DEPARTMENT OF LAW AND CRIMINOLOGY
SCHOOL OF LAW AND SOCIAL SCIENCES

MSc Terrorism and Counter-Terrorism Studies

STUDENT HANDBOOK

2022/2023

Disclaimer

This document was published in September 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 courses of study, to discontinue courses, or merge or combine courses 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 courses should check both departmental handbooks.

Contents

1 Introduction to your department

1.1 Welcome

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

Welcome to Royal Holloway, University of London, and to the MSc in Terrorism and Counter-Terrorism Studies. The MSc is located within the School of Law and Social Sciences. Research in this area, which is of contemporary relevance and importance, represents one of the core growth areas within our School, and we are delighted to welcome you to this thriving research environment.

While the MSc Terrorism and Counter-Terrorism Studies is being taught within the Department of Law and Criminology, and particularly by members of the Criminology team, this is very much an interdisciplinary programme. In order to gain a comprehensive understanding of terrorism and counter-terrorism it is important to appreciate a variety of disciplinary perspectives – for example, to understand the role and influence of society, politics, criminal activity, legal statues and individual motivations. Therefore this programme will draw upon research and theories from sociology, international relations, criminology, law, psychology and other disciplines in order to inform our understanding of the core issues relating to terrorism and counter-terrorism.

Within the programme there are two core courses, *Debates in Terrorism Studies* and *Debates in Counter-Terrorism Studies*. These courses will introduce you to key contemporary debates in terrorism and counter-terrorism and will provide the theoretical and empirical foundation for the rest of your programme. The issues and themes raised will not only be important for academic study but they will also be of important relevance for the practitioner and policymaking world, and therefore of value to any current/future careers in the area.

In addition to the two core courses you will take three elective courses and a dissertation that will provide you with the opportunity to specialise within the programme. The dissertation entails carrying out your own independent research on a topic of your choice under the supervision of a member of the faculty of the School of Law.

We really hope that you enjoy your time here at Royal Holloway and we look forward to fully supporting you in your studies. The programme has been designed to give you the most up to date and comprehensive understanding of terrorism and counter-terrorism studies. Within each course we will endeavour to include at least one external guest speaker with expertise on the topic. This will provide students with an opportunity to develop their networks and receive diverse perspectives on key issues relating to the course.

The MSc is also home to the *Talking Terror* podcast series, a compilation of interviews with leading terrorism and counter-terrorism experts from across the globe. The series is hosted by Dr John Morrison and students will have the opportunity, if they so wish, to assist with its work.

We are delighted that you have decided to join us and we very much look forward to meeting you!

Dr Anthony Richards, Programme Lead

1.2 How to find us: the Department

The Department of Law and Criminology academic offices are located in the Arts Building.

1.3 Map of the Egham campus
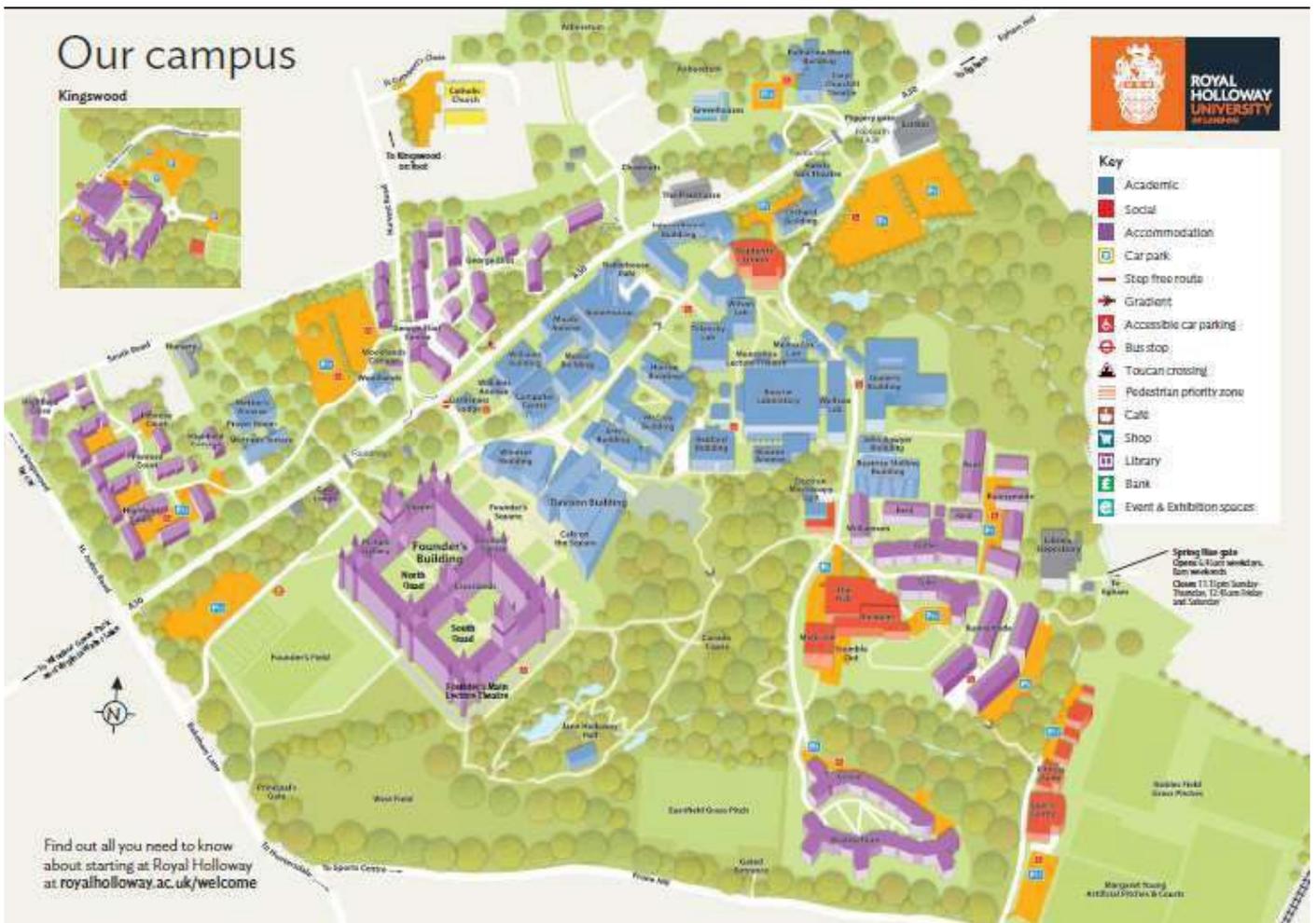
Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with College. Find more information about the Parking Permit portal here.

1.4   Map of Bedford Square
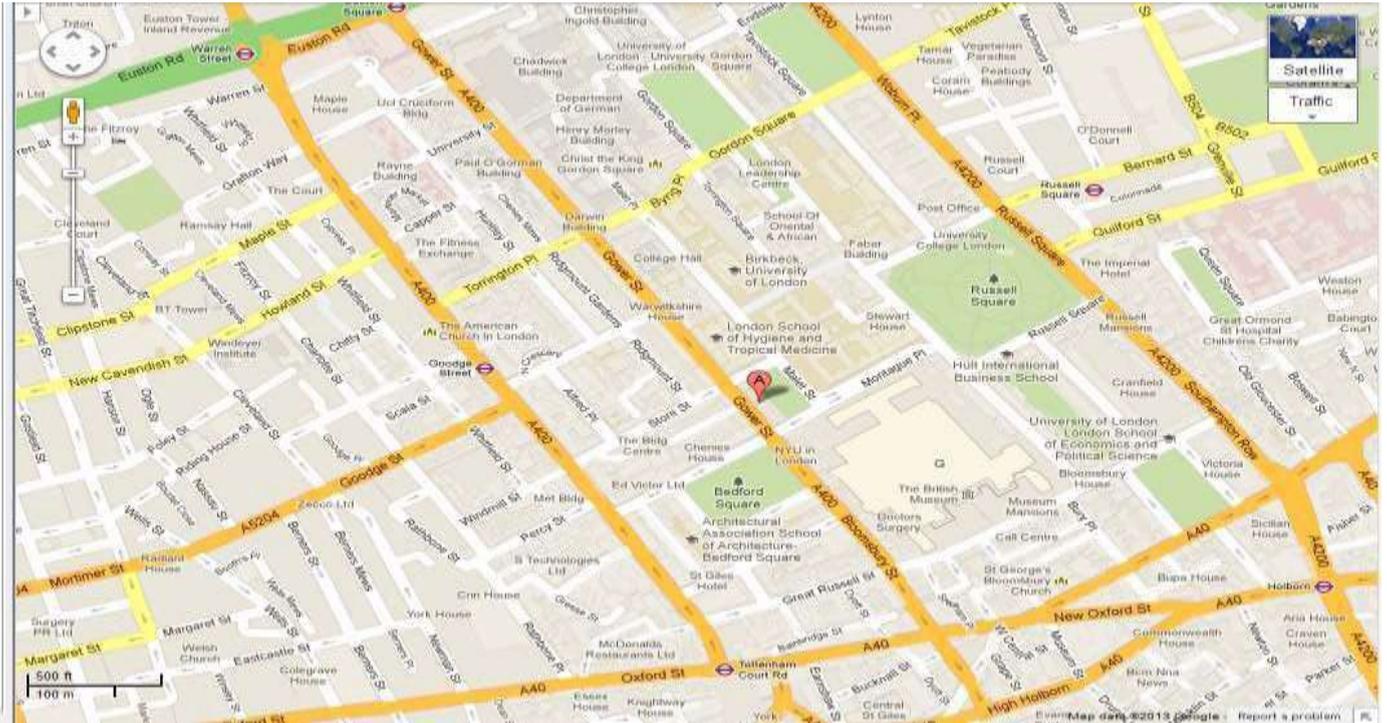
1.5   Map of Senate House

1.6   How to find us: the staff

Contact Details:

Head of School: Professor Mathew Humphreys
Email: Matthew.Humphreys@rhul.ac.uk;
Tel. 01784 44 6482
Office: McCrea 1-01

Head of Department: Robert Jago
Email: Robert.Jago@rhul.ac.uk;
Tel. 01784 44 3190
Office: ABF-13

Dr Anthony Richards
Email: Anthony.Richards@rhul.ac.uk
Office ABS-14

Dr Elizabeth Pearson
Email: Elizabeth.Pearson@rhul.ac.uk
Office ABS-15

Academic Staff: A full list of staff can be found on the website.

School Manager: **Moya Watson**
Email: Moya.Watson@rhul.ac.uk;
Tel. 01784 44 3564
Office: McCrea 1-01

Help desk: **James McEwan**
Email: 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;
Tel. 01784 27 6883
Office: McCrea 1-01

1.7   How to find us: the School office

The department office is located in Room 1-01 in the McCrea building.

1.8   The Department: practical information

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

Key roles in the Department

Day to day administration of the Postgraduate Programme is carried out primarily by the **Administration Team** and the **Programme Directors**.

Academic staff are usually full-time and include post-doctoral teaching associates, teaching fellows, lecturers, senior lecturers, readers, and professors. Staff teach and also conduct their own research. Most lectures are given by academic staff.

Some of the teaching will be carried out by experts from external institutions; they will provide contact details as appropriate.

You will be supervised by a member of Royal Holloway academic staff for your dissertation.

Course Coordinators are responsible for the organisation, content, delivery and assessment of the course(s) that they lead. If you have any questions relating to these, please feel free to make an appointment to see the relevant coordinator. For course coordinators within the Department of Psychology, during term time, academic members of staff hold office hours to which you can drop in without scheduling in advance. These may change every week and can be found by clicking on the following link https://moodle.royalholloway.ac.uk/course/view.php?id=4098&section=5.

If you find a particular piece of work difficult, or experience health, financial, emotional or family problems which are affecting your performance and/or your ability to meet deadlines, you should notify the **Programme Director, your Personal Advisor, or the Deputy Programme Director** as soon as possible so that they can advise you on how to minimise the influence of such problems on your performance.

If appropriate, you will be referred to other services offered by the College (e.g. the College Counselling Service). Any information you provide will be treated in the strictest confidence. Information will only be passed on to others who can help, with your explicit permission; Your confidence will only be broken in cases where a member of staff has good reason to believe that you are likely to cause harm to yourself or others.

1.9   Staff research interests

Our academic staff are world-leading researchers within terrorism and counter-terrorism studies. There is particular expertise in relation to the psychology of terrorism, conceptualisation of terrorism and extremism, UK counter-terrorism policy and strategies, organisational fragmentation of terrorist groups and violent dissident Irish Republicanism. The research engages with a range of populations, uses a variety of methodological techniques and has considerable social and political impact.

For further information on research please see the website here.

2 Support and advice

2.1 Support within your School

All academic staff have twice weekly office hours and you can email them to arrange an appointment outside of these times. Course Convenors should be your first port of call for queries about specific courses. For other general queries or for pastoral matters you should contact your Personal Tutor.

3 Communication

3.1 Notice boards

The official student notice boards are on the walls in Arts Building (first floor, opposite ABF18). Every effort is made to post notices relating to classes well in advance.

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

3.2 Personal Tutors

Each student is assigned to a personal tutor. Your personal tutor, a member of staff in the School of Law, will be available to see you during pre- arranged meetings and is also available during their weekly office hours. Arrangements may also be made by him/her, or by you, to meet at other times. Your personal tutor is concerned with your academic development and progress during your time with us, and is available to offer you advice about issues affecting your work and to discuss with you your choice of courses. Personal tutors are also willing to discuss personal difficulties that may be impacting your academic performance, but it is understood that you may prefer to take such difficulties to the College student counsellors. Your personal adviser should be your first port of call for any queries of an academic nature or for guidance on issues having an impact on your ability to study. It is your responsibility to keep him/her informed of issues as they arise.

Occasionally – when, for example, a personal adviser goes on long-term leave – changes will be made. You will be informed on any such changes as soon as possible.

Your personal tutor will probably be the member of the department best equipped to write you references for jobs during your university career, and (along with your Dissertation Supervisor) 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 as he or she will then be able to write individual and positive recommendations on your behalf. Before you name them as a referee on an application, you should always ask your personal adviser if they are happy to support your application. You should also make sure that you give him or her ample time to complete any references: while you only have one personal tutor, each personal tutor has many – past and present – personal tutees.

Although you should regard your personal tutor as your first port of call in the Department, it may be that on occasions he or she will direct you to another colleague, either in the Department or elsewhere, or to some other source of guidance or advice, such as the Head of School, the Student Administrative Centre, the Health Centre, the Dean of Students, the Student Counsellors, or the Chaplains.

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.

You are required to attend at least two meetings with your personal tutor throughout the course of the year. As a student across the School of Law and the Department of Psychology, you will also be allocated a secondary personal tutor in the Department of Psychology.

3.3 Questionnaires

Courses are evaluated every year. Towards the end of each course you will be asked by the 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 course. It is College policy that such course evaluations are completed. These are anonymous and your cooperation 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 Annual Monitoring Report of the Department.

All courses are reviewed periodically by the Faculty and within the Department, taking into account the student evaluations as well as issues raised at the Student-Staff Committee.

4 Teaching

The MSc Terrorism and Counter Terrorism programme is primarily taught at the Bedford Square and Senate House campuses. However, if students choose the elective course that is being offered by Politics and International Relations this course is delivered on the Egham campus. All of the teaching will be in the daytime and will require, on average, a commitment of 2 days per week class time.

4.1 Study weeks

Term dates for the year are as follows.

Autumn term: Monday 26 September to Friday 9 December2022
Spring term: Monday 9 January to Friday 24 March 2023
Summer term: Monday 24 April to Friday 9 June 2023

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 the Programme Specification Repository.

The Programme consists of six courses (including a dissertation). Students completing the MSc will take the two core courses of Debates in Terrorism Studies and Debates in Counter-Terrorism Studies. These are each worth 30 credits. The dissertation is worth 60 credits. You will also choose three elective courses to complete your degree. These are each worth 20 credits. The electives being offered at Senate House are:

- History of Terrorism
- Contemporary Forms of Terrorism
- Psychology of Terrorism

A further elective course being offered is Understanding Defence, which is run from the Department of Politics, International Relations and Philosophy (PIRP), and is based at our Egham campus during daytime teaching.

5.2 Change of course

Where provision is made for this in the programme specification, you may transfer to another programme, subject to the following conditions being met before the point of transfer:

- You must satisfy the normal conditions for admission to the new programme;
- 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;
- The transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.
- If you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.
- You may not attend a new programme of study until their transfer request has been approved.

Further information about changing programmes is available in Section 8 of the Postgraduate Taught Regulations.

5.3 Guest Speakers

Within each of the courses we will endeavour to include at least one external guest speaker with practical and/or academic expertise on a related topic.

6 Facilities

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 the Department of Law and Criminology is Greg Leurs, who can be contacted at greg.leurs@rhul.ac.uk.

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. 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.

6.4 Computing

How to find an available PC

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.

7   Assessment information

7.1 Anonymous marking and cover sheets

The Department of Law and Criminology uses anonymous marking in line with College requirements. Your Name and student number must **not** appear anywhere on your work. You must identify your work using your **candidate number only.** This can be found on Campus Connect.

All essays must be submitted with a front page which includes:

- Your candidate number
- The course code
- Essay Title
- Word Count

7.2 Submission of work

Coursework must be submitted electronically to Turnitin through Moodle, which can be accessed at the following web link: https://moodle.royalholloway.ac.uk/

For further information on how to upload and submit your work, refer to the guides on Moodle.

All coursework (course code starting with CR) must be submitted by **10:00am** on the day of the deadline for assignments in the School of Law. A list of course deadlines is shown on the course Moodle page.

Please ensure that when uploading your assignment that you enter your candidate number in the 'submission title' section on Turnitin as in the example below

Unless otherwise specified, submitted coursework must be in a **standard Word document format** (doc or docx) and **less than 5MB in size**. If you are using a program other than Word on your personal computer, it is your responsibility to convert this to a Word format (by opening, formatting, and saving it using a campus computer prior to submission).

Please note that it is your own responsibility to check that you have submitted the correct file and that the coursework was successfully uploaded to the correct course (acknowledged by an electronic receipt emailed to you once the file is uploaded). Make sure you read and follow the online submission instructions carefully. You are strongly advised not to leave it until the last minute to upload your coursework onto the system. **Computer and/or internet problems are not accepted as grounds for late submission and you will be penalised.**

Uploading to Moodle sometimes takes a few minutes, therefore **we recommend that you upload your assignment at least one hour before the deadline**. Late submission due to Moodle upload times will not be accepted as a reason for an extension application and work submitted after the deadline will be subject to late penalties.

All coursework assignments must be typewritten, double-spaced, minimum 12 point font size and with numbered pages.

7.3 Penalties for over-length work

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

Section 13 (6)

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

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

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

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

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

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

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

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.

7.5 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.

7.6 Academic misconduct - Plagiarism

The College regulations on academic misconduct (also known as assessment offences) can found on the Attendance and Academic Regulations page of the student intranet.

Academic misconduct includes, but is not limited to plagiarism (see obelow), 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. 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.

9 Department codes of practice

Equal opportunities statement

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

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

The College is committed to ensure that:

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

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

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

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

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

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

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

Appendix 1 – Referencing

The Department of Law uses a version of the Harvard Referencing style – please see the Royal Holloway referencing guide:
https://libguides.rhul.ac.uk/c.php?g=380520&p=257746