

DEPARTMENT OF CLASSICS

**UNDERGRADUATE**

**STUDENT HANDBOOK**

2019/2020

Telephone +44 (0)1784 276882

School of Humanities

Royal Holloway, University of London

Egham Hill, Egham

Surrey

TW20 0EX

Disclaimer

This document was published in September 2019 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 ‘departments’, ‘Centres and ‘Schools’. Students on joint or combined degree programmes will receive two departmental handbooks.

Contents

[1 Introduction to The Classics department](#_Toc518468012)

[1.1 Welcome](#_Toc518468013)

[1.2 How to find us: the Department](#_Toc518468014)

[1.3 Map of the Egham campus](#_Toc518468015)

[1.4 How to find us: the staff](#_Toc518468016)

[1.5 How to find us: the Departmental office](#_Toc518468017)

[1.6 Staff research interests](#_Toc518468019)

[2 Support and advice](#_Toc518468020)

[2.1 Student Charter](#_Toc518468021)

[2.2 UG Degree Regulations](#_Toc518468022)

[2.3 Students’ Union Royal Holloway University of London (SURHUL)](#_Toc518468024)

[2.4 Student-staff committee](#_Toc518468025)

[2.5 Student Services Centre](#_Toc518468026)

[2.6 Support Advisory & Wellbeing](#_Toc518468027)

[2.7 Student Wellbeing](#_Toc518468028)

[2.8 Disability & Dyslexia Services (DDS)](#_Toc518468029)

[2.9 International Student Support Office (ISSO)](#_Toc518468030)

[2.10 Academic Skills Support](#_Toc518468031)

[2.11 IT Services Desk](#_Toc518468032)

[3 Communication](#_Toc518468033)

[3.1 Email](#_Toc518468034)

[3.2 Post](#_Toc518468035)

[3.3 Your Contact Information](#_Toc518468036)

[3.4 Notice boards](#_Toc518468037)

[3.5 Personal Tutors](#_Toc518468038)

[3.6 Questionnaires](#_Toc518468039)

[4 Teaching](#_Toc518468041)

[4.1 Dates of terms](#_Toc518468042)

[4.2 Academic Timetable](#_Toc518468043)

[4.3 Study weeks](#_Toc518468044)

[5 Attending classes and engaging with your studies](#_Toc518468045)

[5.1 Attendance requirements](#_Toc518468046)

[5.2 Monitoring attendance](#_Toc518468048)

[5.3 Formal Warnings](#_Toc518468049)

[5.4 Withdrawal of visa](#_Toc518468050)

[5.5 Missing classes](#_Toc518468051)

[5.6 Missing an examination](#_Toc518468052)

[6 Degree Structure](#_Toc518468053)

[6.1 Department Specific information about degree structure](#_Toc518468054)

[6.2 Course registrations](#_Toc518468055)

[6.3 Change of programme](#_Toc518468056)

[7 Facilities](#_Toc518468057)

[7.1 The Library](#_Toc518468059)

[7.2 Photocopying and Printing](#_Toc518468060)

[7.3 Computing](#_Toc518468061)

[8 Assessment Information](#_Toc518468062)

[8.1 Submission of written work](#_Toc518468064)

[8.2 Stepped Marking](#_Toc518468065)

[8.3 Policy on the return of marked student work and feedback](#_Toc518468066)

[8.4 Progression and award requirements](#_Toc518468067)

[8.5 Examination results](#_Toc518468068)

[8.6 Penalties for late submission of work](#_Toc518468069)

[8.7 Penalties for over-length work](#_Toc518468070)

[8.8 What to do if things go wrong – Extensions to deadlines](#_Toc518468071)

[8.9 What to do if things go wrong – the “Extenuating Circumstances” process.](#_Toc518468072)

[8.10 Support and exam access arrangements for students requiring support](#_Toc518468073)

[8.11 What to do if you have difficulty writing legibly](#_Toc518468074)

[8.12 Academic Misconduct](#_Toc518468075)

[9 Careers information](#_Toc518468076)

9.1 [The classics department and employability](#_Toc518468087)

[10 Complaints and academic appeals procedure](#_Toc518468077)

[11 Health and Safety Information](#_Toc518468078)

[11.1 Code of practice on harassment for students](#_Toc518468079)

[11.2 Lone working policy and procedures](#_Toc518468080)

[12 Equal Opportunities Statement and College Codes of Practice](#_Toc518468085)

[12.1 Equal opportunities statement](#_Toc518468086)

# Introduction to the Classics department

# 

# 

## Welcome

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

This Student Handbook gives you information about the Classics Department and its BA programmes. This includes:

* details of the location of buildings and the facilities and support available to you;
* rules and regulations concerning assessment and attendance;
* and help and advice on writing essays and dissertations, avoiding plagiarism and exam technique

You may be studying on a single honours programme (BA Ancient History, BA Classical Archaeology and Ancient History, BA Classical Studies, BA Classics, BA Greek, BA Latin), a combined degree with a minor component in Philosophy (BA Ancient History with Philosophy, BA Classical Studies with Philosophy, BA Classics with Philosophy), or a joint honours programme with History (BA Ancient and Medieval History), Philosophy, English, Drama, French, German or Italian. Whatever your programme of study it is essential that you read this handbook and refer to it regularly over the year. Not all the information provided here will necessarily apply to you, but it is very important that you make sure that you are aware of the ground rules on which the Classics Department operates. Joint honours programmes are run in conjunction with the other Departments in the College and students studying for joint degrees must make themselves aware of the ground rules on which both departments operate.

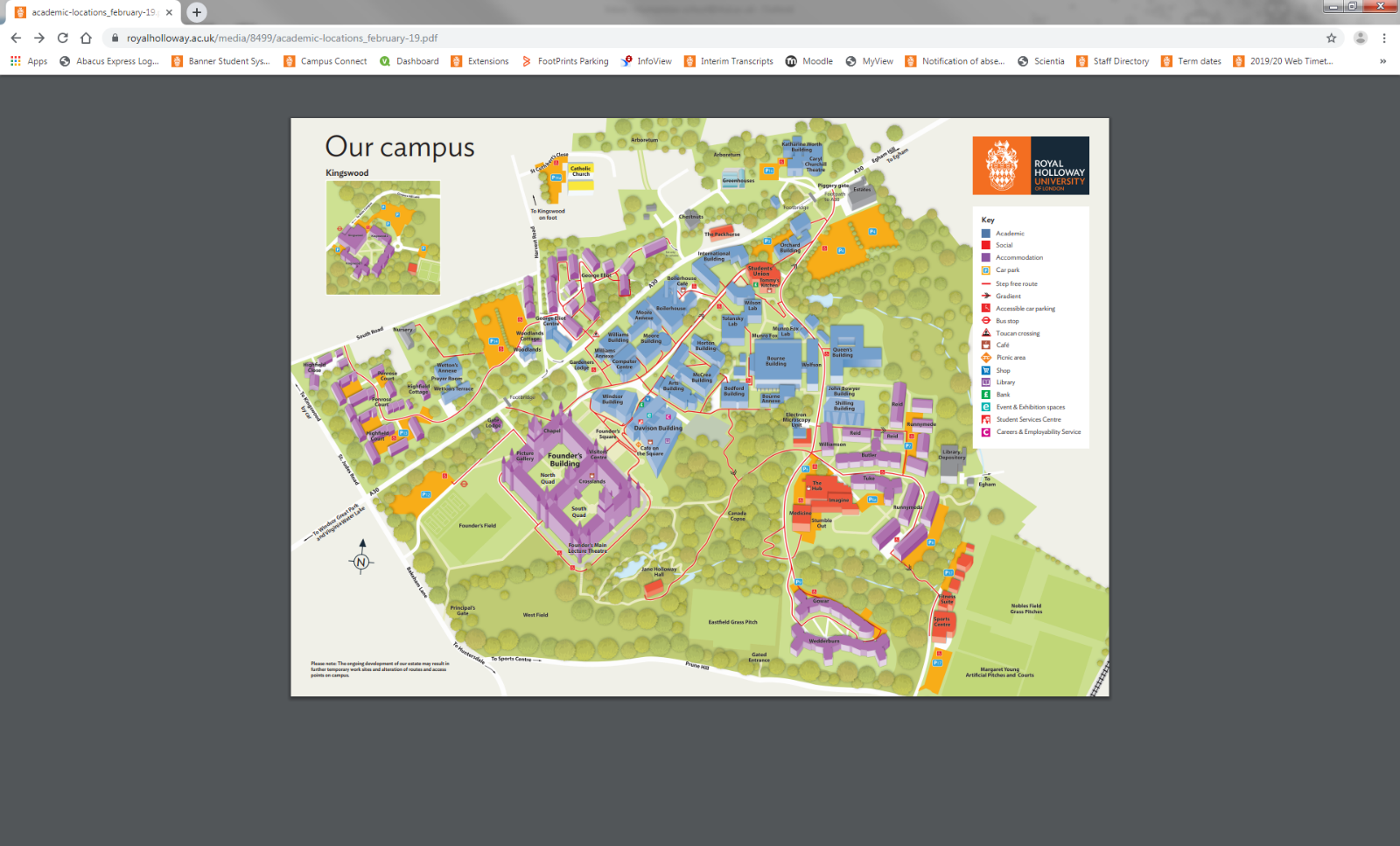
The Student Handbook is one way of providing information. The information in it is updated annually, and aims to provide accurate information about the programme and its rules and procedures. We will always inform you of any changes, most often via the notice boards in the Department and by e-mail.

If there are issues on which you have questions which are not addressed here, you will have an opportunity to raise them either at the Departmental briefing for undergraduate students at the beginning of the academic year or at your individual meeting with your Personal Adviser during induction week. You are also at liberty to raise questions at any time with your tutors, Personal Adviser, Academic Coordinator or, by appointment, the Head of the Classics Department.

## How to find us: the Classics Department

The Department of Classics is located on the first floor of the International Building (IB). The International Building can be found on the College [campus map](http://www.rhul.ac.uk/Shared/Maps/CampusPlan.pdf) as building 15.

## [Map of the Egham campus](http://www.rhul.ac.uk/aboutus/documents/pdf/locationmap/campusplan.pdf)



Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with College. Find more information about the Parking Permit portal [here](https://intranet.royalholloway.ac.uk/students/campus-life/travel/cars.aspx).

## How to find us: the staff

**School Manager:**

James Phillips 443229 INTER147 [James.Phillips@rhul.ac.uk](mailto:James.Phillips@rhul.ac.uk)

**Student & Programme Administration Manager:**

Mrs Penelope Mullens 276371 INTER149 [Penelope.Mullens@rhul.ac.uk](mailto:Penelope.Mullens@rhul.ac.uk)

**Senior Student & Programme Administration Officer:**

Mrs Margaret Scrivner 443203 INTER149 [M.Scrivner@rhul.ac.uk](mailto:M.Scrivner@rhul.ac.uk)

**Helpdesk Officer:**

Dawn Hazelton 443314 INTER 149 [Dawn.Hazelton@rhul.ac.uk](mailto:Dawn.Hazelton@rhul.ac.uk)

**School Office** 276882 INTER 149 [Humanities-school@rhul.ac.uk](mailto:Humanities-school@rhul.ac.uk)

**Head of School:**

Professor Juliet John 443218 INTER146 [Juliet.John@rhul.ac.uk](mailto:Juliet.John@rhul.ac.uk)

**Head of Department:**

Prof. Boris Rankov 443387 INTER 154 [b.rankov@rhul.ac.uk](mailto:b.rankov@rhul.ac.uk)

**Deputy Head of Department**

**(Student Experience**):

Dr Richard Hawley 443384 INTER 160 [richard.hawley@rhul.ac.uk](mailto:richard.hawley@rhul.ac.uk)

**Academic**

**Coordinator**:

Prof. Boris Rankov 443387 INTER 154 [b.rankov@rhul.ac.uk](mailto:b.rankov@rhul.ac.uk)

**Academic Staff:**

Prof Richard Alston 444982 INTER157 [r.alston@rhul.ac.uk](mailto:r.alston@rhul.ac.uk)

Dr Christos Kremmydas\*  443385INTER156[christos.kremmydas@rhul.ac.uk](mailto:christos.kremmydas@rhul.ac.uk)

Prof Boris Rankov 443387 INTER154 [b.rankov@rhul.ac.uk](mailto:b.rankov@rhul.ac.uk)

Prof Lene Rubinstein 443191 INTER155 [l.rubinstein@rhul.ac.uk](mailto:l.rubinstein@rhul.ac.uk)

Dr Zena Kamash 443114 INTER149 [Zena.Kamash@rhul.ac.uk](mailto:Zena.Kamash@rhul.ac.uk)

Prof Jari Pakkanen\* 443211 INTER149 [j.pakkanen@rhul.ac.uk](mailto:j.pakkanen@rhul.ac.uk)

Dr Erica Rowan 443209 INTER143 [erica.rowan@rhul.ac.uk](mailto:erica.rowan@rhul.ac.uk)

Dr Siobhan Chomse 443204INTER 145[siobhan.chomse@rhul.ac.uk](mailto:siobhan.chomse@rhul.ac.uk)

Dr Liz Gloyn\* 446408 INTER161 [liz.gloyn@rhul.ac.uk](mailto:liz.gloyn@rhul.ac.uk)

Dr Richard Hawley 443384 INTER160 [richard.hawley@rhul.ac.uk](mailto:richard.hawley@rhul.ac.uk)

Dr Nick Lowe\* 443210 INTER162 [n.lowe@rhul.ac.uk](mailto:n.lowe@rhul.ac.uk)

Dr Efi Spentzou 443206 INTER144 [e.spentzou@rhul.ac.uk](mailto:e.spentzou@rhul.ac.uk)

Dr Polymnia Tsagouria 443086 INTER237 [p.tsagouria@rhul.ac.uk](mailto:p.tsagouria@rhul.ac.uk)

**\* Academic staff members on full or partial research leave in 2019-2020**

**The telephone area code is (01784)**

## How to find us: the School office

To find the main School office, which is located in the International Building, please turn RIGHT at the top of the stairs leading to the main entrance (IN149)

## Staff research interests

|  |  |  |
| --- | --- | --- |
| **Academic** | **Field of study** | **Summary of interests** |
| Prof **Richard Alston** BA (Leeds) | *Professor of Roman History* | Roman history, especially Roman Egypt; urbanism in the ancient world; Roman army. |
| Dr **Christos Kremmydas** BA (Athens) | *Reader in Greek History* | Athenian political and social history; Greek rhetoric and oratory; papyrology**.** |
| Prof **N. Boris Rankov** MA, DPhil (Oxon.) | *Professor of Ancient History* | Roman History, especially Roman Britain; Roman army; epigraphy and archaeology of the Roman empire; ancient shipping and shipsheds. |
| Professor **Lene Rubinstein** MA (Copenhagen), PhD (Cantab.) | *Professor of Ancient History* | Greek history, especially history of Greek law; epigraphy; papyrology. |
| Dr **Zena Kamash** MA, DPhil (Oxon.) | *Senior Lecturer in Roman Art and Archaeology* | Roman Britain, Roman Near East, ancient technology, approaches to material culture, religion, memory, reconstructions of the past. |
| Professor **Jari Pakkanen** MA, Dr Phil (Helsinki ) | *Professor of Classical Archaeology* | Greek archaeology, especially Greek architecture; archaeological reconstruction; quantitative methods in archaeology. |
| Dr **Erica Rowan** BHSc, BA (McMaster) MA, DPhil (Oxon) | FHEA *Lecturer in Classical Archaeology* | Roman Archaeology, especially Greek and Roman food and diet; archaeobotany |
| Dr **Siobhan Chomse** MA (Glasgow), MA (Lond.), PhD (Cantab.) | *Lecturer in Latin Language and Literature* | Latin literature, especially poetry, historiography; the sublime. |
| Dr. **Liz Gloyn BA** (Cambridge), MPhil (Cambridge), MPhil (Rutgers), PhD (Rutgers) | *Senior Lecturer in Classics* | Latin literature, especially Seneca; the Roman family; ancient philosophy; gender studies; classical reception studies. |
| Dr **Richard G. Hawley,** MA, DPhil (Oxon.) | *Teaching-Focused Senior Lecturer in Classics* | Greek literature, especially Greek drama; Greek social history; later Greek literature. |
| Dr **Nick J. Lowe** MA, PhD (Cantab.) | *Reader in Classical Literature* | Greek and Latin literature, especially comedy; Greek religion. |
| Dr **Efi Spentzou** BA (Thessaloniki), MSt, DPhil (Oxon) | *Reader in Latin Language and Literature* | Latin literature, especially epic and elegy; literary theory and criticism; gender; classical reception; myth. |
| Dr. **Polymnia Tsagouria**, MA, PhD (London) (Hellenic Institute, History Department) | *Lecturer in Modern Greek* | Modern Greek |

# 

# Support and advice

## Student Charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The [Student Charter](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/your-responsibilities-as-a-student.aspx) outlines how you can support the College in achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student and later as part of the College’s alumni

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

## UG Degree Regulations

The [Undergraduate Regulations](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx) set out the various standards that shape the regulatory framework of your undergraduate degree with the College. These include a variety of essential information, ranging from admissions to academic progression and examination. Some frequently used elements of the regulations are covered in this handbook.

## Students’ Union Royal Holloway University of London (SURHUL)

The Students' Union Royal Holloway University of London (SURHUL) is a registered charity (Registered No: 1141998) and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering, transport, volunteering, campaigning and advocacy.

The SU [Advice and Support Centre](https://www.su.rhul.ac.uk/advice/), situated on the first floor of the Students' Union, is a free service that offers you the opportunity to discuss any concerns you may have and receive impartial advice and information from the team of experienced and professional advisers. 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.

Phone: 01784 24 6700

Email: helpdesk@su.rhul.ac.uk

[Find out more about the Students’ Union](https://www.su.rhul.ac.uk/)

## Student-staff committee

We want to hear your views on the way the department operates. There is a student-staff committee on which undergraduate and postgraduate students are represented. Course representatives are elected by you to represent your views and ultimately, to help improve the quality of education provided by the College.

The Students’ Unions take the lead in training and supporting course representatives, working with the department and professional services to help you make as many positive changes as possible.

The Student- Staff Committee meets at least once a term and plays an important role in the department as a forum for airing student views.For more information see the [Course Reps](https://www.su.rhul.ac.uk/voice/coursereps/) page on the SURHUL website.

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

## Student Services Centre

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

Phone: 01784 27 6641

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

[Find out more about the Student Services Centre](https://intranet.royalholloway.ac.uk/students/help-support/the-student-services-centre.aspx)

## Support Advisory & Wellbeing

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

Phone:                 01784 44 3394

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

[Find out more about Support Advisory & Wellbeing](https://intranet.royalholloway.ac.uk/students/help-support/help-and-support.aspx)

## Student Wellbeing

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

Phone                     01784 44 3395 / 44 3132 / 27 6757

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

[Find out more about Student Wellbeing](https://intranet.royalholloway.ac.uk/students/help-support/wellbeing/student-wellbeing.aspx)

## Disability & Dyslexia Services (DDS)

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

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

Phone:                 01784 27 6473

Email:                   [disability-dyslexia@royalholloway.ac.uk](mailto:disability-dyslexia@royalholloway.ac.uk)

[Find out more about Disability & Dyslexia Services](https://intranet.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx)

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

Name: Dr Richard Hawley

Phone: 01784 443384

Email: richard.hawley@rhul.ac.uk

## International Student Support Office (ISSO)

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

Phone:                01784 27 6168

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

[Find out more about the International Student Support Office](https://www.royalholloway.ac.uk/studying-here/international-students/visas-and-immigration/)

## Academic Skills Support

The Centre for the Development of Academic Skills, [CeDAS](https://intranet.royalholloway.ac.uk/students/study/academic-skills/cedas/centre-for-the-development-of-academic-skills-cedas.aspx), 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 CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: [@cedasrhul](http://www.twitter.com/).

## IT Services Desk

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

Phone: 01784 41 4321

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

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

[Find out more about IT Services](https://intranet.royalholloway.ac.uk/students/help-support/it-services/home.aspx)

# 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 contact you to inform you of changes to teaching arrangements, special preparations you may have to make for a class, or meetings you might be required to attend. You will need to contact members of the Department if, for example, you are unable to attend a class, or you wish to arrange a meeting with your Personal Tutor.

## 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 campus-wide portal, [CampusNet](https://intranet.royalholloway.ac.uk/students/help-support/it-services/getting-started/get-connected/campusnet.aspx) or direct via [Outlook.com](https://intranet.royalholloway.ac.uk/students/help-support/it-services/getting-started/email.aspx).

We will routinely email you at your College address and you should **therefore check your College email regularly** (at least daily). We will not email you at a private or commercial address. Do not ignore emails from us. We will assume you have received an email within 48 hours, excluding Saturdays and Sundays**.**

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**.**

## Post

All post addressed to you in Classics department is delivered to the student pigeonholes (alphabetical by surname) in the International Building foyer, by the main entrance. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Academic Services is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

## Your Contact Information

There can be occasions when the Department needs to contact you urgently by telephone or send you a letter by post. It is your responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date. Further information about maintaining your contact information is available [here.](https://intranet.royalholloway.ac.uk/students/study/personal-study-details/change-my-personal-details.aspx)

You can find out about how the College processes your personal data by reading the [Student Data Collection notice](https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/student-data-collection-notice-final.pdf).

## Notice boards

The official student notice boards are on the walls in the Classics/Modern Languages corridor. Every effort is made to post notices relating to classes well in advance.

**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!

## Personal Tutors

As a student you are assigned to a particular member of staff, your **Personal Tutor**, who will help you to arrive at the correct choice of courses, and will keep an eye on your progress.

You will meet your Personal Tutor when you arrive in your first year for Welcome Week, and at various other times during your degree with us. If you forget who your Personal Tutor is, you can easily check this on the relevant year noticeboard (see 3.4)

Your Personal Tutor is available to assist you if any problems arise in connection with your academic work or more generally. Where your Personal Tutor is unable to help directly, please talk to the Departmental Manager who will be able to refer you to an appropriate source of help.

**Joint Honours students please note: you may have a Personal Tutor in the other department as well, but you are still required to see your adviser in Classics at the same times as other Classics students.** **Please keep BOTH your Personal Tutors informed of any changes in your circumstances or personal issues, so that they can both offer you appropriate support**.

Personal Tutors have a duty of confidentiality about issues raised by their advisees but also a duty of care. This means that staff have a duty to raise concerns about students who they feel may require additional support and that they are therefore obliged to contact Disability and Dyslexia Services. They will not need to disclose details of the student’s condition, but would simply indicate that some form of assistance may be appropriate. The student will have the option to refuse any assistance when s/he is contacted by Disability and Dyslexia Services.

You can arrange to see your Personal Tutor or another appropriate member of staff whenever you need guidance, help or advice of any sort. You are strongly encouraged to keep your Personal Tutor informed of any medical or other circumstances that may affect attendance, completion of written work, or overall performance. Your Personal Tutor is **guaranteed** to be available both for routine and for urgent consultation either during consultation hours or by an appointment which can be made via an e-mail to the tutor; for urgent enquiries outside those times, please contact the School Office

**You may also be summoned to see your Personal Tutor if the Department is concerned about your academic progress. In such an event, you will be required to attend this meeting. In particular Personal Tutors hold meetings with individual students for this purpose in January, at the start of the Spring Term, and again in March, at the end of the Spring Term.**

## Questionnaires

Your views on all aspects of the educational service we provide are important to us and help us to provide you with the best student experience possible. You are welcome to express views informally at any time to your course tutors, your Student-Staff Committee representative, your Personal Tutor, or the Head of Department. Your opinions will be sought in a more formal way towards the end of each course by means of an anonymous questionnaire. The time you put into filling the questionnaires out is much appreciated. It is important that everyone returns these questionnaires so that we get a full and balanced picture of student opinions and can react constructively. The questionnaire results for each course are analysed and given to course tutors after exam results are known. Course provision for the following year is often adjusted in the light of student feedback. The questionnaires feed into the College’s Annual Monitoring process, whose overall report is distributed to the Classics Department Student-Staff Committee the following autumn.

# Teaching

# 

## Dates of terms

[**Term dates**](http://www.rhul.ac.uk/aboutus/collegecalendar/home.aspx) for the year are as follows.

**Autumn term**: Monday 23 September to Friday 13 December 2019

**Spring term**: Monday 13 January to Friday 27 March 2020

**Summer term**: Monday 27 April to Friday 12 June 2020

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

## Academic Timetable

Your individual student timetable will be available via the [Your Timetable](https://intranet.royalholloway.ac.uk/students/study/timetable/your-timetable.aspx) page on the Student Intranet. Log in with your College username and password and view your timetable via the system or download to a personal calendar. In September you will receive communications by email about exactly how to access and download your timetable, so keep any eye out for these. Timetables are subject to change during the course of the academic year, so you should check yours regularly, (as a minimum every two days) to ensure you are using the most up to date timetable. The college will endeavour to notify you via an e-mail to your RHUL account for late changes to your timetable that will affect teaching within the next two working days, so please also check your emails regularly. All classes start on the hour. They end ten minutes before the hour to allow you to move between classes.

## Study weeks

Study Weeks in 2019-2020 are scheduled as follows:

**Term One** Monday 4 - Friday 8 November 2019

**Term Two** Monday 17 – Friday 21 February 2020

# Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending classes regularly and progressing with their studies. We also have legal obligations placed on us under the Equality Act (2010), UK Visa and Immigration (UKVI) and Student Finance to ensure we monitor your attendance and engagement with studies.

Your regular attendance in class and consistent engagement with your studies are essential to your learning experience with the College. If you encounter difficulties with this, do please tell your tutor or another member of staff as soon as you can. They will put you in contact with Disability and Dyslexia Services (D&DS) who will tell you what support can be offered. **Failure to attend and/or absence without permission from the College can result in serious consequences and may lead to disciplinary action, including the termination of your registration.**

## Attendance requirements

Your classes are the learning activities deemed essential to your programme of study. These could include a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings with your Personal Tutor.

While you are expected to attend all the classes related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the Classics Department has set a minimum attendance level at 80% is the minimum set by College.  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. You can find out more about attendance policy [here](https://intranet.royalholloway.ac.uk/students/study/attendance/attendance.aspx).

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. The [Undergraduate Regulations](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/our-college-regulations.aspx) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis must not exceed 20 hours per week during term time. You may not undertake paid work which may conflict with your responsibilities as a student of the College. International students must ensure that any working restrictions, as stated on their visa, are also adhered to.

## Monitoring attendance

It is your responsibilityto make sure that your attendance has been recorded. It is also essential that you arrive at your classes in good time, as you will be marked absent if you turn up late without good reason.

We will contact you in the event that:

1. you fail to attend for **two weeks** without providing notification of your absence;
2. you display a **pattern of absence** that the department feel is affecting or is likely to affect your work
3. you display a pattern of absence that causes **concern over your wellbeing or which may point to an undisclosed disability**

## Formal Warnings

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 in section 24 of the [Undergraduate regulations](https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/undergraduate-regulations-2018-19.pdf).

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.

## Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa, should your registration at the College be terminated for non-attendance, general lack of engagement with your studies or any other disciplinary matter you will be reported to the UK Visa and Immigration (UKVI) and your Tier 4 (General) Student 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 (General) Student visa, including attendance and completion of assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations. This decision would not be open to appeal as it is part of the College’s obligations to the UKVI. Please see our [Undergraduate Regulations](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/our-college-regulations.aspx).

## Missing classes

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department as early as possible, giving the reasons for your non-attendance. The department will decide whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Tutor. In addition, an extensive range of additional support, guidance and advice is available from the College’s Student [Advisory & Wellbeing teams](https://intranet.royalholloway.ac.uk/students/help-support/help-and-support.aspx). As explained in section 2 above, the Students’ Union also operate an [Advice and Support Centre](https://www.su.rhul.ac.uk/advice/).

If you are unable to attend classes for whatever reason you must tell the department in which you are taking the course(s) in question and follow the [Notification of Absence Procedure](https://intranet.royalholloway.ac.uk/students/study/attendance/notification-of-absence/notification-of-absence.aspx). You must submit a Notification of Absence Form together with any supporting documentation either before your absence begins or within five working days of the end of the period of absence. The exact form to submit depends on the reason for your absence, as explained in the [on line guidance](https://intranet.royalholloway.ac.uk/students/study/attendance/notification-of-absence/notification-of-absence.aspx).

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. If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa please be aware that if you do not follow the process to submit a notification of absence or have an acceptable reason for absence you are putting your Tier 4 visa at risk of withdrawal. Therefore, it is very important that you continue to communicate with the College through your Department and the Advisory & Wellbeing teams if you are struggling to attend.

## Missing an examination

If you are unable to attend an exam (e.g. through reasons of sudden illness) then there are two steps to follow.

**Step 1**

You must notify the Student Services Centre at the earliest possibility. Wherever possible, please e-mail them at [studentservices@royalholloway.ac.uk](mailto:studentservices@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 why you cannot attend the exam. The Student Services Centre will then forward this information to your department so that we are aware of your non-attendance.

**Step 2**

Read the Extenuating Circumstances Guidance and, if your circumstances meet the criteria outlined in the guidance, complete and submit the Extenuating Circumstances application form with your supporting evidence. [Section 8](#_What_to_do) below provides further details about Extenuating Circumstances.

# 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 the [Programme Specification Repository](http://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx).

## Department Specific information about degree structure

* + 1. **Classics Department degree programmes**

The Department offers a number of degree programmes in classical subjects. You may be studying for:

* a **single honours degree** (in Ancient History (V110), Classical Archaeology and Ancient History (VV41), Classical Studies (Q810), Classics (Q800), Greek (Q700) or Latin (Q600))
* a **combined degree** with a minor component in Philosophy (Ancient History with Philosophy (V1V5), Classical Studies with Philosophy (Q9V5) or Classics with Philosophy (Q8V5))
* a **joint honours degree** (Ancient and Medieval History (V116), Classical Studies and Drama (QW84), Classical Studies and Italian (QR73),English and Classical Studies (QQ38), English and Latin (QQ36), French and Classical Studies (RQ18), French and Greek (RQ17), French and Latin (RQ16), German and Classical Studies (RQ28), German and Greek (RQ27), German and Latin (RQ26), Italian and Greek (QR7H), Italian and Latin (RQ36), Ancient History and Philosophy (VV15), Classics and Philosophy (QV85) or Classical Studies and Philosophy (QV95).

Each year you will study the equivalent of 120 credits (or four full course units) (some courses are designated as 30 credits or full units and others as 15 credits or half units). The programme structures are outlined in 6.1.3 and 6.1.4 below.

The department also offers various ’with an international year’ degree programmes, which include a year spent at a host university overseas between the second and third years of study at Royal Holloway. Students studying our degree programmes are eligible to apply for the ‘with an International Year’ variants during their second year of study, subject to academic performance and securing a placement at a host university. If accepted onto this programme, they are transferred formally to the ‘with an International Year’ degree programme at the start of their overseas year.

* + 1. **Educational Aims of Programmes**

The aims and learning outcomes of the Department's undergraduate degree programmes in classical subjects are related to the Classics and Ancient History Benchmarking Statements issued by the relevant Benchmarking Groups of the Quality Assurance Agency (QAA) for Higher Education. The Department's undergraduate degree programmes share certain common aims:

1. to provide opportunities for students to explore the diverse range of ancient world studies and to specialise in relevant disciplinary areas;

2. to deliver programmes which are informed by the research expertise of staff, which are suited to the needs of students, which provide opportunities for students to develop academically, and which, where appropriate, prepare students for post-graduate study;

3. to develop knowledge and understanding of the chosen fields of study and of the research associated with them, and to prepare students to undertake their own research under appropriate levels of supervision;

4. to support the development of a range of transferable skills suitable both for further academic study and for a range of future careers;

1. to produce graduates with a variety of personal attributes, including mental agility, openness to change and adaptability, a capacity to appreciate and enjoy the life of the mind, and to contribute to the wider community in a multicultural society.
   * 1. **Programme Structures**

All programmes are offered either as full-time, normally lasting three years, or part-time, normally lasting six years. Joint programmes where a modern language is studied normally take four years to complete and involve a year abroad. The degree ‘with an International year’ comprises an extra-curricular year between the second and third stages which contributes to the final marks of students on the four year programme.

Course units are offered at Stage One, Stage Two and Stage Three levels. Single Honours students in Classical Studies will be required to take Stage 2 Second Year Projects (CL2201) in Year 2; Single Honours students in Classical Studies, Classical Archaeology and Ancient History, and Ancient History will be required to take a Stage 3 Extended Essay (CL3200) in Year 3.Some (but not all) units within the department are available on all programmes, and the structure of individual programmes follows the following pathways (note, however, that [Course Finder](http://www.royalholloway.ac.uk/coursecatalogue/home.aspx) or the [Programme Specification Repository](http://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx) should be consulted as definitive in each case, and the information provided there takes precedence wherever it might be at variance what is presented here):

* + 1. **Single Honours**

ANCIENT HISTORY

At least 225 credits of Ancient History must be taken over the 3 years of the degree.

|  |  |
| --- | --- |
| Year 1 | CL1550 Greek History and the City State (15 credits)  CL 1560 Key Themes in Roman History(15 credits)  CL1570 Studying Classical Antiquity (15 credits  In addition, students must take either:  One language option (30 credits) and introductory half units to the value of 45 credits  or:  Introductory 15 credit units to the value of 60 credits.  Plus SS1000 Year 1 Arts Faculty Writing Quiz  There is no provision in the first year to take units outside of the Department. |

|  |  |
| --- | --- |
| Year 2 | HS2004: The Rise and Fall of the Roman Republic (Group 1) (15 credits)  HS2005: Rome and its Empire from Augustus to Commodus (Group 1) (15 credits)  CL2356 Greek History to 404 BC (15 credits)  CL2357 Greek History 404 to 322BC (15 credits)  CL2358 Greek Historiography (15 credits)  CL2369 Historiography of the Roman World (15 credits)  Plus courses to the value of 30 credits, which may include a course unit taken from outside the Department. |
| Year 3 | CL3200 Dissertation in Ancient History (30 credits)  Year 3 Ancient History designated option (30 credits)  Year 3 Ancient History designated option (30 credits)  Plus courses to the value of 30 credits, which may include a course unit taken out of the Department |

CLASSICAL ARCHAEOLOGY AND ANCIENT HISTORY

At least 120 credits of Classical Archaeology and 120 credits of Ancient History must be taken over the three years of the degree.

|  |  |
| --- | --- |
| Year 1 | CL1550 Greek History and the City State (15 credits)  CL 1560 Key Themes in Roman History(15 credits)  CL1580 Introduction to Greek Archaeology (15 credits)  CL 1581 Introduction to Roman Archaeology (15 credits)  In addition, students must take either:  One language option (30 credits) and introductory 15 credit units to the value of 30 credits  or:  Introductory 15 credit units to the value of 60 credits.  Plus SS1000 Year 1 Arts Faculty Writing Quiz |

|  |  |
| --- | --- |
| Year 2 | CL2194 From Dig to Digital  In addition, students must take units chosen from the following list to the value of 60 credits:  CL2352 Greek History to 322BC (30 credits)  CL2358 Greek Historiography (30 credits)  CL2369 Historiography of the Roman World (15 credits)  HS2004: The Rise and Fall of the Roman Republic (Group 1) (15 credits)  HS2005: Rome and its Empire from Augustus to Commodus (Group 1) (15 credits)  Plus Stage 2 courses to the value of 30 credits  Plus compulsory two weeks of field work (zero credits). Students will be expected to find their own fieldwork opportunities with the assistance of the department; this may include excavation, survey, museum or lab work, etc. |
| Year 3 | CL3200 Extended Essay in Classical Archaeology or Ancient History (30 credits)  Stage 3 Classical Archaeology options to the value of 30 credits  Stage 3 Ancient History options to the value of 30 credits  Plus further Stage 3 Classical Archaeology, Ancient History or Classical language options to the value of 30 credits |

CLASSICAL STUDIES

|  |  |
| --- | --- |
| Year 1 | 1 Latin and 1 Classical Greek language unit (special permission required to take both) and 4 Introductory courses (15 credits each), including CL1570 Studying Classical Antiquity  or  1 Latin or 1Classical Greek language unit and 6 Introductory courses (15 credits each), including CL1570 Studying Classical Antiquity  or  8 Introductory courses (15 credits each), including CL1570 Studying Classical Antiquity  Plus SS1000 Year 1 Arts Faculty Writing Quiz |
| Year 2 | CL2201 Second Year Projects (30 credits)and Stage 2 courses to the value of 90 credits |
| Year 3 | 1 CL 3200 Extended Essay (dissertation) unit (30 credits) and Stage 3 courses to the value of 90 credits |

CLASSICS

|  |  |
| --- | --- |
| Year 1 | 1 Classical Greek Language unit (30 credits)  1 Latin Language unit (30 credits)  CL1570 Studying Classical Antiquity (15 credits)  3 other Introductory courses (15 credits each)  Plus SS1000 Year 1 Arts Faculty Writing Quiz |
| Year 2 | 1 Classical Greek Language unit (30 credits)  1 Latin Language unit (30 credits)  Stage 2 courses to the value of 2 units (60 credits) |
| Year 3 | 1 Greek CL38\*\* unit (30 credits)  1 Latin CL38\*\* unit (30 credits)  Stage 3 courses to the value of 2 units (60 credits) |
| OR for Year 3 students whose Classical Greek Language unit in Year 2 was CL1715 | CL3726 (30 credits)  1 Latin CL38\*\* unit (30 credits)  Stage 3 courses to the value of 60 credits |
| OR for Year 3 students whose Latin Language unit in year 2 was CL1765 | CL3776 (30 credits)  1 Greek CL38\*\*unit (30 credits)  Stage 3 courses to the value of 60 credits |
| OR for year 3 students whose Greek Language in year 2 was CL 1715 and whose Latin Language unit in year 2 was Cl 1765 | CL3726 (30 credits)  1 Latin CL38\*\* unit (30 credits)  CL3776 (30 credits)  1 Greek CL38\*\* unit (30 credits) |

GREEK

|  |  |
| --- | --- |
| Year 1 | 1 Classical Greek Language unit (30 credits)  CL1570 Studying Classical Antiquity (15 credits)  5 other introductory courses (15 credits each)  or  1 Classical Greek Language unit (30 credits)  1 Latin Language unit (30 credits)  CL1570 Studying Classical Antiquity (15 credits)  3 other Introductory courses (to the value of 60 credits)  Plus SS1000 Year 1 Arts Faculty Writing Quiz |
| Years 2-3 | 1 Classical Greek Language unit (30 credits)  2 Greek 28\*\* or 38\*\* units (60 credits)  Other courses to the value of 5 units (150 credits) |

LATIN

|  |  |
| --- | --- |
| Year 1 | 1 Latin Language unit (30 credits)  CL1570 Studying Classical Antiquity (15 credits)  5 other introductory courses (15 credits each)  or  1 Latin Language unit (30 credits)  1 Classical Greek Language unit (30 credits)  CL1570 Studying Classical Antiquity (15 credits)  3 Introductory courses (15 credits each)  Plus SS1000 Year 1 Arts Faculty Writing Quiz |
| Years 2–3 | 1 Latin Language unit (30 credits)  2 Latin CL28\*\* or 38\*\*units (60 credits)  Other courses to the value of 150 credits |

* + 1. **Combined Honours programmes with a Minor component in Philosophy**

ANCIENT HISTORY WITH PHILOSOPHY

At least 195 credits of Ancient History must be taken over the 3 years of the degree.

|  |  |
| --- | --- |
| Year 1 | PY1001 Fundamental Questions in Philosophy (30 credits)  and:  CL1550: Greek History and the City State (15 credits)  CL 1560: Key Themes in Roman History (15 credits)  CL1570 Studying Classical Antiquity (15 credits)  In addition, students must take either:  One language option (30 credits) plus an introductory 15 credit unit  or:  Three introductory 15 credit units to the value of 45 credits.  Plus S1000 Year 1 Arts Faculty Writing Quiz |
| Year 2 | 1 Philosophy 2nd-year unit (30 credits)  Students must take at least 60 credits from: HS2004: The Rise and Fall of the Roman Republic (Group 1) (15 credits)  HS2005: Rome and its Empire from Augustus to Commodus (Group 1) (15 credits)  CL2356 Greek History to 404BC (15 credits)  CL2357 Greek History 404 to 322BC (15 credits)  CL2358 Greek Historiography (15 credits)  CL2369 Historiography of the Roman World (15 credits)  Plus Classics course(s) to the value of 30 credits. This course may be substituted by a course from outside the programme, with approval. |
| Year 3 | 1 Philosophy 3rd-year unit (30 credits)  Stage 3 course(s) designated as Ancient History to the value of 30 credits, with a CL 3200 Extended Essay in Ancient History (30 credits), and further courses to the value of 30 credits. These further credits may be substituted by a course from outside the programme, with approval. |

CLASSICAL STUDIES WITH PHILOSOPHY

|  |  |
| --- | --- |
| Year 1 | PY1001 Fundamental Questions in Philosophy (30 credits)  and either  6 Introductory courses (to the value of 90 credits), including CL 1570 Studying Classical Antiquity (15 credits)  or  1 Latin or Greek language unit (30 credits)  4 Introductory courses (to the value of 60 credits), including CL 1570 Studying Classical Antiquity (15 credits)  Plus S1000 Year 1 Arts Faculty Writing Quiz |
| Year 2 | 1 Philosophy 2nd-year unit (30 credits)  CL2201 Second Year Projects (30 credits)  Stage 2 courses to the value of 60 credits |
| Year 3 | 1 Philosophy 3rd-year unit (30 credits)  1 CL 3200 Extended Essay (dissertation) unit (30 credits)  Stage 3 courses from the Classics list to the value of 60 credits |

CLASSICS WITH PHILOSOPHY

|  |  |
| --- | --- |
| Year 1 | PY1001 Fundamental Questions in Philosophy (30 credits)  1 Classical Greek Language unit (30 credits)  1 Latin Language unit (30 credits)  2 Introductory courses (to the value of 30 credits)  Plus S1000 Year 1 Arts Faculty Writing Quiz |
| Year 2 | 1 Philosophy 2nd-year unit (30 credits)  1 Classical Greek Language course unit or 1 Greek CL28\*\* course unit (30 credits)  1 Latin Language course unit or 1 Latin CL28\*\* course unit (30 credits)  Stage 2 course(s) from the Classics list to the value of 30 credits |
| Year 3 | 1 Philosophy 3rd-year course unit (30 credits)  1 Greek CL38\*\* course unit (30 credits)  1 Latin CL38\*\* course unit (30 credits)  Stage 3 course(s) from the Classics list to the value of 30 credits |
| OR for Year 3 students whose Classical Greek Language unit in Year 2 was CL1715 | 1 Philosophy 3rd-year unit (30 credits)  CL3726 (30 credits)  1 Latin CL38\*\* course unit (30 credits)  Stage 3 course(s) from the Classics list to the value of 30 credits |
| OR for Year 3 students whose Latin Language unit in year 2 was CL1765 | 1 Philosophy 3rd-year unit (30 credits)  CL3776 (30 credits)  1 Greek CL38\*\* course unit (30 credits)  Stage 3 course(s) from the Classics list to the value of 30 credits |

* + 1. **Joint Honours**

Joint Honours degrees are taught 50% in the Classics Department and 50% in the other Department. The requirements given here are for the Classics Department courses. For administrative purposes the ‘lead’ department is the one whose subject appears first in the degree title, but it is important to realise that Joint Honours students are responsible for keeping in touch with both departments; information will not automatically be passed from one department to the other. Every effort is made to avoid timetable clashes. Any problems should be brought to the attention of the Academic Co-ordinator without delay. Exam results are verified by the Joint Honours Sub-board and degree classifications are awarded on the basis of the marks supplied by each departmental Sub-board.

Joint degree programmes where a modern language is studied normally take four years to complete and involve a year abroad.

ANCIENT HISTORY AND PHILOSOPHY

Ancient History Element of the Programme only

|  |  |
| --- | --- |
| Year 1 | CL1550: Greek History and the City State (15 credits)  CL 1560: Key Themes in Roman History (15 credits)  Stage One options from the Classics list to the value of 30 credits  Plus S1000 Year 1 Arts Faculty Writing Quiz |
| Year 2 | Students must take units to the value of 60 credits from: CL2352 Greek History to 322 BC (30 credits)  CL2358 Greek Historiography (15 credits)  CL2369 Historiography of the Roman World (15 credits)  HS2004: The Rise and Fall of the Roman Republic (Group 1) (15 credits)  HS2005: Rome and its Empire from Augustus to Commodus (15 credits) |
| Year 3/Final year | * **EITHER** Stage 3 courses (taught courses only) to the value of 60 credits designated as Ancient History * **OR** Stage 3 course(s) designated as Ancient History to the value of 30 credits, with a CL 3200 Extended Essay designated as Anc. History (30 credits) |

ANCIENT AND MEDIEVAL HISTORY

|  |  |
| --- | --- |
| Year 1 | HS1002 History and Meanings I (15 credits)  HS1005 History and Meanings II or HS1111 Latin for (15 credits)  CL1550: Greek History and the City State (15 credits)  CL 1560: Key Themes in Roman History (15 credits)  Stage One options from the Classics list to the value of 30 credits  Plus one History Gateway course from the list below (30 credits):  HS1107: Republics, Kings and People: The Foundations of European Political Thought from Plato to Rousseau  HS1108: The Rich Tapestry of Life: A Social and Cultural History of Europe 1500-1780  HS1116: Rome to Renaissance: An Introduction to the Middle Ages  Students may substitute HS1005/HS1111 and an optional Classics 15 credit unit for a language acquisition course from the Classics listings at an appropriate level.  Plus Year 1 S1000 Arts Faculty Arts Faculty Writing Quiz |
| Year 2 | HS2300: (15 credits) Independent Essay  One History Group 2 course from those listed below (30 credits).  HS2124: The Later Roman Empire  HS2127: Byzantium and its Neighbours  HS2132: London Urban Society, 1400-1600  HS2142: The Crusades and the Eastern Mediterranean, 1095-1291  HS2143: Medicine and Society in Medieval Europe  Options from the following courses to the value of 60 credits:  HS2004: The Rise and Fall of the Roman Republic (Group 1)  HS2005: Rome and its Empire from Augustus to Commodus (Group 1)  CL2356 Greek History 404 to 322BC  CL2357 Greek History 404 to 322BC  CL2358 Greek Historiography  CL2369 Historiography of the Roman World]  Plus one further course (15 credits) from the list of Classics courses or the following Group 1 History courses:  HS2004: The Rise and Fall of the Roman Republic  HS2009: Europe 1000-1300 (1): The Structures of Power  HS2011: The Flowering of the Middle Ages (1): Politics, Pestilence and War, c.1300-c.1500  HS2151: The Silk Road (1): Genghis Khan and the Mongol Legacy (1200-1500)  HS2149: Daily Life in Renaissance and Baroque Italian Cities 1: Social and Domestic Life  HS2005: Rome and its Empire from Augustus to Commodus  HS2010: Europe 1000-1300 (2): Culture, Society and Religion  HS2012: The Flowering of the Middle Ages (2)  HS2152: The Silk Road (2): The Ottoman, Safavid, and Mughal Empires (1500-1700) |
| Year 3/Final year | **Pathway A**  **History**  One Group 3 course with dissertation (60 credits) from the following:  HS3296/7: Christians and Pagans from Constantine to Augustine (AD 306-430)  HS3150/1: Heresy, Crusade and Inquisition in Southern France, c.1140-c.1300  HS3131/2: England in the Reign of Richard II  HS3139/40: Religious Culture in England c. 1375-1525  HS3145/6: The Causes and Consequences of the Fall of Constantinople, 1453  HS3361/2: Genghis Khan and His Empire, 1150-1300  **Classics**  EITHER  Two Year 3 designated Ancient History courses (taught courses only, 60 credits)  OR  One Year 3 designated Ancient History course (taught course only, 30 credits) and one Classics language course (30 credits)    **Pathway B**  **History**  One Group 3 course (taught course only, 30 credits) from the following:  HS3296: Christians and Pagans from Constantine to Augustine (AD 306-430)  HS3150: Heresy, Crusade and Inquisition in Southern France, c.1140-c.1300  HS3131: England in the Reign of Richard II  HS3139: Religious Culture in England c. 1375-1525  HS3145: The Causes and Consequences of the Fall of Constantinople, 1453  HS3361: Genghis Khan and His Empire, 1150-1300  Plus EITHER  One Group 2 course (30 credits) from the list above OR  One Group 1 course in the first term (30 credits)  HS2111 Advanced Latin in the second term (30 credits)  **Classics**  One Year 3 designated Ancient History course (30 credits) plus CL 3200 Extended Essay in Ancient History (30 credits) |

xxx AND CLASSICS

|  |  |
| --- | --- |
| Year 1 | 1 Classical Greek Language unit (30 credits)  1 Latin Language unit (30 credits)  Plus SS1000 Year 1 Arts Faculty Writing Quiz |
| Year 2 | 1 Classical Greek Language unit (30 credits)  1 Latin Language unit (30 credits) |
| Year 3 | 1 Greek CL38\*\* unit (30 credits)  1 Latin CL38\*\* unit (30 credits) |
| OR for Year 3 students whose Classical Greek Language unit in Year 2 was CL1715 | CL3726 (30 credits)  1 Latin CL38\*\* unit (30 credits) |
| OR for Year 3 students whose Latin Language unit in year 2 was CL1765 | CL3776 (30 credits)  1 Greek CL38\*\* unit (30 credits)  Stage 3 courses to the value of 60 credits |
| OR for year 3 students whose Greek Language in year 2 was CL 1715 and whose Latin Language unit in year 2 was Cl 1765 | CL3726 (30 credits)  CL3776 (30 credits) |

xxx AND GREEK

|  |  |
| --- | --- |
| Year 1 | 1 Classical Greek Language unit (30 credits)  2 Introductory courses (to the value of 30 credits)  Plus Year 1 S1000 Arts Faculty Arts Faculty Writing Quiz |
| Year 2 | 1 Classical Greek Language unit (30 credits) or 1 Greek CL28\*\* unit (30 credits)  Stage 2 course(s) to the value of 1 unit |
| Year 3/Final year | 1 Greek CL38\*\* unit (30 credits)  Stage 3 courses to the value of 30 credits |

xxx AND LATIN

|  |  |
| --- | --- |
| Year 1 | 1 Latin Language unit (30 credits)  2 Introductory courses (to the value of 30 credits)  Plus SS1000 Year 1 Arts Faculty Writing Quiz |
| Year 2 | 1 Latin Language unit (30 credits) or 1 Latin CL28\*\* unit (30 credits)  Stage 2 courses to the value of 30 credits |
| Year 3/Final year | 1 Latin CL38\*\* unit (30 credits)  Stage 3 courses to the value of 30 credits |

xxx AND CLASSICAL STUDIES, or CLASSICAL STUDIES AND xxx

|  |  |
| --- | --- |
| Year 1 | 1 Latin or Classical Greek language unit (30 credits) and 2 Introductory courses (to the value of 30 credits)  **or** 4 Introductory courses (to the value of 60 credits)  Plus S1000 Year 1 Arts Faculty Writing Quiz |
| Year 2 | Stage 2 courses to the value of 60 credits |
| Year 3/Final year | Stage 3 courses to the value of 60 credits |

Full details of available courses for the following academic year are made available in February when students make their course choices.

* + 1. **Courses taught in the Classics Department**

The work for degree programmes in the Department is organised by course-units. This means that the work for each course is completed and examined in the year in which it is taught. Each course is either a whole unit (usually taught over both terms, and worth 30 credits) or a half-unit (taught in one term only, and worth 15 credits), and each year’s work for a full-time student consists in all cases of courses to a total value of **four** whole units (120 credits). Part-time students usually, though not invariably, take courses to a value of two whole units (60 credits) each year.

Courses are approved by College to be taught at a particular stage of the programme (first-, second- or third- year) but versions of some Classics courses are available at more than one stage.

Each course unit is identified by a four-figure course code (e.g. 1755 – Beginners’ Latin), preceded by the Departmental prefix CL. The first figure of the code denotes the stage (1st, 2nd or 3rd year) for which the course is normally offered. Courses with codes beginning are generally confined to first-year students. Courses with codes beginning 2 are generally available to second-year students only. Courses with codes beginning 3 are available for third-year students only. Some courses (e.g. Athenian Law and Society) have a second-year version with code beginning 2 and a third-year version with code beginning 3, with separate seminars and exams.

* + 1. **Course choices**

Choices for first-year units are made during the Welcome Week before the beginning of the autumn term. Choices for second and third-year units are made in the spring term and confirmed or adjusted at the beginning of the new academic year. When you have made your choice of courses you must fill in a course choices form and hand it in to the School office. All choices are subject to availability and to departmental approval. For details of second- and third-year courses available for 2019/20 see the Course Choices information which was issued in spring term 2019.

An addition to the First Year courses is the **S1000 Year 1 Arts Faculty Writing Quiz**. This is done in your own time, the quiz is zero-weighted but is **compulsory for progression to the next year of study**. The quiz is delivered through RHUL’s electronic teaching platform, Moodle. It will open early in the autumn term and will run until early in the summer term. You may take the test as often as you wish until you pass – the quiz consists of 25 randomly generated questions. Each time you submit your answers to the quiz you will receive feedback designed to help you improve your written and literacy skills. Please note that by the end of the academic year:

**You must have achieved a pass mark of 60% or more on this quiz in order to be eligible to progress to your second year of study.** You cannot progress to Level 2 without having passed this quiz, even if you meet the other requirements for progression as stipulated in the College’s Undergraduate Regulations. If you achieve a mark of 80% or more, you will be awarded a certificate of distinction.

More information on the test, and its role as a teaching tool, can be found on the MOODLE Writing Skills (S1000) webpage.

Most courses are available on all the department’s programmes, subject to the requirements of the individual programme pathways. Details of course structure, topics covered, bibliographies, and other learning resources will be provided in the individual course guides issued at the beginning of each course, and usually on the course Moodle page.

## Course registrations

You can only register for 120 credits’ worth of courses in each academic year (this excludes courses which are being re-sat). You will have the option of changing courses up to the end of the second week after the start of teaching (excluding Welcome week). Any courses that you wish to take on an extracurricular basis (that is, not counting towards your degree) must be identified at the start of the academic year.

* + 1. **Courses from outside the department**

Students may take no more than ONE course from another RHUL department during their second and third years combined. This limitation does not apply to Ancient History courses taken in the History department. Departmental approval must be sought from the Academic Co-ordinator to take a course from another department.

* + 1. **Courses in other London colleges**

Students are permitted by College regulations to take one course in any one year at another London college, subject to departmental approval and timetabling constraints. Classics or Ancient History courses at UCL or King’s are available to RHUL students under a reciprocal arrangement between the Colleges. Such courses will count towards the requirements for degree programmes in the same way as courses in equivalent subjects taken at RHUL. Courses at London institutions other than UCL and King’s (such as SOAS) are available only by special arrangement. If you are considering this, please seek advice from the Academic Co-ordinator**.**

## Change of programme

You may transfer to another programme subject to the following conditions being met before the point of transfer:

(a) you must satisfy the normal conditions for admission to the new programme;

(b) you must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;

(c) the transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.

(d) if you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.

(e) you may not attend a new programme of study until the transfer request has been approved.

Further information about changing programmes is available in Section 8 of the [Undergraduate Regulations](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx).

# Facilities

## 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](https://www.royalholloway.ac.uk/about-us/the-library/).

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for undergraduate courses. . 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 on the ground floor to use in other study areas. Electronic information is becoming more important for all of us. The Library now has 9,000 journal titles in electronic, full-text format and a virtual library of texts and images.

Students can also use Senate House Library. It is important that you speak with the Library information consultant for Classics or staff at the enquiry desk to check whether you need prior authorisation to gain access to other collections. **Senate House Library,** Senate House, Malet Street, London, WC1E 7HU (020 7862 8462) <http://www.shl.lon.ac.uk>

The Information Consultant for the School of Humanities is Karina van Dort ([Karina.vanDort@rhul.ac.uk](mailto:Karina.vanDort@rhul.ac.uk))

## Photocopying and Printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are 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 [here](https://intranet.royalholloway.ac.uk/students/help-support/it-services/getting-started/printing/home.aspx):

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time. Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the Library, and Computer Centre.

## Computing

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

# Assessment Information

## 

## Submission of work

**All work for the final assessment of any course must be submitted anonymously, i.e. identified by CANDIDATE NUMBER, not name or student ID number.** This rule applies to all **assessed** essays and to **language tests**, but it does not necessarily apply to **formative** essays, i.e. essays which are done for practice only and do not contribute to the mark for the course. If you are unsure whether an essay is assessed or formative, please check with the course tutor. Course tutors will tell you how they want formative essays to be submitted. **Please make sure that your name does not appear anywhere in your essay (including headers and footers).**

**All coursework and dissertations must be submitted electronically, but in some circumstances course tutors may ask you to submit a hard copy in addition. The steps you have to take in order to submit an electronic copy of assessed assignments are described in detail on the Avoiding Plagiarism course which can be accessed through the Moodle Home page on the Moodle site** <http://moodle.royalholloway.ac.uk/> . Your work is sent to the Joint Information Services Committee (JISC) Plagiarism Detection Site (PDS) for comparison with the contents of that system’s databank, and it is returned to the markers at Royal Holloway annotated to show matching text and its source(s). The purpose of this step is not to detect plagiarism – we do not expect this to occur and would be very disappointed to discover that it had – but to help the markers to check that you are referencing quoted material appropriately.

Language exercises may be handwritten and are exempted from the requirement of electronic submission; other items may be specifically exempted by the course tutor.

Coursework essays submitted during the year (whether or not they count for assessment) must be submitted by the advertised deadlines, which will normally be timed to coincide with a lecture, seminar or consultation hour, and **any hard copy if required must be handed in personally to the course tutor**. The School Office does not undertake to receive coursework essays on behalf of course tutors. Essays must not be bound and should be kept together by a secure method, e.g. staples (rather than paper clips).

Second Year Projects and essays for end-of-course assessment must be submitted to the Departmental Office by the advertised deadline at the beginning of the summer term (extensions are granted only for exceptional reasons) and students must sign the relevant list to show that the work has been submitted. **In 2019-20 the deadline for CL2201 Second Year Project number 1 is Wednesday 15th January, 2020 by 12.00 noon. The deadline for CL2201 Second Year Project number 2 is Wednesday 29th April, 2020 by 12.00 noon. The deadline for the first essay for 100% coursework exams is 12.00 NOON on Thursday 16th January, 2020, and for the second essay for 100% coursework exams is 12.00 NOON on Thursday30th April, 2020.  CL3200 Third Year Dissertations must be submitted by 12.00 noon on Tuesday 28thApril, 2020.**

## Stepped Marking

Work submitted for assessment will be graded by using a set of marks with the pattern X2, X5 or X8. This means that an upper second class piece of work would be awarded 62%, 65% or 68%.  This approach, which is called stepped marking,  has been found to help in better aligning grades with marking criteria and for providing greater clarity to students about the standard of their work and how close they are to lower and upper grade boundaries. For example, a 62% represents a low 2:1, while a 68% indicates a high 2:1.

Assessed work which is quantitative (e.g. numerical or multiple-choice tests), where there are ‘right or wrong’ answers, e.g. language tests/ exercises and/ or where there is a detailed mark scheme under which each question is allocated a specific number of marks will be exempt from stepped marking.

## Policy on the return of marked student work and feedback

The full policy on the return of marked student work and feedback is available [here](https://intranet.royalholloway.ac.uk/staff/assets/docs/pdf/aqpo/2018/return-of-marked-student-work-feedback-policy.pdf).

**Return of marked student work and feedback**

All assessed work (other than formal examinations) should be returned with feedback within 20 working days of the submission deadline, except in cases where it is not appropriate to do so for exceptional and/ or pedagogic reasons. These may include the assessment of dissertations, final year projects, taped case studies, audio visual submissions, where the marking has been delayed due to staff illness and/ or where an extension to the submission deadline has been granted. The deadline for the return of the marked work with feedback will be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met for reasons such as those listed, the revised deadline will be communicated to students as soon as possible.

## Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification [Programme Specification Repository](http://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx) (and also more generally in the [Undergraduate Regulations](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx))**.**

## Examination results

Please see the [Examinations & Assessments](https://intranet.royalholloway.ac.uk/students/study/exams/exams-assessments-and-results.aspx)website for details of how you will be issued with your [results](http://www.rhul.ac.uk/ecampus/academicsupport/examinations/results.aspx)**.**

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

## 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://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx?)

**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 believe that you will be unable to submit coursework on time because of illness or other acceptable causes then you should apply for an extension to allow you to submit the work late without suffering a penalty. If you did not request an extension but then miss a deadline due to factors which have affected your ability to submit work on time, then you may submit a request for extenuating circumstances to be considered. Please note however that if you do so, you will have to provide convincing reasons why you had been unable to request an extension.

## 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](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx?):

**Section 13 (5)**

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

1. *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;*

1. *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;*

1. *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.

## What to do if things go wrong – Extensions to deadlines

You are expected to manage your time appropriately and hand in your coursework assessments on time. However, occasionally unforeseeable or unpreventable circumstances arise which prevent you from submitting your work on time. If this is the case you may be able to apply for an extension to your submission deadline without suffering a penalty.

Please refer to the Extensions Policy and guidance on the College’s webpage about [Applying for an Extension](https://intranet.royalholloway.ac.uk/students/study/exams/preparation/applying-for-an-extension.aspx).

**Please note**: - Not every assessment is eligible for an extension.

## What to do if things go wrong – the “Extenuating Circumstances” process.

If you are unable to submit coursework because of unforeseeable or unpreventable circumstances please refer to section 8.8 ‘What to do if things go wrong – Extensions to Deadlines’. If an extension is not possible, you may be able to apply for extenuating circumstances.

The policy is explained in full in the [Extenuating circumstances – Guidance for students](https://intranet.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf).

**What is an Extenuating Circumstance?**

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.* You can read more about them [here](https://intranet.royalholloway.ac.uk/students/study/exams/sitting-or-submitting/home.aspx).

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

* Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee whether 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. The policy is explained in full in the [Extenuating circumstances – Guidance for students](https://intranet.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf).

**Absence from an examination**

[Section 5](#_Missing_an_examination) above explains what to do on the day you miss an examination if it was due to extenuating circumstances.

**Applying for extenuating circumstances**

Before going ahead, you should check that your circumstances meet the criteria. These are explained in full in the [Extenuating circumstances – Guidance for students](https://intranet.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf). You should also read the section **Illness & absences from an examination and departmental assessments and extenuating circumstances** in the [Instructions to Candidates](https://intranet.royalholloway.ac.uk/students/study/exams/preparation/instructions-to-candidates.aspx) issued by Student Administration.

If you apply for extenuating circumstances, you will need to supply a full explanation of your situation together with any supporting documentation.

**Deadlines for submission of extenuating circumstances**

Extenuating circumstances applications should be submitted as close to the affected piece of assessment/exam as possible.

The deadlines for submitting extenuating circumstances are listed in the Instructions to Candidates and the College webpages for [Exams, Assessments and Results](https://intranet.royalholloway.ac.uk/students/study/exams/exams-assessments-and-results.aspx)

**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 Student Advisory & Wellbeing teams as soon as possible. This will allow us to consider strategies that will help you manage the situation. Examples might be that you have an illness that does not constitute a disability, a close family member is ill and needs your support, or you have suffered an adverse life event.

It may be that the circumstances are severely affecting your ability to study by causing you to repeatedly miss scheduled teaching and/ or affecting your ability to complete assessments. If this is the case and there is no reasonable way to help you to manage the situation, then you may need to consider, in consultation with your department and Student Advisory & Wellbeing, if it would 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 Extenuating Circumstances Committee will be able to take action to mitigate such circumstances. For further information, please read the [Extenuating circumstances – Guidance for students](https://intranet.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf).

## Support and exam access arrangements for students requiring 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](https://www.royalholloway.ac.uk/ecampus/welfare/disabilityanddyslexiaservices/home.aspx) (DDS) can put in place adjustments, 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](https://www.royalholloway.ac.uk/ecampus/welfare/disabilityanddyslexiaservices/home.aspx) for an assessment of your needs before adjustments, support and exam access arrangements can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see section 2 above 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 make further allowance in relation to your disability or SpLD.

## What to do if you have difficulty writing legibly

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in writing by hand which would lead to your scripts being illegible you should contact [Disability and Dyslexia Services.](https://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx) 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.

## Academic Misconduct

The College regulations on academic misconduct (also known as assessment offences) can found on the [Attendance and Academic Regulations page](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx?) of the student intranet.

Academic misconduct includes, but is not limited to plagiarism (see below), commissioning, duplication of work, (that is, submitting work for assessment which has already been submitted for assessment for the same or another course), falsification, impersonation, deception, 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 academic misconduct 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 academic misconduct. The College treats academic misconduct very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

**What is 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.

Avoiding Plagiarism

You will successfully avoid plagiarism if you always observe this simple rule:

Whenever you quote or summarise the words of a modern author, you should:

* use quotation marks to show the extent of your quotation, and
* name your source clearly each time.

You are strongly advised to participate in the on-line learning resource on Avoiding Plagiarism. Visit the Moodle site:

<http://moodle.royalholloway.ac.uk/course/view.php?id=1586>

and see **Avoiding Plagiarism** under **My Courses**.

You need to be careful to avoid plagiarising unintentionally. This can happen for example when a student:

* quotes from a source listed in the bibliography at the end of the essay without also referring to it in the appropriate places in the text or in footnotes;
* quotes directly from a source referred to in footnotes without making it clear, through the use of inverted commas or other devices, where the quotation begins and ends;
* relies on his or her own notes made from a book or article, and inadvertently uses words copied verbatim from a modern author without acknowledgement;
* duplicates his or her own work,for example by submitting almost exactly the same work for two different assignments.

An allegation of plagiarism does not necessarily imply an allegation of intent on the part of the student to cheat. Situations which may, however, imply cheating in this context include:

* the use of sources which would not normally be available to the student, such as work submitted by others in previous years;
* an attempt to dismiss the plagiarism when presented with material evidence;
* collusion with another person;
* a repeat offence.

All cases of alleged plagiarism will be initially referred to the Head of Department who will investigate the matter. If the case is proved, the Head of Department may impose a penalty from among those set out in the regulations. The most usual penalty is a mark of zero. More serious cases, or repeat offences, may be referred to the Vice-Principal and the offender may be excluded from further study in the College.

# Careers information

The College’s [Careers & Employability Service](http://www.rhul.ac.uk/careers/) is based in the Davison Building. The careers service run a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October. Our events are open to all students. One-to-one appointments are available all through the year where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview. Our website and Careers Moodle has a wide range of help and information including interview skills, writing CVs and applications, assessment centres & psychometric tests. For more information about all Careers & Employability Service events and appointments visit our website or come along and speak to our friendly and helpful staff.

* 1. **The Classics Department and Employability**

In addition to the above, the Classics Department runs several events during the year specifically for its own students, in collaboration with the Careers Service and the Classical Society. These can include meeting former graduates of the department (alumni), and general advice workshops on how to use your degree after graduation, finding employers, postgraduate study, writing CVs and applications and preparation for interviews.

The Classics Department also **integrates employability skills into its undergraduate curriculum,** through the first year course CL1570 *Studying Classical Antiquity*, and through its optional **Second Year Work Placement Scheme**. The latter is open to all students studying with the Classics Department in their second year of study, and involves in-built training workshops for writing CVs and interview technique. Participants work through a ‘selection procedure’, which echoes those used by employers, with those who are finally successfully ‘selected’ gaining a work placement of about two weeks in a career field of their choice during the summer vacation after the second year.

For further information about any employability-related issues, please consult the Classics Department’s Employability Officer Dr. Richard Hawley. You may also find useful the leaflet ‘Careers Resources and Tips for Classics Students’ produced by the Careers Service. Further advice on the Classics Department’s employability programme can be found here:

<https://www.royalholloway.ac.uk/classics/yourfuturecareer/home.aspx>

# 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](https://intranet.royalholloway.ac.uk/students/study/academic-appeals/complaints/complaints.aspx) 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 procedure and permitted grounds for appeal can be found on the Academic Appeals [webpage](https://intranet.royalholloway.ac.uk/students/study/academic-appeals/make-an-academic-appeal-or-complaint.aspx).

# Health and Safety Information

The [Health and Safety webpage](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/health-and-safety.aspx) provides general information about our health and safety policies.

## Code of practice on harassment for students

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

The College’s [Code of Practice on personal harassment for students](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/your-responsibilities-as-a-student.aspx)should be read in conjunction with the[Student Disciplinary regulations](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/our-college-regulations.aspx)and the [Complaints procedure](https://intranet.royalholloway.ac.uk/students/study/academic-appeals/complaints/complaints.aspx).

## Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found [here](https://intranet.royalholloway.ac.uk/staff/tools-and-links/health-and-safety/policies-and-procedures/lone-working.aspx).

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. The Department and the type of work conducted by students is classified as a low risk activity and as such the following advice is relevant. Any health and safety concerns should be brought to the attention of the School Health and Safety Coordinator 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.

# Equal Opportunities Statement and College Codes of Practice

## 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.