DEPARTMENT OF POLITICS, INTERNATIONAL RELATIONS

UNDERGRADUATE STUDENT HANDBOOK

2017/2018
Disclaimer

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

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

An electronic copy of this handbook can be found on your departmental website (https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx) where it will be possible to follow the hyperlinks to relevant webpages.
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1. Introduction to the School

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 Tutor 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.
1.3 Map of the Egham campus

Student parking is limited and a parking permit is required. This can be obtained online via [http://royalholloway.firstparking.co.uk/](http://royalholloway.firstparking.co.uk/).
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**Head of School and Head of PIR**

Professor Sandra Halperin
### STAFF SABBATICALS 2017-18

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Sarah Sanders – Department Manager – FW137

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1.5 How to find us: the Departmental office

The Department offices are located on the west side of the College’s historic main building, Founder’s Building, on the first floor. The Department administrative office, FW139 is located in the middle of the Founders West corridor.

1.6 The Department: practical information

The Department office will be open from 9am–12pm and 2pm-5pm Monday to Friday.

Office hours for academic staff and seminar leaders are listed on the noticeboards outside the admin offices, and on the PIR Information for Current Students web page.

1.7 Staff research interests

**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.


**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.


**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.

1.8 The Department Student Societies

PIRSoc
The Politics and International Relations Society, PIRSoc, is one of the most active student groups in the College. It organises 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 2014 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 8.5) and at: https://www.royalholloway.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: https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/diplomati
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: https://rhulphilsoc.wordpress.com/

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 Tutor.

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

2.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the **Student Portal** (Campus Connect) or direct via **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, 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.

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/forwarded to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting http://help.outlook.com and searching for forwarding (you may need to use IE browser to access this as the link does not work on some browsers). This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, Hotmail, it will not be deleted from the Royal Holloway account. Please ensure you log on to your College account regularly 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

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

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). 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 outside the Admin office in the Founder’s West First Floor PIR Corridor.

All information posted on the notice boards will also be posted to the PIR Student Information Page on Moodle.

Every effort is made to post notices relating to class times 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 (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!

2.5 Personal Tutors

Each student will be assigned an academic member of staff as a Personal Tutor. Personal Tutors oversee the pastoral care of students and provide academic and welfare advice. Incoming students will meet their Tutors during Welcome Week and returning students should arrange to meet their supervisors early in the academic year. Personal Tutors 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 Tutor will be your dissertation supervisor.

Students are encouraged to keep in touch with their personal Tutors. Students who are experiencing difficulties of an academic or non-academic nature should normally consider their personal Tutors 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 8.4) provides an important forum for in-year feedback, but students should feel free also to approach course leaders, the Department Manager, 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

Term dates can be found on the College website:
You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/or miss lectures/seminars/practical’s etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see 3.4 below). During the summer term, after the summer examination period, you are expected to attend all required academic activities organized by your department(s) and to be available should you be required to meet with College staff for any reason.

3.2 Academic Timetable

Your individual timetable is available to see online via Campus Connect. You can download this to a personal calendar if you wish. You should check your timetable regularly as it links to the live Timetabling system, so will update automatically to reflect any changes. Timetable changes within two working days will be notified by email to your RHUL account. You will receive separate communications by email and on Campus Connect about exactly how to access and download your timetable.

3.3 Reading weeks

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.

3.4 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending regularly and progressing with their studies. While it is essential that you attend all the compulsory learning activities related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the Politics and International Relations Department has set a minimum attendance level at 80% overall attendance. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements.

Your regular attendance in class and consistent engagement with your studies are fundamental requirements of your learning experience with the College. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration (see 3.4.6). Your ‘classes’ are any learning or teaching activity deemed essential to your programme of study. The term is used to encompass a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings your Personal Tutor.

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

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

### 3.4.1 Your responsibilities in relation to attendance

Your responsibilities around attendance and engagement include:

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

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

### 3.4.2 Departments’ responsibilities for monitoring attendance

The Politics and International Relations Department has set a minimum attendance level at 80% overall attendance. It is your responsibility to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying or the department in which you are taking courses in the case of electives, for example.

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

You will be contacted in the event that:

(a) you fail to attend for two weeks without providing notification of your absence;
(b) you display a pattern of absence that the department feel is affecting or is likely to affect your work;
(c) you display a pattern of absence that the department feel is a cause for concern over your wellbeing or may point to a disability which you may not have disclosed.

3.4.3 College’s responsibilities for monitoring attendance

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

The College also has obligations placed on it by UK Visa and Immigration (UKVI) (see 3.4.7 below).

3.4.4 Missing classes

If you are unable to attend College for whatever reason you must advise the department in which you taking the course(s) in question and complete the relevant Notification of Absence Form, which is available online:
Figure 1 - Notification of Absence Form – Absence Due to Illness

IN CONFIDENCE

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

Student details * Information which you must complete

* Student Number 100

* UG or PG

UG  PG

*Department

Please Select

2nd Department

[Joint programmes]

Please Select

*First name

*Family name

*Degree programme

Year of study

Absence details

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

Period of absence (both dates inclusive)

*From

*Until

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

These circumstances did  did not necessitate treatment by a medical practitioner.

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

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

I have contacted my personal adviser  Yes  No

If yes give name(s)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Course code</th>
<th>*Class(es) missed and/or assessment(s) affected</th>
<th>Course title/topic/details</th>
<th>Course Tutor(s)/ leader(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

*Signed

*Date

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

For Departmental use only

I confirm that I have discussed this absence with the student.

Signed

Date

Date received

Absence up to and including 5 term-time days  

Absence more than 5 term-time days  

Formal Medical Certificate Required  

Formal Medical Certificate received  

Absence deemed acceptable  

Absence deemed unacceptable  

Email confirmation of receipt of notification sent  

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

You should ensure:

(a) that you advise the departments(s) by emailing [PIR-Admin@royalholloway.ac.uk](mailto:PIR-Admin@royalholloway.ac.uk)

(b) that you complete the Notification of Absence Form available from [eCampus](https://ecampus.royalholloway.ac.uk) copies of which are also available from the Health Centre and outside the departmental office door.

(c) that you submit the paperwork to your department(s) either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level.

Please email this notification to the department at [PIR-Admin@royalholloway.ac.uk](mailto:PIR-Admin@royalholloway.ac.uk) or bring a completed copy into the departmental office.

(d) that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.

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

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

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

3.4.5 Missing an examination

In the event that you are unable to attend an exam (e.g. through reasons of sudden illness), it is essential that you notify the Student Services Centre at the very earliest possibility. Wherever possible, please try to ensure you contact them via e-mail at student-enquiries@royalholloway.ac.uk before the scheduled start of the exam with your name, student ID and confirmation of the exam that you are unable to attend. Please include a brief explanation within the email outlining the reasons for the non-attendance.

This notification will then be forwarded by the Student Services Centre to your department so that they are aware of your non-attendance.

Please note, this notification is not a substitute for formally notifying your department of Extenuating Circumstances. It is essential that you inform your department and Chair of the Sub-board of Examiners by completing the Extenuating Circumstances form. For further information, please refer to the website.

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

3.4.6 Consequences of failing to attend

As indicated in 3.4.2 above, the Department may contact you if there are concerns about your attendance.

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 your well-being
• pointing to a possible disability that you may not have disclosed.
• approaching the minimum attendance level.

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

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

3.4.7 Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Visa, should your registration at the College be terminated for non-attendance or a general lack of engagement with your studies, you will be reported to the UKVI and your Tier 4 visa will be withdrawn. Alternatively, in line with the College’s legal obligations to UKVI, if you fail to meet the requirement of your Tier 4 visa to attend classes and complete assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations and the decision is not open to appeal. Please see our Undergraduate Regulations.
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 Course Finder or the Programme Specification Repository.

4.1 Politics and International Relations: Current Degrees

<table>
<thead>
<tr>
<th>Programme Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA Politics (L200)</td>
</tr>
<tr>
<td>BA Politics and International Relations (L290)</td>
</tr>
<tr>
<td>BA Politics with Philosophy (L2V5)</td>
</tr>
<tr>
<td>BSc Economics, Politics and International Relations (LL12)</td>
</tr>
<tr>
<td>BSc Geography, Politics and International Relations (FL82)</td>
</tr>
<tr>
<td>BA History, Politics and International Relations (VLN1)</td>
</tr>
<tr>
<td>BA History and International Relations (VL12) (no entry in 17/18)</td>
</tr>
<tr>
<td>BA International Relations (LF50)</td>
</tr>
<tr>
<td>BA Politics, Philosophy and Economics (LDV0)</td>
</tr>
<tr>
<td>BA Politics and International Relations &amp; Philosophy, (LV25)</td>
</tr>
<tr>
<td>BA European Studies (up to 2015 intake – no longer admitting students)</td>
</tr>
<tr>
<td>* R100 European Studies (French)</td>
</tr>
<tr>
<td>* R200 European Studies (German)</td>
</tr>
<tr>
<td>* R300 European Studies (Italian)</td>
</tr>
<tr>
<td>* R401 European Studies (Spanish)</td>
</tr>
</tbody>
</table>

**BA European and International Studies (from 2016)**

* R100 European and International Studies (French)
* R200 European and International Studies (German)
* R300 European and International Studies (Italian)
* R401 European and International Studies (Spanish)
* R900 European and International Studies (Politics, Society and Culture)

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

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

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

* French (R1T1)
* German (R2LF)
* Italian (R3LF)
4.2 Course registrations

You can only register for four course units in each academic year (this excludes courses which are being re-sat). **You have the option of changing courses within the first two weeks after the start of teaching (excluding welcome week) and the deadline for this is Friday 6\textsuperscript{th} October 2017, and is subject to agreement from the department.** Once you have submitted assessment for the course, you may not replace it with another either in that term or in a subsequent term (e.g. Spring term). Any courses that you wish to take on an extracurricular basis (that is, as extra and not counting towards your degree) must be identified at the start of the academic year or before any assessment has been completed for the course.

4.3 Change of programme

You are only permitted to change programmes up to a maximum of three weeks after the start of teaching (excluding Welcome Week). The deadline for this is **Friday 13\textsuperscript{th} October**, with the following exceptions:

- if the change is only in degree pathway title, which does not affect the course units taken and you are still taking the correct course units (worth 120 credits in total) as detailed in the relevant programme specification;
- if the change does affect the course units taken and you have to pick up an extra half unit in the Spring term but you would be taking the correct course units as detailed in the relevant programme specification and would have no less than 120 credits.

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

Requests to change your degree programme after the end of the first year are considered on a case by case basis by the Department. Students must have their request approved by our Academic Co-ordinator Dr Michael Bacon (Michael.Bacon@hul.ac.uk) or by our Head of Department, Dr Sandra Halperin (Sandra.Halperin@rhul.ac.uk) in order to change degree any time after the start of their second year of studies.

4.4 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 policies 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 360 credits over three years. University of London Regulations require graduates to have passed at least 300 credits, at least 90 of which must be from the final stage, with Fail outcomes of at least 30% in no more than 30 credits over the first and second stages.

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 mandatory 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 courses on the main subjects 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 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.

4.5 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 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 Tutors) 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.

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.
### 1st Year PIR Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Course Leader(s)</th>
<th>Term(s)</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR1000</td>
<td>Introduction to Research Methods in Politics and International Relations</td>
<td>Dr Schwartz</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR1400</td>
<td>Introduction to Politics and Government</td>
<td>Prof Hanretty</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR1500</td>
<td>Introduction to International Relations</td>
<td>Dr Jones</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR1520</td>
<td>Classic and Contemporary Readings in Politics and International Relations</td>
<td>Prof Widder/Dr Gallagher</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
</tbody>
</table>

### 2nd Year PIR Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Course Leader(s)</th>
<th>Term(s)</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES2001</td>
<td>Understanding the European Union: Politics and Theory</td>
<td>Dr Benedetto</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR2440</td>
<td>International Relations Theory</td>
<td>Dr Petrikova</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR2480</td>
<td>Democracy in Britain</td>
<td>Dr Allen</td>
<td>Autumn/Spring</td>
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<tr>
<td>PR2490</td>
<td>Contemporary Political Theory</td>
<td>Dr Seglow/Prof Widder</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR2500</td>
<td>International Political Economy</td>
<td>Prof Goldthau/Dr Stubbs</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR2540</td>
<td>Political Behaviour</td>
<td>Dr Heath</td>
<td>Autumn/Spring</td>
<td>1</td>
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<tr>
<td>PR2550</td>
<td>War and Security in World Politics</td>
<td>Dr Drew</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR2560</td>
<td>Modern Political Thought</td>
<td>Dr Bacon/Prof Widder</td>
<td>Autumn/Spring</td>
<td>1</td>
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<tr>
<td>PR2580</td>
<td>International Organisations</td>
<td>Dr Brisbane</td>
<td>Autumn/Spring</td>
<td>1</td>
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<tr>
<td>PR2590</td>
<td>The Politics of Human Rights</td>
<td>Dr Francis</td>
<td>Autumn/Spring</td>
<td>1</td>
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<tr>
<td>PR2600</td>
<td>Introduction to Political Communication</td>
<td>Prof O’Loughlin</td>
<td>Autumn/Spring</td>
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### 3rd Year PIR Courses

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<th>Course</th>
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<th>Course Leader(s)</th>
<th>Term(s)</th>
<th>Unit Value</th>
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<tr>
<td>ES3002</td>
<td>European Public Policy</td>
<td>Dr Benedetto</td>
<td>Autumn/Spring</td>
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<tr>
<td>ES3003</td>
<td>European Public Policy</td>
<td>Dr Benedetto</td>
<td>Autumn/Spring</td>
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<tr>
<td>PE3000</td>
<td>Advanced Seminar and Dissertation in Politics, Philosophy and Economics</td>
<td>Dr Michael Bacon</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR3000</td>
<td>Dissertation</td>
<td>Dr Schwartz</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR3100</td>
<td>Politics in Action</td>
<td>Dr Cianetti/Dr Dyson</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR3520</td>
<td>The Politics of the Internet and the Information Society</td>
<td>Dr Elinor Carmi</td>
<td>Autumn</td>
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<tr>
<td>PR3540</td>
<td>Radical Political Theory</td>
<td>Prof Widder</td>
<td>Autumn/Spring</td>
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<tr>
<td>PR3550</td>
<td>The British in India: A Social &amp; Political History</td>
<td>Dr Mattausch</td>
<td>Autumn/Spring</td>
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<tr>
<td>PR3560</td>
<td>The Politics of Toleration</td>
<td>Dr Seglow</td>
<td>Autumn</td>
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<tr>
<td>PR3570</td>
<td>Social Justice: From Theory to Practice</td>
<td>Dr Seglow</td>
<td>Spring</td>
<td>0.5</td>
</tr>
<tr>
<td>PR3600</td>
<td>Contemporary Middle East Politics</td>
<td>Prof Halperin</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR3620</td>
<td>US Foreign Policy</td>
<td>Dr Wearing</td>
<td>Autumn/Spring</td>
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<tr>
<td>PR3710</td>
<td>Advanced Seminar in British Politics</td>
<td>Dr Nicholas Allen</td>
<td>Autumn</td>
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<tr>
<td>PR3720</td>
<td>Advanced Seminar in British Politics</td>
<td>Dr Nicholas Allen</td>
<td>Spring</td>
<td>0.5</td>
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<tr>
<td>PR3730</td>
<td>Advanced Seminar in British Politics</td>
<td>Dr Nicholas Allen</td>
<td>Autumn</td>
<td>0.5</td>
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<tr>
<td>PR3760</td>
<td>The Politics of Africa</td>
<td>Dr Gallagher</td>
<td>Autumn/Spring</td>
<td>1</td>
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<tr>
<td>PR3770</td>
<td>Defence in the Post-Cold War World</td>
<td>Dr Carlucci/Dr Dyson</td>
<td>Autumn/Spring</td>
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<tr>
<td>PR3860</td>
<td>Understanding China’s Rise: Domestic Politics and Foreign Policy</td>
<td>Dr Zeng</td>
<td>Autumn/Spring</td>
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</tr>
<tr>
<td>PR3870</td>
<td>Global Energy Policy</td>
<td>Prof Goldthau</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR3880</td>
<td>Refugees and Migration in World Politics</td>
<td>Dr Jones</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR3890</td>
<td>American Political Development</td>
<td>Dr Hackett</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR3910</td>
<td>The Politics of Russia and Eastern Europe</td>
<td>Dr Cianetti</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PR3920</td>
<td>Theories of Freedom and Democracy</td>
<td>Dr Michael Bacon</td>
<td>Autumn/Spring</td>
<td>1</td>
</tr>
</tbody>
</table>
4.7 Individual Degree Programme Structures

Listed below are the structures of all Degree Programmes offered by the Department of Politics and International Relations. These structures are subject to change year on year.

Degree Pathways in the First Year
To see which units you will need to take for the various degree pathways in your first year, please click here.

Degree Pathways in the Second and Final Years.
To look at degree pathways in your second and/or final year, please click on any of the links below. This will take you to a continuous pdf document showing all of the degree pathways and the course options available in each one. You can use CTRL + F to find appropriate pathway title and year.

| BA Economics, Politics and International Relations |
| BA European and International Studies |
| BA History and International Relations |
| BA History and PIR (structure forthcoming) |
| BA International Relations |
| BA International Relations (Minor Degree) |
| BA Politics |
| BA Politics (Minor Degree) |
| BA Politics and International Relations |
| BA Politics and IR and Philosophy |
| BA Politics with Philosophy |
| BA PPE |
| BSc Geography, Politics and International Relations |

4.8 Exchange Programmes

The College offers students the opportunity to study abroad for a year through the International Exchange programme and the Erasmus programme. Students are able to apply to study abroad in Europe or at one of 28 International institutions in the USA, Canada, Australia, New Zealand, Hong Kong, Korea, Japan and Singapore, either as an integral part of their degree programme or as an additional year of study. Further details on participating in such programmes and restrictions placed on students in different departments are available here.

Our Study Abroad contact is Dr Giacomo Benedetto: Giacomo.Benedetto@rhul.ac.uk

5 Facilities
5.1 The Library

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

Details, including Library Search, dedicated subject guides and opening times can be found online from the **Library home page**:

The Ground Floor of the Library contains a High Use Collection bringing together much of the course reading into one area. The rest of the Library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow to use in other study areas.

If you cannot find the specific items that you require in the Library, it is possible to gain access to the online resources of Senate House Library as well as access to use the Library’s physical collections or other university libraries. **You can obtain further information on this here**. The Information Consultant for the Department of Politics and International Relations is Mrs. Emma Burnett, who can be contacted at **Emma.Burnett@rhul.ac.uk**.

The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. **You can find sessions and book a place here**.

5.2 Using other libraries:

**Senate House Library**, (University of London) Senate House, Malet Street, London, WC1E 7HU (020 7862 8462) [http://senatehouselibrary.ac.uk/](http://senatehouselibrary.ac.uk/)

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

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

5.3 Other libraries

You may also be able to register as a reader at the libraries of other Colleges if you can demonstrate that you need to use their collections. Please check the respective College Library’s web pages before visiting. More information about using other libraries can be found on the ‘Beyond RHUL’ section of the Library Subject Guides: [http://libguides.rhul.ac.uk/](http://libguides.rhul.ac.uk/)
5.4 Photocopying, printing and computing

5.4.1 Photocopying

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

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

5.4.2 Printing

Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the Library, 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, the Library and Computer Centre. Further information on printing is available online.

5.4.3 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, visit here.

6 Coursework Essays and Dissertation

6.1 Coursework essays

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. You do not need to hand in hard copies of your essays unless your seminar leader explicitly states that they would like a copy. Marks and comments will be provided via Grademark, the Turnitin essay marking system.

The Department uses Turnitin plagiarism detection software. Students are required to upload their essays to Turnitin via Moodle. Electronic copies must be uploaded by 10:00 am on the submission date or penalties for late submission will be applied in accordance with the College rules outlined in the Undergraduate Regulations.

Cover sheets can be downloaded from here or collected from outside the
departmental office. Any late essay, formative or summative, should be submitted to the Moodle 'Late Submission Box' for the course and a late submission form must be either emailed to the office or handed in. Students MUST have made prior arrangement if they want to hand essays in late.

6.2 Study Abroad Programmes (SAPro)

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.

6.3 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.

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

6.4 Presentation

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

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

On the front page you should include:

- the essay title
- the final word count

Formatting should be as follows:

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

Not all seminar tutors require paper copies of the essay, however if they do, the essay must be stapled in the top left-hand corner. The essay must be legible, clearly presented and must meet the standards expected of students taking an undergraduate degree.
If you are in receipt of a green sticker from the Disability and Dyslexia Services Office (DDS) you will need to include the words ‘green sticker’ in the header of your submission to let the marker know and stick one of your green stickers on the front page of a hard copy if one is required.

A good essay is usually preceded by careful preparation and planning. Read the essay question carefully and make sure you fully understand what is being asked for in the question. Spend some time thinking over what the question is really about and how you can best answer it. Then construct a rough essay plan, a plan of the main points which you will need to consider to answer adequately the set question. The essay plan should be refined in the light of the background reading and research which you have undertaken; you will find that as you do this reading and research, further salient points will come to your attention and these will need to be included in the essay plan. When you construct the plan keep in mind the need for a clear and logical structure: the essay should have a logical structure, consisting of an introduction, a conclusion, and, in between, four or five substantial sections of well-researched discussion and analysis.

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

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

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

6.5 Referencing Style

Students should consult the ‘Referencing, Sourcing, Plagiarism and Online Submission of Essays’ guide here.

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

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

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 sources are carefully acknowledged.

6.6 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 7.6 below. Please include the final word count on the front page of any essay.

6.7 Marking criteria

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

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

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

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

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

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

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

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

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

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

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

All work is marked within the above bands using step marking. Only marks ending 2, 5 and 8 are used; e.g. 52, 55 and 58, 62, 65 and 68.

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

7 Assessment Information

7.1 Illness or other extenuating circumstances

Students are advised to carefully read the Instructions to candidates as well as the Extenuating circumstances – Guidance for students.

Extenuating circumstances are defined as unforeseen circumstances which are outside a student’s control and which may temporarily prevent a student from undertaking an assessment or have a marked/ significant detrimental/adverse impact on their ability to undertake assessment by coursework or examination to the standard normally expected.

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

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

It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances.

### 7.1.1 Inability to submit coursework

If you are unable to submit coursework through unexpected illness or other acceptable cause (i.e. events which are unpreventable and unforeseeable) it is assumed that you will request an extension to the submission deadline from your department via the College’s online extension application portal. In order for an extension to be granted you will need to upload provide the department with adequate documentation in accordance with the guidance in *Extenuating Circumstances – Guidance for Students*. The decision on whether to grant an extension rests with your department.

### 7.1.2 Absence from an examination

The Sub-Board of Examiners may take the following into account when considering your results: if you miss an examination through unexpected illness, or other acceptable cause (events which are unpreventable and unforeseeable), if you commence an examination and have to leave due to acute illness or if you believe your performance on the day was seriously compromised by an unexpected and acute illness that you could not reasonably have been expected to have managed otherwise. You will, however, need to submit an *Extenuating Circumstances form* and have adequate supporting documentation in accordance with *Extenuating Circumstances – Guidance for Students*. You should also read the section *Illness & absences from an examination and departmental assessments and extenuating circumstances* in the *Instructions to Candidates* issued by Student Administration. Visit here for full details on how to inform your department about extenuating circumstances relating to missed examinations as well as the deadline for submission of such information.

### 7.1.3 Ongoing circumstances

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

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

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

Support and exam access arrangements for disabled students and those in need of support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, “a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities”. It is for such conditions and SpLDs that Disability and Dyslexia Services can put in place support and exam access arrangements. Please note that a “long-term” impairment is one that has lasted or is likely to last for 12 months or more.

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

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

7.2 Submission of written work

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

For more details please read section 6.1 of this guide on submitting coursework essays and section 6.5 on how to correctly reference your work.

7.3 Extensions to deadlines

You are expected to hand in your coursework assessments on time. However, unforeseeable or unpreventable circumstances may occasionally arise which prevent you from doing so. In this case you should apply for a deadline extension using the
College’s online extension application portal. You must do this before the original deadline, and you will need to submit appropriate evidence to support your application. This will be considered by your department. If your application is approved then you will be sent an email confirming this, along with your new deadline for the assessment. If your application is rejected, you will be sent an email confirming the rejection and stating that the original deadline stands. If the application is pended then you may be asked to attend an interview in your department to discuss your application, and to bring in your supporting evidence in hard copy. If you submit too many extension applications then you will be required to meet your Personal Tutor, who may direct you to support services to help you meet your deadlines.

**When you log into Campus Connect you can apply for an extension under the ‘Extensions’ heading in the My Studies Tab.**

The link to Campus Connect is: -
https://campusconnect.royalholloway.ac.uk/web/portal/home

The link to the My Studies Tab is:
https://campusconnect.royalholloway.ac.uk/web/portal/study

### 7.4 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section (13), paragraph (4) of the College’s [Undergraduate Regulations](https://campusconnect.royalholloway.ac.uk/web/portal/home).

Please ensure that you are aware of the deadlines set by your department(s) and also the requirements to meet this deadline, e.g. whether you need to submit electronic and/or paper copies for your submission to be deemed complete (see submission of written work above).

**Section (13) (4)**

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

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

*e.g. an awarded mark of 65% would be reduced to 55% and a mark of 42% would be reduced to 32%.

If you have had extenuating circumstances which have affected your ability to submit work by the deadline these should be submitted in writing, accompanied by any relevant documentary evidence, to your department(s). As with all extenuating circumstances it is the discretion of the examiners whether to accept these as a reason for having not submitted work on time.
You must complete a Late Submission Form for your work to be considered by the Department’s Late Panel. Throughout each term, the Late Panel will review all late submissions and make decisions about the resulting penalties.

Please also see the section for details on submitting requests for extenuating circumstances to be considered.

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

When submitting work through Moodle all work remains anonymised until marks and comments are released back to students, to this end please do not put your name or student number within the essay. When submitting on Moodle please ensure you include your candidate number in the essay submission title.

7.6 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section (13), paragraph (5) of the College’s Undergraduate Regulations:

Section 13 (5)

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

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

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

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

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

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

The following College policy applies to the return of coursework:

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

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

7.8 Assessment offences

The College has regulations governing assessment offences which can found at the link in the sentence.

Assessment offences include, but are not limited to plagiarism (see 7.9 below), duplication of work, that is, submitting work for assessment which has already been submitted for assessment in the same or another course, falsification, collusion, for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work, failure to comply with the rules governing assessment (including those set out in the ‘Instructions to candidates’. The Regulations set out some of the types of assessment offences in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Tutors or other members of staff in their department should they have any queries about what constitutes an assessment offence. The College treats assessment offences very seriously and misunderstanding about what constitutes an assessment offence will not be accepted as an excuse. Similarly extenuating circumstances cannot excuse an assessment offence.

7.9 Plagiarism

Students should consult the ‘Referencing, Sourcing, Plagiarism and Online Submission of Essays’ guide here.

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

Definition of plagiarism

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

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

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

7.10 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 Disability and Dyslexia Services. Please note the deadline for making an application for Examination Access Arrangements is in January each year. Therefore it is in your interest to contact DDS as soon as you are able in the Autumn Term in order that you have time to get any necessary evidence required for the application.

7.11 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specifications and also more generally in the Undergraduate Regulations.

For details on the requirements for degree classification please see the section on the Consideration for the Award in the Undergraduate Regulations.

7.12 Examination results

Please see the Examinations & Assessments website for details of how you will be issued with your results.

The Examinations & Assessments website is the place where you can access the “Instructions to Candidates” and details of the examinations appeals procedures.

8 Student Support

8.1 Non-academic related enquiries & support

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

8.2 Students in need of support (including disabled students)

Your first point of reference for advice within the Department is the departmental Academic Coordinator Dr Michael Bacon. 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, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing financial, career and other advice. There is also an NHS GP practice (the Health Centre) on campus located in Founder’s East. Further details of each service can be found on the College web on the Student Welfare page.

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Disability and Dyslexia Services Office (DDS) representative is Dr Jonathan Seglow. You must also contact the DDS (Founder’s West 143; Tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk) who will advise on appropriate sources of help. Further information is available on the College web on the DDS Support, health and welfare page.

8.3 Academic Skills Support

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

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

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

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: [@cedarsrhul](http://twitter.com/cedarsrhul). Further details can be found on the CeDAS webpages: [www.royalholloway.ac.uk/cedas](http://www.royalholloway.ac.uk/cedas).

8.4 Student-staff committee

The Department has separate student-staff committees for Undergraduate and Postgraduate 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 the committee's handbook under Compliance/Governance.

You can use the Committee to raise any issues which concern students. Notices will appear on departmental notice boards and on the PIR Student Information Page, giving details of forthcoming elections or the names of current representatives. You will also be contacted by email to inform you of your representatives.

8.5 Students’ Union

The Students’ Union offers a wide range of services and support, from entertainment and clubs/societies to advise on housing and academic issues. The Advice and Support Centre, situated on the first floor of the Students’ Union, runs a confidential service that is independent from the College. Open 9.30am - 5pm, Monday – Friday, it operates an open door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment. Full details can be found at www.su.rhul.ac.uk/support

8.6 Learning resources: Library, IT, photocopying and printing

Please see Section 5 of this handbook for information on Library Services, IT, photocopying and printing.

8.7 Careers information

The College has a Careers & Employability Service, housed in the Emily Wilding Davison Building, is open to any student during normal College hours.

8.8 Non-academic policies

Please see the College Regulations and Procedures webpage which includes information on non-academic policies, regulations, and codes of practice as well as the Student Charter. This can also be found on the following webpage.

8.9 Complaints and academic appeals procedure

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

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

9.1 Code of practice on harassment for students

This can be found on the student home pages under the Your Responsibilities as a Student section of the webpage.

9.2 Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found here.

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

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

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

9.3 Placements

When participating in a work placement it is a requirement of the College that the three parties involved (college, student and placement establishment) each sign the Placement Agreement when the placement begins. The placement establishment is also required to complete the Health and Safety form pertaining to the placement. In addition the student is required to complete an induction checklist and contact details form shortly after the placement begins.

This information can be found in the PR3100P Politics in Action Course guide for those students taking the placement module.

If you need to make contact with the college in the event of any emergency you should contact:

Dr Licia Cianetti – Licia.Cianetti@rhul.ac.uk
Dr Tom Dyson (Spring Term onwards) – Tom.Dyson@rhul.ac.uk

If she is absent please contact Sarah Sanders at Sarah.Sanders@rhul.ac.uk

10 Equal Opportunities Statement and College Codes of Practice

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

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

The College is committed to ensure that:

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins

- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential

- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity

- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity

- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material

- it creates a positive, inclusive atmosphere, based on respect for diversity within the College

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

10.2 College codes of practice

A complete list of the College’s codes of practice that are relevant to students is available at: http://golive.rhul.ac.uk/ecampus/onlinestudenthandbook.aspx