



**DEPARTMENT OF POLITICS,  
INTERNATIONAL RELATIONS AND  
PHILOSOPHY  
SCHOOL OF LAW AND SOCIAL SCIENCES**

# **POSTGRADUATE TAUGHT STUDENT HANDBOOK**

2022/2023

## Disclaimer

This document was published in August 2021 and was correct at that time. The department\* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

\* Please note, the term 'department' is used to refer to 'departments', 'Centres and 'Schools'. Students on joint or combined degree programmes should view both departmental handbooks.

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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 nineteen academic departments spanning the arts and humanities, social sciences and sciences.

Welcome to the Department of Politics, International Relations and Philosophy, which is part of the School of Law and Social Sciences. If you are new to Royal Holloway we hope that you enjoy what will be a fruitful, enjoyable and challenging period of study. If you are returning to the College after having previously studied here, we hope that you have come back refreshed for the new academic year.

This handbook contains information you will need throughout your course. It gives details about your course and the members of staff who will teach you. It also provides information about how the Department, the School and the College can support you academically and personally. We encourage you to read the handbook thoroughly in the first week of term.

We realise that you may have questions about your course that are not answered in this handbook. The handbook is not your only source of information. The best way of getting to know the Department and how we can help you is through personal contact with members of staff, both academic and administrative. Your personal tutor (an academic member of staff assigned to each student who can provide academic and welfare advice) will be particularly important in helping you. We have listed all members of staff in order that you can find out the different things that they each teach, research and administer.

The Department offers seven different post-graduate taught courses in Politics and International Relations and three different programmes in Philosophy. Two of these programmes, the MA Politics of Development and the MA Modern Philosophy, are not running this year. Further details specific to these courses are featured later in the handbook. All courses offer a mixture of mandatory modules, subject-specific options, and free options chosen from a broad range of options shared across multiple courses. These programmes are alike in that they aim:

- to provide a systematic understanding and knowledge of theories, debates, institutions, and practices in the disciplines of politics, international relations and philosophy generally and more specifically in sub-disciplines related to individual course streams;
- to encourage a critical awareness of current problems and developments in political science, international relations and philosophy generally and in specific sub-disciplines related to individual courses
- to provide theoretical insights and methodological techniques relevant to the creation and interpretation of knowledge in politics, international relations and philosophy to the critical evaluation of current research and advanced scholarship in each field;
- to provide training in research techniques in the field of study;
- to foster an independent learning ability required for continuing professional development; and
- to develop key communications, IT and management skills relevant for postgraduate work.

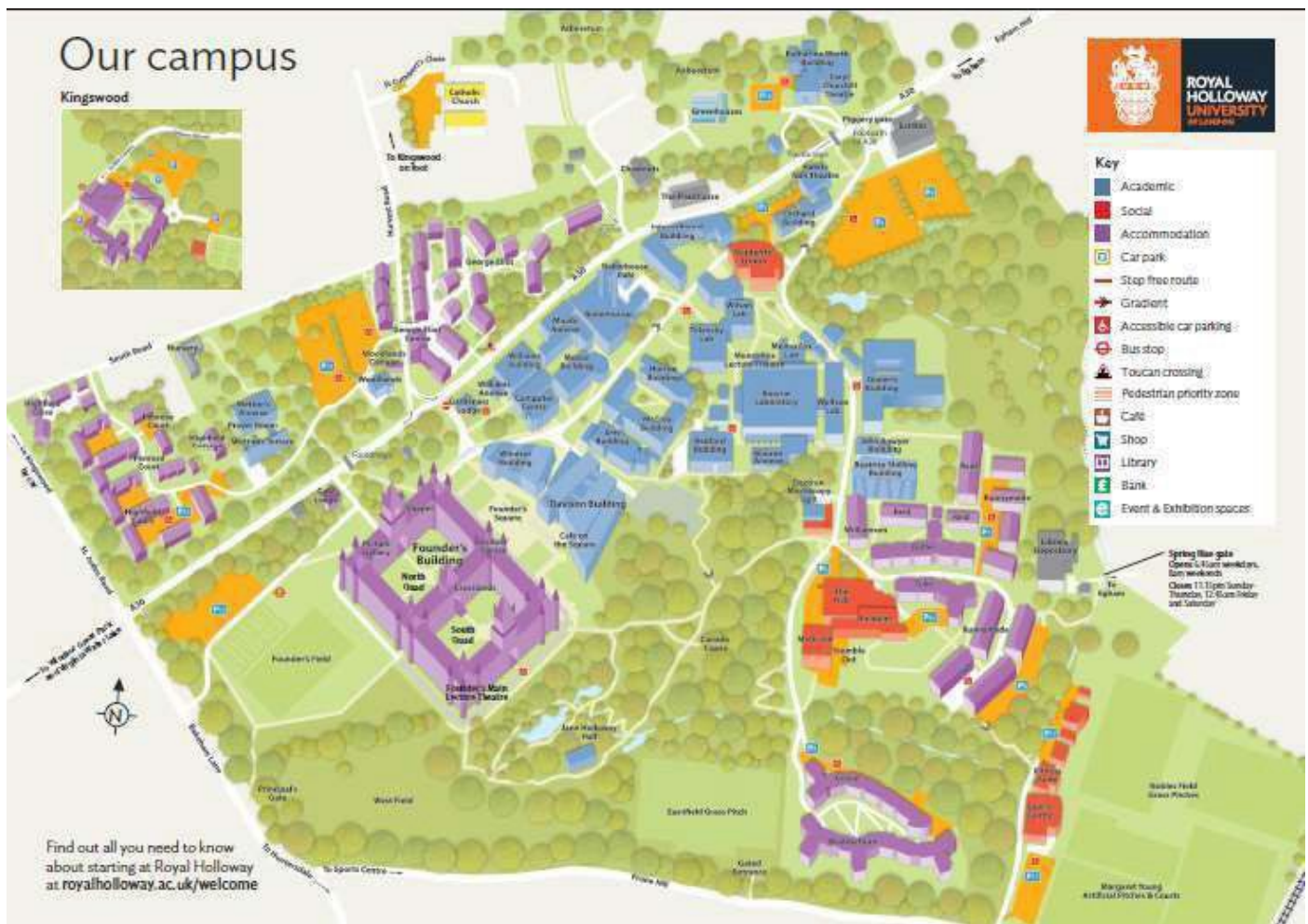
In this way, our programmes contribute to the mission of the Department: "to conduct and publish research of a high quality, both pure and applied, in the fields of Politics, International Relations and Philosophy, to teach undergraduate and postgraduate programmes to high levels of scholarship, to supervise and encourage research students in areas of the Department's expertise, and to develop international collaboration in research and teaching."

We hope that you will find this Handbook useful. We look forward to meeting you over the coming weeks and months, and to answering any questions you may have.

### 1.2 How to find us: the Department

Academic staff in the **Department of Politics, International Relations and Philosophy** are located on the ground floor of McCrea Building. The School of Law and Social Science Administrative Office is located next door in McCrea 1-01. This can be found on the College campus map below as Building 4.

### 13 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](#).

### 14 How to find us: the staff

**Head of School: Professor Mathew Humphreys**

Email: [Matthew.Humphreys@rhul.ac.uk](mailto:Matthew.Humphreys@rhul.ac.uk); Tel. 01784 44 6482; Office: McCrea 1-01

**Head of Department: Professor Laura Sjoberg**

Email: [laura.sjoberg@rhul.ac.uk](mailto:laura.sjoberg@rhul.ac.uk); Tel. 1784 276407; Office: McCrea 1-05

**Academic Staff:** A full list of academic staff and key contacts for [Politics and International Relations](#) and for [Philosophy](#) can be found on the website

**School Manager: Moya Watson**

Email: [Moya.Watson@rhul.ac.uk](mailto:Moya.Watson@rhul.ac.uk); Tel. 01784 44 3564; Office: McCrea 1-01

**Help desk: James McEwan**

Email: [James.McEwan@rhul.ac.uk](mailto:James.McEwan@rhul.ac.uk); Tel. 01784 27 6883; Office: McCrea 1-01

**Disability and Dyslexia Services Network Member: James McEwan**

Email: [James.McEwan@rhul.ac.uk](mailto:James.McEwan@rhul.ac.uk); Tel. 01784 27 6883; Office: McCrea 1-01

## 15 How to find us: The School office

The department office is located in Room 1-01 in the McCrea building. Please note the office opening hours will be from 10am-4pm (Monday – Friday), we will also be offering a MS Teams drop in session and will be creating a booking system for online appointments that will be set up and advertised at the start of term.

## 16 The Department: practical information

Postgraduate enquiries should in the first instance be directed to the Helpdesk via email ([LSS-School@rhul.ac.uk](mailto:LSS-School@rhul.ac.uk)).

## 17 Staff research interests

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

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

**Michael Bankole:** British politics, race and ethnicity, racism, intersectionality, political representation, political participation, social movements.

**Dr Janina Beiser-McGrath:** Ethnic politics, authoritarian politics, political violence and quantitative methods.

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

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

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

**Dr Antara Datta:** South Asian history and politics, with special focus on the politics of forced migration, and gendered communities in South Asia, the Middle East and North Africa.

**Dr Tom Dyson:** Neoclassical realist international relations theory, European defence and security, military alliances and cross-national defence capability in and the Euro-Atlantic security area.

**Dr Suki Finn:** Logic, metametaphysics, metaphysics of pregnancy

**Dr Yoav Galai:** narrative politics, visual politics and Israel-Palestine.

**Dr Neil Gascoigne:** Pragmatism, epistemology, metaphilosophy, philosophy and literature.

**Dr Marco Guglielmo:** political participation, case studies, comparative analysis, party politics, left parties

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

**Dr Irbahim Halawi:** Revolution and counterrevolution, Middle East Politics, critical political theory and post-colonialism

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

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

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

**Dr Pauline Heinrichs:** strategic narratives, ontological security, international relations, European politics, political anxiety, and political agency

**Dr Lyn Johnstone:** The politics of Africa, postcolonial studies and normative international relations theory.

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

**Dr Mohammad Kalantari:** International Relations of the Middle East with particular focus on interaction of regional doctrines, elite ideologies, and political Islam.

**Dr Daniela Lai:** Transitional justice and peacebuilding; gender and post-war transitions; feminist political economy; qualitative methods; politics of the Balkans.

**Dr Adam Lerner:** critical IR theory, trauma studies (particularly in its application to IR), 20th century Indian political history, Holocaust Studies

**Dr Manhua Li:** Ascetics and practices of the self in Western and Chinese philosophy

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

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

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

**Dr Chris Prosser:** Political behaviour, political psychology, elections, British politics, comparative politics, quantitative methods

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

**Dr Nat Rutherford:** Disagreement over values; Marx and Marxist thought.

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

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

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

**Laura Serra:** Electoral politics, political behaviour, partisanship, generational politics, methodology

**Dr Oliver Spinney:** Analytic philosophy, British Idealism, logic, early modern philosophy.

**Professor Laura Sjoberg:** Gender, Sexuality, International Security, Women's Political Violence, Political Methodology, Just War



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

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

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

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

**Professor Joost van Spanje:** Political behaviour, comparative politics, elections, campaigns, public opinion, political journalism.

**Dr Gauri Wagle:** Contemporary democratic theory, political imagination, systemic and especially racial inequalities, international political economy

**Dr Tom Watts:** American foreign and security policy, remote warfare, and lethal autonomous weapons systems

**Dr Daniel Whistler:** German Idealism, 18th-century European philosophy, philosophy of religion and philosophy of literature.

**Professor Nathan Widder:** Contemporary post-Nietzschean political theory and philosophy and the history of political and philosophical thought.

## 2 Support and advice

### 2.1 Support within your School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in McCrea 1-01, our Term Time opening hours are - 10am – 4pm, Monday - Friday.

## 3 Communication

### 3.1 Notice boards

Notices and events will be posted on Moodle or via group email. Very occasionally changes have to be made at short notice and in that case email will be used.

**It is your responsibility to check the times and venues of all class meetings and of any requirements (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!**

### 3.1 Personal Tutors

Each student will be assigned an academic member of staff as a Personal Tutor. Personal Tutors oversee the pastoral care of students and provide academic and welfare advice. Incoming students will meet their advisers during Welcome Week or the first week of term and returning students should arrange to meet their supervisors

early in the academic year.

Students are encouraged to keep in touch with their personal tutors. Students who are experiencing difficulties should consider their personal tutors to be their first point of contact, though course conveners, tutors, and department administrative staff should also be treated as contacts where appropriate.

## 3.2 Questionnaires

Students are asked to complete evaluation forms at the end of each module, which will be done via an online form. In addition, verbal feedback is sought via student-staff committees. We continually strive to improve and develop our programmes and highly value the feedback from students. Feedback from students and the external examiners is also addressed in the quality assurance report provided annually for the College.

## 4 Teaching

### 4.1 Study weeks

Term dates for the year are as follows.

**Autumn term:** Monday 26 September to Friday 9 December 2022

**Spring term:** Monday 9 January to Friday 24 March 2023

**Summer term:** Monday 24 April to Friday 9 June 2023

**Reading Weeks:** 31 October to 4 November; 13-17 February

Please find your individual [timetable here](#).

## 5 Degree Structure

Full details about your course, including, amongst others, the aims, learning outcomes to be achieved on completion, modules which make up the course and any course-specific regulations are set out in the course specification available through the [Course Specification Repository](#).

### 5.1 Department Specific information about degree structure

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through [Course Finder](#) or the [Degree Course Library](#). [The basic outline of each course is set out in the chart below.](#)

For a **postgraduate taught degree**, your complete registrations must add up to **180 credits**, including the dissertation (60 credits). The degree programmes are also offered at **Postgraduate Diploma** level (full- and part-time) for those who do not have the academic background necessary to begin an advanced Masters course. The structure of the Diploma programmes is identical except that the registration will be **120 credits** as the students do not take the dissertation. Students who are successful on the diploma may transfer to the MSc/MA subject to academic approval.

### Politics and International Relations

	Core Modules	Compulsory Modules	Option Modules
MSc Elections, Campaigns and Democracy	PR5430 – Dissertation PR5600 – Introduction to Research Methods PR5944 – Elections and Campaigning	Choose one module from: PR5601 – Advanced Quantitative Methods	Two modules from the list below (including the remaining compulsory module on the left)

		PR5602 – Advanced Qualitative Methods  Choose one module from: PR5942 – Public Opinion PR5964 – Strategic Political Communication	
MSc/PG Dip International Public Policy	PR5600 – Introduction to Research Methods PR5948 – International Public Policy PR5961 – International Policy Practice  PR5430 – Dissertation (for those on the MSc programme)	Choose one module from: PR5601 – Advanced Quantitative Methods PR5602 – Advanced Qualitative Methods	Two modules from the list below
MSc/PG Diploma International Relations	PR5432 – Analysing International Politics PR5600 – Introduction to Research Methods  PR5430 – Dissertation (for those on the MSc programme)	Choose one module from: PR5601 – Advanced Quantitative Methods PR5602 – Advanced Qualitative Methods	Three modules from the list below
MSc International Security	PR5430 – Dissertation PR5600 – Introduction to Research Methods PR5924 – International Security	Choose one module from: PR5601 – Advanced Quantitative Methods PR5602 – Advanced Qualitative Methods	Three modules from the list below
MSc/PG Diploma Media Power and Public Affairs	PR5422 – Media, Power and Public Affairs PR5600 – Introduction to Research Methods  PR5430 – Dissertation (for those on the MSc programme)	Choose one module from: PR5601 – Advanced Quantitative Methods PR5602 – Advanced Qualitative Methods  Choose one module from: PR5964 – Strategic Political Communication PR5965 – Parties, Media and Defence of Democracy	Two modules from the list below (including the remaining compulsory module on the left)

## Philosophy

Course	Core Modules	Compulsory Modules	Option Modules
MA European Philosophy	PY5000 – Advanced Topics in Philosophy PY5001 – Dissertation	Two modules from among: PR5416 – Contemporary Continental Political Theory PY5002 – The European Philosophical Legacy PY5003 – Twentieth Century French Philosophy	Two additional modules from this year's offerings (this may include the third among the European philosophy compulsory modules listed to the left of this box).
MA Political Philosophy	PY5000 – Advanced Topics in Philosophy PY5001 – Dissertation	PR5416 – Political Concepts PR5418 – Contemporary Continental Political Theory	Two additional modules from this year's offerings

## 5.2 Change of course

You may apply to transfer from one degree course to another within the common curriculum where provision is made for this in the course specification. If you are on a student visa, however, there may be additional complications that rule out this possibility.

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

## 6 Facilities

### 6.1 Facilities and resources within your department

As the department has limited teaching space, lectures are mostly taught across campus. For access to PC's or Study spaces students should use the computer centre or Library.

### 6.2 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 Politics, International Relations and Philosophy is Greg Leurs, who can be contacted at [greg.leurs@rhul.ac.uk](mailto:greg.leurs@rhul.ac.uk).

The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, please click [here](#).

If you cannot find the specific items that you require in the library, it is possible to order an Inter-Library Loan or to gain access to the online resources of Senate House Library as well as access to use the library's physical collections or other university libraries. You can obtain further information on this [here](#).

### 6.3 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. Alternatively, there are computers available for your use in the Library, and Computer Centre.

### 6.4 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.

[How to find an available PC](#)

## 7 Assessment Information

### 7.1 Anonymous marking and cover sheets

The Department is committed to the principle of anonymous marking of assessments wherever possible. When submitting work through Moodle all work remains anonymised until marks and comments are released back to students. **Please do not put your name or student number within the essay.** When submitting on Moodle **please ensure you include your [candidate number](#)** in the essay submission title or in the header of your work.

You are not required to submit your work with a cover sheet but you should declare your word count under the title of your essay.

### 7.2 Submission of work

The following College policy applies to the return of coursework:

Assessed work (other than formal examinations) should be returned within 15 working days of the submission deadline, except in cases where it is not appropriate to do so for academic reasons. The deadline for the return of marked work should be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met, the revised deadline must be communicated to students as soon as possible.

All comments and marks will be returned electronically via Turnitin on [Moodle](#). The Department aims to provide feedback on coursework within 15 working days.

### 7.3 Coursework Essays and Dissertation

Coursework essays are either formative or summative. Formative essays do not count towards the final mark for a course, whereas summative essays comprise some percentage of the overall mark.

All essays are submitted and marked via Turnitin on [Moodle](#). You do not need to hand in hard copies of your essays unless your seminar leader explicitly states that they would like a copy. Marks and comments will be provided via Turnitin.

The Department uses Turnitin, a plagiarism detection software. Coursework must be uploaded by 10:00am on the submission date or penalties for late submission will be applied in accordance with the College rules.

Any late essay, formative or summative, should be submitted to the relevant Moodle 'Late Submission Box' for the course and a late submission form must be either emailed to the office or handed in. More details on extensions and late submissions can be found online.

### Dissertation

The dissertation is the culmination of independent supervised research and should be 10-12,000 words in length. If your dissertation is longer than 12,000 words, your marks will be reduced in accordance with College regulations on overlength work.

Schedules for dissertation preparation and submission for Politics/International Relations and for Philosophy are as follows. **(Note: All Submissions made through Moodle must be uploaded by 12:00 Noon)**

#### Politics and International Relations

- **Autumn Term:** The compulsory methods training module, PR5600, has a strong focus on research design, and students will be supported to develop their ideas for a dissertation proposal that is the last assignment for the module. During this time, students should also start thinking about their preferred supervisors, based on their intended dissertation topic and staff's research interests. They are welcome to approach members of staff to discuss supervision, although supervision allocations are made centrally
- **9 January 2023:** Submission of Dissertation Outline (as part of PR5600)
- **28<sup>th</sup> July 2023:** Submission of a maximum 3,000-word writing sample to supervisors for comments
- \_\_\_\_\_ (optional)
- **24<sup>th</sup> August 2023:** Submission of Final Dissertation

## Philosophy

- Students should approach members of staff to discuss your topic and potential supervision in the Autumn Term or by the beginning of the Spring Term.
- **Friday, 21<sup>st</sup> January 2023:** A short title, 1-2 sentence description, and any request regarding dissertation supervisor should be emailed to the MA Philosophy programme director, who will make supervision allocations
- **Monday, 27<sup>th</sup> February 2023:** Submission of a short (4-5 page) dissertation proposal to the dissertation supervisor
- **28<sup>th</sup> July 2023:** Submission of a maximum 3,000-word writing sample to supervisors for comments (optional)
- **24<sup>th</sup> August 2023:** Submission of Final Dissertation

*Note: these schedules are the same for part-time students in their second year, although part-time students are encouraged to decide on their topic and discuss the matter with their potential supervisor by the end of their first year. Part-time Politics and International Relations students who took submitted a dissertation outline through last year's research methods module, PR5949, do not have to submit another dissertation outline.*

Students will be able to apply for an extension for their dissertation in accordance with College procedures and if you have any remaining extension requests from the quota you receive at the beginning of the year (two extensions of two working days, two extensions of five working days). Students who have been affected by extenuating circumstances will also have the opportunity to submit an application to have these circumstances considered by the Department Assessment Board. For more information on extenuating circumstances, please see the online webpages. If you have been affected by extenuating circumstances, please ensure that the School Manager (Moya Watson) and your supervisor are contacted as soon as possible. Please also bear in mind that any applications for consideration of extenuating circumstances must be supported by medical or other supporting evidence.

## 74 Dissertation Supervisor

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

Students can express their preference for a supervisor when they are submitting their dissertation outlines. Effort will be made to accommodate the students' wishes in this regard but due to limited staff availability this may not always be possible. After supervisors are determined, students should arrange to meet for supervision meetings. **It is the student's responsibility to contact supervisors to arrange meetings and to keep the supervisor informed of the progress of the research.**

## 7.5 Content of Dissertation

A dissertation may be a critical analysis of a theoretical problem or the result of an empirical project; a dissertation in Philosophy may be a critical analysis of a philosophical problem, a focused engagement with a particular philosopher or group of philosophers, or a work of applied philosophy that might involve empirical research and material. Dissertations may take other forms as well. In all cases, however, they will involve a review of relevant literature and debates that define the field in which the dissertation is intervening, and they will include a full bibliography.

There is no one prescribed structure for dissertations. There must be a statement of the aims of the dissertation either as the first section or included in the Introduction. We generally recommend subdivision into sections or chapters, including an Introduction and a Conclusion (5-7 chapters would not be unreasonable). Judicious use of subheadings within chapters can be helpful to readers but remember to be consistent about style (use of bold type, italics, etc.) for a given level of heading.

You may wish to include additional material in appendices, for example, depending on your topic, supplementary statistical material, extracts from official publications, a technical glossary, literature search strategies, methodological details, etc. All essential material, however, should be contained in the main text.

## 7.6 Choice of Dissertation topic

The dissertation allows students to pursue topics of interest without the restrictions of a taught course with a specific content. They only require a fit with the general themes and concerns of the MSc or MA programme being studied. Students should feel free to pursue the topics that truly interest them, although it is hoped that they will take advantage of the research specialisms available in the Department.

## 7.7 Presentation

The dissertation should be a Word document, with either 1.5 or double spacing for the main text, and include a bibliography following a recognised style (preferably Harvard). Pages must be numbered. A high standard of presentation, grammar and spelling is expected.

**Length:** The dissertation should be between 10,000 and 12,000 words, excluding abstract, contents page, bibliography, and appendices.

If you are in receipt of a green sticker from the Disability and Dyslexia Services Office (DDS) you will need to include the words 'GREEN STICKER' in the header of your submission to let the marker know and include one of the green stickers on the front page of each hard copy.

### Format:

- **Cover Sheet:** a cover sheet is required and must include:
  1. Your candidate number
  2. Title of dissertation
  3. The degree course for which it is being submitted (e.g. MSc Media, Power and Public Relations; Royal Holloway, University of London)
  4. Date of submission
  5. The word count
- **Abstract:** an abstract of approximately 100-200 words of the dissertation must be included following the cover sheet.
- **Contents page(s):** follows the abstract

There are no restrictions to the colour of the text; it would be recommended that the text colour is black however colour may be used if the student feels that it is appropriate.

## Word Count

The Department expects students to adhere to the word limits set out for assigned essays. Work over the stipulated length of the assessment will not be considered by the markers in accordance with the College rules.

## Marking Criteria

Essays and the dissertation are marked in accordance with the following conventions:

### PIR PGT MARKING CRITERIA

	<b>86+ (Distinction) Essays Marked on Step at: 88, 92, 95, 98</b>	<b>70-85 (Distinction) Essays Marked on step at: 72, 75, 78, 982, 85</b>	<b>60-69 (Merit) Essays Marked on step at: 62, 65, 68</b>	<b>50-59 (Pass) Essays Marked on step at: 52,55, 58</b>	<b>40-49 (Narrow fail) Essays Marked on step at: 42, 45, 48</b>	<b>0-39 (Clear Fail) Essays Marked on step at: 0, 2, 5, 8 ... 32, 35, 38</b>
Knowledge and understanding	Exceptional knowledge and understanding of subject with expert grasp of material	Excellent knowledge and understanding of subject with no or only the most minor errors of fact and/or interpretation	Good knowledge and understanding of subject with only a few minor errors of fact and/or interpretation	Adequate knowledge and understanding of subject with some errors of fact and/or interpretation	Limited knowledge and understanding of subject with significant errors of fact and/or interpretation	Very poor knowledge and understanding of subject with many glaring errors of fact and/or interpretation
Clarity and strength of answer	An extremely clear, focused and convincing response to the question	A very clear, focused and convincing response to the question	A clear and focused response that directly answers the question	A generally clear response but weakened by some inconsistencies and omissions	An unclear and unconvincing response to the question	A inadequate answer that fails to address the question
Structure and organisation	Outstanding structure and organisation of material with successive sections sustaining an exceptionally clear argument	Excellent structure and organisation of material with successive sections sustaining a very clear argument	Good structure and organisation of material with the flow between sections sustaining a clear argument	Adequate structure and organisation with the clarity of argument weakened by some gaps, repetition, irrelevant material and/or the ordering of points	Weak structure and organisation with the argument greatly weakened by some significant gaps, repetition, irrelevant material and/or the ordering of points	Little discernible structure and organisation with no clear argument or order to the points being made
Critical thinking and analysis	Exceptional independent critical thinking and analysis of relevant material	Excellent independent critical thinking and analysis of relevant material	Good independent critical thinking and analysis of relevant material	Some independent critical thinking and analysis of relevant material, but more descriptive	Little independent critical thinking and analysis of relevant material	Very patchy or misguided thinking and analysis of material
Engagement with relevant literature	Exceptional breadth and depth of reading with complete mastery of the relevant and wider academic literature	Excellent breadth and depth of reading with very good knowledge of and insight into the relevant academic literature	Good breadth and depth of reading with clear knowledge of the relevant academic literature and only a few omissions and/or	Adequate discussion of the relevant academic literature but with some notable omissions in reading and/or misunderstandings	Little reading with significant gaps and limited understanding of the relevant academic literature	Very little reading on the topic and little understanding of the relevant academic literature



			misunderstandings			
Use of evidence and/or methods	Exceptional awareness and use of evidence, and/or methodologically extremely sophisticated	Excellent awareness and use of evidence, and/or methodologically sophisticated	Good awareness and use of evidence, and/or a good grasp of methods with only minor gaps in understanding	Some awareness and use of evidence, and/or some grasp of appropriate methods but with some significant gaps in understanding	Limited awareness and use of evidence, and/or poor grasp of appropriate methods	Very limited awareness and use of evidence, and/or very poor grasp of appropriate methods
Quality of writing	Exceptionally fluent and authoritatively written in academic English with correct use of technical terms and stylistically outstanding	Fluent and convincingly written in academic English with correct use of technical terms and stylistically excellent	Clearly written with appropriate use of technical terms, but may contain a few minor grammatical errors, spelling mistakes and infelicities of expression	Adequate level of academic but undermined by a number of misunderstandings of technical terms and/or grammatical errors, spelling mistakes and infelicities of expression	Poorly expressed and unclear prose with significant misunderstandings of technical terms and/or grammatical errors, spelling mistakes and infelicities of expression	Very poorly expressed and unclear writing with many significant misunderstandings of technical terms and/or grammatical errors, spelling mistakes and infelicities of expression
Presentation and referencing	Faultless presentation and referencing consistent with professional standards	Excellent presentation and referencing with no or only the most minor errors	Good presentation and referencing with a few minor errors	Acceptable presentation and referencing but some errors	Poor presentation and barely adequate referencing	Very poor presentation and inadequate referencing

All work is graded in these bands using our step marking procedure. Marks ending in 2, 5 and 8 are used (e.g. 52, 55 and 58; 62, 65 and 68). In addition to the numerical mark, your course tutor will also add written comments. Please ensure that you read these comments carefully.

## 7.8 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be subject to the practices set out in Section 13, paragraph (6) of the College's [Postgraduate Taught Regulations](#):

### Section 13 (6)

*Any work (written, oral presentation, film, performance) may not be marked beyond the upper limit set. 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, films or performance. In the case of presentations, films or performance these may be stopped once they exceed the upper time limit.*

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

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

Students are given a quota for the number of extensions they may have in the year, and it is up to them to apply for extensions and meet the requirements for an extension to be granted. Extensions can be of two working days or five working days. 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 via the online system. Listed below are those assessments that are not covered. If you would like an extension for one of these, you should speak directly with staff at the School Office.

Extensions can be requested for written work throughout the year. Extensions cannot be granted for oral work.

## 7.9 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](#) 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.

## Academic Misconduct - Plagiarism

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.

## 8 Health and Safety Information

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

### 8.1 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](#).

### 8.2 Lone working policy and procedures

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

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

Any health and safety concerns should be brought to the attention of the School Health and Safety Coordinator (Sylvia Aspden) or the College Health and Safety Office.

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

## 9 Department Codes of Practice

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.