DEPARTMENT OF LAW AND CRIMINOLOGY
SCHOOL OF LAW AND SOCIAL SCIENCES

MSc Terrorism and Counter-Terrorism Studies Student Handbook

2023/2024

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1 Introduction to your department and teaching team

1.1 Welcome!

Welcome to Royal Holloway, University of London, and to the **MSc in Terrorism and Counter-Terrorism Studies**! Royal Holloway, University of London is one of the UK's leading research-intensive universities, with six academic schools spanning the arts and humanities, social sciences and sciences.

The Terrorism and Counter-Terrorism Studies MSc is located within Law Criminology, housed 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. The Handbook is designed to help introduce you both to the Course and to Royal Holloway. Please read it carefully and if anything is unclear, do get in touch with the Programme Lead who will be able to help.

Dr Elizabeth Pearson, MSc Programme Lead

Professor Andrew Silke   Dr Anthony Richards   Dr Andrew Whiting

The MSc Terrorism and Counter-Terrorism Studies is taught within the Department of Law and Criminology. Dr Lizz Pearson is directing the programme, and the course is taught by Lizz, along with Dr Anthony Richards, Professor Andrew Silke, and Dr Andrew Whiting. The team has a range of expertise, and takes an interdisciplinary programme. 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 statutes and individual motivations. Therefore, we draw on research and theories from sociology,

international relations, criminology, law, psychology, gender and other disciplines in order to inform our understanding of the core issues relating to terrorism and counter-terrorism.

Core Courses: Within the programme there are two core courses in Term 1 (T1), Debates in Terrorism Studies and Debates in Counter-Terrorism Studies. These courses introduce you to key contemporary debates in terrorism and counter-terrorism and provide the theoretical and empirical foundations for the rest of your programme. The issues and themes raised are not only important for academic study, but are also of relevance for the practitioner and policymaking world, and therefore of value to any current/future careers in security.

Additional Courses: In addition to the two core courses, you will take two elective (optional) courses, totalling 60 credits. All students also complete a dissertation that will provide you with the opportunity to specialise within the programme. For the dissertation you will carry out your own independent research on a topic and title of your choice, under the supervision of a member of the School of Law and Criminology team.

Staff Research Interests: Staff have expertise in, among other subjects, the psychology of terrorism, conceptualisation of terrorism and extremism, UK counter-terrorism policy and strategies, the memorialisation of terrorism, and gender and terrorism. They have published widely, in books, journal articles and reports, and they have wide networks across academia, with the police, think tanks including RUSI in London, and the International Centre for Counter Terrorism in the Hague, intelligence communities, government and tech companies. They are also all friendly and approachable, and want you to succeed in your studies - and beyond! Knock on their doors or drop them an email if you need help or information.
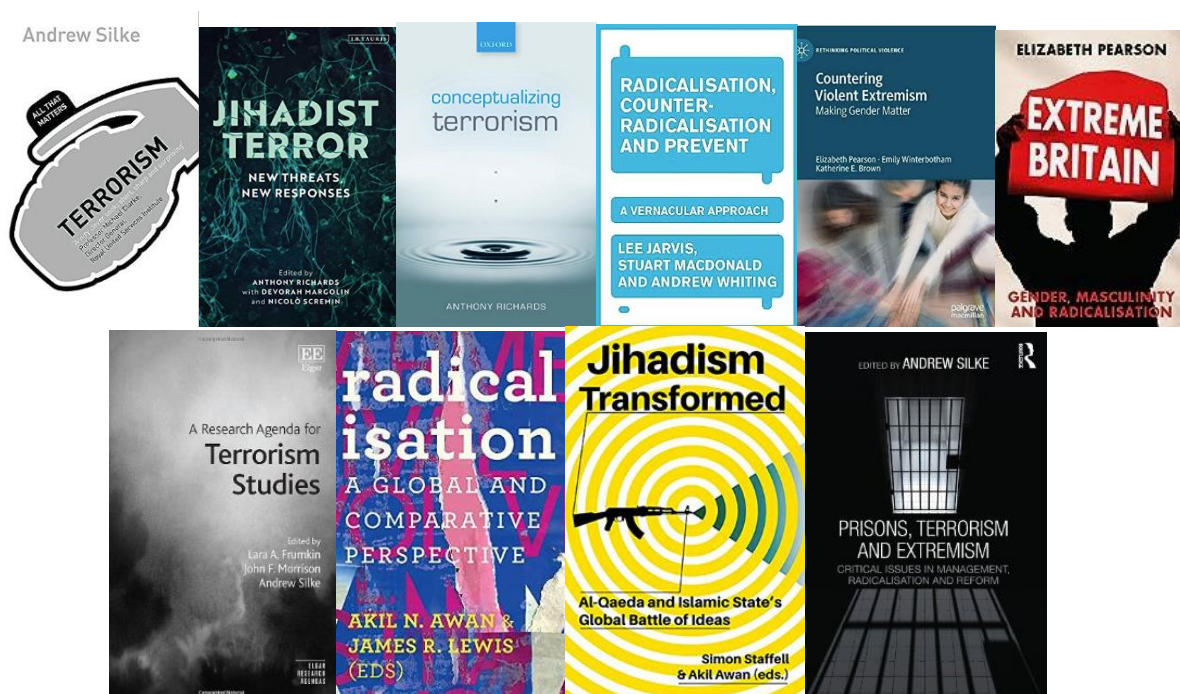
Our academic staff are world-leading researchers within terrorism and counter-terrorism studies, and work on this research alongside teaching. Their research engages with a range of populations, uses a variety of methodological techniques and has considerable social and political impact. For further information on research please see the website [here](#).

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 and we hope it will be the foundation of an exciting career.

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

Dr Elizabeth Pearson, MSc Terrorism and Counter-Terrorism Studies Programme Lead

2 Support within your School

2.1 Administrative Support from the School

The School helpdesk is there to help you with any questions or concerns that you may have about your studies. It is situated in McCrea 1-01. For the majority of queries, the best thing to do is email LSS-School@rhul.ac.uk directly.

2.2 Support from the University

We stand resolute in our commitment to fostering a safe, equal, and inclusive learning environment and campus life. In that pursuit, we have a zero-tolerance approach to all forms of discrimination and unacceptable behaviour in our institution: bullying, harassment, unlawful discrimination or victimisation. We have implemented a comprehensive set of policies in which all allegations of discrimination: race, ethnicity, gender, sexual orientation, religion, disability, and socioeconomic status, will be investigated, and if appropriate, disciplinary action will be taken. We also firmly believe that education and awareness are crucial for combating discrimination. So we have been providing mandatory diversity and inclusion training for all members of our community, so that they are equipped with the tools and knowledge needed to navigate the complexities of a diverse world with sensitivity and empathy. While we take pride in our accomplishments, we recognise that the journey towards equality and inclusion is still long. We are aware that structural injustices outside our campus inevitably make their way in, particularly in social dynamics, access to resources and support, as well as the very knowledge that is being promoted and exchanged. So, we regularly assess our policies, initiatives, and practices to adapt and evolve in response to the ever-changing social and political landscape, and to identify areas of improvement based on feedback, experience, and research. Our student-led support groups and organisations serve as vital platforms for feedback, advocacy, solidarity, empowerment, and community-building. We invite you to be part of this transformative journey, which is central to our collective prosperity and academic success. Here's a list of relevant contact details and resources available to students in relation to our equality, diversity, and inclusion pledge.

COLLEGE RESOURCES:

- RH Be Heard is a new way for you to report issues in one place, through one simple online form. Whether you have a concern, need to resolve complaint, or report misconduct that you experience or witness, RH Be Heard makes sure that we can help.
- https://intranet.royalholloway.ac.uk/students/help-support/wellbeing/rhbeheard.aspx

- Equality, Diversity, and Inclusion Hub: https://intranet.royalholloway.ac.uk/students/campus-life/equalitydiversity-and-inclusion/equality-diversity-and-inclusion.aspx

- Security: 01784 443888 or 444 from internal phone lines. securityrhul@royalholloway.ac.uk or drop into the Security Office on the ground floor of Founder's East, next to the Visitor's Centre

- Health emergency services: 101 (Surrey police), 111 (non-emergency), 119 (Covid-19 related), 999 (emergency)

- Student Counselling: 01784 443128 or https://intranet.royalholloway.ac.uk/students/helpsupport/counselling/home.aspx

- Student Wellbeing: wellbeing@royalholloway.ac.uk

- Disability and Neurodiversity team: 01784 414621 or disability-dyslexia@royalholloway.ac.uk , or https://intranet.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx

- International Student Support: internationaladvice@royalholloway.ac.uk

- Multifaith Chaplaincy: chaplaincy@royalholloway.ac.uk

- Royal Holloway Students' Union Advice Centre: advice@su.rhul.ac.uk

- Accessibility: www.accessable.co.uk/royal-holloway-university-of-london

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SCHOOL OF LAW AND SOCIAL SCIENCES – STUDENT SUPPORT GROUPS

First Generation Students Support Group: Janina.Beiser-McGrath@rhul.ac.uk

Woman of Colour Students Support Group: Gauri.Wagle@rhul.ac.uk

Muslim Students Support Group: Mohammadreza.Kalantari@rhul.ac.uk

Black, African and Caribbean Student Support Group: Michael.Bankole@rhul.ac.uk

3   Teaching

The MSc Terrorism and Counter Terrorism programme is taught at Senate and Stewart House sites in Central London (see section 5.1 for directions). All of the teaching will be during the day and will require, on average, a commitment of **TWO** days per week.

3.1   Study weeks

3.2   Term dates for the 23/24 Academic Year are as follows:

- Autumn Term: Monday 18 September (Welcome Week) to Friday 8th December 2023
- Spring term: Monday 8th January to Monday 29th April 2024
- Summer term: Tuesday 30th April to Friday 11th June 2024

- *NB – Week 1 is Welcome Week. Teaching begins in Week 2*

Academic Timetabling Calendar 2023/24

September 2023

WK	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
1	18	19	20	21	22	23	24
2	25	26	27	28	29	30	

October 2023

WK	Mo	Tu	We	Th	Fr	Sa	Su
2							1
3	2	3	4	5	6	7	8
4	9	10	11	12	13	14	15
5	16	17	18	19	20	21	22
6	23	24	25	26	27	28	29
7	30	31					

November 2023

WK	Mo	Tu	We	Th	Fr	Sa	Su
7			1	2	3	4	5
8	6	7	8	9	10	11	12
9	13	14	15	16	17	18	19
10	20	21	22	23	24	25	26
11	27	28	29	30			

December 2023

WK	Mo	Tu	We	Th	Fr	Sa	Su
11					1	2	3
12	4	5	6	7	8	9	10
13	11	12	13	14	15	16	17
14	18	19	20	21	22	23	24
15	25	26	27	28	29	30	31

January 2024

WK	Mo	Tu	We	Th	Fr	Sa	Su
15							
16	1	2	3	4	5	6	7
17	8	9	10	11	12	13	14
18	15	16	17	18	19	20	21
19	22	23	24	25	26	27	28
20	29	30	31				

February 2024

WK	Mo	Tu	We	Th	Fr	Sa	Su
20				1	2	3	4
21	5	6	7	8	9	10	11
22	12	13	14	15	16	17	18
23	19	20	21	22	23	24	25
24	26	27	28	29			

March 2024

WK	Mo	Tu	We	Th	Fr	Sa	Su
24					1	2	3
25	4	5	6	7	8	9	10
26	11	12	13	14	15	16	17
27	18	19	20	21	22	23	24
28	25	26	27	28	29	30	31

April 2024

WK	Mo	Tu	We	Th	Fr	Sa	Su
28							
29	1	2	3	4	5	6	7
30	8	9	10	11	12	13	14
31	15	16	17	18	19	20	21
32	22	23	24	25	26	27	28
33	29	30					

May 2024

WK	Mo	Tu	We	Th	Fr	Sa	Su
33			1	2	3	4	5
34	6	7	8	9	10	11	12
35	13	14	15	16	17	18	19
36	20	21	22	23	24	25	26
37	27	28	29	30	31		

June 2024

WK	Mo	Tu	We	Th	Fr	Sa	Su
37						1	2
38	3	4	5	6	7	8	9
39	10	11	12	13	14	15	16
40	17	18	19	20	21	22	23
41	24	25	26	27	28	29	30

July 2024

WK	Mo	Tu	We	Th	Fr	Sa	Su
41							
42	1	2	3	4	5	6	7
43	8	9	10	11	12	13	14
44	15	16	17	18	19	20	21
45	22	23	24	25	26	27	28
46	29	30	31				

August 2024

Wk	Mo	Tu	We	Th	Fr	Sa	Su
46				1	2	3	4
47	5	6	7	8	9	10	11
48	12	13	14	15	16	17	18
49	19	20	21	22	23	24	25
50	26	27	28	29	30	31	

Legend:

Welcome Week	Holiday (Conferences Bookings)*	Bank Holiday
Term Time	Weekend (Conferences Bookings)*	Assessment
Study Week	Discretionary Day	Graduation (July dates TBC)

Timetabling – Student Administration – January 2023 *This does not include the London Campus or PC laboratories which are managed by Timetabling outside of term time.

4 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.

4.1 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, modules which make up the programme and any programme-specific regulations are set out in the programme specification available through the Programme Specification Repository.

The MSc Terrorism and Counter-Terrorism Studies Programme can be studied both full and part-time. It consists of six modules (including the dissertation) totalling **180 credits**.

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.

You will also choose **two elective/elective courses** to complete your degree. These are each worth 30 credits and must total 60 credits. The electives being offered at Senate House are:

- History of Terrorism (30 CR)
- Contemporary Forms of Terrorism (30 CR)
- Psychology of Terrorism (30 CR)

The dissertation is worth 60 credits.

Course Module Overview

The following table gives a brief overview of the content and assessment of the modules included in the Terrorism and Counter-Terrorism Studies MSc.

Term 1					
Module Code/Name	Module Convenor	Term	Credits	Assessment	Description of Module
CR5113 Debates in Terrorism (Compulsory)	Elizabeth Pearson	Term1	30 Credit	15-minute PowerPoint presentation with an audio voiceover (25%). 3,500-word essay (75%)	The purpose of this compulsory course is to introduce you to the fundamental debates relating to the discipline of terrorism studies. It will address a range of key issues and demonstrate the different arguments that have been made in relation to terrorism topics: for example, does terrorism ever 'work'; is terrorism the result of root causes such as poverty and exclusion; is religious extremism a major cause of terrorism? Alongside these and other questions the course will also address the emergence of 'Critical Terrorism Studies' and will deal with issues raised by scholars on both sides of the 'critical/orthodoxy' divide, questioning whether or not this has had a positive impact on the development of this area of study. The course will continue by addressing questions around individual involvement in terrorism. We consider the importance of gender throughout.
CR5112 Debates in Counter Terrorism (Compulsory)	Anthony Richards	Term 1	30 Credit	Open Book Exam (100%) - Total 2400 words	The course aims to provide students with an understanding of the nature of counter-terrorism. It will focus on different forms of counter-terrorism and will provide a critical assessment of the effectiveness and flaws of different CT strategies and tactics. The course will also focus attention on several case studies to illustrate the role and impact of counter-terrorism policies and the lessons that can be learnt from them, including the British/Northern Ireland campaign and the US/Al-Qaeda campaign, as well as the response to the contemporary threat presented by so-called Islamic State. States can respond to terrorism and low intensity conflicts with a range of approaches and these will be explored and critically assessed. Such approaches include the role of the military in counter-terrorism, the role of intelligence in counter-terrorism, the legislative response, international cooperation in countering terrorism, tackling terrorist finances, the use of negotiation and disengagement from terrorism.

Module Code/Name	Module Convenor	Term	Credits	Assessment	Description of Module
CR5116 The Psychology of Terrorism (Optional)	Andrew Silke	Term 2	30 Credit	15-minute individual presentation in class (65%) 1,500-word individual reflective log on a key aspect of their presentation. (35%)	The purpose of this course is to provide students with an in-depth understanding of the role which psychology can play in helping us to understand terrorist involvement. Within this course students will be assessing why people join, stay involved and ultimately leave terrorist groups. It will critically assess the psychological evidence for radicalisation and deradicalisation. This course will challenge students to consider whether or not the psychology of terrorist actors is any different from the psychology of non-terrorist actors. In doing so students will be introduced to concepts and theories from a variety of areas of psychology that may be applicable to understanding terrorist engagement. Throughout this course there will be a respect for the heterogeneity of terrorist actors. The course will therefore question whether the psychology of group actors may be different to lone actors, similarly questioning the differences between the psychology of foreign fighters and home-grown terrorists. The course will also ask whether there is a difference in the psychology of terrorist actors based on the role that they occupy within a group or movement. A core element of this course will be a critical assessment of the role which mental health may or may not play in terrorist activity. Students will also find out about different risk assessment techniques that are used both in the UK and abroad. This will be introduced to students within a segment of the course which will look at the role psychology can play in the development of effective counter-terrorism and countering violent extremism (CVE) strategies.

Term 2					
Module Code/Name	Module Convenor	Term	Credits	Assessment	Description of Module
CR5114 The History of Terrorism (Optional)	Anthony Richards	Term 2	30 Credit	3,500-word essay assignment (100%)	This module aims to provide students with an understanding and overview of the history of terrorism. Such was the impact of September 11th 2001 it might be easy to view terrorism as a relatively recent phenomenon or perhaps something that really only emerged in the early 1970s through, for example, armed Palestinian groups and the Irish Republican Army. This is, of course, far from the truth – terrorism or what some might refer to as 'political terror' has existed for centuries and indeed thousands of years.

| CR5111 Contemporary Forms of Terrorism (Optional) | Andrew Whiting | Term 2 | 30 Credit | 2,000-word Organisational Profile and Threat Assessment Report (70%)

15-minute Powerpoint presentation oral briefing on your chosen group (30%) | The aim of this course is to provide you with a contemporary appreciation, through a number of case studies, of terrorist groups and movements across the globe. By the very nature of this course the content is significantly updated for each year. The course offers an evidence-based understanding of terrorist ideologies, structures, tactics and targets and the impact that terrorist groups and networks have, both nationally and internationally. These will be studied in the context of contemporary debates within terrorism – for example, are we really confronted by what has been called 'new' terrorism? If so, what is new about it? |
|---|---|---|---|---|---|
| CR5117 Dissertation (Compulsory) | Elizabeth Pearson | Terms 1 & 2 | 60 credit | 15-minute Presentation (15%)

8,000-word Dissertation (85%)

Please also remember that you may need ethics approval. | The dissertation is your chance to really focus on a topic that interests you, under the supervision of one of the Teaching Team. Many students find this the most exciting part of the course, and a chance to get your teeth into something we might not have covered in detail elsewhere in your studies. The dissertation provides you with the opportunity to show you can engage in a significant independent research project. The dissertation can be either empirical (drawing on new data that you collect) or literature-based in nature (drawing on reading you have done, but not involving the collection of new data). Refer to the Dissertation Handbook for more information. |

4.2   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.

43   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. This will provide students with an opportunity to develop their networks and receive diverse perspectives on key issues relating to the course.

44   Classroom Etiquette

Time always flies on a year-long master's course, and we want you to get the most from your time with us. The success of your seminars depends on us, your tutors, but also on you the students. We hope you will enjoy expressing your views, as this makes for good class discussion. As we are discussing contentious subjects, we also ask that you are respectful of others' views. We would also remind you that we encourage professionalism in your work. This means that your classroom discussion, as well as your assignments should be informed on what you have read, rather than personal views you might have formed before the course. During class we expect you to be actively engaged – not on social media, not on your phone – and contributing where appropriate. Each of you is different, so this will mean different things for different students. Please talk to us if there is any problem in doing this.

45   Protecting Yourself and Others

Terrorism creates harm. Over the years the number of offences that count as terrorism have increased, as you will discover in your classes. In particular, you should not access any materials online associated with any terrorist or extreme group, and you should take care in what you search for on your personal devices, and when in the company of others not on your course. You have access to a Royal Holloway VPN which you should use for your studies. We will discuss this further in class.

Terrorism studies can also create harm to those who research it. Videos, images, narratives and even journal articles might contain distressing images, that over a prolonged period, can create stress or

trauma. Be mindful of where your own sensitivities lie, and manage those appropriately, as over the period of the course we will inevitably be discussing violence and its effects.

4.6 Email Etiquette

Your teaching team will use both email and Moodle announcements to communicate with you. Please ensure you monitor your RHUL email regularly. We welcome emails from you, during office hours (9-5). Emails sent over a weekend will be dealt with as if they arrive on Monday morning. We would also suggest that *before* you email – check, have you searched Moodle for the answer to your question? Much information is available there. You are welcome to get in touch to ask for help with an assignment, or to make an appointment to see us, or to ask a question that you cannot find clarified on the course syllabus on Moodle.

When you email us, please treat your communication as practice for professional life. Emails should, in the first instance, begin with a proper form of address ("Dear [Insert name],"), and sign your message with your full name. Use the email subject area to make your request clear.

5 Assessment information

5.1 Anonymous marking and cover sheets

The Department of Law and Criminology uses anonymous marking, in line with University 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
- Assignment/Essay Title
- Word Count

Detailed information on the assessments associated with each module, including submission dates, can be found on the appropriate online Moodle page.

5.2 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.

5.3 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 University'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:

Any work may not be marked beyond the upper limit set. This means that the marker may not consider anything after the upper limit has been passed in the development of feedback and deciding of marks. Therefore, be sure to keep within the 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 or presentations.
There is no penalty applied to under-length work but significantly under-length work is likely to be of poor quality and will be reflected in the mark. See your programme handbook for details.

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

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

Please notify a member of the teaching team if, for any reason, and at the earliest opportunity, if you are struggling to meet a deadline. We will do our best to help you negotiate the systems and to support you with the course.

We are well aware that the unexpected can happen, and we are here to guide you through.

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 any trusted member of the team 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 University (e.g. the University 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.

Please note: Not every assessment is eligible for an extension. Please refer to the Extensions Policy and guidance on the University's webpage, for more information.

5.5 Support and exam access arrangements for students requiring support

Some students at the University 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 our Disability and Neurodiversity team (D&N) 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 Neurodiversity Team 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 Neurodiversity 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.

5.6 Academic misconduct - Plagiarism

The University 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 work, the use of AI including ChatGPT, 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 University 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.

6   Facilities information

Teaching on the MSc Terrorism and Counter-Terrorism Studies Course takes place in Bloomsbury, Central London within the Royal Holloway teaching rooms in Senate and Stewart House. The building is located on Russell Square (nearest tube, Russell Square).

Using your Royal Holloway, University of London student card, you will be able to obtain a Senate House Library Card, and this will also enable access to Senate House rooms, including the Lower Ground Floor cafeteria.

6.1 5.1 Map of Bedford Square Senate House and Stuart House

Royal Holloway, University of London also has a central London office at Bedford Square. This is where you will collect your student card.
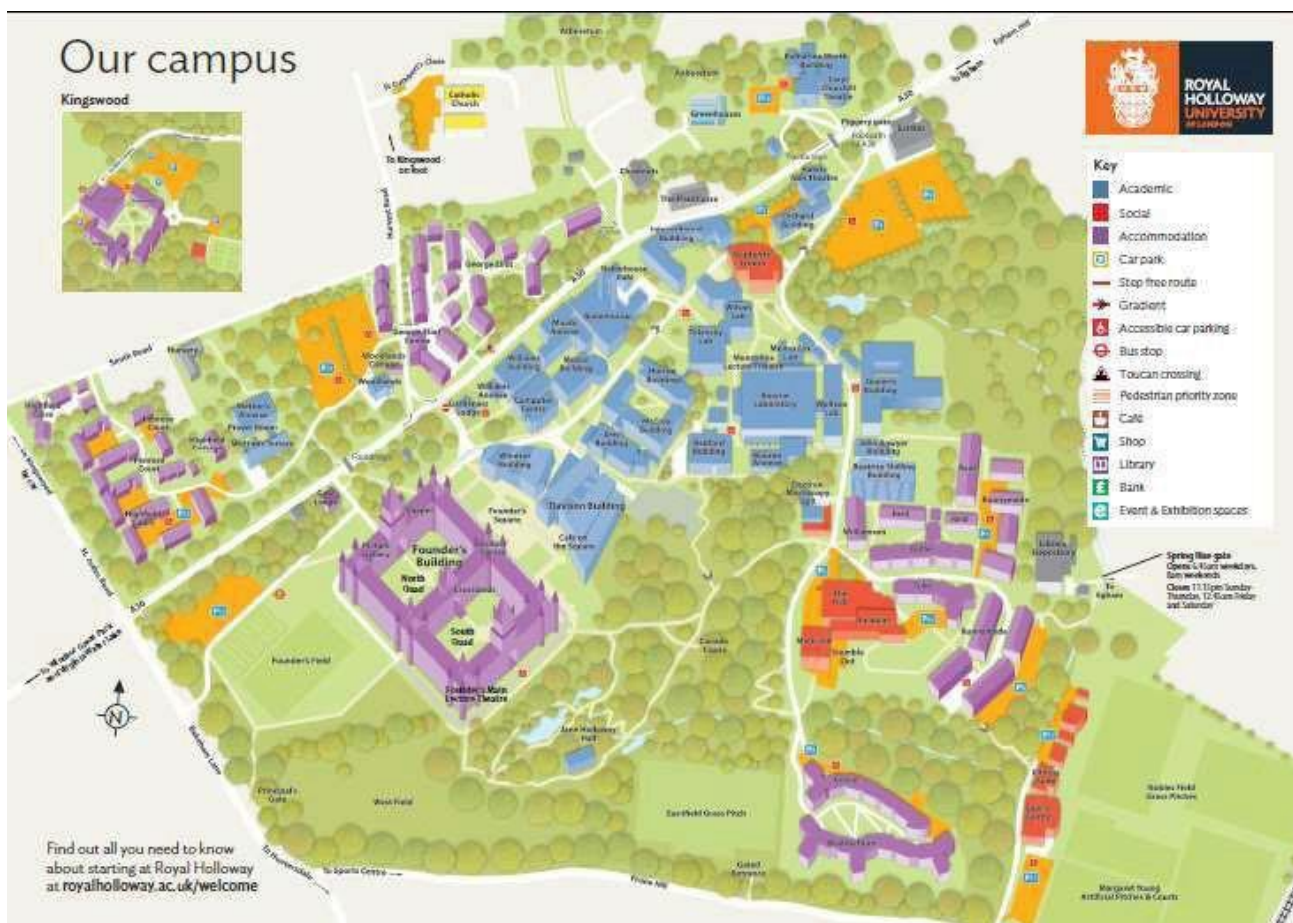
6.2 How to find us: the Law and Criminology Department

The Department of Law and Criminology academic offices – including staff offices - are located in the Arts Building, Egham Campus. This is a train ride from Waterloo. Please contact staff in advance to make an in-person appointment at Egham, if appropriate.

6.3 Map of the Egham campus

Please note, student parking is very limited and is not available if you live 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 University. Find more information about the Parking Permit portal here.

6.4 The School office

The department office is located in Room 1-01 in the McCrea building. This is where the support staff who respond to all queries to the LSS-School email are based.

6.5   The Library

The Royal Holloway, University of London Library is housed in the Emily Wilding Davison Building, Egham Campus. You also have access to the Senate House Library, based in Central London.

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

The Ground Floor of the Royal Holloway Egham Campus 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.](mailto:greg.leurs@rhul.ac.uk) Greg will provide a Library Induction for the MSc Terrorism and Counter-Terrorism Studies students at the start of the course.

6.6   Photocopying and printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are located in the Egham Campus 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.

6.7   Computing

[How to find an available PC](#)

There are ten open access PC Labs available on the Egham 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 University card.

6.8 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.

7 Support and advice

7.1 Support within your School

All academic staff have twice-weekly office hours. You can email them to arrange an
appointment outside of these times, or to meet them as appropriate in-person in breaks from
teaching. *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, who
will be a member of the MSc teaching team.

7.2 Academic Skill Support (CeDAS)
https://intranet.royalholloway.ac.uk/students/study/academic-skills/cedas/centre-for-the-development-of-academic-skills-cedas.aspx]

Royal Holloway has a Centre for the Development of Academic Skills (CeDAS) which aims to
enable all taught students to achieve their full academic potential. Their team of dedicated
Learning Developers provide free, friendly, and confidential support for all taught students,
including: 1:1 tutorials, drop-ins and workshops. These activities, delivered both online and
in-person, address key aspects of academic writing and communication, maths, stats,
numeracy, and studying independently.

They also offer a range of self-study resources including advice on preparing for and taking
exams.

7.3 Staff Contact Details

Terrorism Teaching Team:

Dr Elizabeth Pearson: MSc TCT Lead and Lecturer, Criminology
Email:
Elizabeth.Pearson@rhul.ac.uk

Dr Anthony Richards: Senior
Lecturer, Criminology
Email:
Anthony.Richards@rhul.ac.uk

Professor Andrew Silke:
Professor, Criminology
Email: Andrew.Silke@rhul.ac.uk

Dr Andrew Whiting: Senior
Lecturer, Criminology
Email: Andrew.Whiting@rhul.ac.uk

Head of School: Professor Mathew Humphreys
Email: Matthew.Humphreys@rhul.ac.uk;

Head of Department: Professor Ravinder Barn
Email: R.Barn@rhul.ac.uk

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

Administrative Support: LSS-School is the contact for Student and Programme-related queries, Student, School and Department communications activities, Welcome week and induction activities etc.
Email: LSS-school@rhul.ac.uk

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

Help desk and Student and Programme Officer: 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

8   Communication and Course Evaluations

8.1   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!

8.2   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 University 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.

8.3 Course Evaluation and 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 really important to us that you feed back your thoughts on the course, to help the team develop the course and teaching. It is University policy that such course evaluations are completed by all students. 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.

9 Health and Safety Information

The Health and Safety webpage provides general information about our health and safety policies.

The University 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 University's Code of Practice on personal harassment for students should be read in conjunction with the Student Disciplinary regulations and the Complaints procedure.

10   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 University') 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.

Appendix 1 – Referencing

The Department of Law and Criminology 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

Disclaimer

This document was published in September 2023 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 University. 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.