



DEPARTMENT OF HISTORY

UNDERGRADUATE 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

Whether you are joining us for the first time or returning for your second or third year, welcome to the History Department at Royal Holloway, University of London and to a new academic session. You are a member of a dynamic community of scholars and a department with an international reputation for its research and teaching and its commitment to public engagement.

The past is alive, dynamic, controversial and hugely relevant in today's world. It is about justice and injustice, innovation and continuity, freedom and repression. It is about race and religion, ideas and beliefs, about travel, exploration and discovery, about medicine, sex and death, about architecture and art, literature and music. To be a historian is to be insatiably curious and ready to question, to challenge and to learn. It is these qualities which we hope you will develop during your time at Royal Holloway. With hard work and commitment, you will graduate with a degree in a respected academic discipline and with a repertoire of skills such as critical thinking, interpretation and communication all highly valued in the modern world. Studying history makes us more sharply observant and less complacent in a world that, in turn, becomes more interesting and complicated!

This handbook provides all students with information that is central to their degree programmes and being members of this History Department. It gives you information about what is expected from you while you study here and what you can reasonably expect from your tutors. The handbook is updated and revised each year to keep everyone informed of the essential information for study in the History Department and the smooth running of your courses and assessments. It is your responsibility to read carefully the following information and make sure you understand it.

Those of you who are first year undergraduates are making the very important transition from Sixth Form or Access courses. As challenging as those were, university degree level work is very different. You now need to be much more independent about how you study and how you approach reading lists, lectures, seminars and essay deadlines! University education is about you finding out what you think – your academic tutors are here to guide, encourage, advise and assess you in that journey to understanding the past. They are not supposed simply to give you the answers, but rather to equip you with the means to find out these answers (as well as how to ask all-important questions) for yourselves.

Importantly academic tutors deliver feedback in a number of forms – on essays, in tutorials, in individual meetings – and this may be written or oral. Remember - feedback only really works if you engage with it proactively – feedback is NOT the same as you being told what the right answer is!

Shifting gear into undergraduate mode may feel like a tough task initially – in pre-degree mode your expectations were that teachers would have all the answers, and that your job, consequently, was to learn and reproduce them. Not so at university. Your academic tutors will provide you with a context to the subjects you study – they will give expert guidance on what to read; they will identify the key issues to ponder and give you an account of what other historians have argued and the broader historiographical landscape; they will raise questions, point to further reading and suggest areas for further investigation. To get the most out of your relationship with them, you will need to engage, to ask questions and to listen. Because this transition period is demanding, the History Department ensures that you are given enough space in the process of assessment to ensure that you have a solid platform for progression to the second and third years of your degree.

So, it is essential that you acquire the skills of independent learning and historical enquiry during your first year at university and continue to develop and refine them in subsequent years. As second- and third-year students confirm, this means managing your own time well, using the various library resources effectively, planning essays carefully and in good time, writing in a clear and comprehensible style, properly referencing your work, identifying and meeting deadlines, working with others, planning your timetable – as well as many other things.

This Student Handbook outlines the most essential of these. All of your tutors, personal tutors and administrative staff are here to help too. We are ready to support and inspire you to fulfil your potential. If you face difficulties whether personal or work related, whether physical or mental it is important to tell us, so we can find the best way to help you. We expect hard work and commitment, but we all face difficulties at times and we are determined to be a supportive and respectful environment for everyone.

It is essential to maintain high standards throughout your undergraduate career and in order to do so we have clear ground rules which we expect everyone to adhere to –

- Attend all lectures, seminars and tutorials. This means not simply turning up – but coming having undertaken whatever reading, thinking, or research was identified as a necessary preparation. Remember you are active learners, not passive receptacles. Tutors are not there to fill you up with historical 'stuff'.
- Meet all deadlines for written work – whether essays, commentaries, collective discussions. These deadlines exist to enable you to engage in an effective way – written work is not optional nor is it a punishment – it is essential to your business as an historian. Take pride in it.
- Respect your tutors and co-students. Much of the way we teach relies on you being honest and motivated – if you have been set a presentation it is meant to benefit not just you but your co-students too. Your tutor will have designed a session around your contribution: failing to engage disrupts this process, so you are letting down everyone else as well as yourself.
- Make sure you regularly check email and respond appropriately. Tutors will communicate with you through your college email accounts so it is imperative to check this several times a day during the working week. Do also ensure you maintain a suitably respectful and professional tone in your emails.

If you follow these guidelines, whatever year of study you are in, you will have a good plan of action for a successful and productive year. Obviously sometime things go awry – you may be unable to attend a lecture, you might miss a class, or fail to meet a deadline for hopefully very good reasons. As long as you are meticulous in your honesty in reporting and explaining these exceptions, we aim to be understanding in our response.

College and Departmental regulations are however very clear about attendance and delivery of work in all three years – and we endeavour to enforce these requirements robustly. If you miss your commitments for any other than acceptable reasons you will be subject to the appropriate academic disciplinary procedure. The Student Handbooks (Departmental and College) outline these regulations and procedures in detail for all undergraduates. Persistent defaulters - whether first, second or third years - are issued with formal letters of warning. If those are ignored the College moves to have individual registrations terminated. This may sound draconian – however a place in this Department is an achievement that many students desire – and we wish to encourage everyone to use their opportunity effectively.

I am sure you will enjoy your time in the History Department at Royal Holloway. Should you have questions, worries or concerns, please ask. This is a hugely exciting and important time in your life, relish every opportunity, maintain the highest standards and be the very best you can be. We look forward to supporting you and celebrating all that you are going to achieve.

Dr Anna Whitelock
Head of Department

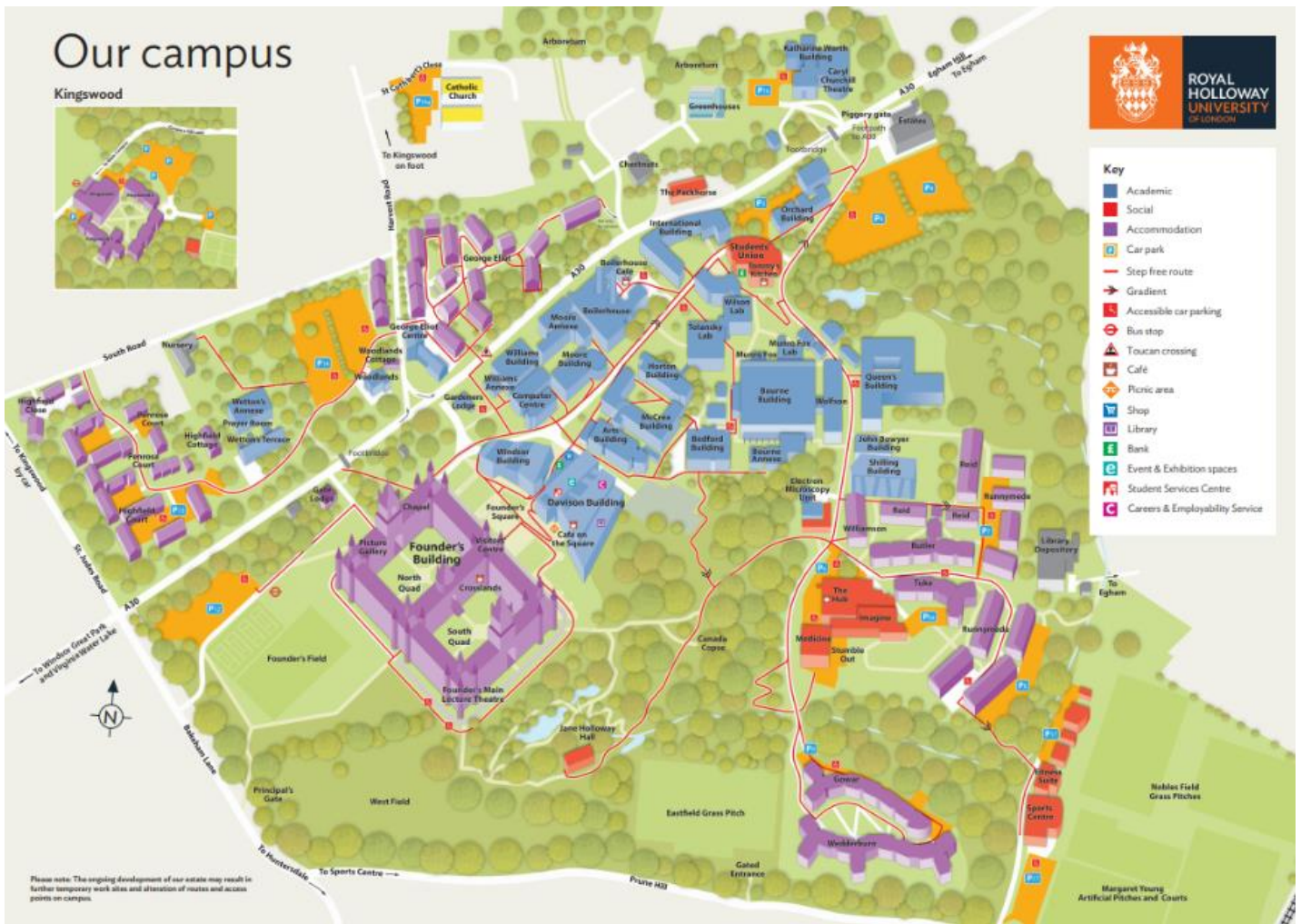
Top tips

- Get organised
- Get into a routine – work out where and when you study best
- Be realistic – a full time degree requires at least 35 hours of work a week including lectures and tutorials. Don't expect to succeed if you don't put the time in.
- Find the library!
- Respect your fellow students and your tutors – don't attempt to blag your way through a tutorial or a presentation you have been asked to deliver.
- Write clearly and correctly – good writing skills help you to convey your ideas effectively. If you think you could do with some additional support talk to your tutor.
- Don't forget to think - university history is about independent thought. You need to read around to gain a true understanding of a historical topic and what people have argued. You need to question their conclusions and evaluate their reasoning.
- look at past papers to get a sense of what questions are asked and help focus your reading.
- Work hard but also build in time for proper relaxation
- Focus on your own study and work don't worry too much about what others say they are or are not doing!
- If you are struggling and need help, ask!

1.2 How to find us: the Department of History

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

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

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

The telephone area code is (01784)

Head of School:

Professor Juliet John 443218 INTER146 Juliet.John@rhul.ac.uk

Head of Department:

Dr Anna Whitelock 443749 INTER004 Anna.Whitelock@rhul.ac.uk

Academic Staff:

Professor Humayun Ansari	443685	INTER002	K.Ansari@rhul.ac.uk
Professor Sarah Ansari*	443301	INTER007	S.Ansari@rhul.ac.uk
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Dr James Baldwin*	443086	INTER237	James.Baldwin@rhul.ac.uk
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Mr Toby Bromige	TBC	INTER039	T.Bromige@rhul.ac.uk
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Emeritus Professor Justin Champion	443749	INTER002	j.champion@rhul.ac.uk
Dr Paris Chronakis	TBC	INTER06A	paris.chronakis@rhul.ac.uk
Professor Gregory Claeys	443744	INTER007A	G.Claeys@rhul.ac.uk
Dr Karoline Cook*	443401	INTER006C	Karoline.Cook@rhul.ac.uk
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Dr Dawn-Marie Gibson	414227	INTER118	Dawn-Marie.Gibson@rhul.ac.uk
Dr Simone Gigliotti	414230	INTER114	Simone.Gigliotti@rhul.ac.uk
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Professor Jonathan Harris*	414231	INTER039	Jonathan.Harris@rhul.ac.uk
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Dr Edward Madigan	443207	INTER035	Edward.Madigan@rhul.ac.uk
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Dr Stella Moss	414956	INTER043	Stella.Moss@rhul.ac.uk
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Dr Nicola Phillips	441053	INTER003	N.J.Phillips@rhul.ac.uk
Dr Hannah Platts*	443207	INTER001	Hannah.Platts@rhul.ac.uk
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Dr Matthew Smith	446167	FW014	Matthew.Smith@rhul.ac.uk
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Dr Anna Whitelock	443749	INTER004	Anna.Whitelock@rhul.ac.uk
Dr Alex Windscheffel	414009	INTER040	A.Windscheffel@rhul.ac.uk
Dr Barbara Zipser	414981	INTER033	Barbara.Zipser@rhul.ac.uk

School Manager: James Phillips	443229	INTER147	James.Phillips@rhul.ac.uk
Helpdesk Officer: Dawn Hazelton	443314	INTER149	humanities-school@rhul.ac.uk
School Office	276882	INTER149	

1.5 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)

1.6 The Department: practical information

[Please add your department/school specific text]

1.7 Staff research interests

Academic	Field of study	Summary of interests
Professor K Humayun ANSARI	Modern British	'Race' and ethnicity; historical and contemporary Muslim community in Britain; Islam and modernity
Professor Sarah Ansari	Modern World	Migration, citizenship, women, South Asia, Muslim societies
Dr Akil AWAN	Modern World	Terrorism and 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 Stefan BAUER	Lectureship in Early Modern History	
Dr Daniel BEER	Modern European	Modern Russian history/Stalinism; late nineteenth and early twentieth-century intellectual history

Dr Toby BROMIGE		
Professor Sandra CAVALLO	Early Modern	Early modern Europe, especially Italy; gender and family history; social history of medicine; urban history
Dr Paris CHRONAKIS		
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 twentieth-century Muslim South Asia
Dr Selena DALY	Modern European History	Social and cultural history of modern Italy; First World War; history of migration; European avant-garde movements
Dr Charalambos DENDRINOS	Byzantine	Byzantine Greek language and literature; Byzantine sources; Greek paleography
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
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

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 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; history of women and gender; history of intimacy and emotion; material and visual culture
Professor Jonathan HARRIS	Byzantine History	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 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 Emily MANKTELOW	Modern British and World	Social and cultural histories of the British Empire; gender and Empire; childhood and Empire; history of Christian missions in colonial contexts
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	Twentieth-century British popular culture; modern British 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 th 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, with 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 nineteenth-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

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 UG Degree Regulations

The [Undergraduate Regulations](#) 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.

2.3 Support within your department

The History Department offers students a range of different kinds of practical and personal support, including from your Personal Tutor, the Senior Tutor, College Wellbeing services, and the School of Humanities office staff. There are scheduled slots each term when you are expected to meet with your personal Tutor, but you are also welcome to meet them during their Consultation and Feedback office hours and at other times by prior arrangement if/when the need arises.

Academic Co-ordinator Dr David Gwynn IN001B David.Gwynn@rhul.ac.uk

The Senior Tutor is available to provide advice and information to undergraduates. They maintain an overview of your attendance at lectures and seminars, and your performance across modules. They also deal with on-going problems and issues which may be beyond your Personal Tutor's remit.

Senior Tutor: Dr Stella Moss: stella.moss@rhul.ac.uk IN043

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

[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 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' Union 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. Notices will appear on departmental notice boards giving details of forthcoming elections or the names of current representatives.

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

[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

[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

[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

[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 Emmett Sullivan
Phone: +44(0)1784 414379
Email: Emmett.Sullivan@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

[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
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

Each student is assigned to a Personal Tutor. Personal Tutors advertise on their office door the times when they are available to see students.

Your personal tutor is normally available to see you at the beginning of each term and is also available during their regular weekly '**Consultation and Feedback**' hours during term time. Arrangements may also be made by them, or by you, to meet at other times. Your Personal Tutor is keen to offer you advice and feedback

about your work and to discuss your choice of courses with you. Personal Tutors are also willing to discuss personal difficulties, but they understand that you may prefer to take such matters to the College student counsellors or other Wellbeing services.

Occasionally – when, for example, a Personal Tutor goes on research leave – changes will be made, but we try to maintain a link between you and the same Personal Tutor throughout your time in the Department. Your Personal Tutor will probably be the person best equipped to write you references for jobs during your university career, and (along with the people teaching you in your Final Year) to act as a referee for jobs or higher degree programmes after graduation. It is, therefore, very much in your interest to make sure that you keep in regular contact with your Personal Tutor. But before you name your Personal Tutor as a referee on an application, you should always ask them if this is all right. You should also make sure that you give them ample time to complete any references: while you only have one Personal Tutor, each Personal Tutor has many – past and present – personal tutees.

You should regard your Personal Tutor as your first port of call in the Department, although it may be that on occasions they will direct you to another colleague, either in the Department or elsewhere, or to some other source of guidance or advice, such as the Senior Tutor, the Student Administrative Centre, the Health Centre, the Student Counsellors, or Wellbeing.

Any help you get from any of these sources, or from anyone in the Department, is confidential if you prefer it that way. The Department reserves the right to inform appropriate bodies or persons if it considers that an individual is at significant risk, but you may assume that conversations with staff are confidential unless otherwise stated.

We also advise that students see their Personal Tutor in their offices during their 'Consultation and Feedback' hours in the last week of each term.

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.

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.

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 in 2019-2020 are scheduled as follows:

Term One	Monday 4 - Friday 8 November 2019
Term Two	Monday 17 – Friday 21 February 2020

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 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.

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, 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 [Undergraduate 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 College feels 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 College 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](#).

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 [Undergraduate 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 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

Full details about your degree programme, including its aims, learning outcomes to be achieved on completion, modules that make up the programme and any programme-specific regulations are set out in the programme specification available through Course Finder or the Programme Specification Repository.

The History Department provides a variety of degree programmes. The majority of our students are registered under History, while a sizeable minority are registered for Modern and Contemporary History. These are both three-year Single Honours degree programmes.

In addition, there are presently a further eight degree programmes in which this Department collaborates with other departments to provide Joint Honours degrees:

- Ancient and Medieval History
- English and History
- French and History
- German and History
- History, Politics and International Relations
- History and Music
- History and Philosophy
- History and Spanish

Please note that the degrees in History and a language – French and History, German and History, History and Spanish - normally take four years to complete and involve a year abroad.

The Department also participates in the Liberal Arts degree.

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 on History’s 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.

Please note that there are certain requirements specific to each degree programme. However, it is usually possible to take up to one module per year designed primarily for a degree programme other than the one for which you are registered. It is also possible in some cases to switch from one degree programme to another. If you should wish to do either of these things you should talk firstly to your Personal Tutor, and then the Department's Academic Co-ordinator, David Gwynn.

6.2 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 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

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 [Undergraduate Regulations](#).

7 Facilities

7.1 The Library

The Library, which lies at the heart of a History student's learning experience, is housed in the **Emily Wilding Davison Building**. Online electronic resources are also available via the Library's website and via other library collections (e.g. Senate House). Details, including Library Search, dedicated subject guides and opening times can be found online on the [Library home page](#).

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for undergraduate modules. 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 where you can 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)

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 undergraduate essays and other forms of written coursework are marked anonymously. Please remember to make sure that your name does not appear on the written work that you submit. History coversheets have been devised in a way that preserves student anonymity.

8.2 Submission of work

Submission dates in the History Department for 2019-2020 are currently as follows. *Please note that these are potentially subject to change and any changes to these deadlines will be relayed by the relevant course convener.*

Term One Submission Deadlines:

Essay Deadlines Term One:

Gateway essays:

Essay 1: week commencing Monday 28 October 2019

Essay 2: week commencing Monday 2 December 2019

Survey courses [Group 1]:

Essay Plan: To be submitted BY Friday 15 November 2019

Essay 1: week commencing Monday 9 December 2019

Further courses [Group 2]:

Essay 1: week commencing Monday 28 October 2019

Essay 2: week commencing Monday 2 December 2019

Special courses [Group 3]:

Essay 1: week commencing Monday 11 November 2019

Essay 2: week commencing Monday 9 December 2019

Essay Deadlines Term Two:

Gateway essays:

Essay 3: week commencing Monday 10 February 2020

Essay 4: week commencing Monday 16 March 2020

Survey courses [Group 1]:

Essay Plan: To be submitted BY Friday 7 February 2020

Essay 1: week commencing Monday 9 March 2020

Further courses [Group 2]:

Essay 3: week commencing Monday 10 February 2020

Essay 4: week commencing Monday 9 March 2020

Special courses [Group 3]:

Essay 3: week commencing Monday 3 February 2020

Essay 4: week commencing Monday 2 March 2020

Assessed essays and other assignments:

Course code		Deadline	Date
HS2300	Research Proposal	12 noon	Tuesday 28 January 2020
HS2300	Independent Essay (TWO copies)	12 noon	Tuesday 24 March 2020
HS3106	Essay	12 noon	Thursday 21 November 2019
HS3106	Take-Away Exam	12 noon	Thursday 23 January 2020

Group 3 Dissertations: Group 3 dissertations titles	17.00 hrs	Friday 24 January 2020
Group 3 dissertation proposal	17.00 hrs	BY Friday 24 January 2020
Group 3 dissertations (TWO copies)	12 noon	Tuesday 28 April 2020

Study Weeks

Term 1: 4 – 8 November 2019

Term 2: 17 – 21 February 2020

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 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.

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 [Undergraduate 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 (4) of the College’s [Undergraduate Regulations](#).

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.

8.8 Penalties for over-length work

Word limits are not set to make students’ lives unnecessarily difficult! They exist because of the importance of History students developing the necessary skills to produce different kinds of writing under a range of circumstances and for various purposes. Word limits, therefore, need to be taken seriously as over-length work is penalised by the deduction of marks. Short-weight work is unlikely to be able to meet the assessment criteria in full.

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

Section 13 (5)

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

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

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

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

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](#).

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. The policy is explained in full in the [Extenuating circumstances – Guidance for students](#).

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 [Extenuating circumstances – Guidance for students](#).

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 be 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.

The History Department requires its students to use the MHRA (Modern Humanities Research Association) system of referencing their written work.

Proper use of referencing protects you from allegations of plagiarism, by allowing the reader to understand precisely which ideas are yours and which are those of your sources. When you write essays or dissertations, therefore, it is essential that you indicate the precise source of information and ideas that are not your own. You should always give as much information as possible in your footnote, using precise page numbers. This will enable you to find any information again, if necessary. By referencing in this way, you are also allowing the reader to understand the breadth and depth of your reading, and where to find a source if they wish to consult it too.

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. The Department and the type of work conducted by students is classified as a low-risk activity.

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.