



DEPARTMENT OF HISTORY

# POSTGRADUATE TAUGHT STUDENT HANDBOOK

2019/2020

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#### 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.

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## 1 Introduction to your department

### 1.1 Welcome

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

Welcome to the Department of History. As those of you who were undergraduates here will already know, RHUL History is a strong and lively department at the forefront of research and methodological innovation. Our stimulating range of taught postgraduate degrees contains much that will inspire and challenge you over the span of your Masters work. Although we are one of the largest History departments in the United Kingdom, our size is not at the cost of anonymity; we are committed to giving close individual attention to all members of our postgraduate community. Masters work represents a step-change from undergraduate study in both quantitative and qualitative terms. The rhythm of work too can seem intense, and the first months of an MA inevitably involve some adjustment. While we would ask you to become familiar with the work requirements and procedures contained in this MA handbook (this is your responsibility!), we would also remind you that we are here to help. So your golden rule should be to consult us early if you have problems or queries. I hope you will all have a happy and memorable time as members of our department.

Nicola Phillips  
Director of Postgraduate Study in History (Taught Courses)

### 1.2 How to find us: the Department

The Department of History is located in the International Building (ground floor). The International Building can be found on the College [campus map](#) as building 15

#### **Bedford Square**

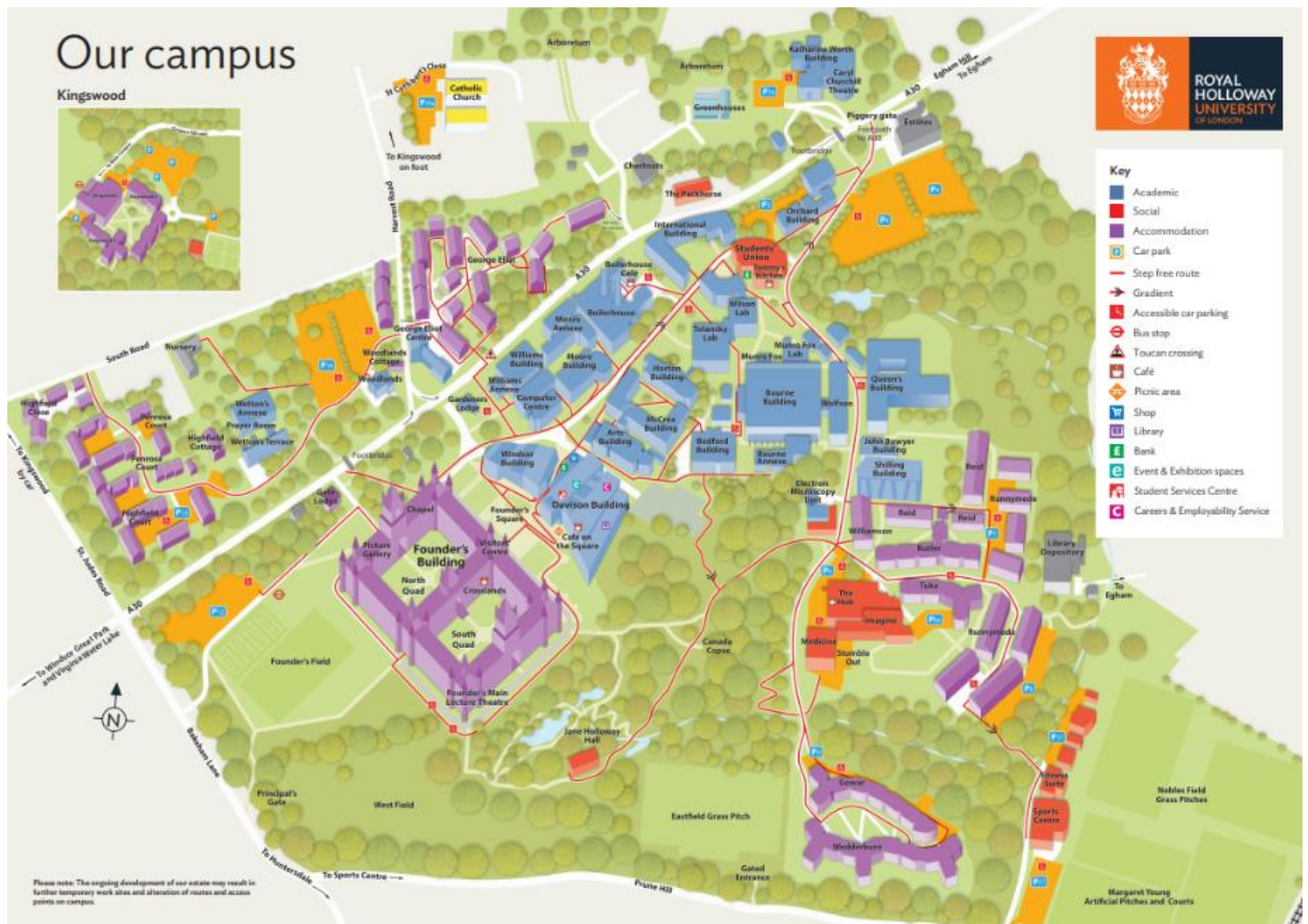
**Royal Holloway's Central London Headquarters** are located in a fine Georgian house at 11 Bedford Square, London WC1. This is conveniently situated, close to the British Museum and to the University of London's Senate House (Malet Street), which houses the University Library. Bedford Square is open from 9 am to 9 pm Monday to Friday. There is a common room (with a payphone), a kitchen and cloakrooms in the basement for the use of Royal Holloway postgraduate students. There is also a computer room (including email facilities) for the use of students and staff. You can leave messages for each other with the receptionist. You are welcome to use the building during its open hours for private study or meetings with other students.

11 Bedford Square  
Bloomsbury  
London WC1B 3RFTel: 020 7307 8600 (Administrator)  
020 7631 0495 (Basement Common Room payphone)  
020 7307 8604 (Receptionist)

**Email: [BedfordSquare@rhul.ac.uk](mailto:BedfordSquare@rhul.ac.uk)**

Tube stations: Russell Square, Goodge Street, Tottenham Court Road, Euston Square or Warren Street

### 1.3 Map of the Egham campus



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](#).

## 1.4 How to find us: the staff

### CONTACT DETAILS

#### Head of Department:

Dr Anna Whitelock                      (01784) 443295                      IN004                      [anna.whitelock@rhul.ac.uk](mailto:anna.whitelock@rhul.ac.uk)

\* Academic staff members on full or partial research leave in 2019-20  
The telephone area code is (01784). IN – International building

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**School Manager:**

Name: James Phillips

Room: IN147

Telephone: 443229

Email: [james.phillips@rhul.ac.uk](mailto:james.phillips@rhul.ac.uk)**School Helpdesk:**

Name: Dawn Hazelton

Telephone: 276882

Room: IN149

Email: [humanities-school@rhul.ac.uk](mailto:humanities-school@rhul.ac.uk)**1.5 How to find us: the School Office**

The school office is located on the first floor of the International Building. It can be found to the right of the main entrance via the stairs to the right of the building.

**1.6 The Department: practical information**

Postgraduate Education Lead: Dr Nicola Phillips

**Programme Directors**

MA in History: Dr Nicola Phillips ([n.j.phillips@rhul.ac.uk](mailto:n.j.phillips@rhul.ac.uk))

MA in Public History: Dr Edward Madigan ([Edward.Madigan@rhul.ac.uk](mailto:Edward.Madigan@rhul.ac.uk))

Hellenic Studies/Late Antique & Byzantine Studies: Dr Charalambos Dendrinis, ([Ch.Dendrinis@rhul.ac.uk](mailto:Ch.Dendrinis@rhul.ac.uk))

Medieval Studies: Prof. Andrew Jotischky ([andrew.jotischky@rhul.ac.uk](mailto:andrew.jotischky@rhul.ac.uk))

Crusader Studies: Prof. Jonathan Phillips ([J.P.Phillips@rhul.ac.uk](mailto:J.P.Phillips@rhul.ac.uk))

Holocaust Studies: Prof. Dan Stone ([d.stone@rhul.ac.uk](mailto:d.stone@rhul.ac.uk))

**1.7 Staff research interests**

Academic	Field of study	Summary of interests
Professor K Humayun ANSARI	Modern British	Race and Ethnic relations; the historical and contemporary Muslim community in Britain; Islam and modernity
Dr Akil AWAN	Modern World	Terrorism & political violence; Social movements & protest; Radicalisation; Modern Islam
Dr James BALDWIN	Early Modern	History of Islamic law; Social and political history of the Ottoman Empire, especially Egypt and the Arab provinces
Dr Daniel BEER	Modern European	Modern Russian history/Stalinism; late nineteenth and early twentieth century intellectual history
Mr Toby BROMIGE	Byzantine	Byzantine History, Migration and Crusader History



Professor Sandra CAVALLO	Early Modern	Early modern Europe, especially Italy; gender and family history; social history of medicine; urban history
Professor Justin CHAMPION	Early Modern	Religious and social change in seventeenth-century England; the history of political ideas; the English enlightenment
Professor Gregory CLAEYS	Modern British	Eighteenth- and nineteenth-century British political and social thought
Dr Karoline COOK	Atlantic World	Iberian Atlantic history with particular emphasis on Muslims and Moriscos in the Spanish Empire
Professor Kate COOPER	Ancient and Late Antique	The Mediterranean world in the Roman period; daily life, family, religion, social identity
Dr Markus DAECHSEL	Modern World	Historical sociology of 20th century Muslim South Asia
Dr Selena DALY	Modern European History	Social and cultural history of modern Italy; the First World War; history of migration; European avant-garde movements
Dr Charalambos DENDRINOS	Byzantine	Byzantine Greek language and literature; Byzantine sources; Greek palaeography
Dr Patrick DOYLE	Modern American	Civil War-era America, 1848-1877; slavery and the nineteenth century US South; history of race and race relations in North America
Professor Helen GRAHAM	Modern European	The Spanish civil war; inter-war Europe (1918-1939); comparative civil wars; the social construction of state power in 1940s Spain; women under Francoism; comparative gender history
Dr Dawn-Marie GIBSON	Modern American	North American Islam; Nation of Islam
Dr Simone GIGLIOTTI	Holocaust Studies	History and representation; Witnessing histories; Spatial approaches; Visual memory; Displaced Persons and Refugees
Dr David GWYNN	Ancient and Late Antique	Republican and Imperial Rome, Late Antiquity and the Rise of Christianity

Dr Jane HAMLETT	Modern British	Modern British social and cultural history; the history of women and gender; the history of intimacy and emotion; material and visual culture
Professor Jonathan HARRIS	Byzantine	Byzantine history
Dr Rebecca JINKS	Modern European	Holocaust studies; genocide studies; social history of interwar humanitarianism; breakup of Yugoslavia; gender; history of photography
Professor Andrew JOTISCHKY	Medieval	The Crusades and Crusader States; Medieval Monasticism and Western Religious History; Latin-Greek Orthodox Relations
Dr Emily MANKTELOW	Global and colonial history. British Empire	Social and cultural histories of the British Empire; gender and Empire; childhood and Empire; history of Christian missions in colonial contexts.
Dr Edward MADIGAN	Modern Britain and Ireland	Cultural, military and religious history of war; British and Irish memory of the First World War; public history
Dr Andrea MAMMONE	Modern European	Modern and contemporary Italy; theory, history and ideology of European fascism and postwar right-wing extremism
Dr Chi-Kwan MARK	Modern World	East Asian International History since 1800; American, British and Chinese Foreign Policies during the Cold War
Dr Stella MOSS	Modern British History	Modern British popular culture & history of drinking cultures; Twentieth-century Gender History; modern British Social and Cultural History
Dr David NATAL	Late Antique History	Social history of late antiquity with a special focus on early Christianity and digital humanities.
Professor Jonathan PHILLIPS	Medieval	The Crusades in the Latin East
Dr Nicola PHILLIPS	18 <sup>th</sup> Century	British gender, social, criminal and civil justice history, 1660-1830; Women's History; Public History
Dr Hannah PLATTS	Ancient History	Roman cultural and social history; material culture; domestic space;

		the city of Rome; sensory archaeology; legacy of the classical past in later centuries
Dr Robert PRIEST	Modern European	Europe in the long 19th century; French cultural and intellectual history; religion and secularisation; the sciences and society
Professor Francis ROBINSON	Modern World	The history of Muslim societies in South Asia and the wider Islamic world since 1700. A particular interest in religious change
Professor Dan STONE	Modern European	Interpretations of the Holocaust; history of eugenics, racism, genocide; right-wing ideology; history of anthropology; philosophy of history
Dr Emmett SULLIVAN	Modern World	International economic history
Dr Amy TOOTH MURPHY	Modern History	Oral history; queer history, with particular emphasis on twentieth century Britain; memory and culture; gender history; history of reading.
Dr Weipin TSAI	Modern World	Modern Chinese History since the 19th Century to the establishment of the PRC in 1949; Chinese Journalism; Chinese Maritime Customs Service; Chinese Postal Service; Modern Shanghai history.
Dr Anna WHITELOCK	Early Modern	Sixteenth and seventeenth century British political history, particularly issues relating to monarchy, religion, gender, court politics and political culture
Dr Alex WINDSCHEFFEL	Modern British	Victorian History; Modern British Politics; History of Modern London
Dr Barbara Zipser	History of Medicine	

## 2 Support and advice

### 2.1 Student Charter

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

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

## 2.2 PGT Degree Regulations

The [Postgraduate Taught Regulations](#) set out the various standards that shape the regulatory framework of your Postgraduate Taught 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.

## 2.3 Support within your department

Your programme director should always be the first point of contact for any questions or concerns you may have about your programme of study or your research. In addition, the Postgraduate Education Lead, Dr Nicola Phillips exercises overall responsibility for the welfare and academic progress of the PGT students within the department.

## 2.4 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](#), 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](mailto:helpdesk@su.rhul.ac.uk)

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

## 2.5 Student-staff committee

We want to hear your views on the way the department operates. There is a student-staff committee on which both taught and research 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](#) page on the SURHUL website.

You can use the Committee to raise any issues which concern students.

## 2.6 Student Services Centre

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

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

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

## 2.7 Support Advisory & Wellbeing

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

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

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

## 2.8 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](#)

## 2.9 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](#)

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

Name: Dr Amy Tooth-Murphy

Phone: 01874 444962  
Email: [amy.toothmurphy@rhul.ac.uk](mailto:amy.toothmurphy@rhul.ac.uk)

## 2.10 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](#)

## 2.11 Academic Skills Support

The Centre for the Development of Academic Skills, **CeDAS**, offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

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

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: [@cedasrhul](https://twitter.com/cedasrhul).

## 2.12 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](#)

# 3 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.

## 3.1 Email

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

wide portal, [CampusNet](#), or direct via [Outlook.com](#).

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.

### 3.2 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](#).

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

### 3.3 Personal Tutors

Your personal tutor is by default the Programme Director of the MA that you are taking: please do get in touch with them if you have any questions about the course, or if you have any other concerns, be those academic or pastoral.

### 3.4 Questionnaires

Modules are evaluated every year. Towards the end of the teaching on a module you will be asked by your tutor to fill in a questionnaire giving your evaluation of the teaching you have received, the effectiveness of library provision and the overall quality of the module. It is College policy that such module evaluations are completed by all students. These are anonymous and your co-operation in making these evaluations is of great help to the Department. The results of the evaluations are considered by the Department's Learning and Teaching Committee, and form part of the Department's Annual Monitoring Report.

Moreover all degree programs and modules are reviewed periodically by the School and within the Department, taking into account the student evaluations as well as issues raised at the Student-Staff Committee.

### 3.5 Space

Study space alongside Apple MAC computers, room for laptops and a microfiche reader are available to all postgraduate student in room IN223.

## 4 Teaching

### 4.1 Dates of terms

**Term dates** 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](#)). 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. Furthermore, as Master's programmes run for one calendar year from September to September you are required to engage with your studies and be available to meet with staff after the end of the Summer Term until your programme end date in September. For Master's programmes there is no summer vacation period.

## 4.2 Academic Timetable

Your individual student timetable will be available via the [Your Timetable](#) 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.

## 4.3 Study weeks

Study weeks will take place 4 – 8 November 2019 in Term 1 and 17 – 21 February 2020 in Term 2.

# 5 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 advise on 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.

## 5.1 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 History Department has set a minimum attendance level at 80%. 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](#).



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 [Postgraduate Taught Programme Regulations](#) 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.

## 5.2 Monitoring attendance

It is your responsibility to 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:

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

## 5.3 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 17 of the [Postgraduate Taught regulations](#).

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

## 5.4 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 [Postgraduate Taught Regulations](#).

## 5.5 Missing classes

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

If you are unable to attend classes for whatever reason you must follow the [Notification of Absence Procedure](#). 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](#).

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 and the Advisory & Wellbeing teams if you are struggling to attend.

## 5.6 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](#) below provides further details about Extenuating Circumstances.

## 6 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](#).

### 6.1 Department Specific information about degree structure

You will find specific details regarding your particular MA programme (eg. MA History, Public History, Medieval Studies, etc.) within the course handbooks that will be distributed during Welcome Week.

### 6.2 Course registrations

You can only register for 180 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 weeks 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.

### 6.3 Change of programme

Where provision is made for this in the programme specification, 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 their transfer request has been approved.

Further information about changing programmes is available in Section 8 of the [Postgraduate Taught Regulations](#).

## 7 Facilities

### 7.1 The Library

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

Details, including Library Search, dedicated subject guides and opening times can be found online from the [Library home page](#).

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for Postgraduate Taught 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.

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

### 7.2 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](#):

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.

### 7.3 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.

## 8 Assessment Information

### 8.1 Anonymous marking and cover sheets

All coursework is marked anonymously by candidate number. Please make sure you submit this number on your cover sheets to keep this anonymity. The cover sheets for essay submission will be made available on the course Moodle page and also can be collected from the Postgraduate Administrator's office.

## 8.2 Submission of work

The submission dates for all written work can be found in your individual MA programme course handbooks.

## 8.3 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 a piece of work awarded Merit 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 Merit, while a 68% indicates a high Merit.

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.

## 8.4 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](#).

### 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.

## 8.5 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification [Programme Specification Repository](#) (and also more generally in the [Postgraduate Taught Regulations](#)).

## 8.6 Examination results

Please see the [Examinations & Assessments](#) website for details of how you will be issued with your **results**.

The Examinations & Assessments website is the place where you can access the "Instructions to Candidates" and details of the examinations [appeals](#) procedures.

## 8.7 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13, paragraph (5) of the College's [Postgraduate Taught Regulations](#).

### Section 13 (5)

*'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.

## 8.8 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (6) of the College's [Postgraduate Taught Regulations](#):

### Section 13 (6)

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

- 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;*
- 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;*
- 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.

## 8.9 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](#).

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

## 8.10 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 8.9 '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](#).

## 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](#).

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.

### Absence from an examination

[Section 5](#) 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](#). You should also read the section **Illness & absences from an examination and departmental assessments and extenuating circumstances** in the [Instructions to Candidates](#) issued by Student Administration.

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](#)

### 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

### 8.11 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](#) (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](#) 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.

### 8.12 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](#). 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.

### 8.13 Academic Misconduct

The College regulations on academic misconduct (also known as assessment offences) can found on the [Attendance and Academic Regulations page](#) 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.

## 9 Careers information

The College's [Careers & Employability Service](#) 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 events and appointments visit their website or come along and speak to their friendly and helpful staff.

## 10 Complaints and academic appeals procedure

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

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedure and permitted grounds for appeal can be found on the [Academic Appeals webpage](#).

## 11 Health and Safety Information

The [Health and Safety webpage](#) provides general information about our health and safety policies.

### 11.1 Code of practice on harassment for students

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

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

### 11.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found [here](#).

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours.



Any health and safety concerns should be brought to the attention of the Departmental 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.

## **12 Equal Opportunities Statement and College Codes of Practice**

### **12.1 Equal opportunities statement**

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

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

The College is committed to ensure that:

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