



DEPARTMENT OF POLITICS AND INTERNATIONAL
RELATIONS AND PHILOSOPHY

UNDERGRADUATE STUDENT HANDBOOK

2013-2014

Telephone +44 (0)1784 443680

Department of Politics and International Relations
FW139
Royal Holloway, University of London
Egham Hill, Egham
Surrey TW20 0EX

Disclaimer

This document was published in September 2013 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' and 'Schools'. Students on joint or combined degree programmes will need to use two departmental handbooks.

An electronic copy of this handbook can be found on your departmental website (<http://www.rhul.ac.uk/politicsandir/informationforcurrentstudents/home.aspx>) where it will be possible to follow the hyperlinks to relevant webpages.

Contents

INTRODUCTION TO THE DEPARTMENT	5
1.1 WELCOME	5
1.2 HOW TO FIND US: THE DEPARTMENT	6
1.3 HOW TO FIND US: THE STAFF	7
1.4 HOW TO FIND US: THE DEPARTMENTAL OFFICE.....	8
1.5 THE DEPARTMENT: PRACTICAL INFORMATION.....	9
1.6 STAFF RESEARCH INTERESTS	9
1.7 THE DEPARTMENT STUDENT SOCIETIES	11
2 COMMUNICATION	12
2.1 EMAIL	12
2.2 POST.....	13
2.3 TELEPHONE AND POSTAL ADDRESS.....	13
2.4 NOTICE BOARDS	13
2.5 PERSONAL ADVISERS	14
2.6 QUESTIONNAIRES	14
3 TEACHING	15
3.1 DATES OF TERMS	15
3.2 ATTENDANCE REQUIREMENT	15
3.3 NOTIFICATION OF ABSENCE	17
3.4 CONSEQUENCES OF FAILING TO ATTEND	18
3.5 MEETINGS	19
3.6 DISCIPLINARY ACTION.....	19
3.7 WITHDRAWAL OF VISA	20
4 DEGREE STRUCTURE	20
4.1 DEPT SPECIFIC	20
4.2 AIMS AND OBJECTIVES OF THE DEPARTMENT'S DEGREE PROGRAMMES	22
4.3 LEARNING OUTCOMES	23
5 COURSE UNIT LIST 2013-14	25
BA POLITICS AND INTERNATIONAL RELATIONS.....	28
BA/BSC POLITICS, PHILOSOPHY AND ECONOMICS.....	30
BA POLITICS WITH PHILOSOPHY.....	33
BSc ECONOMICS, POLITICS AND INTERNATIONAL RELATIONS	34
BSc GEOGRAPHY, POLITICS AND INTERNATIONAL RELATIONS.....	36
BA HISTORY AND INTERNATIONAL RELATIONS.....	38
BA POLITICS AND INTERNATIONAL RELATIONS & PHILOSOPHY	40
PHILOSOPHY JOINT HONOURS DEGREES.....	43
PHILOSOPHY MINOR DEGREES	43
5.1 EXCHANGE PROGRAMMES	44

6	FACILITIES.....	44
6.1	LIBRARIES.....	44
6.2	PHOTOCOPYING, PRINTING AND COMPUTING.....	45
6.3	COMPUTING	45
7	COURSEWORK ESSAYS AND DISSERTATION.....	46
7.1	COURSEWORK ESSAY.....	46
7.2	SAPRO (STUDY ABROAD) ASSESSMENTS	46
7.3	THE DISSERTATION	46
7.4	PRESENTATION	47
7.5	REFERENCING	48
7.6	WORD COUNT.....	48
7.7	MARKING CRITERIA	49
8	ASSESSMENT INFORMATION	50
8.1	ILLNESS OR OTHER EXTENUATING CIRCUMSTANCES.....	50
8.2	SUBMISSION OF WRITTEN WORK	51
8.3	EXTENSIONS TO DEADLINES	51
8.4	PENALTIES FOR LATE SUBMISSION OF WORK	52
8.5	ANONYMOUS MARKING AND COVER SHEETS.....	52
8.6	PENALTIES FOR OVER-LENGTH WORK	52
8.7	RETURN OF WRITTEN COURSEWORK.....	53
8.8	PLAGIARISM	53
8.9	ASSESSMENT OFFENCES.....	54
8.10	MARKING OF ILLEGIBLE SCRIPTS.....	54
8.11	PROGRESSION AND AWARD REQUIREMENTS	54
8.12	OUTCOMES OF COURSE UNIT ASSESSMENT	55
8.13	EXAMINATION RESULTS	56
9	STUDENT SUPPORT.....	57
9.1	STUDENTS IN NEED OF SUPPORT (INCLUDING DISABLED STUDENTS).....	57
9.2	STUDENT-STAFF COMMITTEE	57
9.3	STUDENTS' UNION	58
9.4	CAREERS INFORMATION.....	58
9.5	NON-ACADEMIC POLICIES.....	58
9.6	COMPLAINTS AND ACADEMIC APPEALS PROCEDURE	58
10	HEALTH AND SAFETY INFORMATION	59
10.1	CODE OF PRACTICE ON HARASSMENT FOR STUDENTS	59
10.2	LONE WORKING POLICY AND PROCEDURES.....	59
11	EQUAL OPPORTUNITIES STATEMENT AND COLLEGE CODES OF PRACTICE ..	59
11.1	EQUAL OPPORTUNITIES STATEMENT.....	59
11.2	COLLEGE CODES OF PRACTICE.....	60

Introduction to the Department

1.1 Welcome

Welcome to the Department of Politics and International Relations. If you are new to Royal Holloway then a special welcome to what we all hope will be a fruitful, enjoyable and challenging period of study within the College. If you are returning to the College 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 of the staff in the Department.

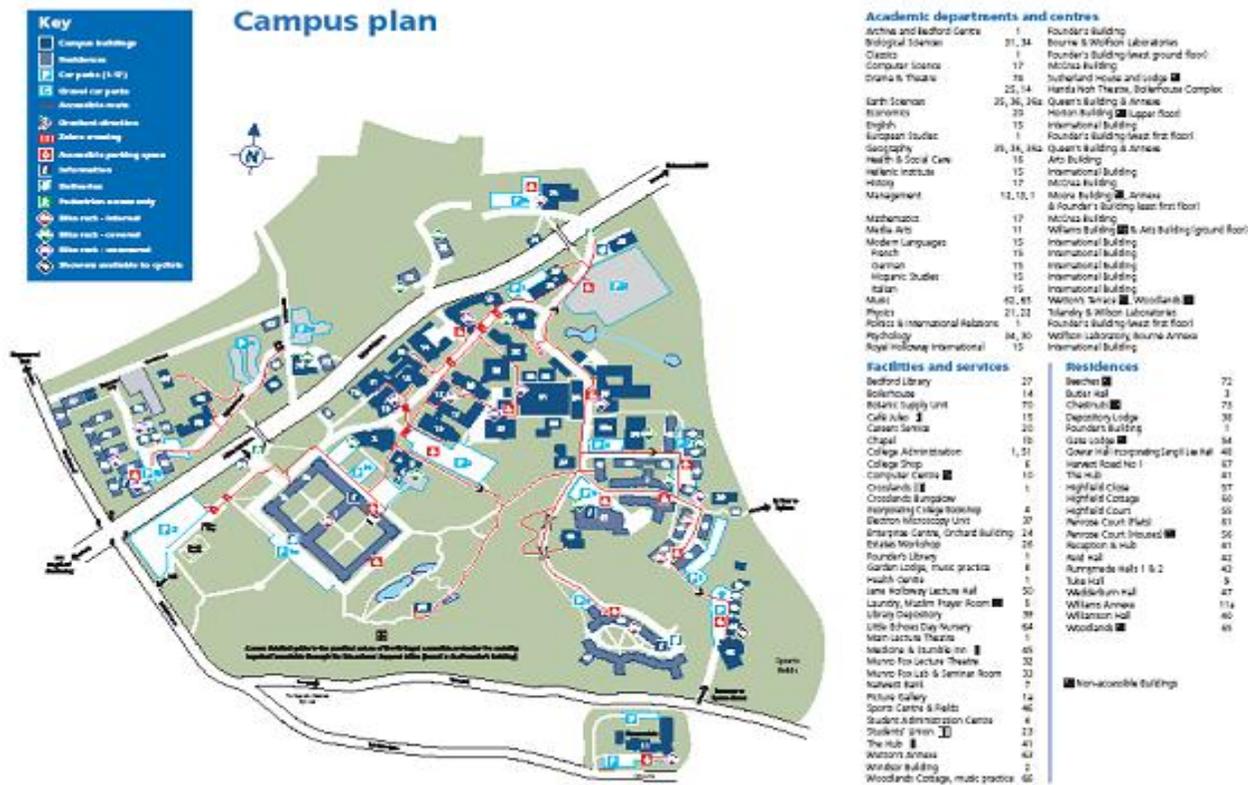
Please do not assume that this handbook is your only source of information. By far the best way of getting to know the Department and how we can support you is through personal contact with the members of staff – both academic and administrative – with whom you will deal. Your Personal Advisor is of course vitally important to you. Other members of staff, whose various duties within the Department are also listed in this handbook, will be anxious to ensure you have a successful year.

Department Mission Statement: *It is the intention of the Department of Politics and International Relations to conduct and publish research of a high quality, both pure and applied, in the fields of Politics and International Relations, to teach undergraduate and postgraduate programmes to high levels of scholarship, to supervise and encourage research students in areas of the Department's expertise, and to develop international collaboration in research and teaching.*

1.2 How to find us: the Department

The Department is located on the west side of the College's historic main building, Founder's Building, on the first floor. The main office is located in room FW139. This can be found on the College [campus map](#) as building 1.

+
Map of the Egham campus



1.3 How to find us: the staff

CONTACT DETAILS

ACADEMIC STAFF	TEL EXT	ROOM NO.	E-MAIL
ALLEN, Nicholas	(44) 3150	FW133	Nick.Allen@rhul.ac.uk
BACON, Michael	(44) 3465	FW111	Michael.Bacon@rhul.ac.uk
BENEDETTO, Giacomo	(44) 3686	FW110	Giacomo.Benedetto@rhul.ac.uk
BENTLEY, Michelle	(44)6386	FW129	Michelle.Bentley@rhul.ac.uk
BOWIE, Andrew	(44) 6238	FW135	A.Bowie@rhul.ac.uk
CHADWICK, Andrew	(41) 4131	FW118	Andrew.Chadwick@rhul.ac.uk
DATTA, Antara	(44) 3292	FW110	Antara.Datta@rhul.ac.uk
DYSON, Tom	(44) 4157	FW134	Tom.Dyson@rhul.ac.uk
GALLAGHER, Julia	(44) 3148	FW119	Julia.Gallagher@rhul.ac.uk
GASCOIGNE, Neil	(27) 6451	FW131	Neil.Gascoigne@rhul.ac.uk
HALPERIN, Sandra	(41) 4130	FW113	Sandra.Halperin@rhul.ac.uk
HEATH, Oliver	(27) 6407	FW126	Oliver.Heath@rhul.ac.uk
JAKOBI, Anja	(44) 3021	FW125	A.P.Jakobi@rhul.ac.uk
MATTAUSCH, John	(44) 3143	FW130	J.Mattausch@rhul.ac.uk
MISKIMMON, Alister	(44) 3961	FW114	Alister.Miskimmon@rhul.ac.uk
NETTELFIELD, Lara	(44) 3380	FW120	Lara.Nettelfield@rhul.ac.uk
O'LOUGHLIN, Ben	(44) 3153	FW116	Ben.Oloughlin@rhul.ac.uk
RUMFORD Christopher	(41) 4133	FW128	Chris.Rumford@rhul.ac.uk
SEGLOW, Jonathan	(44) 3155	FW109	J.Seglow@rhul.ac.uk
SHEPPARD, Anne	(44) 3204	FW020	A.Sheppard@rhul.ac.uk
SLOAM James	(44) 4987	FW117	James.Sloam@rhul.ac.uk

SMETS, Kaat	(44) 4255	FW107	Kaat.Smets@rhul.ac.uk
SOMERS-HALL, Henry	(27) 6382	FW136	Henry.Somers-Hall@rhul.ac.uk
VICCARI, Cristian	(44) 4403	FW115	Cristian.Vaccari@rhul.ac.uk
WIDDER, Nathan	(41) 4127	FW132	N.E.Widder@rhul.ac.uk
WILLIAMS, Michael	(27) 6372	FW127	M.J.Williams@rhul.ac.uk

ADMINISTRATIVE STAFF	TEL EXT	ROOM NO.	E-mail
Dave, Jayshree Faculty Administrator Philosophy	(44) 3149	FW139	Jayshree.Dave@rhul.ac.uk
LAW, Vanessa Senior Faculty Administrator	(27) 6315	FW137	Vanessa.law@rhul.ac.uk
LUTLEY, Jenifer Faculty Administrator Undergraduate	(44) 3680	FW139	Jennifer.Lutley@rhul.ac.uk
PYM, Annie Faculty Administrator European Studies	(44) 3669	FW139	A.Pym@rhul.ac.uk
SHEDDEN, Caroline Faculty Administrator, Postgraduate	(44) 3687	FW139	Caroline.Shedden@rhul.ac.uk

Sabbaticals

The following staff are on sabbatical during 2013-14

Dr Julia Gallagher	(Autumn Term)
Prof Chris Rumford	(Autumn Term)
Prof Andrew Chadwick	(Spring Term)
Dr Neil Gascoigne	(Spring Term)
Prof Nathan Widder	(Spring and Summer Terms)

1.4 How to find us: the Departmental office

The Department office is located on the west side of the College's historic main building, Founder's Building, on the first floor. The Department Office, FW139, is located in the middle of the Founders West corridor, next to the cash office.

1.5 The Department: practical information

The Department Office will be open from 10:00 – 16:00 Monday to Friday.

Office hours for academic staff are listed outside their offices.

Office hours for teaching assistants to be advised.

1.6 Staff research interests

Dr Nicholas Allen: Political integrity and ethics regulation in British politics, mass and elite political behaviour, the British constitution and the British prime ministership.

Dr Michael Bacon: Contemporary political theory, in particular pluralism, pragmatism, and theories of democracy.

Dr Giacomo Benedetto: European Union, European Parliament, comparative legislative politics, political parties, budgets and public spending.

Dr Michelle Bentley: Terrorism and counterterrorism, US foreign policy, mass destruction, and political narratives.

Professor Andrew Chadwick: The internet's impact on political mobilisation, e-government, e-democracy, internet governance and regulation.

Dr Antara Datta: South Asian history and politics, with special focus on the politics of forced migration, and gendered communities in south Asia, the Middle East and North Africa.

Dr Tom Dyson: Neoclassical realist international relations theory, European defence and security, military alliances and cross-national defence capability in and the Euro-Atlantic security area.

Dr Julia Gallagher: African politics, British foreign policy, and normative international relations theory.

Dr Oliver Heath: Political choice and party system change in second wave democracies, turnout and political participation in Britain, quantitative methods.

Professor Sandra Halperin: Global development, the causes and conditions of war and peace, Middle East politics.

Dr Anja Jakobi: Global Governance, International Organizations, Crime and

Non-State Violence, Global Public Policy.

Dr John Mattausch: Ethnicity, the relations between different ethnic groups, British/Gujarati history. Explanatory social theory, societal change and the role of chance.

Dr Alister Miskimmon: Strategic Narratives, German foreign policy, European integration, European Union foreign and security policy, European and global security issues.

Dr Lara Nettelfield: transitional justice, human rights, forced migration, social movements, democratic transitions, and humanitarian intervention.

Professor Ben O'Loughlin: International political communication, media, war, new security challenges and conflict, internet politics.

Professor Chris Rumford: The transformation of contemporary Europe, the changing nature of borders, globalization theory, cosmopolitanism.

Dr Jonathan Seglow: Contemporary political theory, especially associative duties, immigration and the politics of recognition.

Dr James Sloam: young people's politics, political participation, social movements, political parties (social democracy), and German politics.

Dr Kaat Smets: Political behaviour, elections, public opinion, political sociology, comparative politics and research methods.

Dr Cristian Vaccari: digital media and politics, social media and political participation, election campaigns, online and offline political discussion.

Professor Nathan Widder: History of Western political thought, contemporary Continental philosophy, questions of difference, pluralism, power, and identity.

Dr Michael Williams: New security challenges and risks, the influence of culture on foreign policy, civil-military relations, technology and war, transatlantic relations, US Foreign Policy.

1.7 The Department Student Societies

PIRSoc

The Politics and International Relations Society, PIRsoc, is one of the most active student groups in the College. It organizes a number of social events, debates, and guest speaker lectures. For several years, it has also fielded award winning student teams to attend the National Model United Nations Conference in New York in March/April. The 2012 team won the Outstanding Delegation Award, placing it among the top 10 teams at the event. Details of PIRsoc can be found on the Student Union website (see section 8.3) and at:

<http://www.rhul.ac.uk/politicsandir/informationforcurrentstudents/pirsociety.aspx>

DipSoc

PIR students also spearheaded the creation of a Diplomatic Society (DipSoc), which has been active in the College since early 2011. It organises debates, visiting speaker events, and trips to London embassies and other institutions such as NATO headquarters in Brussels. It has also sent teams to Model UN competitions in both the UK and Europe. Details of DipSoc can be found at:

<http://www.rhul.ac.uk/politicsandir/informationforcurrentstudents/diplomaticsociety.aspx>

PhilSoc

In late 2011 a new Philosophy Society (PhilSoc) was established by undergraduate philosophy students, who are now part of the department. PhilSoc aims to provide students with an outlet to pursue philosophical interests, whether political, social, ethical or epistemological, and is open to students across campus, not just those studying on philosophy degrees. Since its establishment the society has been hosting weekly discussions on a variety of philosophical and practical topics, and has participated in events such as the British Undergraduate Philosophy Society annual conference in Leeds, and 'My Night with Philosophers' held at the Institute Français du Royaume-Uni in central London. Details of PhilSoc can be found at:

2 Communication

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

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

You should also make a habit of checking the student pigeonholes in the Department. These are located opposite FW105.

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) <https://campus-connect.rhul.ac.uk/cp/home/displaylogin> (Campus Connect) or direct via [Outlook.com](http://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/) <http://itservicedesk.rhul.ac.uk/>

The Politics and International Relations Department 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 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**. 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 RHUL account. You **must** 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 Post

All post addressed to students in Politics and International Relations is delivered to the student pigeonholes (alphabetical by surname) located opposite FW105. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

2.3 Telephone and postal address

It is **your responsibility** to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date on the **student portal** (Campus Connect <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.

2.4 Notice boards

The official student notice boards are on the walls in the Department corridor leading FW101. 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!

2.5 Personal Advisers

Each student will be assigned an academic member of staff as a personal advisor. Personal advisers oversee the pastoral care of students and provide academic and welfare advice. Incoming students will meet their advisers during registration week and returning students should arrange to meet their supervisors early in the academic year. Personal advisers can change in the first two years as a result of sabbaticals, etc. For final year students who are writing dissertations (in the case of joint honours students dissertations might be written in the partner department, and for Economics, Politics and International Relations students the dissertation is optional), your personal supervisor will be your dissertation supervisor.

Students are encouraged to keep in touch with their personal advisers. Students who are experiencing difficulties of an academic or non-academic nature should normally consider their personal advisers to be their first point of contact, though course conveners, teaching assistants, and department admin staff should also be treated as contacts where appropriate.

2.6 Questionnaires

The Department welcomes student feedback at any time during the academic year. The Staff/Student Committee (see section 8.2) provides an important forum for in-year feedback, but students should feel free also to approach course leaders, the Senior Faculty Administrator, or the Head of Department. Feedback can be invaluable for confirming good practices and for identifying problems in time for them to be corrected.

Course evaluation forms are distributed in lectures and seminars in the last weeks of the teaching term and are completed by students anonymously. They are a valuable opportunity for students to provide feedback on their experience in a course, and this feedback is taken seriously by course conveners, the Department as a whole, and the College. Course evaluation questionnaires also provide space for written comments, and these are certainly welcome as they provide much more detail than can be provided just by the numerical answers given to the questions on the forms. The results from course evaluations are collated and monitored by the Department's Teaching Committee and by the Head of Department and the staff concerned. Full details are contained in the Department Annual Monitoring Report located in the Departmental Office, room FW139.

3 Teaching

3.1 Dates of terms

Autumn Term: Monday 23 September to Friday 13 December 2013

Reading Week: Monday 4 November 2013 – Friday 8 November 2013

Spring Term: Monday 13 January to Friday 28 March 2014

Reading Week: Monday 17 February 2014 – Friday 21 February 2014

Summer Term: Monday 28 April to Friday 13 June 2014

Graduation Ceremonies: 14-18 July 2014

NOTE: You should be aware that other Departments may schedule their reading weeks at different times in the terms or may not include reading weeks for their courses. ***If you are taking courses run by other Departments you must attend in accordance with their course itineraries, regulations and procedure.***

Term dates can be found on the College website

<http://www.rhul.ac.uk/aboutus/collegecalendar/home.aspx>

3.2 Attendance requirement

The Department monitors your attendance, academic engagement and progress in order to offer you appropriate academic and pastoral support and to identify where support from outside the Department may be necessary. Inadequate engagement on a course may lead to disciplinary action which can result in the termination of your registration (see section on [Disciplinary action](#)) or, on courses where the attendance requirements are stated in the course specification, the outcome of Attendance Fail (AF) (see the section on [Outcomes](#) of course assessment for further explanation of the AF outcome).

Students **must**

- attend all classes necessary for the pursuit of their studies,
- undertake all assessments and
- attend meetings and other activities as required by the Department.

A class is any learning and teaching activity and the term is used to encompass such things as lectures, seminars, tutorials, workshop, field work, laboratories, advisor meetings etc. This means not simply turning up – but

arriving having undertaken whatever reading, thinking, or research was identified as necessary preparation. You are also expected to arrive punctually - teaching activities are timetabled to start at 5 minutes past the hour and finish 5 minutes before the hour. You may be marked absent if you turn up late without good reason.

The Department will monitor your attendance at all course 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.

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 recognized that emergencies may occur at any time throughout the year and therefore a minimum attendance level of 80% overall and 70% on each of your courses has been set. You should also be aware that there may be some courses which you study which have a specific course attendance requirement. If you face difficulty in attending any classes or undertaking an assessment it is your responsibility to inform the Department(s) in which you are studying and provide a satisfactory explanation. As long as you are meticulous in your honesty in reporting and explaining these exceptions, we aim to be understanding in our response.

You must manage your time so that any paid employment, voluntary or other activities fit into the times when you are not required to be in a class. You are reminded that [Undergraduate Regulations](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) (<http://www.rhul.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 are having other problems that are causing you to miss classes, you should talk to your Personal Adviser, year tutor or another member of staff, or visit the Student Advisory Service or Students' Union before your problems get out of control. There are many people who can provide support (see Support on <http://www.rhul.ac.uk/ecampus/welfare/home.aspx> and <http://www.su.rhul.ac.uk/support/>) but remember - they cannot help if you do not ask.

In recognition of its legal responsibilities under the Equality Act 2010, the College may adjust the attendance requirement. It will only do this when such adjustment does not compromise competence standards or the ability of the student to reach the learning outcomes of the course. Any need to adjust attendance requirements will be treated case by case and discussed by the department with the Educational Support Office and Academic

Development.

3.3 Notification of absence

This guidance applies if you are absent from classes for any reason.

You must

- a. advise your department by either emailing the PIR department email box <mailto:pir-admin@rhul.ac.uk> or by telephoning the department office.
- b. complete the Notification of Absence Form available from eCampus <http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx>. Copies of the Notification of Absence Form – Self certification are also available from the Health Centre.
- c. submit the paperwork to your department(s) either before your absence or within TWO working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level. The department will accept notification by e-mail, and in the case of doctors note, scanned copies will be accepted followed by the original once the student returns to University.
- d. ensure that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.

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

Reason for absence	Documentation required
Illness up to and including 5 consecutive term-time days (excluding Saturdays and Sundays)	Completed Notification of Absence Form – Self Certification
Illness for more than 5 consecutive term-time days (excluding Saturdays and Sundays)	Completed Notification of Absence Form - Self Certification plus Formal Medical Certification signed by the Health Centre, your GP or hospital consultant
Unrelated to sickness	Notification of Absence Form plus supporting evidence (see http://www.rhul.ac.uk/ecampus/academic-support/attendance/notificationofabsence.aspx for details of documentation required.)
Leave of absence request	Notification of Absence Form plus any departmental requirement must be met

Note:

- If you should be absent for a prolonged period it is important that you keep in touch with your department.
- Departments will monitor the frequency of self-certified absences and a Head of Department may request that you provide a doctor's medical certificate in multiple and sustained instances of self-certified illness.

It is at the discretion of the Department as to whether any absence is deemed acceptable or unacceptable (see <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 the minimum attendance level.

If you are absent from an examination or assessment then you must follow the guidance in the [Essential Examinations Information](http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx)

<http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx> (see also the section on [Assessment information](#))

For further details on the kinds of circumstances where absence may be deemed as 'acceptable' and 'unacceptable' and for the type of supporting evidence that you may be required to provide as justification of absence, please click on 'Studying' tab on the Student Home page.

<http://www.rhul.ac.uk/ecampus/academicsupport/attendance/home.aspx>

3.4 Consequences of failing to attend

In the past failure to maintain an acceptable level of attendance on an individual course could result in the Department issuing an Incomplete for that course, which in many respects would be tantamount to a failure and could seriously affect a student's overall degree. Changes to College regulations have removed this option from the Department and thereby left only much harsher penalties available to deal with attendance issues. It is therefore very important for students to take the attendance requirements set by the Department seriously, and to provide proper notification and where necessary documentation of absences.

3.5 Meetings

You are likely to be 'invited' to meet with a member of academic staff in your department:

- If you fail to attend all learning activities in two consecutive weeks without providing an explanation
- where your pattern of absence is:
- considered to be having an effect your work or causing concern for the your well being
- pointing to a possible disability that you may not have disclosed.
- where your attendance is approaching the minimum attendance level.

You should take any meeting 'invitation' seriously. If you should have problems you are being offered an opportunity to seek advice and assistance. At the meeting the Department's expectation of you will be made clear and the formal disciplinary process will be outlined to you.

3.6 Disciplinary action

Should you choose not to pay attention to your studies then formal disciplinary action may be implemented. You could be issued with a formal warning which can escalate to the termination of your registration at the College You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning on <http://www.rhul.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx> and in the relevant regulations.

<http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>

On courses where there is a specified attendance level requirement the Departmental Sub-Board of Examiners may judge that you have not fulfilled the learning outcomes of a course and award the outcome of Attendance Fail (AF) for the course. Students who receive the outcome of AF for a course have not passed the course; they are not permitted to re-sit the assessment for the course and must repeat the course in attendance in order to complete it. Thus the outcome of AF can prevent your progress to the next year of your degree programme, or even from graduating.

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

3.7 Withdrawal of visa

If you are in receipt of a **Tier-4 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 the UK Border Agency (UKBA)**. Therefore if you fail to meet UKBA 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.

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.rhul.ac.uk/coursecatalogue/home.aspx>

4.1 Dept Specific

Current Degrees

BA Politics (L200)

BA Politics and International Relations (L290)

BA Politics with Philosophy (L2V5)

BSc Economics, Politics and International Relations (LL12)

BSc Geography, Politics and International Relations (FL82)

BA History and International Relations (VL12)

BA International Relations (LF50)

BA Politics, Philosophy and Economics (LDV0)

BA Philosophy, Politics and International Relations (LV25)

BA European Studies

- * R100 European Studies (French)
- * R200 European Studies (German)
- * R300 European Studies (Italian)
- * R401 European Studies (Spanish)

Political Studies as minor subject (25%) with the following major subjects (75%):

- * Economics (L1Z1)
- * French (R1L2)
- * German (R2L2)
- * Italian (R3L2)
- * Music (W3L2)

International Relations as minor subject (25%) with the following major subjects (75%):

- * French (R1T1)
- * German (R2LF)
- * Italian (R3LF)
- * Hispanic Studies (R4L2)
- * Multilingual Studies (Q1L2)

4.2 Aims and Objectives of the Department's Degree Programmes

The Department has in recent years developed its degree courses to reflect current changes and developments in Politics and International Relations as well as the career needs of students. Indeed, it is in the nature of the subject that change is continuous because politics, society and the economy are constantly changing. The content of the degrees will continue to reflect such change.

The courses are therefore designed to provide students with a firm grounding in theoretical politics and international relations appropriately informed by theory, as these relate to the economic social and public policies that determine the kind of society we live in.

Teaching is based on a course unit system in which students are expected to study twelve course units over three years. University of London Regulations require graduates to have passed in a minimum of nine course units; passes in at least ten or eleven units, depending on field of study, are expected for an honours degree.

The advantage of the course unit system is that it combines thorough coverage of all essential subjects with flexibility that allows students to choose to study topics of particular interest to them. There are a wide range of specialist option courses, many of which are based on current research in the Department.

The courses are arranged over three years in such a way as to enable students to gain a firm grounding in the main disciplines and then to specialise to a greater extent as they proceed through their chosen degree courses. The structure of all the degrees is similar: each consists of a core of compulsory courses each year and additional courses which may be chosen from a range of options.

The first year courses provide a thorough introduction to the disciplines of Politics and International Relations. The aim of this broad approach is to show students how political issues can be analysed in a variety of ways. The second year consists of the main core courses in each field of study and is designed to provide the main body of knowledge on a given topic. In their third year students take three advanced specialist taught courses and also, as the fourth unit, they present a dissertation (an extended essay) of between 8,000-9,000 words on a topic which particularly interests them within one of their fields of study (see later in this handbook for details).

The degrees are listed in this handbook with their component courses in each year. Please bear in mind that the courses available can change at short notice and the Department reserves the right to alter course pathways in accordance with College rules and procedures.

In conformity with the College's Mission Statement we are committed "to the highest international standards in teaching and research"; and we seek to "carry forward the vision of our founders by constantly reinterpreting the ideals and principles of a university through undergraduate and advanced teaching and research, in the changing context of the society we serve". More specifically, our aims are:

- to provide an intellectually exacting and stimulating learning experience for students from a wide variety of backgrounds, some of whom will be studying politics and international relations for the first time;
- to provide an environment and a departmental culture in which all students, irrespective of their gender, nationality, ethnic and social background, can confidently develop their talents to their full potential;
- to foster the intellectual development of students and, in particular, to encourage their capacity for critical analysis and independent thought (i) as a worthwhile educational goal in its own right, and (ii) to provide future employers with highly skilled and motivated graduates;
- to equip students with information, with technical skills and with theoretical perspectives that will help them to relate to and make sense of political aspects of the world in which they live;
- to provide programmes of study that will be attractive to mature students re-entering the education system after a period of absence;
- to prepare outstanding students to proceed to more advanced programmes of study and research in politics and international relations;
- to lay sound educational foundations for students who wish, after graduation, to undertake programmes of vocational and professional training;
- to enable students to benefit from research undertaken by members of the Department by offering specialist courses with current research content;
- to offer rigorous and relevant postgraduate training for students at Diploma and taught Masters level and for research students that will enable them to succeed in advanced study or research careers.

4.3 Learning Outcomes

Having undertaken these programmes of study students should:

- be highly informed about, and intellectually engaged with each of the subjects covered in the programme of study;

- demonstrate a detailed interest in, and critical appreciation of the main academic literature in the subjects concerned;
- have the capability of presenting, orally and in writing, balanced and well-constructed academic arguments, adequately supported by reference to relevant data, and be able to respond effectively to the arguments of others;
- demonstrate an ability to interpret and draw appropriate conclusions from both quantitative and qualitative data;
- understand political science concepts and models, and display an ability to apply them to the interpretation of data;
- demonstrate a sound working knowledge of relevant information technology and its applications in the social sciences;
- possess a mature, critical and practical approach to problem-solving.

The above aims and objectives relate to our degree programmes in the following ways:

The Department's course unit based undergraduate degree programmes consist of a mixture of core and optional courses, designed to provide flexibility of choice for students from a wide variety of social and educational backgrounds, including mature students and students from overseas, with a wide range of different career aspirations.

The programmes are designed to equip students with a grounding in the literature and methodologies of politics and international relations, both as an educationally valuable intellectual discipline and as a means of enhancing their understanding of political phenomena that are part of their day-to-day lives and experiences. In particular, the Department aims to encourage students to develop a capacity for independent critical analysis, both by way of formal classroom instruction (timetabled lectures and seminars, plus individual advice both by subject teachers and by personal advisors) and by guided private study. The Department's undergraduate degree programmes are not expressly vocational in character, but they aim to provide students with a solid educational foundation for a wide range of careers in the public, private or voluntary sectors.

The Department is strongly committed to research, and to the view that the quality of teaching in a university department is dependent upon the support of an intellectually lively research community in which all teachers are active participants.

PLEASE NOTE: Students should take 12 courses over three years. Students completing major/minor degrees for which Politics or International Relations is the minor subject should refer to the *major* subject department's documentation.

5 COURSE UNIT LIST 2013-14

1st Year PIR Courses

<u>Course</u>	<u>Course Title</u>	<u>Course Leader(s)</u>	<u>Term(s)</u>	<u>Unit Value</u>
PR1400	Introduction to Politics and Government	Dr Allen	Autumn/Spring	1
PR1500	Introduction to International Relations	Dr Dyson/Dr Jakobi	Autumn/Spring	1
PR1520	Classic and Contemporary Readings in Politics and International Relations		Autumn/Spring	1
PR1600	Introduction to Research Methods in Politics and International Relations	Dr Heath/Dr Sloam/Dr O'Loughlin	Autumn/Spring	1

2nd Year PIR Courses

<u>Course</u>	<u>Course Title</u>	<u>Course Leader(s)</u>	<u>Term(s)</u>	<u>Unit Value</u>
ES2001	European Integration Since 1945	Dr Benedetto	Autumn/Spring	1
PR2440	International Relations Theory	TBD/Dr Gallagher	Autumn/Spring	1
PR2480	Democracy in Britain	Dr Allen	Autumn/Spring	1
PR2490	Contemporary Political Theory	Dr Seglow/Dr Bacon	Autumn/Spring	1
PR2500	International Political Economy	Prof O'Loughlin	Autumn/Spring	1
PR2510	The Politics of Migration and Ethnicity	Dr Mattausch	Autumn/Spring	1
PR2520	Empire and Decolonisation	Dr Datta/Dr Gallagher	Autumn/Spring	1
PR2540	Political Behaviour	Dr Heath	Autumn/Spring	1
PR2550	War and Security in World Politics	Prof Williams	Autumn/Spring	1
PR2560	Modern Political Thought	Prof Widder/Dr Bacon	Autumn/Spring	1
PR2580	International Organisations	Dr Dyson	Autumn/Spring	1
PR2590	The Politics of Human Rights	Dr Nettelfield	Autumn/Spring	1
PR2600	Introduction to Political Communication	Dr Vaccari	Autumn/Spring	1

3rd Year PIR Courses

<u>Course</u>	<u>Course Title</u>	<u>Course Leader(s)</u>	<u>Term(s)</u>	<u>Unit Value</u>
ES3001	Issues in Contemporary Europe	Dr Benedetto	Autumn/Spring	1
PR3000	Dissertation	Dr Heath	Autumn/Spring	1
PR3520	The Politics of the Internet and the Information Society	Prof Chadwick	Autumn	0.5
PR3530	The Politics of Modern Germany	Dr Miskimmon	Autumn/Spring	1
PR3550	The British in India: A Social & Political History	Dr Mattausch	Autumn/Spring	1
PR3560	The Politics of Toleration	Dr Seglow	Autumn	0.5
PR3570	Social Justice: From Theory to Practice	Dr Seglow	Spring	0.5
PR3600	Contemporary Middle East Politics	Prof Halperin	Autumn/Spring	1
PR3610	Comparative Democracy and Elections	Dr Heath	Autumn/Spring	1
PR3620	Issues in US Foreign Policy	Prof Williams	Autumn/Spring	1
PR3660	Advanced Readings in Global Studies	Prof Rumford	Spring	0.5
PR3670	Comparative Foreign Policy	Dr James Sloam	Autumn	0.5
PR3680	Young People's Politics	Dr Sloam	Spring	0.5
PR3690	The Making of Modern South Asia	Dr Datta	Autumn/Spring	1
PR3700	Gendered Communities: Women and Nationalism in the Middle East, North Africa and South Asia	Dr Datta	Autumn/Spring	1
PR3710	Advanced Seminar in British Politics	Dr Allen	Autumn/Spring	1
PR3720	Advanced Seminar in British Politics	Dr Allen	Autumn	0.5
PR3730	Advanced Seminar in British Politics	Dr Allen	Spring	0.5
PR3770	Defence in the Post-Cold War World	Dr Dyson	Autumn/Spring	1
PR3790	War and its Aftermath	Dr Nettelfield	Spring	0.5
PR3810	Visual Politics	Prof O'Loughlin	Spring	0.5
PR3820	Global Crime	Dr Jakobi	Autumn/Spring	1
PR3830	Statecraft and Diplomacy	Prof Williams	Autumn	0.5
PR3840	Terrorism and Counterterrorism	Dr Bentley	Spring	0.5

1st Year Philosophy Courses

<u>Course</u>	<u>Course Title</u>	<u>Course Leader(s)</u>	<u>Term(s)</u>	<u>Unit Value</u>
PY1001	Fundamental Questions in Philosophy	Dr Somers-Hall	Autumn/Spring	1
PY1002	Introduction to Modern Philosophy	Dr Somers-Hall	Autumn	0.5
PY1541	Introduction to Ancient Philosophy	Prof Sheppard	Spring	0.5

2nd Year Philosophy Courses

<u>Course</u>	<u>Course Title</u>	<u>Course Leader(s)</u>	<u>Term(s)</u>	<u>Unit Value</u>
PY2001	Introduction to European Philosophy 1: From Kant to Hegel	Prof Bowie	Autumn	0.5
PY2002	Mind and World	TBD		0.5
PY2003	Introduction to European Philosophy 2: The Critique of Idealism	Prof Bowie	Spring	0.5
PY2004	Varieties of Scepticism	Dr Gascoigne	Autumn	0.5
PY2005	Philosophy and the Arts	Dr Somers-Hall/Prof Rebellato	Spring	0.5
PY2006	Modern French Philosophy	Dr Somers-Hall	Autumn/Spring	1
CL2654	Body and Soul in Ancient Philosophy	Prof Sheppard	Spring	0.5

3rd Year Philosophy Courses

<u>Course</u>	<u>Course Title</u>	<u>Course Leader(s)</u>	<u>Term(s)</u>	<u>Unit Value</u>
PY3001	Dissertation in Philosophy	Dr Gascoigne	Autumn/Spring	1
PY3002	Modern European Philosophy 1 :From Hegel to Heidegger	Prof Bowie	Autumn	0.5
PY3003	Modern European Philosophy 2:Poststructuralism and its Critics	Prof Bowie	Spring	0.5
PY3004	Recovering Reality	Dr Gascoigne	Autumn	0.5
PY3006	Modern French Philosophy	Dr Somers-Hall	Autumn/Spring	1
CL2654	Body and Soul in Ancient Philosophy	Prof Sheppard	Autumn/Spring	1

BA POLITICS AND INTERNATIONAL RELATIONS – current programme structure

FIRST YEAR	SECOND YEAR	FINAL YEAR
<p>PR1400: Introduction to Politics and Government</p> <p>PR1500: Introduction to International Relations</p> <p>PR1520: Classic and Contemporary Readings in Politics and International Relations</p> <p>PR 1600: Introduction to Research Methods in Politics and International Relations</p>	<p>Choose TWO from:</p> <p>ES2001: European Integration Since 1945 (please note that this course can be chosen as <u>either</u> a politics or an IR option)</p> <p>PR2480: Democracy in Britain</p> <p>PR2490: Contemporary Political Theory</p> <p>PR2510: The Politics of Migration and Ethnicity</p> <p>PR2540: Political Behaviour</p> <p>PR2560: Modern Political Thought</p> <p>PR2600 Introduction to Political Communication</p> <hr/> <p>PR2440: International Relations Theory</p> <p>And Choose One further unit from:</p> <p>ES2001: European Integration Since 1945 (please note that this course can be chosen as <u>either</u> a politics or an IR option)</p> <p>PR2500: International Political Economy</p> <p>PR2550: War and Security in World Politics</p> <p>PR2570: Cold War International Relations</p> <p>PR2580: International Organisations</p> <p>PR2590: The Politics of Human Rights</p>	<p>PR3000 Dissertation in either Politics or International Relations (1 unit)</p> <hr/> <p>Choose THREE further units at least ONE from among designated Politics courses and ONE from among designated IR courses.</p> <p>Politics Units:</p> <p>ES3001: Issues in Contemporary Europe (please note that this course can be chosen as <u>either</u> a politics or an IR option)</p> <p>PR3520: The Politics of the Internet and the Information Society (½ unit)</p> <p>PR3530: The Politics of Modern Germany</p> <p>PR3560: The Politics of Toleration (½ unit)</p> <p>PR3570: Social Justice: From Theory to Practice (½ unit)</p> <p>PR3610: Comparative Democracy and Elections</p> <p>PR3630: Issues in Democratic Theory</p> <p>PR3680: Young People's Politics (½ unit)</p> <p>PR3710: Advanced Seminar in British Politics*</p> <p>PR3720: Advanced Seminar in British Politics (Autumn) (½ unit)*</p> <p>PR3730: Advanced Seminar in British Politics (Spring) (½ unit)*</p>

		<p>International Relations Units:</p> <p>ES3001: Issues in Contemporary Europe (please note that this course can be chosen as <u>either</u> a politics or an IR option)</p> <p>PR3550: The British in India: A Social & Political History</p> <p>PR3600: Contemporary Middle East Politics</p> <p>PR3690 The Making of Modern South Asia</p> <p>PR3700 Gendered Communities: Women and Nationalism in the Middle East, North Africa and South Asia</p> <p>PR3620: Issues in US Foreign Policy</p> <p>PR3660: Advanced Readings in Global Studies (½ unit)</p> <p>PR3670: Comparative Foreign Policy (½ unit)</p> <p>PR3770: Defence in the Post-Cold War World</p> <p>PR3790: War and its Aftermath (½ unit)</p> <p>PR3810: Visual Politics (½ unit)</p> <p>PR3820 Global Crime</p> <p>PR3830 Statecraft and Diplomacy (½ unit)</p> <p>PR3840 Terrorism and Counterterrorism (½ unit)</p>
--	--	--

*** Students may take either the full unit PR3710 or one of the corresponding half-units, PR3720 and PR3730. Students signing up for both half-units will be moved onto the full-unit course.**

BA/BSC POLITICS, PHILOSOPHY AND ECONOMICS – current programme structure

FIRST YEAR	SECOND YEAR	FINAL YEAR
<p>EC1101: Principles of Economics</p> <p>EC1102: Quantitative Methods in Economics</p> <p>PR1400: Introduction to Politics and Government</p> <p>PY1001: Fundamental Questions in Philosophy</p>	<p>Choose AT LEAST ONE, but NO MORE THAN TWO units from each discipline. Students MUST take PY2001 and PY2002 as part of their Philosophy choices:</p> <p><u>Economics:</u> EC2201: Microeconomics</p> <p>EC2202: Macroeconomics</p> <p><u>Politics:</u> ES2001: European Integration Since 1945</p> <p>PR2480: Democracy in Britain</p> <p>PR2490: Contemporary Political Theory</p> <p>PR2510: The Politics of Migration and Ethnicity</p> <p>PR2540: Political Behavior</p> <p>PR2560: Modern Political Thought</p> <p>PR2600 Introduction to Political Communication</p> <p><u>Philosophy:</u> PY2001: Introduction to European Philosophy 1: From Kant to Hegel (½ unit)</p> <p>PY2002: Mind and World (½ unit)</p> <p>PY2003: Introduction to European Philosophy 2: The Critique of Idealism (½ unit)</p> <p>PY2004: Varieties of Scepticism (½ unit)</p> <p>PY2005: Philosophy and the Arts (½ unit)</p> <p>PY2006: Modern French Philosophy</p> <p>CL2654: Body and Soul in Ancient Philosophy</p>	<p>PPE3000: Advanced Seminar and Dissertation in Politics, Philosophy and Economics</p> <p>Choose THREE further units of Politics, Philosophy and/or Economics. Selections must include courses from at least TWO of the three subjects.</p> <p><u>Economics:</u> Students must have passed EC2201 and EC2202 to be eligible for third year courses. If only one unit of Economics was chosen in year 2, students may only take the other second year course.</p> <p>Please go to the Economics Department website for further information at:</p> <p>http://www.rhul.ac.uk/economics/currentstudents/undergraduates/undergradunits.aspx</p> <p><u>Politics:</u> PR3520: The Politics of the Internet and the Information Society (½ unit) PR3530: The Politics of Modern Germany PR3560: The Politics of Toleration (½ unit) PR3570: Social Justice: From Theory to Practice (½ unit) PR3610: Comparative Democracy and Elections PR3630: Issues in Democratic Theory PR3680: Young People's Politics (½ unit) PR3710: Advanced Seminar in British Politics* PR3720: Advanced Seminar in British Politics (Autumn) (½ unit)* PR3730: Advanced Seminar in British Politics (Spring) (½ unit)*</p>

		<p><u>Philosophy:**</u></p> <p>PY3002 Modern European Philosophy 1: From Husserl to Heidegger (½ unit)</p> <p>PY3003 Modern European Philosophy 2: Poststructuralism and its Critics (½ unit)</p> <p>PY3004 Recovering Reality (½ unit)</p> <p>PY3006: Modern French Philosophy</p> <p>CL3654: Body and Soul in Ancient Philosophy</p>
--	--	---

* Students may take either the full unit PR3710 or one of the corresponding half-units, PR3720 and PR3730. Students signing up for both half-units will be moved onto the full-unit course.

** When making choices students should be mindful of the fact that PY2001 is a prerequisite for both PY2002 and PY3002; PY3002 is a prerequisite for PY3003; and PY2002 is a prerequisite for PY3004.

Students who complete the College requirements for award will exit the PPE programme with one of the following degrees:

BSc Politics, Philosophy and Economics – if students pass at least two units of third year Economics

BA Politics, Philosophy and Economics – if students pass at least 0.5 units and less than two units of third year Economics

BA Politics and Philosophy with Economics – if students do not pass any third year Economics units

BA POLITICS – current programme structure

FIRST YEAR	SECOND YEAR	FINAL YEAR
<p>PR1400: Introduction to Politics and Government</p> <p>PR1500: Introduction to International Relations</p> <p>PR1520: Classic and Contemporary Readings in Politics and International Relations</p> <p>PR 1600: Introduction to Research Methods in Politics and International Relations</p>	<p>Choose THREE from:</p> <p>ES2001: European Integration Since 1945</p> <p>PR2480: Democracy in Britain</p> <p>PR2490: Contemporary Political Theory</p> <p>PR2510: The Politics of Migration and Ethnicity</p> <p>PR2540: Political Behaviour</p> <p>PR2560: Modern Political Thought</p> <hr/> <p>Choose ONE free choice appropriate to second year level study in Politics and International Relations or another department. For example, in PIR we offer:</p> <p>PR2440: International Relations Theory</p> <p>PR2500: International Political Economy</p> <p>PR2550: War and Security in World Politics</p> <p>PR2570: Cold War International Relations</p> <p>PR2580: International Organisations</p> <p>PR2590: The Politics of Human Rights</p> <p>PR2600 Introduction to Political Communication</p>	<p>PR3000 Dissertation in Politics (1 unit)</p> <hr/> <p>Choose TWO further units from:</p> <p>ES3001: Issues in Contemporary Europe</p> <p>PR3520: The Politics of the Internet and the Information Society (½ unit)</p> <p>PR3530: The Politics of Modern Germany</p> <p>PR3560: The Politics of Toleration (½ unit)</p> <p>PR3570: Social Justice: From Theory to Practice (½ unit)</p> <p>PR3610: Comparative Democracy and Elections</p> <p>PR3630: Issues in Democratic Theory</p> <p>PR3680: Young People's Politics (½ unit)</p> <p>PR3710: Advanced Seminar in British Politics*</p> <p>PR3720: Advanced Seminar in British Politics (Autumn) (½ unit)*</p> <p>PR3730: Advanced Seminar in British Politics (Spring) (½ unit)*</p> <p>PR3810: Visual Politics (½ unit)</p> <hr/> <p>Choose ONE free unit in Politics and International Relations or another department. (Subject to academic approval)**</p>

* Students may take either the full unit PR3710 or one of the corresponding half-units, PR3720 and PR3730. Students signing up for both half-units will be moved onto the full-unit course. ** PIR have a reciprocal arrangement with History so students wanting to take a course in this Department should apply to History directly.

BA POLITICS WITH PHILOSOPHY – current programme structure

FIRST YEAR	SECOND YEAR	FINAL YEAR
<p>PR1400: Introduction to Politics and Government</p> <p>PR1520: Classic and Contemporary Readings in Politics and International Relations</p> <p>PR 1600: Introduction to Research Methods in Politics and International Relations</p>	<p>Choose THREE from:</p> <p>ES2001: European Integration Since 1945</p> <p>PR2480: Democracy in Britain</p> <p>PR2490: Contemporary Political Theory</p> <p>PR2510: The Politics of Migration and Ethnicity</p> <p>PR2540: Political Behavior</p> <p>PR2560: Modern Political Thought</p> <p>PR2600 Introduction to Political Communication</p>	<p>PR3000: Extended Essay in Politics Choose TWO further units from:</p> <p>PR3520: The Politics of the Internet and the Information Society (½ unit)</p> <p>PR3530: The Politics of Modern Germany</p> <p>PR3560: The Politics of Toleration (½ unit)</p> <p>PR3570: Social Justice: From Theory to Practice (½ unit)</p> <p>PR3610: Comparative Democracy and Elections</p> <p>PR3630: Issues in Democratic Theory</p> <p>PR3680: Young People's Politics (½ unit)</p> <p>PR3710: Advanced Seminar in British Politics*</p> <p>PR3720: Advanced Seminar in British Politics (Autumn) (½ unit)*</p> <p>PR3730: Advanced Seminar in British Politics (Spring) (½ unit)*</p>
<p>PY1001: Fundamental Questions in Philosophy</p>	<p>Choose ONE further Unit from:</p> <p>PY2001: Introduction to European Philosophy 1: From Kant to Hegel (½ unit)</p> <p>PY2002: Mind and World (½ unit)</p> <p>PY2003: Introduction to European Philosophy 2: The Critique of Idealism (½ unit)</p> <p>PY2004: Varieties of Scepticism (½ unit)</p> <p>PY2005: Philosophy and the Arts (½ unit)</p> <p>PY2006: Modern French Philosophy</p> <p>CL2654: Body and Soul in Ancient Philosophy</p>	<p>Choose ONE further unit from:**</p> <p>PY2001: Introduction to European Philosophy 1: From Kant to Hegel (½ unit)</p> <p>PY2002: Mind and World (½ unit)</p> <p>PY2003: Introduction to European Philosophy 2: The Critique of Idealism (½ unit)</p> <p>PY2004: Varieties of Scepticism (½ unit)</p> <p>PY2005: Philosophy and the Arts (½ unit)</p> <p>PY3002: Modern European Philosophy 1: From Husserl to Heidegger (½ unit)</p> <p>PY3003: Modern European Philosophy 2: Poststructuralism and its Critics (½ unit)</p> <p>PY3004: Recovering Reality (½ unit)</p> <p>PY3006: Modern French Philosophy</p> <p>CL3654: Body and Soul in Ancient Philosophy</p>

* Students may take either the full unit PR3710 or one of the corresponding half-units, PR3720 and PR3730. Students signing up for both half-units will be moved onto the full-unit course.

**When making choices students should be mindful of the fact that PY2001 is a prerequisite for both PY2002 and PY3002; PY3002 is a prerequisite for PY3003; and PY2002 is a prerequisite for PY3004.

BSc ECONOMICS, POLITICS AND INTERNATIONAL RELATIONS – current programme structure

FIRST YEAR	SECOND YEAR	FINAL YEAR
<p>EC1101: Principles of Economics</p> <p>EC1102: Quantitative Methods in Economics</p> <p>PR1400: Introduction to Politics and Government</p> <p>PR1500: Introduction to International Relations</p>	<p>EC2201: Microeconomics</p> <p>EC2202: Macroeconomics</p>	<p>Choose TWO units from available Economics third-year options</p> <p>Please go to the Economics Department website for further information at:</p> <p>http://www.rhul.ac.uk/economics/currentstudents/undergraduates/undergradunits.aspx</p>
	<p>Choose TWO units from:</p> <p>ES2001: European Integration Since 1945</p> <p>PR2440: International Relations Theory</p> <p>PR2480: Democracy in Britain</p> <p>PR2490: Contemporary Political Theory</p> <p>PR2500: International Political Economy</p> <p>PR2510: The Politics of Migration and Ethnicity</p> <p>PR2540: Political Behavior</p> <p>PR2550: War and Security in World Politics</p> <p>PR2560: Modern Political Thought</p> <p>PR2570: Cold War International Relations</p> <p>PR2580: International Organisations</p> <p>PR2590: The Politics of Human Rights</p> <p>PR2600 Introduction to Political Communication</p>	<p>Choose TWO units from:</p> <p>ES3001: Issues in Contemporary Europe</p> <p>PR3000: Dissertation in Politics and/or IR</p> <p>PR3520: The Politics of the Internet and the Information Society (½ unit)</p> <p>PR3530: The Politics of Modern Germany</p> <p>PR3550: The British in India: A Social & Political History</p> <p>PR3560: The Politics of Toleration (½ unit)</p> <p>PR3570: Social Justice: From Theory to Practice (½ unit)</p> <p>PR3600: Contemporary Middle East Politics</p> <p>PR3610: Comparative Democracy and Elections</p> <p>PR3620: Issues in US Foreign Policy</p> <p>PR3630: Issues in Democratic Theory</p> <p>PR3660: Advanced Readings in Global Studies (½ unit)</p> <p>PR3670: Comparative Foreign Policy (½ unit)</p> <p>PR3680: Young People's Politics (½ unit)</p> <p>PR3690 The Making of Modern South Asia</p> <p>PR3700 Gendered Communities: Women and Nationalism in the Middle East, North Africa and South</p>

		<p>Asia</p> <p>PR3710: Advanced Seminar in British Politics*</p> <p>PR3720: Advanced Seminar in British Politics (Autumn) (½ unit)*</p> <p>PR3730: Advanced Seminar in British Politics (Spring) (½ unit)*</p> <p>PR3770: Defence in the Post-Cold War World</p> <p>PR3790: War and its Aftermath (½ unit)</p> <p>PR3810: Visual Politics (½ unit)</p> <p>PR3820 Global Crime</p> <p>PR3830 Statecraft and Diplomacy (½ unit)</p> <p>PR3840 Terrorism and Counterterrorism (½ unit)</p>
--	--	---

*** Students may take either the full unit PR3710 or one of the corresponding half-units, PR3720 and PR3730. Students signing up for both half-units will be moved onto the full-unit course.**

BSc GEOGRAPHY, POLITICS AND INTERNATIONAL RELATIONS – current programme structure

FIRST YEAR	SECOND YEAR	FINAL YEAR
GG1003: Introduction to Human Geography (½ unit) GG1004: Geographies of Development (½ unit) GG1013: Geographical Techniques (½ unit) GG1034: Geographical Research and Field Methods I (½ unit) PR1400: Introduction to Politics and Government PR1500: Introduction to International Relations	GG2002: Geographical Research and Field Methods II Choose AT LEAST ONE, but NO MORE THAN TWO units from: GG2052: Political Geography GG2053: Cities, Economies and Ecologies GG2061: Cultural Geographies of the Modern World GG2071: Perspectives on Development	Choose EITHER: PR3000: Dissertation in Politics and/or IR OR GG3001: Dissertation in Geography
	Choose AT LEAST ONE, but NO MORE THAN TWO units from: ES2001: European Integration Since 1945 PR2440: International Relations Theory PR2480: Democracy in Britain PR2490: Contemporary Political Theory PR2500: International Political Economy PR2510: The Politics of Migration and Ethnicity PR2540: Political Behaviour PR2550: War and Security in World Politics PR2560: Modern Political Thought PR2570: Cold War International Relations PR2580: International Organisations PR2590: The Politics of Human Rights	Choose AT LEAST TWO, but NO MORE THAN FOUR from GG3054: Modernity and the City (½ unit) GG3056: Geographies and Commodities (½ unit) GG3058: The Caribbean and the Making of the Modern World (½ unit) GG3059: Critical Geopolitics (½ unit) GG3063: City and Society in 19 th Century Britain (½ unit) GG3070: Geographies of Tourism and Travel (½ unit) GG3072B: Southern Africa: Region in Transition (½ unit) GG3075: Geographies of Europe and the European Idea (½ unit) GG3076: Gender and Development in Latin America (½ unit) GG3077: Information and Communication Technologies For Development (ICT4D) (½ unit) GG3078: Geographies of Mobility (½ unit) GG3079: Cultures of Time and Space (½ unit) GG3080: Fair Trade & Ethical Consumerism (½ unit)

	PR2600 Introduction to Political Communication	<p>Choose AT LEAST ONE, but NO MORE THAN TWO units from:</p> <p>ES3001: Issues in Contemporary Europe PR3520: The Politics of the Internet and the Information Society (½ unit) PR3530: The Politics of Modern Germany PR3550: The British in India: A Social & Political History PR3560: The Politics of Toleration (½ unit) PR3570: Social Justice: From Theory to Practice (½ unit) PR3590: Great Powers and Great Debates in International Politics PR3600: Contemporary Middle East Politics PR3610: Comparative Democracy and Elections PR3620: Issues in US Foreign Policy PR3630: Issues in Democratic Theory PR3660: Advanced Readings in Global Studies (½ unit) PR3670: Comparative Foreign Policy (½ unit) PR3680: Young People's Politics (½ unit) PR3690 The Making of Modern South Asia PR3700 Gendered Communities: Women and Nationalism in the Middle East, North Africa and South Asia PR3710: Advanced Seminar in British Politics* PR3720: Advanced Seminar in British Politics (Autumn) (½ unit)* PR3730: Advanced Seminar in British Politics (Spring) (½ unit)* PR3770: Defence in the Post-Cold War World PR3790: War and its Aftermath (½ unit) PR3810: Visual Politics (½ unit) PR3820 Global Crime PR3830 Statecraft and Diplomacy (½ unit) PR3840 Terrorism and Counterterrorism (½ unit)</p>
--	--	---

* Students may take either the full unit PR3710 or one of the corresponding half-units, PR3720 and PR3730. Students signing up for both half-units will be moved onto the full-unit course.

BA HISTORY AND INTERNATIONAL RELATIONS – current programme structure

FIRST YEAR	SECOND YEAR	FINAL YEAR
<p>HS1002: History and Meanings Part 1 (½ unit)</p> <p>HS1280: British Social and Economic History 1945-97 (½ unit)</p> <p>Choose ONE further unit from:</p> <p>HS1107: Republics, Kings and People: The Foundations of Modern Political Culture</p> <p>HS1109: Conflict and Identity in the Modern World from 1789 to the present</p> <p>HS1113: Leaders in Extra-European Societies Since 1900</p>	<p>HS2209: International Economic Relations, 1917–1991 (½ unit)</p> <p>HS2300: Independent Essay (½ unit)</p> <p>Plus TWO further Group 1 History courses Please see options available in the History Department: http://www.rhul.ac.uk/history/informationforcurrentstudents/home.aspx</p>	<p>EITHER</p> <p>PR3000 Dissertation in International Relations</p> <p>PLUS</p> <p>Courses from the available International Relations options equivalent to one full unit</p> <p>And</p> <p>One Group 3 taught course from the available History options (1 unit); One Group 2 course from the available History options (1 unit)</p> <p>OR</p> <p>Two units of taught courses from the available International Relations options.</p>
<p>PR1500: Introduction to International Relations</p> <p>Choose ONE further unit from:</p> <p>PR1520: Classic and Contemporary Readings in Politics and International Relations</p> <p>PR1600: Introduction to Research Methods in Politics and International Relations</p>	<p>PR2440: International Relations Theory</p> <p>Plus One further unit from:</p> <p>ES2001: European Integration Since 1945</p> <p>PR2500: International Political Economy</p> <p>PR2550: War and Security in World Politics</p> <p>PR2570: Cold War International Relations</p> <p>PR2580: International Organisations</p> <p>PR2590: The Politics of Human Rights</p>	<p>AND</p> <p>One Group 3 course (taught course and Dissertation) from the available History options (2 units)</p> <p>History options are located at: http://www.rhul.ac.uk/history/informationforcurrentstudents/home.aspx</p> <p>International Relations options are:</p> <p>ES3001: Issues in Contemporary Europe</p> <p>PR3550: The British in India: A Social & Political History</p> <p>PR3590: Great Powers and Great Debates in International Politics</p> <p>PR3600: Contemporary Middle East Politics</p> <p>PR3620: Issues in US Foreign Policy</p> <p>PR3660: Advanced Readings in Global Studies (½ unit)</p> <p>PR3670: Comparative Foreign Policy (½ unit)</p> <p>PR3690 The Making of Modern South Asia</p> <p>PR3700 Gendered Communities: Women and</p>

		<p>Nationalism in the Middle East, North Africa and South Asia</p> <p>PR3770: Defence in the Post-Cold War World</p> <p>PR3790: War and its Aftermath (½ unit)</p> <p>PR3810: Visual Politics (½ unit)</p> <p>PR3820 Global Crime</p> <p>PR3830 Statecraft and Diplomacy (½ unit)</p> <p>PR3840 Terrorism and Counterterrorism (½ unit)</p>
--	--	---

BA POLITICS AND INTERNATIONAL RELATIONS & PHILOSOPHY – current programme structure

FIRST YEAR	SECOND YEAR	FINAL YEAR
<p>PY1001: Fundamental Questions in Philosophy</p> <p>PY1002: Introduction to Modern Philosophy (½ unit)</p> <p>PY1541: Introduction to Ancient Philosophy (½ unit)</p>	<p>PY2001: Introduction to European Philosophy 1: From Kant to Hegel (½ unit)</p> <p>PY2002: Mind and World (½ unit)</p> <p>Choose ONE Unit from among the following:</p> <p>PY2003: Introduction to European Philosophy 2: The Critique of Idealism (½ unit)</p> <p>PY2004: Varieties of Scepticism (½ unit)</p> <p>PY2005: Philosophy and the Arts (½ unit)</p> <p>PY2006: Modern French Philosophy</p> <p>CL2654: Body and Soul in Ancient Philosophy</p>	<p>Either</p> <p>PY3001: Dissertation or PR3000: Dissertation</p> <p>plus THREE further units to reach a total of 2 units of Philosophy and two units of PIR courses:</p> <p>Philosophy:</p> <p>PY3002 Modern European Philosophy 1: From Husserl to Heidegger (½ unit)</p> <p>PY3003: Modern European Philosophy 2: Poststructuralism and its Critics (½ unit)</p> <p>PY3004: Recovering Reality (½ unit)</p> <p>PY3006: Modern French Philosophy</p> <p>CL3654: Body and Soul in Ancient Philosophy</p>

<p>PR1520: Classic and Contemporary Readings in Politics and International Relations</p> <p>Choose ONE unit from:</p> <p>PR1400: Introduction to Politics and Government</p> <p>PR1500: Introduction to International Relations</p> <p>PR 1600: Introduction to Research Methods in Politics and International Relations</p>	<p>Choose At Least ONE from:</p> <p>PR2440: International Relations Theory</p> <p>PR2490: Contemporary Political Theory</p> <p>PR2560: Modern Political Thought</p> <p>If only One PIR Unit above is chosen, choose from:</p> <p>ES2001: European Integration Since 1945</p> <p>PR2480: Democracy in Britain</p> <p>PR2500: International Political Economy</p> <p>PR2510: The Politics of Migration and Ethnicity</p> <p>PR2540: Political Behaviour</p> <p>PR2550: War and Security in World Politics</p> <p>PR2570: Cold War International Relations</p> <p>PR2580: International Organisations</p> <p>PR2590: The Politics of Human Rights</p> <p>PR2600 Introduction to Political Communication</p>	<p>PIR</p> <p>ES3001: Issues in Contemporary Europe</p> <p>PR3520: The Politics of the Internet and the Information Society (½ unit)</p> <p>PR3530: The Politics of Modern Germany</p> <p>PR3550: The British in India: A Social & Political History</p> <p>PR3560: The Politics of Toleration (½ unit)</p> <p>PR3570: Social Justice: From Theory to Practice (½ unit)</p> <p>PR3600: Contemporary Middle East Politics</p> <p>PR3610: Comparative Democracy and Elections</p> <p>PR3620: Issues in US Foreign Policy</p> <p>PR3630: Issues in Democratic Theory</p> <p>PR3660: Advanced Readings in Global Studies (½ unit)</p> <p>PR3670: Comparative Foreign Policy (½ unit)</p> <p>PR3680: Young People's Politics (½ unit)</p> <p>PR3690 The Making of Modern South Asia</p> <p>PR3700 Gendered Communities: Women and Nationalism in the Middle East, North Africa and South Asia</p> <p>PR3710: Advanced Seminar in British Politics*</p> <p>PR3720: Advanced Seminar in British Politics (Autumn) (½ unit)*</p> <p>PR3730: Advanced Seminar in British Politics (Spring) (½ unit)*</p> <p>PR3770: Defence in the Post-Cold War World</p> <p>PR3790: War and its Aftermath (½ unit)</p> <p>PR3810: Visual Politics (½ unit)</p> <p>PR3820 Global Crime</p>
---	--	---

		PR3830 Statecraft and Diplomacy (½ unit) PR3840 Terrorism and Counterterrorism (½ unit)
--	--	--

*** Students may take either the full unit PR3710 or one of the corresponding half-units, PR3720 and PR3730. Students signing up for both half-units will be moved onto the full-unit course.**

PHILOSOPHY JOINT HONOURS DEGREES

FIRST YEAR	SECOND YEAR	FINAL YEAR
PY1001: Fundamental Questions in Philosophy PY1002: Introduction to Modern Philosophy (½ unit) PY1541: Introduction to Ancient Philosophy (½ unit)	PY2001: Introduction to European Philosophy 1: From Kant to Hegel (½ unit) PY2002: Mind and World (½ unit) Choose ONE Unit from among the following (unless the course is offered by the partner department of the joint degree): PR2490: Contemporary Political Theory PR2560: Modern Political Thought PY2003: Introduction to European Philosophy 2: The Critique of Idealism (½ unit) PY2004: Varieties of Scepticism (½ unit) PY2005: Philosophy and the Arts (½ unit) PY2006: Modern French Philosophy CL2654: Body and Soul in Ancient Philosophy	Either PY3001: Dissertation plus 1 unit of Philosophy courses listed below OR Two Units of Philosophy courses, at least one of which must be PY-coded (Note: courses offered by the partner department of the joint degree cannot be taken as Philosophy courses) PR3560: The Politics of Toleration (½ unit) PR3570: Social Justice: From Theory to Practice (½ unit) PR3630: Issues in Democratic Theory PY3002: Modern European Philosophy 1: From Husserl to Heidegger (½ unit) PY3003: Modern European Philosophy 2: Poststructuralism and its Critics (½ unit) PY3004: Recovering Reality (½ unit) PY3006: Modern French Philosophy CL3654: Body and Soul in Ancient Philosophy

PHILOSOPHY MINOR DEGREES

FIRST YEAR	SECOND YEAR	FINAL YEAR
PY1001: Fundamental Questions in Philosophy	Choose ONE Unit from: PY2001: Introduction to European Philosophy 1: From Kant to Hegel (½ unit) PY2002: Mind and World (½ unit) PY2003: Introduction to European Philosophy 2: The Critique of Idealism (½ unit) PY2004: Varieties of Scepticism (½ unit) PY2005: Philosophy and the Arts (½ unit) PY2006: Modern French Philosophy CL2654: Body and Soul in Ancient Philosophy	Choose ONE unit from:* PY2001: Introduction to European Philosophy 1: From Kant to Hegel (½ unit) PY2002: Mind and World (½ unit) PY2003: Introduction to European Philosophy 2: The Critique of Idealism (½ unit) PY2004: Varieties of Scepticism (½ unit) PY2005: Philosophy and the Arts (½ unit) PY3002: Modern European Philosophy 1: From Husserl to Heidegger (½ unit) PY3003: Modern European Philosophy 2: Poststructuralism and its Critics (½ unit) PY3004: Recovering Reality (½ unit) PY3006: Modern French Philosophy CL3654: Body and Soul in Ancient Philosophy

*; and PY2002 is a prerequisite for PY3004. When making choices students should be mindful of the fact that PY2001 is a prerequisite for both PY2002 and PY3002; PY3002 is a prerequisite for PY3003

5.1 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 24 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 <http://www.rhul.ac.uk/international/studyabroadandexchanges/home.aspx> or from the Visiting Student Team in Royal Holloway International.

6 Facilities

6.1 Libraries

There are 2 libraries on campus:

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

Details, including further resources available, opening times and regulations, can be found online:

<http://www.rhul.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 Helen Westwood, who can be contacted at Helen.westwood@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.rhul.ac.uk/library/helpandsupport/findinginformation.aspx>

6.2 Photocopying, printing and computing

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.rhul.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. 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>

6.3 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.rhul.ac.uk/it/training/home.aspx>

7 Coursework Essays and Dissertation

7.1 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 in your seminar on the same day as the submission deadline using the essay cover sheets that the Department provides.** Marks and comments will be provided via Grademark, the Turnitin essay marking system, hard copies will be handed back via seminars.

The Department uses Turnitin plagiarism detection software. In addition to the paper copy, students are required to upload a copy of their essay to Turnitin via Moodle. Electronic copies **must be uploaded by 9:00 am on the submission date or penalties for late submission may be applied** in accordance with the College rules outlined in [section 8.4 below](#).

Cover sheets can be downloaded from the webpages <http://www.rhul.ac.uk/politicsandir/informationforcurrentstudents/home.aspx> or collected from the student service area.

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.**

7.2 SAPRO (Study Abroad) Assessments

Assessments for SAPro Students will be done on an individual basis depending on the requirements of the visiting student's home university and whether they are here for one, two or three terms. Visiting students who attend for the entire year are expected to take the same assignments and examinations as other students on the course.

7.3 The dissertation

Full details of the requirements for the dissertation unit are provided in the Department's dissertation handbook, which is made available to third year students. Second year students are given the opportunity to sign up with a dissertation supervisor from among the academic staff who will be available next year. Each staff member can only take a limited number of students so it is best to sign up early when the time comes.

7.4 Presentation

Essays should be on A4 sized paper with the essay title, course number and **your candidate number** for all assessed essays. **Please note your candidate number changes every year.** Leave 1" margins on both the left and right-hand sides of the pages, double spacing and with a font size no smaller than 12. 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 undertaking a university undergraduate degree.

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?".

7.5 Referencing

Students should consult the 'Referencing, Sourcing, Plagiarism and Online Submission of Essays' guide at the end of this handbook.

Joint Degree Students

Although the PIR Department encourages all student 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 source snare carefully acknowledged.

7.6 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 8.6 below.

7.7 Marking criteria

Essays and the dissertation are marked in accordance with the following conventions:

- 80 – 100% - Outstanding work of publishable quality, 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.
- 75 – 80% - 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– 75% - 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 – 70% - 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 – 60% - 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 – 50% - 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 – 40% - 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 – 30% - Very limited range of knowledge with many important gaps and omissions. Shows incomplete understanding with numerous errors of interpretation.

10 – 20% - Shows only the most limited and fragmentary knowledge of the subject with little or no understanding of essential principles and concepts.

0 – 10% - Virtually devoid of any evidence of knowledge or understanding of the subject.

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

8 Assessment Information

8.1 Illness or other extenuating circumstances

If you are taken ill or there are other extenuating circumstances that you believe have adversely affected your performance in relation to any aspect of your course/programme (for example, your attendance, submission of work, or examination performance) at any point during the academic year, you must inform your department(s)/school(s) in writing, and provide the appropriate evidence. Please read the “[Instructions to Candidates](#)” issued by the Examinations Office.

<http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx>

for full details on how and when to inform your department about such circumstances as well as the **deadline for submission of such information**.

Absence from an examination / failure to submit coursework

Please see the section on progression and award requirements below for further details of the impact on course outcomes of failure to attend an examination or to submit required coursework.

If you miss an examination or fail to submit a piece of assessed coursework through illness, or other acceptable cause for which adequate documentation is provided in accordance with the section Illness or other [extenuating circumstances](#) in the [Instructions to Candidates](#) the Sub-board of Examiners may take this into account when considering your results.

Exam access arrangements for disabled students and those in need of support

For all such students there is a process to apply for special arrangements for your examinations and other forms of assessment. Such requests should be made to the Educational Support Office (ESO) which will carry out an assessment of your needs. Please see the section [Students in need of support](#) (including disabled students) for further guidance about registering with the Educational Support Office.

8.2 Submission of written work

See section 6.1 above and the 'Referencing, Sourcing, Plagiarism and Online Submission of Essays' guide at the end of this handbook.

8.3 Extensions to deadlines

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. 'Good reason' included illness, exceptional family circumstances, etc.

If you have been given an extension for an essay by a member of the Extension Panel please hand this essay into the office along with a late submission form. The admin staff will be required to sign off against the extension in a book that will be kept in the office. The extension panel will consider all late submission forms at a late submission meeting once a term.

Extension Panel Members

Dr Jonathans Seglow
Dr John Mattausch
Dr Alister Miskimmon
Dr Neil Gascoigne
Mrs Vanessa Law

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.

There are certain legitimate circumstances in which deadlines cannot be met – illness, for example, or a serious accident. Extensions to deadlines can be granted in these circumstances. An extension must normally be applied for in advance although the Department recognises that some circumstances will require extensions to be granted retrospectively.

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 floppy disk 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.

8.4 Penalties for late submission of work

The following College policy applies to all students on taught programmes of study.

All coursework should be submitted by the specified deadline. Please ensure that you are aware of the deadlines set by your department(s). Work that is submitted after the deadline will be penalised as follows:

- For work submitted up to 24 hours late, the mark will be reduced by ten percentage marks* subject to a minimum mark of a minimum pass;
- For work submitted more than 24 hours late, the maximum mark will be zero.

*eg. an awarded mark of 65% would be reduced to 55%.

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.

8.5 Anonymous marking and cover sheets

The Department 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 student number and candidate number on the cover sheet and do not include their name on the essays themselves. The same applies for final year examinations.

8.6 Penalties for over-length work

The following College policy applies to all students on taught programmes of study:

All over-length work submitted on undergraduate and taught postgraduate programmes will be penalised as follows:

- For work which exceeds the upper word limit by at least 10% and by less than 20%, the mark will be reduced by ten percentage marks*, subject to a minimum mark of a minimum pass.

- For work which exceeds the upper word limit by 20% or more, the maximum mark will be zero.

*eg. an awarded mark of 65% would be reduced to 55%.

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.

8.7 Return of written coursework

College policy places a four-week limit on the marking and return of coursework essays. However, the Department aims to return work within two weeks and no later than three weeks (not including vacation periods). In the event that the intended deadline cannot be met, the revised deadline must be communicated to students as soon as possible.

Assessed and formative coursework will be returned in class by seminar tutors, all comments and marks will be returned electronically via Moodle.

8.8 Plagiarism

Please refer to the Referencing, Sourcing, Plagiarism and Online Submission of Essays' guide at the end of this handbook.

Definition of plagiarism

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

Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment. Group working would constitute plagiarism where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work. Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student's work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student's work alone, without reference to further evidence.

8.9 Assessment offences

Offences include plagiarism, duplication of work, falsification, collusion, failure to comply with the rules governing assessment (including those set out in the 'Instructions to candidates'). The Regulations set out the procedures for investigation into allegations of an offence and the penalties for such offences can found on the following webpage:
<http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>

8.10 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact the [Educational Support Office](#).
<http://www.rhul.ac.uk/ecampus/welfare/disabledstudents/home.aspx>

8.11 Progression and award requirements

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

If you do not pass a course unit at a first attempt you may be given an opportunity to 're-sit' or 'repeat' the course unit.

Re-sit of a failed course unit - Normally the opportunity to re-sit any failed parts of a course unit not passed will be during the following academic session. Students do not have to attend any classes. Marks for work which has been passed will be carried forward. Students are required to register to resit course units. Unless students have been informed otherwise, the mark for such courses will be capped at 40%.

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

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

Summer re-sits are available to:

- All first year undergraduate students, who would not otherwise be in a position to progress onto the next stage prior to the following year of study, provided they meet the criteria set out in the [Undergraduate Regulations](#).
- Second year undergraduate students on BA, BMus, BSc or BSc (Econ), who would not otherwise be in a position to progress onto the next stage prior to the following year of study, provided they meet the criteria set out in the [Undergraduate Regulations](#).

Any second year MSci student who does not meet the requirements to progress from one stage to the next at the first attempt will be transferred onto the BSc programme and will be given the opportunity of summer resits in order to progress onto the next stage of the BSc programme, provided they meet the criteria set out in the [Undergraduate Regulations](#).

To qualify for summer resits the following criteria, which are set out in the [Undergraduate Regulations](#) <http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>, must be met:

- (a) the student must already have passed, been allowed, or been granted exemption from courses to a value of at least two units;
- (b) the student may only re-sit the assessment from courses in which s/he has achieved a mark of at least 30% on the first attempt, except where his/her performance was affected by documented extenuating circumstances deemed acceptable by the Sub-board of Examiners.

This opportunity will be offered **only** to students who would be in a position to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.

8.12 Outcomes of course unit assessment

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

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

The Sub-board of Examiners will determine an outcome and a percentage mark recorded as an integer between 0% and 100%

inclusive for each candidate, as follows:

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

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

(c) an outcome of Attendance Fail (AF) without a percentage mark will be returned where the candidate has not met the attendance requirements stated in the course specification. For the purposes of calculating the stage and final average, an AF will be treated as a zero unless a subsequent percentage mark is achieved through repeating the course in attendance.

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

Students entered to resit an examination will normally not receive an overall percentage mark greater than 40% for that course unit. For details on the requirements for degree classification please see the section on the **Consideration for the Award** in the Undergraduate Regulations.
<http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>

8.13 Examination results

Please see the [Examinations](#) website
<http://www.rhul.ac.uk/ecampus/academicsupport/examinations/home.aspx> for details of how you will be issued with your **results**.
<http://www.rhul.ac.uk/ecampus/academicsupport/examinations/results.aspx>

The Examinations 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>

9 Student Support

9.1 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 Dr Mattausch 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](http://www.rhul.ac.uk/ecampus/welfare/home.aspx) page: <http://www.rhul.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 Departmental Educational Support Office (ESO) representative is Dr Jonathan Seglow. You must also contact the ESO (Founders East 151; tel: +44 (0)1784 443966; email: educational-support@rhul.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 ESO [Support, health and welfare](http://www.rhul.ac.uk/ecampus/welfare/disabledstudents/home.aspx) page <http://www.rhul.ac.uk/ecampus/welfare/disabledstudents/home.aspx>

9.2 Student-staff committee

The Department has separate Staff/Student Committees for Undergraduate and MSc/Research students. The committees meet three times each year and play an important role in the Department as a forum for airing student views. for constitution see <http://www.rhul.ac.uk/iquad/collegepolicies/documents/pdf/compliance/committeeshandbookmarch2013.pdf>

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

The aims of the Staff/Student Committees are:

- to maintain and foster communications within the Department;
- to receive and to discuss matters of concern to both students and staff;
- to provide a formal means of communication between students and the Departmental notice board.

Student representatives for the undergraduate Committee are elected early in the Autumn term. A minimum of two undergraduates from each of first, second and third years sit on the Committee along with staff. The

names and photos of those elected will be posted on the Departmental notice board. The Minutes of the Committee meetings are available on the web at <http://www.rhul.ac.uk/Politics-and-IR/For-Students/>. Students are encouraged to stand for election to the Committee and to pass on their views and concerns to representatives prior to meetings.

9.3 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

9.4 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.rhul.ac.uk/careers/home.aspx>

9.5 Non-academic policies

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

9.6 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal Advisor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the **College Complaints Procedures** for students <http://www.rhul.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>

10 Health and Safety Information

10.1 Code of practice on harassment for students

This can be found on the student home pages under codes and regulations <http://www.rhul.ac.uk/ecampus/onlinestudenthandbook.aspx>

10.2 Lone working policy and procedures

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

<http://www.rhul.ac.uk/iquad/documents/pdf/healthandsafety/loneworkingpolicy2010.pdf>

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 are 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 Co-ordinator or the College Health and Safety Office.

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

11 Equal Opportunities Statement and College Codes of Practice

11.1 Equal opportunities statement

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

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

The College is committed to ensure that;

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

11.2 College codes of practice

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

<http://golive.rhul.ac.uk/registry/OnlineStudentHandbook/Regulations.html>