be as follows:

- Leave 1" margins on both the left and right-hand sides of the pages
- double spacing
- font size no smaller than 12

Not all seminar tutors require paper copies of the essay, however if they do, the essay must be stapled in the top left-hand corner. The essay must be legible, clearly presented and must meet the standards expected of students taking an undergraduate degree.

If you are in receipt of a green sticker from the Disability and Dyslexia Services Office (DDS) you will need to include 'green sticker' in the header of your submission to let the marker know and stick one of your green stickers on the front page of a hard copy if one is required.

A good essay is usually preceded by careful preparation and planning. Read the essay question carefully and make sure you fully understand what is being asked for in the question. Spend some time thinking over what the question is really about and how you can best answer it. Then construct a rough essay plan, a plan of the main points which you will need to consider to answer adequately the set question. The essay plan should be refined in the light of the background reading and research

which you have undertaken; you will find that as you do this reading and research, further salient points will come to your attention and these will need to be included in the essay plan. When you construct the plan keep in mind the need for a clear and logical structure: the essay should have a logical structure, consisting of an introduction, a conclusion, and, in between, four or five substantial sections of well-researched discussion and analysis.

The essay should be the product of wide reading. This means that you should read only a small number (say two or three) of the key texts from cover to cover and then move on to reading a larger number very selectively using indexes and chapter headings to find the information you require. Your course tutor will give you a bibliography of the more important texts for the course and this list is the basis of the reading and research for your essay. This course bibliography is, however, by no means exhaustive and should be treated as the starting point for your own background reading. Tutors will look favourably on essays which include relevant material which you yourself have discovered, and sources for the essay can include newspapers and the media as well as the more conventional academic journals and books. Most of the books and journals which you will need to consult can be found in the Social Science section of the Library. Other libraries belonging to the University are open to you and they, in common with other local and college libraries, are often useful resources for background reading and research.

As you do the background reading and research, always take careful and thorough notes. Never rely upon your memory alone. Taking notes seems laborious at first but it undoubtedly saves time and trouble in the long run. A full set of notes makes exam revision much easier. Good note taking is a matter of practice; there is no one set method and you will soon devise your own formula. No matter what method you choose to follow it is vital that you clearly and accurately distinguish between your own notes and any quotations or material that you have copied when writing your notes; quotations and copied pieces of text must be enclosed within inverted commas. By following this procedure you will be able to avoid accidentally copying other people's work in your essay. In addition, at the start of your notes, make sure you fully reference the source of the material (see the following section for instructions on how to reference).

Having undertaken sufficient background reading, and having constructed a cogent essay plan, you are now in a position to begin writing the essay. Most people find it necessary to write a draft first which can then be refined and corrected for the final version. Read through your draft essay and correct spelling and grammatical errors. Use a dictionary where appropriate. As you check the draft of your essay, ask yourself: "Is there any superfluous material which should be removed?"; "Does the essay properly answer the set question?"; "Is the structure of the essay

logical and is there a proper conclusion?”

#### 6.4. Referencing

Students should consult the 'Referencing, Sourcing, Plagiarism and Online Submission of Essays' guide:

<https://www.royalholloway.ac.uk/politicsandir/documents/pdf/pirplagiarismandreferencingguideplusinstructionsforelectronicessaysubmission2012-13.pdf>

This guide covers all forms of referencing including how to use footnotes, how to format your bibliography and how to avoid committing plagiarism.

**Please note that duplication and collusion are forms of plagiarism and are considered as serious as all other forms.**

#### **Joint Degree Students**

Although the PIR Department encourages all students to use the Harvard reference style, joint degree students may find that other departments within college prefer or recommend a different referencing system, such as MHRA ( used in English) or Chicago Manual Style ( Used in History). For consistency, the Department will permit joint students to use the referencing system that is in use in their other department(s) provided that all references and sources are carefully acknowledged.

#### 6.5. Word Count

The Department expects students to adhere to the word limits set out for assigned essays. Essays that are above or below the word limit will be subject to penalties in accordance with the College rules outlined in section 7.7 below. Please include the final word count on the front page of any essay.



## 6.6. Marking criteria

Essays and the dissertation are marked in accordance with the following conventions (Note: the undergraduate pass mark is 40+):

90 – 100% - Outstanding work, displaying an exceptional degree of originality and creativity and / or exceptional analytical and problem-solving skills. Shows critical understanding of current knowledge, including relevant research papers and reviews.

80 – 89% - Outstanding work which displays a high level of originality and creativity and / or the ability to suggest realistic solutions to novel problems. Evidence of wide reading which includes recent research papers and reviews.

70– 79% - Excellent work displaying a comprehensive knowledge and understanding of the subject together with the ability to evaluate critically selected aspects of current knowledge. Evidence of wide reading.

60 – 69% - Shows a good knowledge and understanding of the subject with no major gaps or omissions. Displays ability to analyse, interpret and organise information to produce coherent accounts. Evidence of reading beyond lecture notes and standard texts.

50 – 59% - Shows a satisfactory knowledge and understanding of the essentials of the subject with an ability to integrate information into a clear, well-structured account, but lacking in breadth or depth, or with some significant aspects omitted. Evidence that sources other than lecture notes and set texts have been consulted.

40 – 49% - Shows a general knowledge and understanding of the subject but very limited in depth or breadth. Little or no evidence of reading around the subject. Work displaying deficiencies and omissions but not serious enough to warrant a failure.

30 – 39% - Marginal Failure – knowledge and understanding of the subject are fragmentary, some aspects showing a very basic level of understanding but other aspects displaying fundamental errors and omissions.

20 – 29% - Very limited range of knowledge with many important gaps and omissions. Shows incomplete understanding with numerous errors of interpretation.

10 – 19% - Shows only the most limited and fragmentary knowledge of the subject with little or no understanding of essential principles and concepts.

0 – 9% - Virtually devoid of any evidence of knowledge or understanding of the subject.

All work is marked within the above bands using step marking. Only marks

ending 2, 5 and 8 are used; e.g. 52, 55 and 58, 62, 65 and 68.

In addition to the numerical mark, your course tutor will also add written comments. Please ensure that you read these comments carefully.

## 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/academicssupport/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 be that the circumstances are severely impacting on your ability to study by causing you to repeatedly miss scheduled teaching and/ or impacting on your ability to complete assessments at the designated time. If this is the case and there is not a reasonable method available to enable you to manage the situation, you may need to consider, in consultation with your department and [\*\*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. European Studies

These guidelines apply to European Studies courses only. For information on other courses, options you should refer to the relevant departmental handbook.

The third year of study is spent abroad in the country or countries of the language(s) that you study. Students will be assessed on the basis of study completed in a university or a work placement. This assessment takes the form of two units. The year abroad requirements are set by the School of Modern Languages. Please refer to its handbook for further details of those requirements.

## 7.3. Submission of written work

All coursework in the Politics and International Relations Department should be submitted through Moodle. **You do not need to hand in hard copies of your essays unless your seminar leader explicitly states that they would like a copy.** Marks and comments will be provided via Grademark, the Turnitin essay marking system.

For more details please read section 6.1 of this guide on submitting

coursework essays and section 6.4 on how to correctly reference your work.

#### 7.4. Extensions to deadlines

There are certain legitimate circumstances in which deadlines cannot be met – illness, for example, exceptional family circumstances, or a serious accident. Extensions to deadlines can be granted in these circumstances.

If you have a good reason not to submit a piece of work, then you should, in the first instance discuss the situation with one of the Extension Panel team. We always require medical or other written documentation in support.

**Extensions need to be applied for in advance of the deadline;** no extension will be given retrospectively. Only members of the Extension panel (see below) are able to grant extensions.

The Extension request form can be found at:

<https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx>

Once students have completed the Extension Request form, it should either be emailed to [PIR-Admin@rhul.ac.uk](mailto:PIR-Admin@rhul.ac.uk), or handed to a member of the panel. **Medical/supporting evidence must be attached.**

An email advising you of the decision will be sent; this will include details of the new deadline (if agreed). If you have been given an extension for an essay by a member of the Extension Panel please submit this essay to the relevant late box.

Please note that computer failure cannot be accepted as a reason for late submission. You must leave enough time to print your work before handing it in, and you should make allowances for the fact that personal or College computers and printers sometimes perform erratically. In particular, if you do not back up your work onto USB or The Cloud and the College server or your computer fails or is stolen, the Department will be sympathetic but will not accept this as a reason for a late submission.

When an extension has been granted, work submitted after a deadline will be marked and assessed in the normal way.

#### **Extension Panel Members**

Prof Andrew Chadwick

Dr John Mattausch

Prof Sandra Halperin

Dr Giacomo Benedetto  
Ms Sarah Sanders

### 7.5. Late submission

Students who are unable to submit their work on time submit their work to the relevant late boxes.

If you are absent from lectures, classes or tutorials for more than 7 days, or if coursework is handed in late through extenuating circumstances, then you should submit medical or other written documentation to the Departmental Office or email scanned copies of your documentation to [PIR-Admin@rhul.ac.uk](mailto:PIR-Admin@rhul.ac.uk).

**If there are extenuating circumstances** to support the late submission, and you have not completed an Extension Request form, you have the opportunity to complete a Late form, available from: <https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx>

**Supporting evidence must be attached** and either emailed to [PIR-Admin@rhul.ac.uk](mailto:PIR-Admin@rhul.ac.uk) or handed into the Department office FW139/FW141. Initially the appropriate late penalty will be applied. The Late Panel will meet at the end of each term to consider each late application. You will be emailed to advise whether your circumstances were accepted and whether any return of late penalty marks will be made.

### 7.6. 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.

### 7.7. Anonymous marking and cover sheets

The European Studies programme is committed to the principle of anonymous marking of assessments wherever possible. To that end, cover sheets are provided for the submission of all summative essays. It is important that students write only their **2016/17** candidate number on the cover sheet (**please note candidate numbers change each year**) and do not include their name on the essays themselves. The same applies for final year examinations. Cover sheets will be available online and can be downloaded from <http://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx> or collected from the PIR administrative office, FW139.

### 7.8. 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)(5) of the [College's Undergraduate Regulations 2016-17](https://www.royalholloway.ac.uk/ecampus/academicssupport/regulations/home.aspx) <https://www.royalholloway.ac.uk/ecampus/academicssupport/regulations/home.aspx>:

Section 13 (5)

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

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

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

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

## 7.9. 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.

The Department of Politics and International Relations will endeavour to include submission and return dates in all course outlines and handouts so students know when to expect their deadlines and also when they will have their marked work returned to them within three weeks.

## 7.10. 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 (see 7.9.1 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 Advisers 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.

### 7.9.1. Plagiarism

Students should consult the 'Referencing, Sourcing, Plagiarism and Online Submission of Essays' guide:

<https://www.royalholloway.ac.uk/politicsandir/documents/pdf/pirplagiarismandreferencingguideplusinstructionsforelectronicessaysubmission2012-13.pdf>

Please note that d is a form of plagiarism and is considered as serious as all other forms.

#### **Definition of plagiarism**

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

Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

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

### 7.11. 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**.

<https://www.royalholloway.ac.uk/ecampus/welfare/disabilityanddyslexiaservices/home.aspx>

## 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. Examination results

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

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

## 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 Dr John Mattausch. Inevitably, problems will sometimes arise that the Administrator 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 John Mattausch (Academic Coordinator). 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 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.aspx>

## 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](http://www.royalholloway.ac.uk/cedas) webpages: [www.royalholloway.ac.uk/cedas](http://www.royalholloway.ac.uk/cedas).

#### 8.4. Student-staff committee

There is a student-staff committee on which 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. 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 the European Studies notice board giving details of forthcoming elections or the names of current representatives. There are also Student Staff Committees in all the contributing departments.

#### 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](http://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>

#### 8.7. Non-academic policies

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

[charter.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 Adviser 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

<https://www.royalholloway.ac.uk/students/study/our-college-regulations/our-college-regulations.aspx>

### 9.2. Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found at

<http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx>

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

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator, Sarah Sanders or the

College Health and Safety Office.

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

## 10 Equal Opportunities Statement and College Codes of Practice

### 10.1 Equal opportunities statement

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

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

The College is committed to ensure that;

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

- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

## 10.2 College codes of practice`

A complete list of the College's codes of practice that are relevant to students is available at

<https://www.royalholloway.ac.uk/ecampus/documents/pdf/regulations/pgrcodeofpractice.pdf>