DEPARTMENT OF ENGLISH

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2023/2024

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 College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

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

Contents

1   Introduction to your department

1.1   Welcome

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

The department of English is a creative, dynamic department, comprised of cultural and literary historians, cultural and literary theorists, novelists, essayists and poets. We produce internationally recognised research and award-winning creative work. We are home to the Centre for Victorian Studies and the Poetics Research Centre, and we organise seminars and events on many different fields of literary research and creative practice, hosted at Bedford Square and by the Institute of English Studies at Senate House. Our long-running and well-respected postgraduate degrees in Creative Writing, English Literature, Medieval Studies, and Victorian Literature and Culture will offer much to challenge and inspire you during your time at Royal Holloway.

We are committed to supporting your study, and to teaching you in engaging and innovative ways. We hope that you will come to seminars well-prepared, and ready to contribute to the discussion. Masters work represents a step-change from undergraduate study in both quantitative and qualitative terms. The first months of an MA inevitably involve some adjustment as you get used to the new rhythm of work. This handbook contains the essential information about your degree, and the handbook for your chosen MA will offer further useful details. You should familiarise yourself with these handbooks as soon as you can, and refer to them throughout your course. If you have questions, we're also here to help: speak to your course tutor, or to the convener on your MA. I hope you will have a happy and memorable time as members of our department, and of our postgraduate community.

Dr Alastair Bennett Postgraduate Education Lead (English)

1.2   How to find us: the Department

The Department is located in the International Building This can be found on the College **campus map** as building 15.

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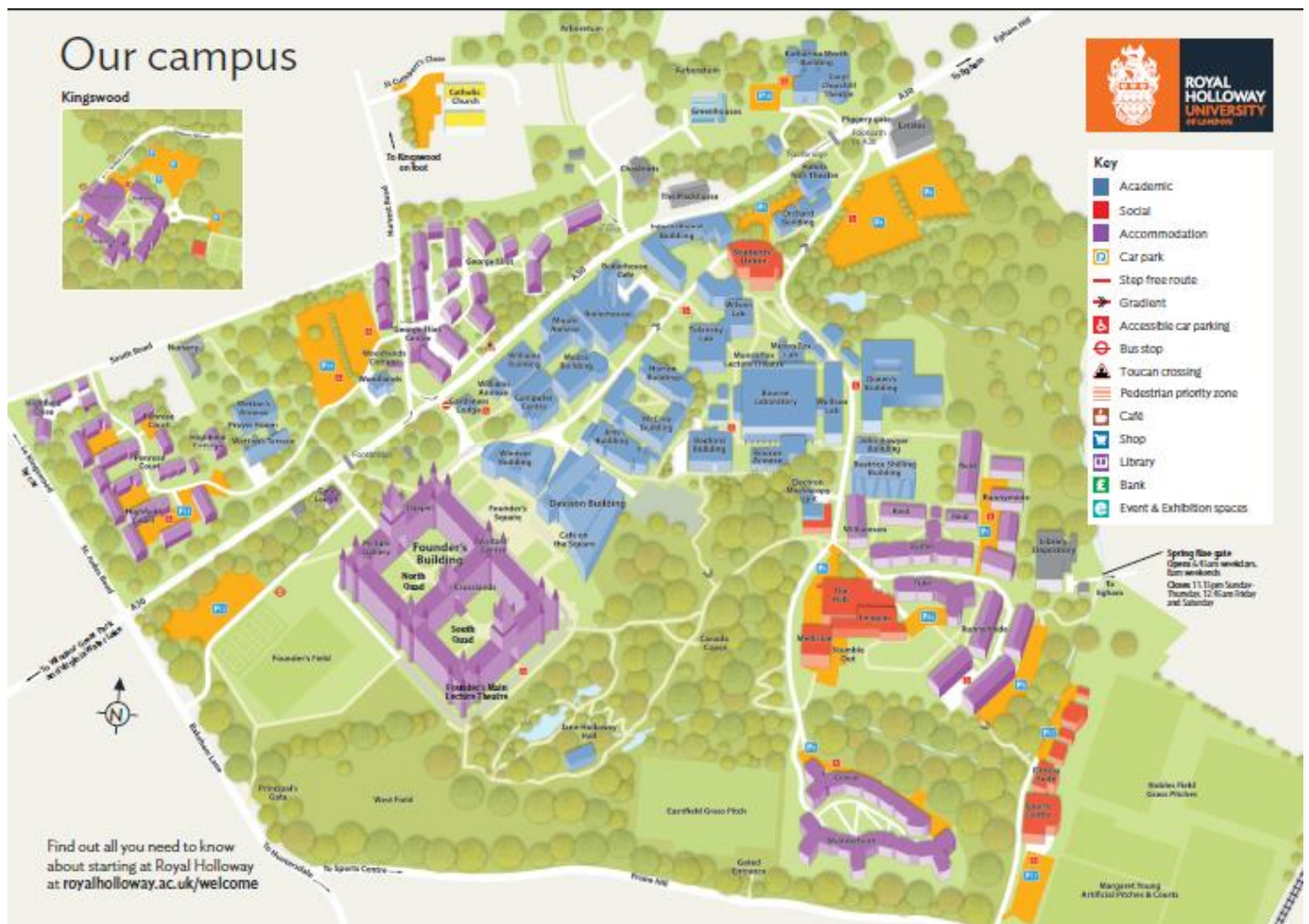
Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you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

1.4 How to find us: the School office

The School Office is located to the right when entering the International Building, in IN149.

CONTACT DETAILS

School Manager:
Corrie Barker   INTER147   corrie.barker@rhul.ac.uk

School Helpdesk:
Ellie Lofthouse   INTER149   eleanor.lofthouse@rhul.ac.uk

Disability & Dyslexia Services

1.5 How to find us: the staff

Role	Phone no. and office		Email
Head of School:			
Professor Giuliana Pieri	443218	INTER146	g.pieri@rhul.ac.uk
Head of Department:			
Professor Adam Roberts	INTER, second floor		A.C.Roberts@rhul.ac.uk

English and Creative Writing Academic Staff

Role	Phone no. and office	Email
Prof Tim Armstrong	443747 INTER210	T.Armstrong@rhul.ac.uk
Dr Alastair Bennett	443750 INTER208	Alastair.Bennett@rhul.ac.uk
Dr Prue Bussey-Chamberlain	443223 INTER256	Prudence.Chamberlain@rhul.ac.uk
Dr Doug Cowie	443227 INTER204	Douglas.Cowie@rhul.ac.uk
Prof Robert Eaglestone	443746 INTER219	R.Eaglestone@rhul.ac.uk
Prof Finn Fordham	276316 INTER252	Finn.Fordham@rhul.ac.uk
Dr Vicky Greenaway	443745 INTER212	V.L.Greenaway@rhul.ac.uk
Prof Lavinia Greenlaw	Bedford Square	Lavinia.Greenlaw@rhul.ac.uk
Prof Judith Hawley	443225 INTER248	J.Hawley@rhul.ac.uk
Dr Betty Jay	443512 INTER220	B.Jay@rhul.ac.uk
Dr Alison Knight	INTER, second floor	Alison.Knight@rhul.ac.uk
Dr Helen Kingstone	INTER251	Helen.Kingstone@rhul.ac.uk
Dr Nicola Kirkby	INTER225	Nicola.Kirkby@rhul.ac.uk
Dr Nikita Lalwani	Bedford Square	Nikita.Lalwani@rhul.ac.uk

Dr Amber Lascelles	INTER206	Amber.Lascelles@rhul.ac.uk
Prof Ben Markovits	443397 INTER218	Ben.Markovits@rhul.ac.uk
Dr Katie McGettigan	INTER, second floor	Katie.McGettigan@rhul.ac.uk
Dr Lewi Mondal	INTER, second floor	Lewis.Mondal@rhul.ac.uk
Dr Will Montgomery	276426 INTER213	Will.Montgomery@rhul.ac.uk
Dr Catherine Nall	443228 INTER215	Catherine.Nall@rhul.ac.uk
Dr Jennifer Neville	414115 INTER216	J.Neville@rhul.ac.uk
Dr Harry Newman	276423 INTER257	Harry.Newman@rhul.ac.uk
Prof Redell Olsen	Bedford Square	Redell.Olsen@rhul.ac.uk
Dr Nick Pierpan	443216 INTER207	Nicholas.Pierpan@rhul.ac.uk
Dr Deana Rankin	276494 INTER253	Deana.Rankin@rhul.ac.uk
Dr John Regan	414123 INTER249	John.Regan@rhul.ac.uk
Dr James Smith	443220 INTER254	James.Smith@rhul.ac.uk
Dr Matthew Thorne	Bedford Square	Matthew.Thorne@rhul.ac.uk
Dr Briony Wickes	INTER, second floor	Briony.Wickes@rhul.ac.uk
Dr Karina Lickorish Quinn	INTER, second floor	Karina.LickorishQuinn@rhul.ac.uk

1.6 Staff research interests

For full information, Google search individual staff profiles.

English Academic Staff	Summary of interests
Professor Ruth Livesey	nineteenth-century literature, culture, and political thought
Professor Tim Armstrong	American Literature, Modernism; literature and slavery; literature, media and the body; the poetry of Thomas Hardy.
Dr Alastair Bennett	the intersections between literary and devotional culture in late medieval England
Dr Prue Bussey-Chamberlain	Contemporary poetry, experimental writing, memoir, non-fiction, feminism, and queer theory
Dr Doug Cowie	Fiction writing, American music (folk, popular, jazz), the life and work of Nelson Algren

Professor Robert Eaglestone	Contemporary fiction; literary theory; the relationship between literature and philosophy, especially concerning ethics; Holocaust, genocide and traumatic literature
Professor Finn Fordham	20th Century Literature, James Joyce, Genetic Criticism, Culture of the 1930s and 40s.
Dr Lavinia Greenlaw	Poetry and poetics, narrative. Experimental non-fiction, film and sound work, writing across genres, interdisciplinary work between science and the arts, making and reading the image, perception and the visual arts (especially Netherlandish Early Modern).
Dr Vicky Greenaway	19th Century Literature and Culture, poetics and politics and on the interrelations of sculpture and poetry, he relation of pedagogy, aesthetics and epistemology in the Victorian period
Professor Redell Olsen	poetics, avant-garde, feminism, visual arts, practice-based, contemporary literature, Sustainability, environmental humanities, science and art, engaged humanities, Painting, ecology, feminism, English literature, fiction, Poetry writing, Fine art
Professor Judith Hawley	Eighteenth-Century Literature and Culture; satire; Alexander Pope; Jonathan Swift; Laurence Sterne; Women Writers 1660-1830; gin.
Dr Betty Jay	Woolf, feminism, film, modernism, contemporary writing, women's writing, post-colonialism, Carter, Bildungsroman, Salinger, masculinity, war, great war, first world war, Toni Morrison, Janet Frame, Antonia White, gender studies
Dr Helen Kingstone	nineteenth-century literature, Victorian histories, oral history
Dr Nicola Kirkby	Nineteenth-century fiction, infrastructure studies, history of technology, and novel form
Dr Alison Knight	Early modern religious history and literature, specialising in the history and interpretation of the Bible in England and religious migration to England in the sixteenth century.
Dr Nikita Lalwani	contemporary literary fiction, asylum, human rights, giftedness, penal reform screenwriting adaptations
Dr Amber Lascelles	20th and 21st century Postcolonial literatures and cultures; specifically, Anglophone Caribbean literature, West African literature, Black British literature, and Black feminist fiction.
Dr Karina Liquorish Quinn	Memory and counter-memory; post-conflict literature and how writers engage in remembering and reframing internal

	armed conflicts (particularly during or after formal processes of transitional justice)
Professor Ben Markovits	contemporary fiction, historical novel, Byron, practical criticism, post-modernism, memoir
Dr Katie McGettigan	nineteenth-century American and transatlantic literature and print culture
Dr Lewi Mondal	African American literature and theory, racial identity in culture, Victorian Neoslave narratives
Dr Will Montgomery	Modernist and contemporary poetry and poetics; sound and literature
Dr Catherine Nall	Late Medieval Literature and History
Dr Jennifer Neville	Old English Poetry (particularly the riddles of the *Exeter Book* and *Beowulf*), medievalism (especially in Tolkien), the creation of group identities, representations of the natural world, eco-criticism, metaphor, translation
Dr Harry Newman	16th and 17th century drama, theatre and literature; gender and sexuality; material culture; history of science and technology
Professor Redell Olsen	Poetic Practice, Poetics, Visual Arts, Contemporary and Innovative Writing, Creative-Critical Writing, Ecology, Feminism and theory, Experimental Novel, Modernist Traditions, Virginia Woolf
Dr Nick Pierpan	theatre, film, television, and poetry
Dr Deana Rankin	16th and 17th century literature in England and Ireland, with a particular interest in drama; classical republicanism in C17 England and Ireland; contemporary film and stage adaptations of Shakespeare and EM Drama in post-colonial contexts; representations of tyrannicide; EM women's writing and the evolution of national borders
Dr John Regan	Digital addresses to literature and knowledge. Eighteenth century literature aesthetics and philosophy.
Dr James Smith	18th century literature, 20th/21ST century cultural, political and critical theory
Dr Briony Wickes	nineteenth-century literature, critical animal studies, the environmental humanities, settlement and migration, histories of colonialism, energy futures, and theories of the novel.

2   Support and advice

2.1 Support within your School

The English PGT Academic Support Page is the most important resource to support your postgraduate study at Royal Holloway. If you have any queries, please check this page first.

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in the International Building, room IN149. Opening hours are 9:00am-5:00pm. The Helpdesk is staffed throughout these opening hours. You can call in person during opening hours, ring 01784 276882 or email Humanities-school@rhul.ac.uk. Depending on your query, the Helpdesk will answer your questions then and there, put you in touch with a colleague who can help, or find out the answer and get back to you. If you wish, you may also talk to them in private and they will make sure you receive the support you require.

3   Communication

3.1 Post

All post addressed to you in the Classics department is delivered to the student pigeonholes (alphabetical by surname) in the International Building. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Academic Services is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

3.2 Personal Tutors

Each student is assigned to a Personal Tutor. Personal Tutors advertise on their office door the times when they are available to see students. Joint Honours students will be allocated a primary Personal Tutor (typically in their lead department) and an advisor in their second department.

Your personal tutor is normally available to see you at the beginning of each term and is also available during their regular weekly **Consultation and Feedback** hours during term time. Arrangements may also be made by them, or by you, to meet at other times. Your Personal Tutor is keen to offer you advice and feedback about your work and to discuss your choice of courses with you. Personal Tutors are also willing to discuss personal difficulties, but they understand that you may prefer to take such matters to the College student counsellors or other Wellbeing services.

Occasionally – when, for example, a Personal Tutor goes on research leave – changes will be made, but we try to maintain a link between you and the same Personal Tutor throughout your time in the Department.

Your Personal Tutor will probably be the person best equipped to write you references for jobs during your university career, and (along with the people teaching you in your Final Year) to act as a referee for jobs or higher degree programmes after graduation. It is, therefore, very much in your interest to make sure that you keep in regular contact with your Personal Tutor. Before you name

your Personal Tutor as a referee on an application, you should always ask them if this is all right. You should also make sure that you give them ample time to complete any references: while you only have one Personal Tutor, each Personal Tutor has many – past and present – personal tutees.

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

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

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

You may also be asked to see your Personal Tutor if the Department is concerned about your academic progress. In such an event, you will be required to attend this meeting. In particular Personal Tutors hold meetings with individual students for this purpose in January, at the start of the Spring Term, and again in March, at the end of the Spring Term.

3.3 Questionnaires

Your views on all aspects of the educational service we provide are important to us and help us to provide you with the best student experience possible. You are welcome to express views informally at any time to your course tutors, your Student-Staff Committee and student representatives, your Personal Tutor, or the Head of Department.

Modules are evaluated every year. Towards the end of the teaching on a module you will be asked by your tutor to fill in a questionnaire giving your evaluation of the teaching you have received, the effectiveness of library provision and the overall quality of the module. It is College policy that such module evaluations are completed by all students. These are anonymous and your co-operation in making these evaluations is of great help to the Department. The results of the evaluations are considered by the School of Humanities Education Committee as well as the relevant Head of Department, and form part of the Department's Annual Monitoring Report, which aims to improve modules, taking into account student feedback.

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

4 Teaching

4.1 Study weeks

Term One   Monday 30 October - Friday 3 November 2023
Term Two   Monday 19 – Friday 23 February 2024

Study Weeks are weeks that do not normally have scheduled teaching (although they can be used as a space to make up any teaching lost earlier in the term to staff illness). They are an opportunity for you to consolidate what you have learnt, work on your coursework assignments, and do preparatory reading for the second half of the term.

5 Degree structure

Full details about your course, including, amongst others, the aims, learning outcomes to be achieved on completion, modules which make up the course and any course-specific regulations are set out in the course specification available through the Course Specification Repository. Please also check the English PGT Academic Support Page

5.1 Department specific information about degree structure

Course convenor
Dr Amber Lascelles
Amber.Lascelles@rhul.ac.uk

Consultation hour: Mondays 2-3pm in office IN206 or on MS Teams (email for an appointment)

Structure of the MA
Full-time students on the MA English Literature programme complete modules to the value of 180 credits. Full-time students will automatically be registered to:

EN5230 - Dissertation Module - 60 Credits
EN5001 - Methods and Materials of Research - Zero Weighted Compulsory Module
SS1001 - Academic Integrity. This is a compulsory component that must be completed and passed by the end of Term 1.

Students must be registered to optional modules to the value of 120 credits. These should be balanced between Term 1 and Term 2 (e.g., you should not take 3 modules in Term 1 and 1 in Term 2). Places will be assigned on a first come, first served basis subject to timetabling. Please note that a module will only run if enough students request the module.

The taught programme includes:
- Two modules in Autumn / Term 1 (one module for part time students)
- Two modules in Spring / Term 2 (one module for part time students)
- Dissertation (12,000 words max) in Summer / Term 3, working with a supervisor with relevant expertise. Part time students will do dissertations in the summer at the end of their

second year. (It's worth starting to think about possible dissertation topics in the Autumn and Spring.) We run dissertation workshops in May/June. **The deadline is Monday 2 September 2024.**

- Session on EN5001 Research Methods & Materials (The course runs as a one-day workshop in the Autumn term.)

5.2 Change of course

You may transfer to another programme subject to the following conditions being met before the point of transfer:

(a) you must satisfy the normal conditions for admission to the new programme;
(b) you must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;
(c) the transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.
(d) if you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.
(e) you may not attend a new programme of study until their transfer request has been approved.

Further information about changing programmes is available in Section 8 of the Undergraduate Regulations

6 Facilities

6.2 The Library

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

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for undergraduate modules. The rest of the library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work, as well as many areas where you can work on your own. The library contains a large number of PCs and has laptops to borrow on the ground floor to use in other study areas.

The Information Consultants for the School of Humanities are Emma Burnett and Victoria Falconer (HumanitiesLibrarians@rhul.ac.uk)

6.3 Photocopying and printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available here.

6.4 Computing

How to find an available PC

There are ten open access PC Labs available on campus which you can use, including three in the

Computer Centre. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card.

Many of the PC labs are open 24 hours a day, 7 days a week, although this may be affected by the coronavirus pandemic. Alternatively, there are computers available for your use in the Library, and Computer Centre, although please do bear in mind that capacity on campus is likely to be reduced for the foreseeable future.

7   Assessment information

7.2 Anonymous marking and cover sheets

All undergraduate essays and other forms of written coursework are marked anonymously. Please remember to make sure that your name does <u>not</u> appear on the written work that you submit. Work should be submitted by CANDIDATE NUMBER ONLY. Your candidate number (which changes every year) will be circulated to you early in Autumn Term.

7.3 Submission of work

As noted above, all work for the final assessment of any course must be submitted anonymously via Turnitin, i.e., identified by CANDIDATE NUMBER, not name or student ID number. Formative work, i.e., essays which are done for practice only and do not contribute to the mark for the course, are also normally submitted anonymously online, but there may be some exceptions (for example in-class language formative tests). If you are unsure whether an assessment is assessed or formative, please check with the course tutor. **Please make sure that your name does not appear anywhere in your essay (including headers and footers).**

All coursework and dissertations must be submitted electronically. The steps you have to take in order to submit an electronic copy of assessed assignments are described in detail on the Avoiding Plagiarism course which can be accessed through the Moodle Home page on the Moodle site http://moodle.royalholloway.ac.uk/ . Your work is sent to the Joint Information Services Committee (JISC) Plagiarism Detection Site (PDS) for comparison with the contents of that system's databank, and it is returned to the markers at Royal Holloway annotated to show matching text and its source(s). The purpose of this step is not to detect plagiarism – we do not expect this to occur and would be very disappointed to discover that it had – but to help the markers to check that you are referencing quoted material appropriately.

<u>Coursework essays</u> submitted during the year (whether or not they count for assessment) must be submitted by the advertised deadlines, which will be stated on the relevant course Moodle page.

<u>Second Year Projects and essays for end-of-course assessment</u> must be submitted online by the advertised deadline at the beginning of the summer term.

7.4 Penalties for over-length work

Word limits are not set to make students' lives unnecessarily difficult! They exist because of the importance of Classics students developing the necessary skills to produce different kinds of writing under a range of circumstances and for various purposes. Word limits, therefore, need to be taken seriously as any work exceeding them may not be marked. Short-weight work is unlikely to be able to meet the assessment criteria in full.

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

Section 13 (6)

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

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

7.5 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.

Please note: It may be appropriate to speak to your module convenor about applying for an extension for

7.6 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, "a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities". It is for such conditions and SpLDs that 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 any appropriate adjustments, support and exam access arrangements can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them. More information about registering with the Disability and Neurodiversity team is available here.

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

7.7 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.

Avoiding Plagiarism

You will successfully avoid plagiarism if you always observe this simple rule:
Whenever you quote or summarise the words of a modern author, you should:
- use quotation marks to show the extent of your quotation, and
- name your source clearly each time.

You are strongly advised to participate in the online learning resource on Avoiding Plagiarism. Visit the Moodle site: **https://moodle.royalholloway.ac.uk/enrol/index.php?id=1897** and see **Avoiding Plagiarism** under **My Courses**.

You need to be careful to avoid plagiarising unintentionally. This can happen for example when a student:

- quotes from a source listed in the bibliography at the end of the essay without also referring

to it in the appropriate places in the text or in footnotes;

- quotes directly from a source referred to in footnotes without making it clear, through the use of inverted commas or other devices, where the quotation begins and ends;
- relies on his or her own notes made from a book or article, and inadvertently uses words copied verbatim from a modern author without acknowledgement;
- duplicates his or her own work, for example by submitting almost exactly the same work for two different assignments.

An allegation of plagiarism does not necessarily imply an allegation of intent on the part of the student to cheat. Situations which may, however, imply cheating in this context include:

- the use of sources which would not normally be available to the student, such as work submitted by others in previous years;
- an attempt to dismiss the plagiarism when presented with material evidence;
- collusion with another person;
- a repeat offence.

All cases of alleged plagiarism will be initially referred to the Deputy Chair of the Department Assessment Board who will investigate the matter. If the case is proved, they may impose a penalty from among those set out in the regulations. The most usual penalty is a mark of zero. More serious cases, or repeat offences, may be referred to the Vice-Principal and the offender may be excluded from further study in the College.

8   Health and Safety Information

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

8.2 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

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

8.3 Lone working policy and procedures

The College has a 'Lone and Out of Hours Working' policy that can be found here.

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator, Penelope Mullens, or the College Health and Safety Office.

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