



SCHOOL OF POLITICS, INTERNATIONAL RELATIONS  
AND PHILOSOPHY

**RESEARCH DEGREE  
STUDENT HANDBOOK**

2018/19

Telephone +44 (0)1784 443687

School of Politics, International Relations and Philosophy.  
Royal Holloway, University of London  
Egham Hill, Egham  
Surrey TW20 0EX

#### Disclaimer

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

\* Please note, the term 'department' may be used to refer to a 'department', 'centre' or 'school'.

**An electronic copy of this handbook can be found on your [departmental website](#) where it will be possible to follow the hyperlinks to relevant webpages.**

# Contents

<b>1. INTRODUCTION TO THE COLLEGE AND YOUR DEPARTMENT .....</b>	<b>5</b>
1.1 WELCOME .....	5
1.2 DOCTORAL SCHOOL .....	5
1.3 HOW TO FIND YOUR DEPARTMENT .....	6
1.4 MAP OF THE EGHAM CAMPUS .....	6
1.5 HOW TO CONTACT US .....	6
1.6 YOUR DEPARTMENT .....	8
1.7 RESEARCH AREAS WITHIN YOUR DEPARTMENT .....	9
<b>2 SUPPORT AND ADVICE .....</b>	<b>11</b>
2.1 RESEARCH DEGREE REGULATIONS AND CODE OF PRACTICE .....	11
2.2 SUPPORT WITHIN YOUR DEPARTMENT .....	11
2.3 STUDENT SERVICES CENTRE .....	11
2.4 RESEARCH DEGREES TEAM .....	12
2.5 SUPPORT ADVISORY & WELLBEING .....	12
2.5.1 <i>Student Wellbeing</i> .....	12
2.5.2 <i>Disability &amp; Dyslexia Services (DDS)</i> .....	12
2.5.3 <i>International Student Support Office (ISSO)</i> .....	13
2.6 STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL) ADVICE AND SUPPORT CENTRE	13
2.7 IT SERVICE DESK .....	13
<b>3 COMMUNICATION .....</b>	<b>13</b>
3.1 YOUR COLLEGE EMAIL ACCOUNT .....	13
3.2 INTERNAL POST .....	14
3.3 YOUR CONTACT INFORMATION .....	14
3.4 DATES FOR THE DIARY .....	14
<b>4 FACILITIES AND RESOURCES .....</b>	<b>14</b>
4.1 FACILITIES AND RESOURCES WITHIN YOUR DEPARTMENT .....	14
4.2 COMPUTERS .....	14
4.3 LIBRARY .....	15
4.3.1 <i>Research Support</i> .....	15
4.3.2 <i>Access to other libraries</i> .....	15
4.4 POSTGRADUATE RESEARCH SPACES .....	16
4.5 CAREERS & EMPLOYABILITY SERVICE .....	16
<b>5 RESEARCH SKILLS AND TEACHING .....</b>	<b>16</b>
5.1 RESEARCHER DEVELOPMENT PROGRAMME .....	17
5.2 TEACHING EXPERIENCE AND TRAINING .....	17
<b>6 YOUR REGISTRATION STATUS .....</b>	<b>17</b>
6.1 STUDY TIMELINES .....	17
6.2 INTERRUPTING YOUR STUDIES .....	18
6.2.1 <i>Interrupting if you are sponsored by the College on a Tier 4 (General) student visa</i> .....	18
6.2.2 <i>Interrupting if you are funded by a Research Council or College scholarship</i> .....	19
6.3 CHANGING YOUR MODE OF ATTENDANCE .....	19
6.4 ENGAGEMENT WITH STUDIES .....	19
6.4.1 <i>Withdrawal of Tier 4 (General) student visa for non-engagement with studies</i> .....	19
6.4.2 <i>Holiday</i> .....	20
<b>7 ANNUAL REVIEW AND UPGRADE .....</b>	<b>20</b>
7.1 YOUR DEPARTMENT'S ANNUAL REVIEW AND UPGRADE PROCESS .....	20

7.2	SPECIAL ARRANGEMENTS.....	22
7.3	EXTENUATING CIRCUMSTANCES.....	22
<b>8</b>	<b>RESEARCH DEGREE EXAM PROCESS .....</b>	<b>23</b>
8.1	SUBMISSION OF THESIS.....	23
8.1.1	<i>Departmental guidance on your thesis .....</i>	<i>23</i>
8.1.2	<i>Royal Holloway proofreading scheme .....</i>	<i>24</i>
8.1.3	<i>Random submission of thesis to Turnitin .....</i>	<i>24</i>
8.1.4	<i>Plagiarism .....</i>	<i>24</i>
8.2	VIVA.....	24
8.2.1	<i>Viva training .....</i>	<i>24</i>
8.2.2	<i>Departmental viva preparation.....</i>	<i>24</i>
8.2.3	<i>Special arrangements.....</i>	<i>25</i>
8.2.4	<i>Extenuating circumstances.....</i>	<i>25</i>
8.2.5	<i>Audio recording of viva .....</i>	<i>25</i>
8.2.6	<i>Viva outcomes .....</i>	<i>25</i>
8.3	AWARD PROCESS .....	25
8.3.1	<i>Approval process.....</i>	<i>25</i>
8.3.2	<i>Electronic submission of the final MPhil or PhD thesis.....</i>	<i>26</i>
8.3.3	<i>Documentation.....</i>	<i>26</i>
8.3.4	<i>Graduation .....</i>	<i>26</i>
<b>9</b>	<b>APPEALS AND COMPLAINTS.....</b>	<b>26</b>
9.1	APPEALS.....	26
9.2	COMPLAINTS.....	26
<b>10</b>	<b>STUDENT CHARTER .....</b>	<b>27</b>
<b>11</b>	<b>FEEDBACK .....</b>	<b>27</b>
11.1	YOUR DEPARTMENT'S PGR STUDENT-STAFF COMMITTEE.....	27
11.2	SURVEYS.....	27
<b>12</b>	<b>PAID WORK.....</b>	<b>28</b>
<b>13</b>	<b>RESEARCH ABROAD.....</b>	<b>28</b>
<b>14</b>	<b>HEALTH AND SAFETY INFORMATION .....</b>	<b>28</b>
14.1	CODE OF PRACTICE ON HARASSMENT FOR STUDENTS.....	28
14.2	LONE WORKING POLICY AND PROCEDURES .....	28
<b>15</b>	<b>EQUAL OPPORTUNITIES STATEMENT AND COLLEGE CODES OF PRACTICE.....</b>	<b>28</b>
15.1	EQUAL OPPORTUNITIES STATEMENT .....	29

## 1. Introduction to the College and your department

### 1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter 'the College') is one of the UK's leading research-intensive universities, with nineteen academic departments spanning the arts and humanities, social sciences and sciences.

Sitting within the top 25 per cent of universities in the UK for research rated 'world-leading' or 'internationally excellent' by the Research Excellence Framework (REF) 2014, the College combines world-class research with a truly global perspective while at the same time offering a campus and community with an intimate human scale. As a student studying toward a research degree with the College, you will have the opportunity to learn from internationally renowned academics and researchers.

During the course of your time with the College, you will pursue independent research in your academic department. The College offers a number of research degree programmes: Master of Arts by Research, Master of Science by Research, Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctor of Clinical Psychology (DClinPsy), Doctorate in Professional Studies (DPS) and Doctorate of Medicine (Research) (MD (Research)). Your successful progress will depend primarily on your own efforts, supported by your supervisors, but also on the research environment in your department and the quality of the research training you receive.

### 1.2 Doctoral School

The Royal Holloway Doctoral School, established in September 2014, brings together key aspects of research student life, aiming to ensure that research students are fully integrated as members of the College's research community and to provide you with opportunities to meet and share ideas and experiences across our three Faculties. The Doctoral School will support you throughout your progress, ensuring availability of relevant contemporary research skills and employment training alongside the highest standards of administrative and pastoral support.

The Doctoral School organizes a number of events throughout the year for postgraduate research students culminating in the annual Doctoral School Interdisciplinary Conference in June.

The Doctoral School microsite will keep you informed of news and events which may be of interest to you as a research degree student. It is also a key repository of information and advice on subjects such as funding, changes to your registration status and the examination process. It provides you with easy access to a variety of documentation and guides that you may need during your studies.

[Doctoral School microsite](#)

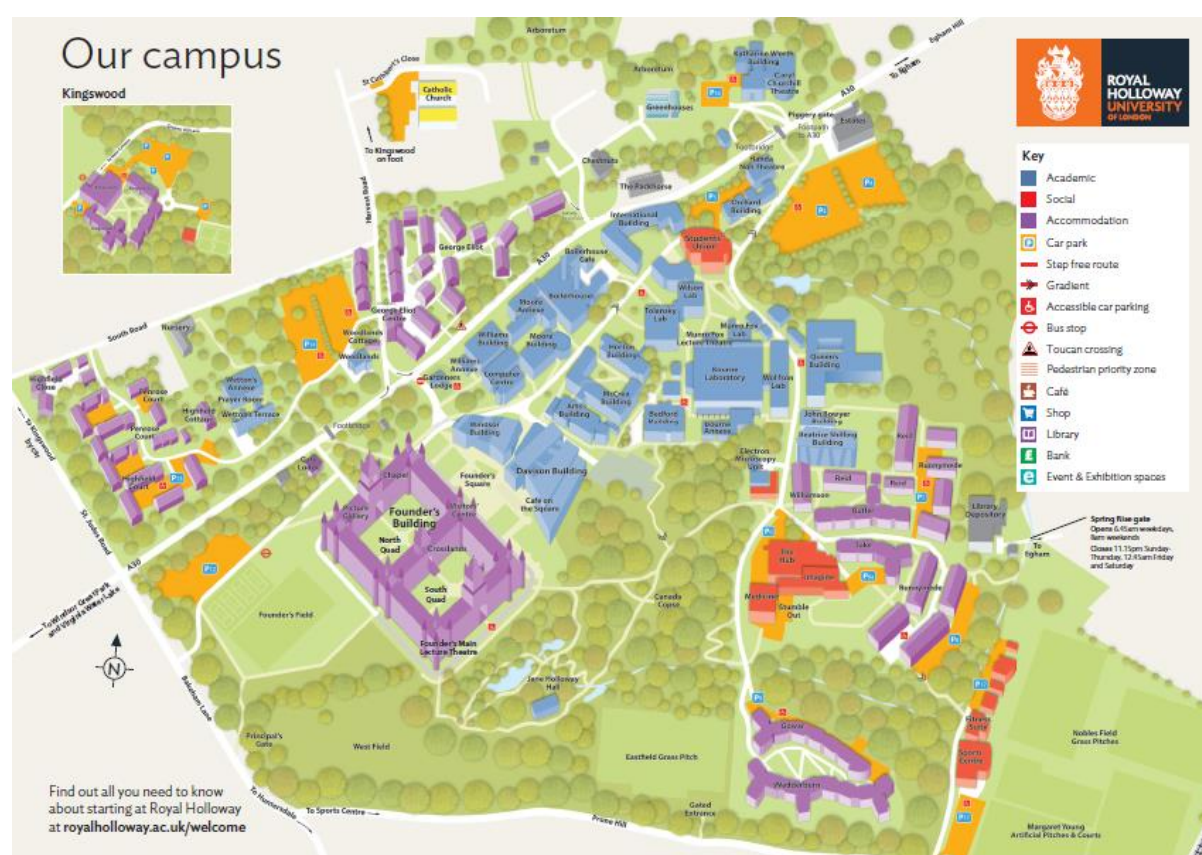
[Doctoral School mission statement](#)

### 1.3 How to find your department

The School is located on the west side of the Founder's Building, the College's historic main building. The school is on the first floor with its administration offices in FW139 and FW141. Founders can be found on the College campus map as Building 1.

### 1.4 Map of the Egham campus

Please note that student parking is very limited and a parking permit is required, which can be obtained via Security. You will need proof of insurance and a suitable form of photographic ID before a permit will be issued.



### 1.5 How to contact us

#### Head of Department

Name	Telephone	Room	Email
Professor Chris Hanretty	(0)1784 443961	FW116	<a href="mailto:Chris.Hanretty@rhul.ac.uk">Chris.Hanretty@rhul.ac.uk</a>

#### Director of Graduate Studies (DoGS)

Name	Telephone	Room	Email
Dr Kaat Smets	(0)1784 414255	FW107	<a href="mailto:Kaat.Smets@rhul.ac.uk">Kaat.Smets@rhul.ac.uk</a>

## Academic Staff

ACADEMIC STAFF	TEL EXT	ROOM No.	EMAIL
ALLEN, Nicholas	(44) 3150	FW133	<a href="mailto:Nicholas.Allen@royalholloway.ac.uk">Nicholas.Allen@royalholloway.ac.uk</a>
ARONDELLE, Donna (TF)	<b>TBC</b>	FW147	<b>TBC</b>
BACON, Michael	(44) 3465	FW111	<a href="mailto:Michael.Bacon@royalholloway.ac.uk">Michael.Bacon@royalholloway.ac.uk</a>
BENEDETTO, Giacomo	(44) 3686	FW112	<a href="mailto:Giacomo.Benedetto@royalholloway.ac.uk">Giacomo.Benedetto@royalholloway.ac.uk</a>
BENTLEY, Michelle	(27) 6386	FW129	<a href="mailto:Michelle.Bentley@royalholloway.ac.uk">Michelle.Bentley@royalholloway.ac.uk</a>
BRUNO, G. Anthony	<b>TBC</b>	FW036	<a href="mailto:G.Anthony.Bruno@rhul.ac.uk">G.Anthony.Bruno@rhul.ac.uk</a>
CIANETTI, Licia	(44) 3965	FW034	<a href="mailto:Licia.Cianetti@royalholloway.ac.uk">Licia.Cianetti@royalholloway.ac.uk</a>
COLIGNON, Sofia	(41) 4403	FW115	<a href="mailto:Sofia.Collignon@rhul.ac.uk">Sofia.Collignon@rhul.ac.uk</a>
DATTA, Antara (SABB)	(44) 3292	FW110	<a href="mailto:Antara.Datta@royalholloway.ac.uk">Antara.Datta@royalholloway.ac.uk</a>
DYSON, Tom	(41) 4157	FW134	<a href="mailto:Tom.Dyson@royalholloway.ac.uk">Tom.Dyson@royalholloway.ac.uk</a>
GALAI, Yoav	(44) 3961	FW116	<a href="mailto:Yoav.Galai@rhul.ac.uk">Yoav.Galai@rhul.ac.uk</a>
GASCOIGNE, Neil	(27) 6451	FW136	<a href="mailto:Neil.Gascoigne@royalholloway.ac.uk">Neil.Gascoigne@royalholloway.ac.uk</a>
GOLDTHAU, Andreas	(41) 4133	FW128	<a href="mailto:Andreas.Goldthau@royalholloway.ac.uk">Andreas.Goldthau@royalholloway.ac.uk</a>
HACKETT, Ursula	(44) 3369	FW118	<a href="mailto:Ursula.Hackett@royalholloway.ac.uk">Ursula.Hackett@royalholloway.ac.uk</a>
HALAWI, Ibrahim (TF)	(41) 4255	FW120	<a href="mailto:Ibrahim.Halawi@royalholloway.ac.uk">Ibrahim.Halawi@royalholloway.ac.uk</a>
HALPERIN, Sandra (SABB)	(44) 3148	FW119	<a href="mailto:Sandra.Halperin@royalholloway.ac.uk">Sandra.Halperin@royalholloway.ac.uk</a>
HANRETTY, Chris	(41) 4130	FW113	<a href="mailto:Chris.Hanretty@royalholloway.ac.uk">Chris.Hanretty@royalholloway.ac.uk</a>
HEATH, Oliver (SABB)	(27) 6407	FW126	<a href="mailto:Oliver.Heath@royalholloway.ac.uk">Oliver.Heath@royalholloway.ac.uk</a>
JOHNSTONE, Lyn (TF)	(27) 6372	FW127	<a href="mailto:Lyn.Johnstone@rhul.ac.uk">Lyn.Johnstone@rhul.ac.uk</a>
JONES, Will	(41) 4077	FW148	<a href="mailto:Will.Jones@royalholloway.ac.uk">Will.Jones@royalholloway.ac.uk</a>
KALANTARI, Mohammad	<b>TBC</b>	FW033	<a href="mailto:Mohammadreza.Kalantari@rhul.ac.uk">Mohammadreza.Kalantari@rhul.ac.uk</a>
LAKER, Frederick (TF)	(44) 3292	FW110	
MATTAUSCH, John	<b>TBC</b>	FW027	<a href="mailto:J.Mattausch@royalholloway.ac.uk">J.Mattausch@royalholloway.ac.uk</a>
O'LOUGHLIN, Ben	(44) 3153	FW114	<a href="mailto:Ben.OLoughlin@royalholloway.ac.uk">Ben.OLoughlin@royalholloway.ac.uk</a>
PETRIKOVA, Ivica	(44) 3021	FW145	<a href="mailto:Ivica.Petrikova@royalholloway.ac.uk">Ivica.Petrikova@royalholloway.ac.uk</a>
PRESTON, Dave (TF)	(41) 4133	FW128	<a href="mailto:David.Preston.2012@royalholloway.ac.uk">David.Preston.2012@royalholloway.ac.uk</a>
ROACHE, Rebecca (SABB)	(27) 6372	FW127	<a href="mailto:Rebecca.Roache@royalholloway.ac.uk">Rebecca.Roache@royalholloway.ac.uk</a>
RUTHERFORD, Nat (TF)	<b>TBC</b>	FW147	<a href="mailto:nathaniel.rutherford.2013@live.rhul.ac.uk">nathaniel.rutherford.2013@live.rhul.ac.uk</a>
SCHWARTZ, Cassilde	(44) 3380	FW107	<a href="mailto:Cassilde.Schwartz@royalholloway.ac.uk">Cassilde.Schwartz@royalholloway.ac.uk</a>
SEGLOW, Jonathan (SABB)	(44) 3155	FW109	<a href="mailto:J.Seglow@royalholloway.ac.uk">J.Seglow@royalholloway.ac.uk</a>
SELLARS, John	<b>TBC</b>	FW029	<a href="mailto:John.Sellars@royalholloway.ac.uk">John.Sellars@royalholloway.ac.uk</a>
SLOAM, James	(41) 4987	FW117	<a href="mailto:James.Sloam@royalholloway.ac.uk">James.Sloam@royalholloway.ac.uk</a>
SMETS, Kaat	(41)	FW120	<a href="mailto:Kaat.Smets@royalholloway.ac.uk">Kaat.Smets@royalholloway.ac.uk</a>

	4255		
SMITH, Alison (TF)	TBC	FW034	TBC
SOMERS-HALL, Henry	(27) 6382	FW131	<a href="mailto:Henry.Somers-Hall@royalholloway.ac.uk">Henry.Somers-Hall@royalholloway.ac.uk</a>
STUBBS, Thomas	(44) 3143	FW130	<a href="mailto:Thomas.Stubbs@royalholloway.ac.uk">Thomas.Stubbs@royalholloway.ac.uk</a>
THORNTON, Edward (TF)	(44) 3155	FW109	<a href="mailto:Edward.Thornton.2014@live.rhul.ac.uk">Edward.Thornton.2014@live.rhul.ac.uk</a>
WATTS, Ellen (TF)	(27) 6407	FW126	<a href="mailto:Ellen.Watts.2012@live.rhul.ac.uk">Ellen.Watts.2012@live.rhul.ac.uk</a>
WATTS, Tom (TF)	TBC	FW034	<a href="mailto:Thomas.Watts@rhul.ac.uk">Thomas.Watts@rhul.ac.uk</a>
WEARING, David (TF)	TBC	FW027	<a href="mailto:David.Wearing@rhul.ac.uk">David.Wearing@rhul.ac.uk</a>
WHISTLER, Dan	(27) 6238	FW135	<a href="mailto:Daniel.Whistler@rhul.ac.uk">Daniel.Whistler@rhul.ac.uk</a>
WIDDER, Nathan	(41) 4127	FW132	<a href="mailto:N.E.Widder@royalholloway.ac.uk">N.E.Widder@royalholloway.ac.uk</a>
ZENG, Jinghan	(27) 6217	FW125	<a href="mailto:Jinghan.Zeng@royalholloway.ac.uk">Jinghan.Zeng@royalholloway.ac.uk</a>

### Department Manager (DM)

Name	Telephone	Room	Email
Viviane Schroeder	(0)1784 276315	FW137	<a href="mailto:Viviane.Schroeder@rhul.ac.uk">Viviane.Schroeder@rhul.ac.uk</a>

### Postgraduate Research administrator

Name	Telephone	Room	Email
Charlotte Langston	(0)1784 443687	FW141	<a href="mailto:Charlotte.Langston@rhul.ac.uk">Charlotte.Langston@rhul.ac.uk</a>

## 1.6 Your department

Welcome to the MPhil/PhD programme in Politics and International Relations, and Philosophy at Royal Holloway. This handbook contains as much information as possible to guide you through the core aspects of the Postgraduate Research Programme. You should use this handbook in conjunction with the College's formal guidelines and regulations available at the websites indicated. If you have any queries, please do not hesitate to contact your supervisors, the Director of Graduate Studies (Kaat Smets), or the Postgraduate Administrator (Charlotte Langston).

The Department of Politics and International Relations (PIR) was founded in 2004 and became the School of Politics and International Relations and Philosophy in 2017. It has rapidly developed an outstanding reputation for teaching and research in a number of areas within this field. It has grown substantially with a number of new appointments since 2006 that have brought it to 34 academic members of staff in size. Much of our research activities fall within one of our research units: the Centre for the Politics of Africa, Asia, Latin America and the Middle East (AAME), the Democracy and Elections Centre (DEC), the Centre for Islamic and West Asian Studies (CIWAS), the Centre for International Public Policy (CIPP), the Centre for European Politics, the New Political Communication Unit and the Contemporary Political Theory Research Group.

We view postgraduate research students as an integral part of the School's intellectual identity and environment, and our dynamic faculty is constantly seeking out promising research students. This is an ambitious research School, and we aim to recruit outstanding graduate students who can participate in and help build our research programmes.

We are very pleased to welcome you to the School, and look forward to working with you.

### **1.7 Research areas within your department**

**Nicholas Allen:** British elections and democracy, parliamentary misconduct, political ethics and integrity, the British prime ministership and political executive.

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

**Giacomo Benedetto:** European Union, the effect of Brexit on the EU; European Parliament, Parliaments, Political Parties (particularly socialist and social democratic parties), and public spending and budgets, the EU's budget.

**Michelle Bentley:** US foreign policy, mass destruction, terrorism, strategic narratives, and political taboos.

**G. Anthony Bruno:** Kant, German idealism, phenomenology, early modern philosophy.

**Elinor Carmi:** Media theory, new media, software studies, digital cultures, sound studies, media archaeology, internet governance.

**Licia Cianetti:** Comparative Politics, Minority Politics (including minorities and socio-economic inequality), Democratic Representation, Quality of Democracy, Post-communist Europe.

**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.

**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.

**Julia Gallagher:** Sub-Saharan African politics, particularly Zimbabwe; recognition and psychoanalysis in international relations theory; qualitative research methods.

**Neil Gascoigne:** Pragmatism, Epistemology, Metaphilosophy. Philosophy and Literature.

**Andreas Goldthau:** EU energy security, Eurasian energy geopolitics, global energy governance and global public policy.

**Ursula Hackett:** Domestic politics of the United States; public policymaking - particularly education policy; religion and politics; federalism and intergovernmental relations.

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

**Chris Hanretty:** election forecasting; public opinion; constituency representation; judicial politics; West European politics; quantitative methods.

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

**Will Jones:** Refugee politics, politics of Africa (particularly Rwanda), diasporas, mobilisation, authoritarianism, conflict and fragile states, refugee resettlement and relocation policy.

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

**Ben O'Loughlin:** International political communication, visual politics, discourse and narrative in politics.

**Alexis Papazoglou:** Hegel, Neo-Kantian philosophy, philosophy of mind, philosophy of science.

**Ivica Petrikova:** aid effectiveness, food security, EU development policy and donor coordination, agricultural policies, social movements, social capital, inequality, and the links between religion, politics, and development.

**David Preston:** Ancient Philosophy - especially its relation to more modern theories. Plato. Epistemology. Philosophy of Mind.

**Rebecca Roache:** Metaphysics (especially philosophy of time, free will, personal identity), philosophy of mind, philosophy of psychiatry, applied ethics, philosophy of technology.

**Cassilde Schwartz:** Comparative politics, Latin American and Caribbean politics, migration, protest, political participation, public opinion, quantitative methods, experimental methods

**Jonathan Seglow:** Contemporary political theory, especially toleration, free speech, citizenship and cultural diversity.

**John Sellars:** Ancient philosophy (especially Hellenistic and Roman) and its later reception.

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

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

**Henry Somers-Hall:** Nineteenth and twentieth century German and French philosophy, and in particular Kant, Hegel, Deleuze, Merleau-Ponty and Sartre.

**Thomas Stubbs:** Development studies, global and public health, political economy, urban studies, quantitative methods, East African politics.

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

**David Wearing:** TBC

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

**Jinghan Zeng:** China's authoritarian system, elite politics of contemporary China, Chinese foreign policy and research methods.

## 2 Support and advice

### 2.1 Research Degree regulations and Code of Practice

The **Research Degree regulations** set out the various standards that shape the regulatory framework of your research degree with the College. This contains a variety of essential information, ranging from admissions to academic progression and examination.

The **Code of Practice for Research Degree students and supervisors** sets out good practice alongside additional information on the policies and procedures that support the standards and expectations of the College.

### 2.2 Support within your department

Your supervisor or a member of your supervisory team should always be the first point of contact for any questions or concerns you may have about your programme of study or your research. In addition, the Director of Graduate Studies (DoGS) exercises overall responsibility for the welfare and academic progress of the research students within your department.

### 2.3 Student Services Centre

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

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

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

## **2.4 Research Degrees team**

The Research Degrees team within Student Administration maintains research degree students' central records, manages the administration for all research degree examinations within the College and is the first point of contact for scholarship queries. If you have a research degree query but are unsure whom to ask, contact Research Degrees and they will point you in the right direction.

Email: [researchdegrees@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk)

[Visit the Doctoral School microsite for more details](#)

## **2.5 Support Advisory & Wellbeing**

The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS-run Health Centre on campus.

Phone: 01784 44 3394  
Email: [wellbeing@royalholloway.ac.uk](mailto:wellbeing@royalholloway.ac.uk)

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

### **2.5.1 Student Wellbeing**

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

Phone: 01784 44 3395 / 44 3132 / 27 6757  
Email: [wellbeing@royalholloway.ac.uk](mailto:wellbeing@royalholloway.ac.uk)

[Find out more about Student Wellbeing](#)

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

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

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

Phone: 01784 27 6473  
Email: [Disability-Dyslexia@rhul.ac.uk](mailto:Disability-Dyslexia@rhul.ac.uk)

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

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

Phone: (0)1784 414621

Email: [Disability-Dyslexia@rhul.ac.uk](mailto:Disability-Dyslexia@rhul.ac.uk)

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

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

Phone: 01784 27 6168

Email: [internationaladvice@royalholloway.ac.uk](mailto:internationaladvice@royalholloway.ac.uk)

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

## **2.6 Students' Union Royal Holloway University of London (SURHUL) Advice and Support Centre**

The Students' Union Royal Holloway University of London (SURHUL) is a registered charity and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering, transport, volunteering, campaigning and advocacy.

Phone: 01784 24 6700

Email: [helpdesk@su.rhul.ac.uk](mailto:helpdesk@su.rhul.ac.uk)

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

## **2.7 IT Service Desk**

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

Phone: 01784 41 4321

Email: [itservicedesk@royalholloway.ac.uk](mailto:itservicedesk@royalholloway.ac.uk)

In person: Visit the IT support office in the Davison Library (ground floor)

[Find out more about IT services](#)

# **3 Communication**

## **3.1 Your College email account**

The College provides an email address for you free of charge and stores the address in a College email directory. Your account is easily accessible, both on and off campus, via [CampusNet](#) or direct via [Outlook.com](#). It is essential to note that this email account will be used for all routine correspondence and news from the College. Your College email will very likely also be used for urgent communication, including correspondence from your supervisors so it is vital that you check

your emails regularly.

In the event that you would prefer to use a commercial email service, you are able to connect your College email account so that it automatically forwards any messages you receive.

[Instructions how to forward mail](#)

### **3.2 Internal post**

All post addressed to you in your department will be delivered to student pigeonholes (alphabetical by surname) in the post room. The post room can be found at the end of the corridor on the left hand side. At the end of each term student pigeonholes are cleared of accumulated mail so please try to ensure you check it at regular intervals. Please also note that Professional Services within the College will often send correspondence by internal post and your supervisor(s) may also return work to you via the pigeonholes.

### **3.3 Your contact information**

It is imperative that the College has the most up-to-date contact details for you. As such, please ensure that you update the following via the [Campus Connect student portal](#) as quickly as possible once they are changed: your telephone number (mobile and landline), postal address (term-time and forwarding), email address and emergency contact details.

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

### **3.4 Dates for the Diary**

The Research Degrees team will send a Doctoral School 'Dates for the Diary' email to your Royal Holloway email address at the end of each month, which provides details of events and opportunities for postgraduate research students which are coming up in the following month.

## **4 Facilities and resources**

### **4.1 Facilities and resources within your department**

The Department Office will be open from 09:00 – 12:00 and 14:00 – 17:00 Monday to Friday.

Office hours for academic staff and teaching assistants are listed on the notice boards outside the Department Office and on the [departmental website](#).

### **4.2 Computers**

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

[How to find an available PC](#)

### 4.3 Library

The College library, housed in the Davison Building, is open 24 hours a day, seven days a week. It provides more than 450,000 books and 36,000 journals in both print and digital format and a dedicated postgraduate room on the 2nd floor. The library contains a large number of PCs and provides laptops to borrow.

Phone: 01784 44 3823  
Email: [library@royalholloway.ac.uk](mailto:library@royalholloway.ac.uk)

[Find out more about the library](#)

#### 4.3.1 Research Support

The [Research Support team](#) in the library provides support on research information including copyright, Open Access publishing and developing your research information. The team can also provide advice for meeting research funders' requirements regarding Open Access. The team works with the Information Consultants to provide support throughout the research information cycle, from researching bids through to searching and accessing information for articles, books and other outputs through to submission of the PhD thesis and future career plans.

For training sessions and subject specific support, contact your Information Consultant who will be able to help you. Their details will be on the relevant [Subject Guide](#), where you can also find details of resources available to you at Royal Holloway.

#### 4.3.2 Access to other libraries

If you cannot find the specific items that you require in the College library, you also have access to the following:

- **Senate House Library**

This is the central library of the University of London, where you can borrow up to twelve books with a library ticket which you can obtain using your Royal Holloway College ID card

Address: Malet Street, London, WC1E 7HU  
Phone: 020 7862 8461

[Senate House Library website](#)

- **The British Library**

The British Library is the national collection and holds copies of all books published in the UK and Ireland, alongside an extensive collection from other countries. A Reader Pass will be issued subject to your need to see specific items in the collections. Royal Holloway theses are available via [Ethos](#), the British Library's electronic theses service which contains approximately 400 000 records of UK theses including 160,000 available for immediate download of the full text.

Address: 96 Euston Road, London, NW1 2DB  
Phone: 020 7412 7000

[British Library website](#)

- **SCONUL access scheme**

Royal Holloway participates in this national university access scheme which allows student to use other university libraries in the UK.

#### 4.4 Postgraduate research spaces

The College offers a number of areas specifically for postgraduate students outside of your department.

- **Research Postgraduate room in the library** (Davison Building)

The second floor of the new library building contains a **dedicated study area** for postgraduate students.

- **Doctoral Hub** (International Building INo30)

The **Doctoral Hub** provides study and social space specifically for postgraduate research students.

- **Arts Building - room AS17** (2<sup>nd</sup> floor)

The room contains fifteen PCs. It is open to all students (PG and UG) during normal office hours and to postgraduates and staff between 7pm and 7am (code obtainable from the Computer Centre).

- **Highfield Common Room**

The room is for those living in postgraduate accommodation on the Highfield site. It can be booked through the reception at Highfield. The room offers easy chairs, TV and video, and food- and drink-vending machines. The room must be vacated by 11pm.

#### 4.5 Careers & Employability Service

The College's Careers & Employability Service, based in the Davison Building, runs a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October.

One to one appointments are available all through the year, where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview.

The Careers & Employability Service holds six workshops over the academic year as part of the **Researcher Development Programme**. The workshops deal with finding academic and non-academic roles and making relevant applications and interview skills.

Phone: 01784 44 3073

Email: [careers@royalholloway.ac.uk](mailto:careers@royalholloway.ac.uk)

[Find out more about the Careers & Employability Service](#)

## 5 Research skills and teaching

You should discuss your research skills training needs with your supervisor and adviser soon after you start your research degree and fill out the Research Student Training Log with details of courses that you should attend during the year.

## 5.1 Researcher Development Programme

The College's Researcher Development Programme is a series of transferable skills courses designed for research students to help you to develop your skills alongside your research. Some of these courses are specifically designed to help students complete their research degree, while others help develop more general skills and enhance your employability.

Email: [pgrtraining@royalholloway.ac.uk](mailto:pgrtraining@royalholloway.ac.uk)

[Find out more about the Researcher Development Programme](#)

## 5.2 Teaching experience and training

Your department may be in a position to offer you opportunities to undertake teaching and/or demonstrating opportunities. In the event that you are employed in a lead teaching role, you are required to register for the College's inSTIL programme (Programme in Skills of Teaching to Inspire Learning). If you are teaching as part of a team, you may choose to do this programme but are not required to do so. You must be engaged in teaching at the same time as participating in inSTIL, as teaching observations are an intrinsic element of the programme. The inSTIL programme is worth 15 M level credits and counts as seven days towards your skills training objectives.

Phone: 01784 41 6337

Email: [edc@royalholloway.ac.uk](mailto:edc@royalholloway.ac.uk)

[Find out more about the inSTIL programme](#)

# 6 Your registration status

Further details regarding the areas outlined in this section can be found in the [Research Degree Regulations](#).

## 6.1 Study timelines

In order to retain your registration status as a postgraduate research student at Royal Holloway, you should be aware of the following timelines (if you are studying part-time, double the period). Please note that all PhD students start on the MPhil must successfully complete their upgrade review in order to be eligible to submit for the PhD:

Level of programme	Deadline for upgrade to PhD	Deadline for submission of thesis
Masters by Research		1 year (FT)
MPhil		3 years (FT)
PhD	1 <sup>st</sup> attempt within 20 months (FT) 2 <sup>nd</sup> attempt (if required) within 24 months (FT)	4 years (FT)

*Please note: If you switch from full time to part-time during the first 20 months of your research degree, all full time months count once and all part-time months count twice. E.g. if you were to switch from full time to part-time after 16 months, your 1<sup>st</sup> attempt to upgrade would be required within 16 +*

2\*4=24 months.

As these deadlines are based on the start date on your student record, it is very important that this start date is recorded correctly. If your start date has been postponed, make sure you submit a [Change of start date](#) form within the first 6 months of your study. If you are sponsored on a Tier 4 (General) student visa, you are not permitted to change your start date in our records once you have used your CAS in a visa application.

These deadlines will be affected if you interrupt or change mode of attendance during your studies e.g. if you formally interrupt for 6 months, your submission deadline will extend by 6 months.

If you would like confirmation of your official start date or any of your deadlines, please contact [researchdegrees@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk). If there are extenuating circumstances which make it unlikely that you will be able to meet these deadlines, it is essential that you raise this with your supervisor / supervisory team as soon as possible.

## 6.2 Interrupting your studies

The [Research Degree Regulations](#) permit you to interrupt your studies for up to twenty-four months (whether consecutively or otherwise) on financial, medical or personal grounds on the recommendation of your supervisor and Director of Graduate Studies. Any period of interruption will only normally be permitted on exceptional grounds and must be approved by the Vice Principal on behalf of the College Board of Examiners Executive Committee (CBEEC). Students are also entitled to request an interruption of studies for reasons of [maternity, paternity or adoption leave](#).

[Find out more on how to interrupt your studies](#)

It is essential that you contact your supervisor or department at the very earliest possibility, should you find that you require a period of interruption to your studies. Please note, a back-dated (or retrospective) interruption will only be considered on the most exceptional grounds and in cases where the interruption sought is for a very limited period.

It is also essential that adequate supporting evidence is submitted with the request. See appendix B of the College's [Extenuating Circumstances guidance notes](#) for advice on this. If you are still uncertain what evidence is suitable, please contact [researchdegrees@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk). Where applications are submitted that lack adequate supporting evidence, it is very likely that they will be denied or subject to significant delays.

During the course of your interruption of studies, you remain a registered student with the College and are subject to College Regulations. Unless you are interrupting your studies on the grounds of maternity, paternity or adoption, or in exceptional circumstances relating to mental health conditions, you do not have the right to use College facilities or receive supervision during the period of interruption, other than occasional access to your supervisor by arrangement.

### 6.2.1 *Interrupting if you are sponsored by the College on a Tier 4 (General) student visa*

If you interrupt your studies and you are in receipt of a Tier 4 (General) student visa sponsored by Royal Holloway, the College will withdraw its sponsorship for the duration of your interruption and you are obliged by UK Visas and Immigration (UKVI) to leave the UK for this period.

[Find out more on how to renew your visa](#)

In exceptional circumstances, you may be permitted an authorised absence for a period less than sixty days. Under this type of authorised absence you are permitted to remain in the UK for the duration but this will impact the amount of leave remaining on your visa to complete your studies.

Authorised absence must be approved in the same way as an interruption. To discuss the authorised absence process please contact [student-administration@royalholloway.ac.uk](mailto:student-administration@royalholloway.ac.uk).

### **6.2.2 *Interrupting if you are funded by a Research Council or College scholarship***

It is essential that, prior to requesting the interruption, you check with your funding body whether the conditions of your scholarship permit you to interrupt your studies. For advice about this, please contact [researchdegrees@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk).

If you are funded by a Research Council, please be aware of the following:

- Although the thesis submission deadline set by the College may be extended due to the interruption, it may not be extended by your Research Council. In such cases, the earlier Research Council deadline takes precedence. If you have queries regarding this, please contact [researchdegrees@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk).
- If you have requested up to 13 weeks sick leave, your thesis submission deadline will not normally be affected by this period of leave.

[Find out more about interrupting when you are funded](#)

## **6.3 Changing your mode of attendance**

The [Research Degree Regulations](#) permit you to change your mode of study from full-time to part-time within the first 2 years of your study and from part-time to full-time at any point.

If you are sponsored on a Tier 4 visa, you will not be permitted to change to part-time, under the restrictions of our sponsorship.

[Find out more about changing your mode of attendance](#)

## **6.4 Engagement with studies**

According to the [Research Degree Regulations](#), if your attendance, academic performance or productivity is unsatisfactory, the termination of registration may be requested following a formal warning process. It is therefore essential that you alert your supervisor / supervisory team as soon as possible if you are experiencing difficulties with engaging with your studies so that the appropriate support and advice can be provided.

### **6.4.1 *Withdrawal of Tier 4 (General) student visa for non-engagement with studies***

If you are in receipt of a Tier 4 (General) student visa sponsored by Royal Holloway, it is a requirement of your visa that you attend classes and supervisory sessions, and complete assessments (see section 5 of the [Code of Practice for Research Degree students](#) for more details).

The College has a legal responsibility to report any student admitted to the College on a student visa who does not appear to be meeting the attendance requirements to UK Visas and Immigration (UKVI). Therefore, if you fail to meet UKVI visa requirements and/or fail to respond to informal and formal warnings from the College in this regard, you could have your sponsorship withdrawn, your visa cancelled and your registration with the College terminated. The termination of registration due to a breach in visa requirements is conducted independently of the College's formal warning process and the decision is not open to appeal.

[Find out more about visas and immigration](#)

#### 6.4.2 *Holiday*

You are entitled to up to eight weeks holiday within a 12 month period of registration. You should notify your supervisor in writing of any holidays taken.

## 7 Annual review and upgrade

Although you will meet with your supervisor regularly during the academic year, your academic progress is formally reviewed at least once every twelve months, unless you have interrupted your studies, in which case the review will take place not more than two months after you have formally resumed your studies.

Annual reviews, and upgrades for students registered for an MPhil/ PhD, are conducted in a face-to-face meeting between you and a panel. As a minimum the panel must consist of:

Annual review panel: At least one member of your supervisory team plus one member of staff completely independent of your supervisory team

Upgrade to PhD panel: Three members, with at least one member of your supervisory team and one member of staff who is completely independent of your supervisory team

It is important to remember that the upgrade from MPhil to PhD is not an automatic right. In the majority of cases, a panel will indicate that they are satisfied with a student's progress. In some cases, however, the panel may feel that the work presented does not meet the required standard for doctoral research. In such cases, your panel may permit you to have a second and final attempt.

See [section 6.1](#) for the deadlines by which the 1<sup>st</sup> and 2<sup>nd</sup> attempts at upgrade must take place.

At the end of your annual review/ upgrade meeting, your panel will fill in a form detailing the outcome of your review/upgrade, which provides you with an opportunity to add your own comments.

[Find out more about the annual review and upgrade process](#)

### 7.1 Your department's annual review and upgrade process

Although you will meet regularly with your supervisors during the academic year, your academic progress is formally reviewed at least once every 12 months, unless you have interrupted your studies, in which case the review will take place not more than two months after you have formally resumed your studies.

Annual reviews usually take place in May and are conducted in a face-to-face meeting between you, your supervisors, and an Advisory Panel consisting of two other permanent members of academic staff.

For an Annual Review, the student is required to submit:

1. A brief report, which:
  - (a) describes the progress which has been made during the period under

- review;
- (b) summarizes the extent to which objectives have been met; and
- (c) sets out a time-tabled research plan for the remaining work and the deadline by which it must be submitted; **and**

2. His/her annual training log.

Typically, we also want to see concrete evidence of progress as, for instance:

3. An additional chapter or chapters completed since the previous upgrade. For the First Annual Review, the student is required to prepare a substantial body of introductory work to the thesis instead of a chapter. The details of work required will be determined by the Supervisor and Panel, but typically, this may consist of:
  - (a) A literature review;
  - (b) An Introductory chapter setting out the research questions, argument, methodology and an outline of the thesis chapters; and
  - (c) A working bibliography.

At the end of the annual review the Advisory Panel will fill in a [Research Degree Student Review - Annual Review Form or Research Degree Student Review - Upgrade Form](#), which will be signed by panel members present at the review and will provide details of the outcome of this meeting.

You will be given an opportunity to fill in comments at the end of the form, should you so wish. The panel will indicate that they are satisfied with a student's progress, or that the work presented is not of the required standard.

Additionally, the panel may decide that it is necessary to issue a formal warning. Details of the formal warning process, which could lead to termination of registration, are outlined in the [Research Degree Regulations](#).

Further guidance is available [here](#).

The upgrade from MPhil to PhD status takes place in June of the second year of full-time study (the fourth year of part-time study) or earlier if the supervisory team advises it. For the upgrade the student is required to prepare a substantial portion of the thesis. The notional guideline is that this should be a draft section of about one-third of the thesis (about 30,000 words).

Students submit upgrade documents to:

- a. their supervisors and Advisory Panel, and
- b. the School Upgrade Panel, 2-3 weeks in advance of the date set for the advisory panel/upgrade (see below).

The upgrade consists of three components:

1. Students meet with their Advisory Panel in late April / early May (submitting their work at least two weeks ahead of the meeting). The purpose of the Advisory Panel meeting is for the Panel to offer advice on how to revise the student's submission to the Upgrade Panel. Following this meeting, the Panel forwards a report to the School Upgrade Panel.

2. The upgrade documents will consist of:
    - A thesis outline (Table of Contents)
    - Two chapters of the thesis, usually the Introduction and one other (this could be a theoretical, methodological or empirical chapter, depending on the nature of the PhD research – this is a question to be decided in conjunction with supervisors).
    - A Research Statement/Design (approx. 2500-3000 words in length), consisting of
      - Introduction: research question, background/context for the research
      - Literature Review -- argument developed concerning existing studies
      - Hypothesis/Argument and Theoretical Framework
      - Research Methodology (if appropriate)
      - Research Contribution
      - Conclusion/Summary
      - Appendix 1: Chapter Outline of the Thesis
      - Appendix 2: Monthly Timetable for the Project (formatted in a table)
- Training Log

3. Students submit their revised upgrade materials to the Upgrade Panel at least two weeks before the Upgrade meeting in May/early June. The meeting will consist of a succinct 10-minute oral presentation of the project, based on the Research Statement (no PowerPoint or use of other audio visual aids); and 15-20 minutes of discussion, feedback, and questions from the Committee.

At the end of the upgrade review, the School Upgrade Committee may decide not to permit the student to upgrade at that time. Where work presented is unsatisfactory, details of the problems and the course of action to be taken will be noted in the Research Degree Student Review Form. Additionally, the panel may decide that it is necessary to issue a formal warning. Details of the formal warning process, which could lead to termination of registration, are outlined in the [Research Degree Regulations](#).

Further guidance is available [here](#).

If you fail to upgrade from MPhil to PhD on the first attempt, the panel will, in most cases, permit you to have a second and final attempt, which must take place before the end of 24 months for full-time study or 48 months of part-time study.

Full details of the regulations governing the annual review and upgrade process are outlined in the [Research Degree Regulations](#).

## **7.2 Special arrangements**

If you have a disability, specific learning difficulty or impairment and wish to ask for reasonable adjustments to be made to the conduct of the viva, please discuss these with your supervisor ahead of the meeting so that appropriate arrangements can be made.

## **7.3 Extenuating circumstances**

If you want the annual review or upgrade panel to be made aware of extenuating circumstances that have affected your study, you should submit your statement and supporting evidence to the

panel Chair within the deadline set by the department/school for the submission of material for the upgrade or review.

If you are a Research Degree student, you may want the annual review or upgrade panel to be made aware of how your academic performance over the year has been affected by illness or extenuating circumstances. In such cases, you should submit your statement and supporting evidence to the panel chair within the deadline set by the School for the submission of material for the upgrade or review. You should have discussed any such issues with your supervisor or the Director of Graduate Studies before the meeting. The School may recommend that you interrupt your studies until your personal circumstances are such that you are in a position to take up your studies again. The Director of Graduate Studies will be able to inform you about the process to be followed to request an interruption.

In the case of circumstances relating only to your performance at the upgrade or review meeting, you should inform the panel members and submit the statement and supporting evidence within seven days of the meeting to your department.

## 8 Research degree exam process

[Overview of Masters by Research exam process](#)

[Overview of MPhil / PhD exam process](#)

### 8.1 Submission of thesis

At least two months prior to submitting your thesis (or dissertation for Masters by Research candidates), you should submit an [exam entry form](#) to [researchdegrees@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk), so that your examiners can be approved and be invited in good time before you submit. The form should be filled out by you and your supervisor and then be forwarded to the Director of Graduate Studies. If there is a delay in submitting the entry form, this does not affect your submission deadline but does mean that there may be a delay in the exam process once you have submitted the thesis.

The Research Degree Regulations stipulate that you must submit two bound copies of your thesis (via the Student Services Centre or by post) to the Research Degrees team and one electronic copy of your thesis to [researchdegrees@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk) by your thesis submission deadline.

See [section 6.1](#) for thesis submission deadline information.

Please refer to the [Research Degree Regulations](#) and the [Instructions and notes on submission](#) for the requirements of the thesis.

[Find out more about the research degree submission process](#)

#### 8.1.1 School guidance on your thesis

In terms of word length you should be aware that College regulations stipulate a maximum length for MPhil and PhD theses. If you exceed the word length stated in the Regulations or produce a thesis that is deemed to be too short, the examiners may refer the thesis for resubmission requiring it to be shortened to meet the word length requirement or extended to include more content, respectively.

Please refer to the [Research Degree Regulations](#) and the [Instructions and notes on submission](#) for

the requirements of the thesis.

### **8.1.2 *Royal Holloway proofreading scheme***

CeDAS oversees the [Royal Holloway proofreading scheme](#), which enables students to pay for an approved third-party proofreader to identify surface error in final drafts. Please note, the College does not permit the use of paid third-party proofreaders who are not part of this scheme.

### **8.1.3 *Random submission of thesis to Turnitin***

To help deter plagiarism, it is College policy to select a random sample of final research degree theses for submission to the plagiarism detection software, Turnitin, before the examination process is initiated. Exemptions are in place for theses covered by commercial confidentiality agreements. Turnitin reports are reviewed by the Director of Graduate Studies in your department. Should concerns be raised, you will be notified by the department.

### **8.1.4 *Plagiarism***

The College takes the issue of plagiarism and other academic misconduct extremely seriously. Please refer to the College's [Regulations on Academic Misconduct](#) for what constitutes academic misconduct, as well as the procedures to be followed for the investigation of alleged academic misconduct and possible outcomes.

## **8.2 *Viva***

If you are submitting for a Masters by Research, the default is that you will be assessed on the dissertation alone and will not be required to have an oral examination (viva) on your dissertation. Please note however that the examiners do have the discretion to request a viva once they have read the dissertation.

If you are submitting for an MPhil or PhD, however, you will be required to participate in a viva to defend your thesis. The viva should be organised by your supervisor (see section 8.1).

### **8.2.1 *Viva training***

The College offers viva training for research student's final oral examination via the [Researcher Development Programme](#).

### **8.2.2 *Departmental viva preparation***

School students are expected to sit a 'mock viva' conducted by their MPhil/PhD panel before the submission of the final thesis. This is designed to provide the student with practical experience in a viva setting, and an opportunity for advice and feedback from the panel in advance of final submission. The 'mock viva' is organized by the Supervisor(s).

Students will be expected to send their thesis to their panel three months **before** their submission date. A mock viva will be held shortly after the submission of the draft thesis. The main reason for this requirement is to provide you with robust and critical feedback on your thesis in advance of your final submission, and to allow you to improve and correct any weaknesses which may be apparent in your work. This feedback should enable you to submit a stronger thesis and greatly improve your chances in the viva.

For those of you submitting this academic year, please factor this into your work schedule. It will be important that you submit your draft to your panel in good time, in order for the panel to have the time to read and comment on your work. For example, for those of you submitting in September 2018, you will need to send your draft thesis by the end of May/beginning of June 2018 in order to have the Mock in June and leave you sufficient time over the summer to refine your work.

### **8.2.3 *Special arrangements***

If you have a disability, specific learning difficulty or impairment and wish to ask for reasonable adjustments to be made to the conduct of the viva, please indicate this on your exam entry form.

For further details, see section 16 of the [Research Degree Regulations](#)

### **8.2.4 *Extenuating circumstances***

In the case of extenuating circumstances relating to your performance at your viva, you should inform [researchdegrees@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk) prior to the viva, so that they can advise the examiners as appropriate and a decision can be made whether the viva should go ahead. If the viva does go ahead, you must submit an official request for the extenuating circumstances to be taken into account. This should be in writing and accompanied by supporting evidence and sent to [researchdegrees@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk) within seven days of the viva.

### **8.2.5 *Audio recording of viva***

It is College policy that an audio recording will be made of all vivas.

- The recording will only be made during the viva between you and the examiners. No recording will be made of any discussion held before or after the viva when you are not present.
- The recording will only be listened to in the event of an appeal made against the viva outcome and then only by a small number of staff who are involved in the investigation into the appeal.
- The recording will be kept securely for 6 months after you have been informed of the outcome, after which time it will be destroyed.

### **8.2.6 *Viva outcomes***

Please refer to the [Research Degree Regulations](#) for the range of outcomes available to your examiners.

## **8.3 *Award process***

### **8.3.1 *Approval process***

Once your examiners have confirmed to the Research Degrees team that you have satisfied the criteria to be awarded your Masters by Research, MPhil or PhD, the outcome and examiners' reports will be sent to your Director of Graduate Studies for initial approval and then the Faculty Dean to approve on behalf of the CBEEC (College Board of Examiners' Executive Committee). The date of your award will be the 1st of the month following the Dean's approval.

If you have been awarded a Masters by Research, there are no further requirements before your award can be processed.

### **8.3.2 *Electronic submission of the final MPhil or PhD thesis***

If you have been awarded an MPhil or PhD, you need to upload an electronic version of the finalised thesis on to the College's research information system, Pure, before the award can be processed. The College strongly recommends that you check the details of these requirements well in advance of submission as they contain important information on copyright and Open Access.

[Find out more about Pure](#)

### **8.3.3 *Documentation***

Once your award has been processed by the Research Degrees team, you will be sent an award letter on College headed paper which includes the date of your award and your thesis title. Your degree certificate will be sent to you by the Diploma Production Office in central London within 3 – 6 months of the award letter.

### **8.3.4 *Graduation***

As a postgraduate research student, you can attend either the Summer or the Winter Graduation ceremony.

To be eligible to attend the summer ceremony:

- Your award date must be no later than 1 June of that year.
- You must have submitted your finalized thesis to Pure by 30 June at the very latest.

To be eligible to attend the winter ceremony:

- Your award date must be no later than 1 November of that year.
- You must have submitted your finalized thesis to Pure by 30 November at the very latest.

[Find out more about the Graduation ceremonies](#)

## **9 Appeals and Complaints**

### **9.1 Appeals**

By submitting an academic appeal, you are making a request for a decision made by the College relating to your academic studies or academic progress to be reconsidered. This must be done within 15 working days of the date on which you were formally informed about the decision.

Sections 21 and 22 of the [Research Degree Regulations](#) set out the grounds on which you can appeal and the process to be followed.

If you have also submitted a complaint and your grounds for an academic appeal are effectively dependent on the outcome of the complaint, the College may determine that the complaint should be investigated first under the Complaints Procedure. The complaint investigation will be carried out by the College Secretary's Office and your appeal investigation will be delayed until the complaint investigation is complete. The College will endeavour to complete these processes as quickly as possible. However, a thorough investigation takes time, so the College strongly advises that you continue to make plans on the basis of the decision as it currently stands.

[Find out more about academic appeals](#)

### **9.2 Complaints**

A complaint is where, as a result of your experience at the College, you feel dissatisfied about the provision of services or facilities and would like your concerns to be investigated. Your concerns may be investigated under the [Complaints procedure](#) but normally only within three months of the incident or action being complained about.

If you have a complaint relating to any aspect of the department, or its staff, or to any academic or College matter, it is recommended that you first discuss it informally with your supervisor(s), advisor, Director of Graduate Studies or another member of staff in the department as soon as possible. In the majority of cases complaints can be resolved through such an informal route.

In those cases where the complaint cannot be resolved in this way, you may want to submit a formal complaint.

[Find out more about complaints](#)

## 10 Student charter

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

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

## 11 Feedback

### 11.1 Your department's PGR student-staff committee

The purpose of the department's PGR staff-student committee is to maintain and foster communication within the Department. The committee meeting is a platform to receive and to discuss matters of concern to both students and staff. As such, it provides a formal means of communication between students and the Departmental Board.

The Committees hold regular meetings throughout the year and students are encouraged to stand for election to it and to pass on their views and concerns to representatives prior to meetings. Student representatives for the Committee are elected early in the Autumn term. A minimum of two Doctoral students sit on the Postgraduate Research Committee, along with staff.

### 11.2 Surveys

As a research degree student, you will be asked to complete an online survey to feedback on your experience each year. This anonymous survey is really important and helps us make improvements around the College and tells us how well we're doing. It's a chance for us to gain valuable data to inform enhancements to the experience of postgraduate research students.

## 12 Paid work

According to the [Code of Practice for Research Degree students](#), any paid work you undertake to support your studies should not exceed 20 hours per week if you are registered as a full-time student. If you are a part-time student, there is no limit.

If you are an international student, you must also ensure that any working restrictions, as stated on your visa, are also adhered to.

## 13 Research abroad

If you are undertaking research abroad, please ensure that you agree this with your supervisor and ensure that details of the location and dates have been approved prior to undertaking the research.

If you are sponsored by the College for a Tier 4 (General) student visa, please ensure that you receive approval from your supervisor prior to undertaking the research so that the College can update details of your study location with the UKVI, as required by the UKVI. If you do not do this you will be risking the continuation of your Tier 4 sponsorship with the College.

## 14 Health and Safety Information

### General health and safety policies

#### 14.1 Code of practice on harassment for students

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

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

#### 14.2 Lone working policy and procedures

The principles and guidance around lone working are often highly applicable to the nature of postgraduate research and the variety of activities this might involve. As such, awareness and planning around any lone working you may be required to undertake are essential.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator (Viviane Schroeder) or the College Health and Safety Office. It is likely that most activities will take place on College premises. However, the principles also apply to students undertaking duties off campus.

## 15 Equal opportunities statement and College Codes of Practice

### **15.1 Equal opportunities statement**

The College values diversity and promotes equality of opportunity for all, both in its employment practices and admissions decisions, and in its teaching, learning and research activities.

[Royal Holloway's equal opportunities statement](#)