DEPARTMENT OF POLITICS, INTERNATIONAL RELATIONS AND PHILOSOPHY

POLITICS AND INTERNATIONAL RELATIONS

UNDERGRADUATE STUDENT HANDBOOK

2022/2023

Disclaimer

This document was published in August 2022 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 will receive two 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.
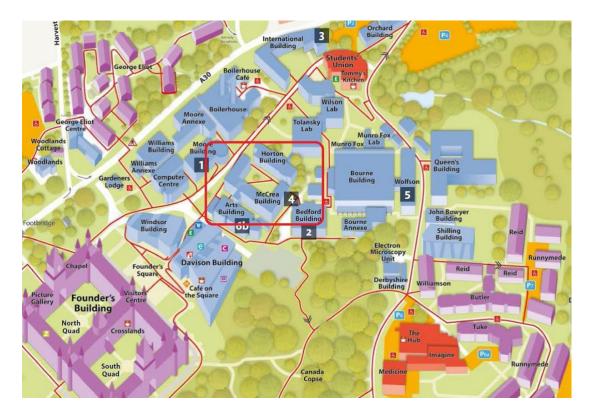
This handbook contains information for new and continuing students on undergraduate programmes in the **Department of Politics and International Relations**, a separate handbook exists for students on programmes in **Philosophy**.

It will provide you with information that you'll need throughout the academic year, as well as provide you with information about who to contact for advice, how we can support and communicate with you, our policies in relation to teaching and assessment and information on our facilities.

This is not your only source of information, for queries about particular courses, you should contact the **course convenor** in the first instance. Should you require information relating to your academic development, or personal circumstances you should contact your **personal tutor.**

1.2 How to find us: the Department

All Academic staff within the Department of Politics, International Relations and Philosophy are located on the first floor of the McCrea building. The School of Law and Social Sciences Administration office can be located in

McCrea 1-01, which can be found on the college campus map, as building 4.

Please note that student parking is very limited and isn't available to those who live in halls of 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 will also need to register them with the College.

For more information on how to apply for a permit, please see here.

1.3 How to find us: the Staff

Head of School: Professor Matthew Humphreys

Email: Matthew.Humphreys@rhul.ac.uk

Tel: 01784 446 482

Office: McCrea 1-01

Head of Department: Professor Laura Sjoberg

Email: Laura.Sjoberg@rhul.ac.uk

Tel: 01784 276 407

Office: McCrea 1-05

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 443 564

Office: McCrea 1-01

Helpdesk & Student and Programme Officer: James McEwan

Email: James.McEwan@rhul.ac.uk

Tel: 01874 276 883

Office: McCrea 1-01

Disability and Neurodiversity Services Network Member: Dr Michael Bacon

Email: Michael.Bacon@rhul.ac.uk

Tel: 01784 443 465

Office: McCrea 1-34

Disability and Neurodiversity Services Network Member: James McEwan

Email: James.McEwan@rhul.ac.uk

Tel: 01874 276 883

Office: McCrea 1-01

1.4 The Department: practical Information

All Undergraduate enquiries should be directed to the helpdesk via email: LSS-School@rhul.ac.uk, the School helpdesk is there to help you with any questions or concerns that you may have relating to your Degree programme. Our Term time and non-Term time office hours are 10am-4pm Monday – Friday.

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

Dr Sofia Collignon: The study of candidates, elections and parties; harassment and intimidation of candidates; the role of political communication in the formation and successful implementation of policies.

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 Yoav Galai: Narrative politics, visual politics and Israel Palestine.

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

Dr Ibrahim Halawi: Middle East Politics, studies of revolution and counter-revolution (theory and history), political economy, and post-colonialism.

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 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.

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

Dr Nat Rutherford: Disagreement over values, Marx and Marxist thought, political legitimacy, peace, political violence, methods in political theory.

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.

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 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.

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

1.6 Student societies:

PIRSoc

The Politics and International Relations Society, PIRSoc, is one of the most active student groups in the College. It organises a number of social events, debates, and guest speaker lectures. For several years, it has also fielded award winning student teams to attend the National Model United Nations Conferences. In the spring of 2018, PIRSoc won the Society of the Year award from the UK Political Studies Association. Details of PIRSoc can be found on the Student Union website.

DipSoc:

PIR students also spearheaded the creation of a Diplomatic Society (DipSoc), which has been active in the College since early 2011. It organises debates, visiting speaker events, and trips to London embassies and other institutions such as NATO headquarters in Brussels. It has also sent teams to Model UN competitions in both the UK and Europe. Details of DipSoc can be found here.

2 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 Tutors during Welcome Week and returning students should arrange to meet their supervisors early in the academic year. Personal Tutors can change in the first two years as a result of sabbaticals, etc. For final-year students who are writing dissertations (in the case of joint honours students dissertations might be written in the partner department, and for Economics, Politics and International Relations students the dissertation is optional), your Personal Tutor will be your dissertation supervisor.

Students are encouraged to keep in touch with their Personal Tutors. Students who are experiencing difficulties of an academic or non-academic nature should normally consider their Personal Tutors to be their first point of contact, though course conveners, teaching assistants, and School admin staff should also be treated as contacts where appropriate

3   Questionnaires:

We welcome student feedback at any time during the academic year. The student-staff committee provides an important forum for in-year feedback, but students should feel free also to contact course leaders, the School Manager, or the Head of Department.

We also ask you to fill out course evaluation forms. These are distributed in the last week of each term, and are anonymous. We take this feedback seriously, and use it when we revise our courses at the end of the year.

The results from course evaluations are collated and monitored by the School's Teaching Committee and by the Head of Department and the staff concerned.

4   Teaching: Study Weeks
Terms dates for the year are as follows:

Autumn Term: Monday 26th September to Friday 9th December 2022
Autumn Study Week: Monday 31st October to Friday 4th November 2022

Spring Term: Monday 9th January 2023 to Friday 24th March 2023
Spring Study Week: Monday 13th February to Friday 17th February 2023

Summer Term: Monday 24th April to Friday 9th June 2023

5   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 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:

There are three groups of degree involving the study of politics and international relations: Single Honours and Major; Joint Honours; and Combination degrees with Politics or International Relations as a Minor subject. For information on how and when you can change between these degrees see the section "Change of Degree Programme".

SINGLE HONOURS / MAJOR IN POLITICS

- BA Politics (L200)
- BA Politics and International Relations (L290)
- BA International Relations (LF50)
- BA Politics with Philosophy (L2V5)

These programmes are designed to give students a rigorous grounding in all aspects of political science and international relations. They serve as ideal preparation for careers across the public and private sector, including in public affairs, the civil service, journalism, teaching, finance, research and political campaigning. Many of our students also go on to study postgraduate degrees.

BA Politics and International Relations gives the student greatest choice of courses. Students on BA Politics with Philosophy are expected to take 30 credits (one year-long module or two half-year modules) per year in Philosophy.

JOINT HONOURS PROGRAMMES

- BSc Economics, Politics and International Relations (LL12) (including with a Year in Industry)
- BA European and International Studies (French R100/German R200/ Italian R300/ Spanish R401)
- BA History, Politics and International Relations (VLN1)
- BA Politics and International Relations and Philosophy (LV25)
- BA Politics, International Relations and Modern Languages (French – LR21/German – LR22/Italian – LR23/Spanish – LR24)
- BA Politics and Law (LM2) (including with a Year in Industry)
- BSc Politics, Philosophy and Economics (L0V0)

Our various Joint Honours programmes equip students with the knowledge and skills appropriate to both disciplines (three in the case of PPE). As with our Single Honours programmes, they serve as ideal preparation for post-graduate employment or further study.

Students typically take core modules in both departments. For students on BA European and International Studies, BA Politics and Law, BA Politics and International Relations and Philosophy, BA Politics, International Relations and Modern Languages and BSc Politics, Philosophy and Economics, the Department of Politics, International Relations and Philosophy is the "home department".

This means that we will deal with issues of registration and student welfare, and you should approach us with any questions or problems. You must also keep in touch with your other department.

POLITICS OR INTERNATIONAL RELATIONS AS A MINOR SUBJECT

- BSc Economics with Political Studies (L1L2) (including with a Year in Industry)
- BA Modern Languages (FrenchR9L2/GermanR9L2/Italian R9L2/SpanishR9L2/ Multilingual Studies Q1L2) with International Relations
- BA Music with Political Studies (W3L2)
- LLB Law with International Relations (MF50) (including with a Year in Industry)
- LLB Law with Politics (M1L2) (including with a Year in Industry)

These programmes enable students to focus on another discipline but engage with modules in politics or international relations by taking the equivalent of 30 credits (one year-long module or two half-year modules) per year. Students on the LLB can take up to 60 credits of politics or international relations modules in their final year only.

The Department of Politics, International Relations and Philosophy is not the "home department" for these programmes. Your other department will deal with issues of registration and student welfare, and you should approach them with any questions or problems

5.2   General Programme Structures

First-year students take up to four modules in politics and international relations, which are designed to introduce students to the study of politics and international relations, including political theory and research methods. The combination taken by students varies across degree programmes (see the table below).

- PR1000 Researching Politics and International Relations: Methods, Techniques and Analysis introduces students to political research. It is the first year of our "research spine" and lays important foundations for second-year modules.

- PR1400 Introduction to Politics and Government introduces students to comparative politics and how different countries organise their political institutions and governing arrangements.

- PR1500 Introduction to International Relations provides a foundational knowledge of the changing international system and the theories we use to make sense of it.

- PR1520 Classic and Contemporary Readings in Politics and International Relations introduces students to some of the key ideas and thinkers who have shaped our understanding of both domestic and global politics.

Students are also required to pass a Moodle-based writing skills quiz (SS1000) in order to progress into the second year of study.

All these modules are year-long and taught by a combination of lectures and seminars.

The **second-year courses** build on those taken in first year and provide a deeper analytical framework for the study of politics and international relations. They also allow students to focus on those areas of study that most interest them.

Students on BA Politics, BA Politics and International Relations, BA International Relations and BA Politics with Philosophy must take PR2000 Researching Politics and International Relations: Analysis, Design and Practice, the second stage in our "research spine". Most students must also take at least one module in theory depending on their programme.

These modules are also year-long and taught by a combination of lectures and seminars.

Students on BA International Relations, BA Politics, BA Politics and International Relations, BA Politics and International Relations and Philosophy, BSc Politics, Philosophy and Economics, BA Politics and Philosophy with Economics and BA Politics with Philosophy are also required to pass a Moodle-based self-reflection exercise (SS2000) in order to progress into the second year of study.

The **final-year** is the chance for our students both to apply the knowledge gained form the first- and second- year modules and to engage with more specialised modules.

All students on BA Politics, BA Politics and International Relations, BA International Relations and BA Politics with Philosophy must take PR3000, the undergraduate dissertation in politics or international relations. The dissertation is the final stage of our "research spine".

The precise range of options varies from year to year, depending on staff availability. Reflecting their specialised nature, and in order to maximise student choice at this stage in the programme, our final-year modules are generally half units and take place in only one term. This means that students needs to select up to six, depending on their degree programmes.

Students are allowed to (but are not recommended to) take the equivalent of three half units during the autumn term and five half units during the spring term, or five half units during the autumn term and three half units during the spring term

The table on the follow page summarises the above description of the programmes:

Year	Courses	Politics	International Relations	Politics and IR	Politics with Philosophy	Politics, Philosophy and Economics	Politics and IR and Philosophy	European and International Studies	All other Joint Honours	Minor with Political Studies	Minor with International Relations
1	Researching Politics & IR (1)	PR1000									
	Introduction to Politics & Govt	PR1400					PR1400 or PR1500	PR1400			
	Introduction to IR	PR1500						PR1500			PR1500
	Classic Readings in Politics & IR	PR1520					PR1520				
	Academic Writing Skills	SS1000									
	Credits for courses in another department	0	0	0	30	90	60	60	60	90	90
2	Researching Politics and IR (2)	PR2000									
	Contemporary Political Theory	PR2490		PR2490 or PR2440	PR2490		PR2490 or PR2440 or PR2560				
	International Relations Theory		PR2440								PR2440
	Modern Political Thought										
	Understanding the EU							ES2001			
	Reflecting on Feedback	SS2000									
	Credits for optional courses and courses in another department	60*	60*	60*	60*	120*	90	90	120	120*	90
3	Dissertation in Politics and IR	PR3000				PE3000	PR3000 optional				
	European Union Public Policy							ES3002			
	Credits for optional courses and courses in another department	90*	90*	90*	90*	90*	120*	105	120	120*	120*

6   Change of Course:

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 Undergraduate Regulations.

You are **only** permitted to change programmes up to a maximum of three weeks after the start of teaching (excluding Welcome Week). With the following exceptions

- If the change is only in degree pathway title, which does not affect the course units taken and you are still taking the correct course units (worth 120 credits in total) as detailed in the relevant programme specification;

- If the change does affect the course units taken and you have to pick up an extra half unit in the Spring term but you would be taking the correct course units as detailed in the relevant programme specification and would have no less than 120 credits.

The department is happy to consider changes of degree universally up until the end of the first year of study for any students. Students wishing to change degree programme must consult with their Personal Tutor to see if the change is right for them before notifying the Administration Office who will then help them complete the necessary paperwork.

Requests to change your degree programme after the end of the first year are considered on a case by case basis by the Department. Students must have their request approved by our UG Programme Lead Dr Antara Datta (Antara.Datta@rhul.ac.uk) or by our Head of Department, Professor Laura Sjoberg (Laura.Sjoberg@rhul.ac.uk) in order to change degree any time after the start of their second year of studies

7   Facilities and resources within the Department:

The Rumford Library is located next to McCrea 1-38

This library was established in memory of Professor Chris Rumford, a founding member of the Department of Politics and International Relations. It has been set up using donations by both staff and students and is intended to help students in the PIR department.

Students are welcome to borrow any book for as long as they need it – the library works on an honours-based system. We ask that students return books in the same condition that they find them. We also ask students to be mindful of other students' needs when borrowing book.

We encourage students to donate any unwanted books to the Rumford Library at any point during the year.

8   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 undergraduate 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 and International Relations is Greg Leurs who can be contacted at Greg.Leurs@rhul.ac.uk

8.1   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.

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

8.2   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.

9   Assessment Information:

9.1   Engagement Requirements:

It is important that you attend as many teaching activities as possible, both online and in person. We will be in contact with any students who regularly miss teaching activities over a two-week period. We may also be in contact with you if we have other reasons to suspect that you are not fully engaging with your studies. These interventions are designed to be supportive and to ensure that all students are able to participate in their learning: poor attendance may be an indicator of a wider wellbeing situation. We will approach absence in the first instance as an issue for support and we are keen to help you with issues that prevent you progressing with your studies. However, if your pattern of attendance continues to suggest that you are not engaging appropriately in your studies, then we may look to send you a first, and then potentially a second formal warning, with the final possible outcome being termination of your studies at Royal Holloway

9.2   Anonymous Marking and Cover Sheets:

The School uses anonymous marking for most of its assessments. This means that when you submit a piece of work, you **must not** write your name on your essay, and you **must** include your candidate number.

You can view your candidate number by going to the "My studies" tab in Campus Connect and then "My exams info".

Your candidate number is normally allocated around mid-October. You'll receive a new candidate number each year.

When submitting work through Moodle all work remains anonymised until marks and comments are released back to students, to this end 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.

9.3. Submission of Work:
All coursework in the Politics and International Relations Department should be submitted through 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 Grademark, the Turnitin essay marking system.

Please remember that it is your responsibility to ensure that you upload the correct document to the correct Turnitin box and we strongly recommend that you upload your essay well before the deadline and check all submissions to avoid late penalties being applied. Once the deadline has passed work cannot be re-uploaded and any incorrect work cannot be replaced.

Essays must be uploaded to Turnitin using your candidate number as the document title, please see the below screenshot demonstrating how to do this.

9.4. Penalties for Over-Length Work:
Being able to express your ideas clearly and concisely are key academic skills. They are also important transferrable skills. Word limits are there to help you to develop your ability writing and to encourage you to get to the point.

Work which is longer than the stipulated length in the assessment brief will not be considered by markers in line with Section 13, paragraph (5) of the College's Undergraduate Regulations:

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.

9.5. 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.

9.6. Support and Exam Access Arrangement 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 Neurodiversity Services (DNS) 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 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 Neurodiversity Services can discuss this process with you when you register with them.

Please note that if reasonable adjustments, including reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Exam board will not make further allowances in relation to your disability or SpLD.

Your first point of reference for advice within the Department is the Departmental Senior Tutor Dr Dave Preston (Dave.Preston@rhul.ac.uk). Inevitably, problems will sometimes arise that Dr Preston is not qualified to deal with. In such cases, the College offers a high level of student welfare support which includes a, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing financial, career and other advice. There is also an NHS GP practice (the Health Centre) on campus located in Founder's East.

Further details of each service can be found on the College web on the Student Wellbeing page.

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Disability and Neurodiversity Services Office (DNS) representative is James McEwan. You can also contact the DNS team via Tel: +44 (0)1784 276 473 or email: Disability-Dyslexia@rhul.ac.uk.

9.7   What to do if you have difficulty writing legibly:

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in writing by hand which would lead to your scripts being illegible you should contact Disability and Neurodiversity Services.

Please note the deadline for making an application for Examination Access Arrangements is in January each year. Therefore it is in your interest to contact DDS as soon as you are able in the Autumn Term in order that you have time to get any necessary evidence required for the application.

10   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 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.

If you have any concerns about how to avoid plagiarism, please speak to your personal tutor or one of your seminar tutors.

11 Health and Safety Information:
The Health and Safety webpage provides general information about our health and safety policies

12 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 should be read in conjunction with the Student Disciplinary regulations and the Complaints procedure.

12.1 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.

13 FAQ:
What to do if…

You have a problem with a specific module?
See your workshop/seminar tutor or lecturer first, if you're unable to find/contact them, try your personal tutor.

You need an Extension for your coursework/assessment?
You are permitted 2x two working day and 2x five working day extensions each academic year, you can apply for an extensions via campus connect, under the 'My Studies' tab.

You have a problem with your course?
If you are not sure if the choices you made on your course units were entirely appropriate, get in touch with your Programme Lead.

You're looking to change your Degree Programme or Pathway, need to Interrupt or withdraw from your studies?
Please see the Undergraduate Education Lead, as well as further information on the College's website

You've experienced sexual harassment, assault, discrimination or a hate crime?
Please get in touch with Wellbeing@rhul.ac.uk as soon as you physically can, copying your personal tutor. If you require medical attention, please call, or attend the on-campus medical facilities. If you think any unlawful activity has been committed, call the Police on 999 as soon as you can.

What if an incident is taking place right now?
If you are on campus, College Security operates, and is contactable, 24 hours a day, 7 days a week for your protection. If there is an emergency on campus please call the Security Control Centre located in Founder's East reception:

Emergency Number: +44 (0)1784 443 888
Email: security@rhul.ac.uk
Tel: +44 (0)1784 443 063

Store these numbers in your phone now – you might need them quickly at some point. If you are not on campus and are still at risk, call the Police immediately on 999.

You have a general or specific complaint?
In the first instance you should raise the problem with the person concerned. If this is not suitable then there are two channels to follow:

- *Arrange to see the Programme Lead and, if that does not help, the Head of Department*

- *Contact your student representatives sitting on the Student-Staff Committee who can raise your concern in the meetings, or bring the matter directly to the School's attention. Student feedback questionnaires for each course unit are reviewed as part of our annual monitoring process. Ultimately, students have recourse to the College Complaints Procedure (available on the web).*

14 Glossary:

We understand that many of the concepts used in your everyday university life will be new to you. To make your life easier, please familiarise yourself with the following concepts.

Module Tutor:
A member of academic staff who is responsible for the running of a module – also known as Course Co-Ordinator, Course Convenor, Lecturer or Instructor.

Modules:
Also called course units. These are specific credit-bearing units taken during one academic year. They're either "whole" modules taken over two terms (typically bearing 30 credits) or "half" modules taken within one term only (typically bearing 15 credits). Within an academic year, you will typically be taking modules adding up to 120 credits

Lectures:
Usually a one-hour session in which the most important points of a topic will be discussed by the lecturer. Students are required to attend, participate, and do any upfront or follow-up activity to prepare for the Lecture and the Subsequent Seminar.

Personal Tutor:
An Academic allocated to a number of students to give advice on academic and personal matters. Your Personal Tutor is the first person to whom reference requests should be directed.

Plagiarism:
The passing off the thoughts and ideas of someone else without referencing them properly and claiming them to be your own.

Programme Lead:
An Academic who is responsible for the Undergraduate Programme and the students on it. Sometimes Programme Leads are referred to as the Academic Coordinators.

Registration:
Notice of intent to register for and take one of the course units available in that academic year. This is a School-level activity

Repeat:
Where a course unit has been failed a student may be offered the opportunity to Repeat. This means that all lectures and workshops are attended, all required coursework is submitted and the final examination sat. A repeat course will be charged at 25% of full fees for whole modules and 12.5% for half modules.

*A Repeat is the **second and final** attempt to pass a course*

Resit:
Where a course has been failed a student may be offered the opportunity to resit. This means that the student is only required to re-submit failed coursework or resit the Exam.

Components of the course which were passed will have their marks brought forward and then resubmitted or resit exam grades will be incorporated into the new final mark. All resit marks are capped are a maximum of 40%. There is also an administrative fee for resits, exact amounts should be available from Student Administration. A resit is the second and final attempt to pass a course.

Seminars:
Group classes which form a part of the course unit. Seminars are separate to the lecture but will follow up on the topics discussed in the lecture.

Seminar Tutor:
This is an academic who assists the module tutor by leading seminar as part of the course unit. They can also be called seminar leaders.

15 Referencing guide

We encourage you to use the Harvard referencing system, which is explained below.

What is referencing and when should I reference?

Good referencing is an essential part of academic scholarship. Mastering it is important for the development of your academic training and research skills. Referencing has four functions:

1. To let the reader/marker know where you got your information from
2. To acknowledge that a fact or idea is not your own and has been taken from someone else's work
3. To indicate to your course tutor which sources you have been reading on the course
4. To support specific facts or claims which you make in your text.

It follows that when writing an essay, you need to provide a reference when:

I.   You use someone else's idea
II. You report specific factual information (e.g. statistics)
III. You quote a source.

Bad referencing is often indicative of poor writing. It may also lead to accusations of plagiarism (see below).

How do I reference using the Harvard system?

Students should follow the same Harvard system of referencing that is required by the journal *Political Studies*. If you adhere closely to the following guidelines, you cannot go wrong. If you are unsure about how to reference, look at a recent article in *Political Studies* and/or ask your tutor.

The first component of the system is that the author's or authors' last name(s) and date of publication are given at the reference point in the main text, enclosed in brackets and separated by a comma:

(Halperin and Heath, 2012)
If an author has more than one cited publication for this year, add a, b, c, etc. to the date. Denote pages by p. (singular) and pp. (plural):
(Chadwick, 2011a, pp. 3-4)

Where two or more works are referenced at the same time they are enclosed within the same brackets and separated by a semi-colon:

(Gallagher, 2015; Nettelfield, 2014, p. 24)

The second component of the Harvard system is a single complete list of references given at the end of the article. This list should be arranged in alphabetical order by the (first) author's surname. It should **NOT** be divided by types of source i.e. books, articles and so on. The reference list must contain all literature cited in the main text and any occasional notes; it may not contain a reference unless the work has been explicitly cited.

The format of each reference starts with the last name of the author, followed by their initials, a full stop and then the date of publication in brackets. The entry then continues with different formats for books, chapters in edited books and journal articles as follows:

Books (authored and edited)

Halperin, S. and Heath, O. (2012) *Political Research: Methods and Practical Skills*. Oxford: Oxford University Press.

Chadwick, A. (2013) *The Hybrid Media System: Politics and Power*. Oxford: Oxford University Press.

Gallagher, J. (ed.) (2015) *Images of Africa: Creation, Negotiation and Subversion*. Manchester: Manchester University Press.

Allen, N. and Bartle, J. (eds.) (2011) *Britain at the Polls 2015*. London: Sage.

Chapters in edited books

Bacon, M. (2011) 'Richard Rorty: Liberalism, Irony, and Social Hope', in C. Zuckert (ed.), *Political Philosophy in the Twentieth Century: Authors and Arguments*. Cambridge: Cambridge University Press, pp. 198-212.

Heath, O. (2011) 'The Great Divide: Voters, Parties, MPs and Expenses', in N. Allen and J. Bartle (eds.), *Britain at the Polls 2010*. London: Sage, pp. 120-146.

Benedetto, G. and Varela, D. (2014) 'Great Britain', in N. Conti (ed.), *Party Attitudes towards the EU in the Member States*. Abingdon: Routledge, pp. 59-78.

Journal articles

Bentley, M. (2014) 'Strategic Taboos: Chemical Weapons and US Foreign Policy', *International Affairs*, 90 (5), 1033-1048.

Miskimmon, A. and Hertner, I. (2015) 'Germany's Strategic Narrative of the Eurozone Crisis', *German Politics and Society*, 33 (1-2), 42-57.

Stegmaier, M., Lewis-Beck, M. S. and Smets, K. (2013) 'Standing for Parliament: Do Black, Asian, and Minority Ethnic Candidates Pay Extra?', *Parliamentary Affairs*, 66 (2), 268-285.

Paper presented

Allen, N. (2013) 'Citizens' Expectations and Evaluations of Political Conduct in France, Germany and the United Kingdom'. Paper presented at PSA Annual Conference, Cardiff, 27 March.

Electronic [online-only] journal articles

Aslan, B. (2015) 'The Mobilization Process of Syria's Activists: The Symbiotic Relationship Between the Use of Information and Communication Technologies and the Political Culture', International Journal of Communication [online], 9, 1-19. Available from: http://ijoc.org/index.php/ijoc/article/view/3527/1436 [Accessed 14 September 2015].

Web page

Conservative Party (2015) *The Conservative Party Manifesto 2015* [online]. The Conservative Party. Available from: https://s3-eu-west- 1.amazonaws.com/manifesto2015/ConservativeManifesto2015.pdf [Accessed 14 September 2015].

Orchard, R. (2015) *Three Political Veterans Predict the 2015 UK Election* [online]. BBC News. Available from: http://www.bbc.co.uk/news/uk-politics-31066643 [Accessed 14 September 2015].

NB The author of a web page can be an individual or a corporate body. The publisher is the organisation responsible for maintaining the website.

Newspapers

Rawnsley, A. (2015) 'Party Manifestos: Furtive Silences that Speak More Eloquently than Flowery Words', *The Observer*, 12 April.

Never use Latin referencing expressions such as op cit, loc cit, ibid, and avoid any abbreviation terms. In circumstances where one or a few texts are referred to many times, it may be acceptable to introduce an acronym into Harvard referencing as a shortcut, so long as it is explained clearly on first use. For instance, John Locke's *Two Treatise of Government* might be abbreviated to TTG. If in doubt, check with your tutor.