Disclaimer

This document was published in September 2020 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.
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1. Introduction to your department

1.1 Welcome

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

A warm welcome to the Department of Physics. The MSc in Physics Euromasters Student Handbook is the main source of information and advice provided by each department in the College to its own students. In the following pages you should find all of the essential information that a student studying for a Euromasters degree in the Department of Physics should need. Web links to further sources are also listed.

The handbook should be read in full by every Euromasters student of Physics. You will find you need to become very familiar with some of the information for use on a day to day basis. Other information will not be needed anywhere near as frequently and you will simply need to recall that its source is the MSc in Physics Euromasters Student Handbook, referring back as and when questions arise, so please store this document in a safe place after you have read it. An up to date electronic version can be found on the Departmental web site. We are aware that the reading of this document will take some time so, without loss of accuracy or completeness, we have endeavoured to be as succinct as possible.

Please do not hesitate to ask questions of academic or departmental office staff, but first please ensure that you have referred to this handbook. If you spot any errors or there is any need for clarification please let the office staff know. While we have made every effort to ensure that such events are rare, we are not infallible.

I hope you very much enjoy the coming academic year, we aim to make it as fulfilling as possible.

Professor Phil Meeson
Director of Graduate Studies

1.2 How to find us: the Department

The Department of Physics is housed in the Tolansky and Wilson Laboratories. Most of the academic, research and technical staff are based here. The first number of the room code denotes the floor level, 0, 1, or 2.
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 staff

CONTACT DETAILS

Head of School:  Professor Stewart Boogert  01784 41 4062  Bedford 1-27

Head of Department:  Dr Stephen West  01784 27 6466  T116

Postgraduate Physics Lead:  Professor Phil Meeson  01784 41 4646  W058

School Manager:  Vanessa Law  01784 44 3598  Bedford 1-28

School Helpdesk:  epms-school@rhul.ac.uk  01784 276881  Bedford 1-29

All teaching staff and their contact details can be found in the staff directory.

1.5 How to find us: the School office

The School Administration office is located in Room 1-29 in Bedford Building.
The School Helpdesk telephone number is 01784 276881.
The generic School email address is EPMS-School@rhul.ac.uk

1.6 The Department: practical information

The following notes provide information of a general nature about security and safety within the department.

Normal Hours. The department is normally open Monday to Friday 08.00 to 17.30 and closed at weekends and public holidays. Outside normal hours all external doors are locked.

Smoking. Smoking is not allowed in any college building, or within five metres of it. This also applies to e-cigarettes.

Eating and drinking. The department has a kitchen in T132 where you can prepare drinks and heat food. Food and drink can be eaten in the kitchen, the resources room (Tolansky T118), or the foyer. Food and drink may not be consumed in laboratories or workshops.

Fire safety. All staff and students must evacuate the building promptly when the fire alarm sounds. They must head directly to the nearest exit and not take a detour to collect belongings. On leaving the building, go to assembly point number 12. Do not re-enter the building until the all clear has been given by a Physics department fire marshal or a member of college security. The same procedure will be used in the event of a bomb scare or gas leak. The fire alarm will be tested at 8.30 am every Thursday morning, except during the exam period.

First aid. The department has four first aiders. These will be available Monday to Friday, 8.30 to 17.30. In the event of an accident, a first aider must be called. If a first aider is not available then pick up any internal phone and dial 444 to get in touch with College Security staff.

Accidents and incidents. Any accident must be reported, and an accident report form completed, within 24 hours, by the departmental health and safety co-ordinator. An incident is an occurrence that could have resulted in an injury, but didn’t.
**Safety.** It is important that you are safe in the department at all times, and it is important that you become familiar with all of the necessary safety procedures and working practices that may apply to you. Everyone has a legal duty to ensure that they work in such a way that ensures the safety of themselves and others. All experiments and practices have been risk assessed, and coupled with a 'safe system of work', they should control all hazards that individuals are exposed to. The Head of Department is responsible for health and safety in the department, and he/she is assisted by a Health and Safety Co-ordinator.

**Ionising radiation.** Work with ionising radiation is strictly controlled, and must conform with Royal Holloway’s site rules, and the Physics department’s local rules. If a student has to use sources of ionising radiation during their studies, they will be given more instruction at the time.

**Laser pointers.** Students may not bring lasers or laser equipment on site under any circumstances. If a student requires a laser pointer for a presentation, they can borrow one from the Teaching Lab.

**Gender neutral toilets.** There are gender neutral toilets in the Bedford Building, the Student Union and the Boiler House Café.

Nursing room: There is a breast feeding room in the Shilling Building.

### 1.7 Staff research interests

**Profile**

The latest UK research assessment (REF 2014) confirmed the high international significance of our research. Our strengths range from explorations of the fundamental properties of condensed matter through to technological applications and to the study of elementary particles at the highest attainable energies. Experimental research is carried out in the department's own laboratories, and at major international centres.

Research is generously supported by the Engineering and Physical Sciences Research Council (EPSRC), the Science and Technology Facilities Council (STFC), the European Commission, the Royal Society, the National Physical Laboratory, CERN, the European Spallation Source, SNOLAB, and by industry. Much of our research is carried out in collaboration with other leading universities in Europe and worldwide, creating a vibrant international atmosphere.

**Centre for Particle Physics**

- CERN, the ATLAS experiment is collecting data produced by the Large Hadron Collider (LHC).
- Our physicists played an important role in the 2012 discovery at the LHC of the Higgs boson and are studying the new particle's properties. Members are also carrying out studies of the top quark and searching for new physics that goes beyond the current Standard Model, such as quark-lepton compositeness and extra dimensions. The group also plays an important role in computing for the LHC through involvement in the Particle Physics Grid.
- Research centred on the physics of cutting edge particle accelerators, both for particle physics experiments including the LHC, and for light sources and neutron spectroscopy experiments. This work is being pursued in the John Adams Institute for Accelerator Science, a joint initiative between Royal Holloway, Oxford University, and Imperial College.
- The search for dark matter and neutrino physics with the DEAP/CLEAN and DMTPC direct detection experiments, located at underground laboratories in Canada and the United States respectively. A major goal of this activity is developing beyond state-of-the-art instrumentation for the next generation of dark matter searches in a new laboratory on campus.
Research in theoretical particle physics in the areas of collider phenomenology and astroparticle theory. This includes calculations for the LHC and phenomenological studies of Higgs and electroweak gauge bosons in and beyond the Standard Model. The astroparticle activity includes theoretical developments in dark matter physics, early Universe cosmology and neutrino physics.

Centre for Condensed Matter Physics

- The Nanophysics and Nanotechnology Group explores metallic nanostructures, including superconducting nanocircuits for quantum computation; electron-spin-polarized currents; the design of nanometre-scale devices; and the electrical and thermal properties of GaAs quantum wires. We own and operate ‘SuperFab’, a world class nanofabrication centre dedicated to the study of superconducting quantum devices.
- The London Low Temperature Laboratory studying the emergent properties of Helium, which is a model quantum system. Research projects are available in our MilliKelvin Laboratory on 2D quantum fluids and solids, solid 3He and helium clusters, NMR using SQUIDs and current sensing noise thermometry.
- The Materials Physics Group use neutron and synchrotron X-ray scattering at the nearby ISIS and Diamond facilities to study fundamental problems including magnetic monopoles, quantum criticality and superconductivity, and new materials for energy applications such as thermoelectrics and battery materials. These experiments are an ideal test bed for our first-principles density functional calculations using ARCHER.
- The Hubbard Theory Consortium offers strongly correlated theory projects in dynamical mean field theory, mesoscopic superconductivity, cold atoms and quantum many-body non-equilibrium physics.

Research facilities and partners

Major facilities include SuperFab, the University of London Low Temperature Laboratory; the Materials Discovery Laboratory; data analysis and extensive computer networking facilities; Accelerator Physics Laboratory, Dark Matter Laboratory, and High Power Laser Facility. Collaborative research is carried out by our scientists at major international centres in the UK and across the world and with many industrial partners.

2 Support and advice

2.1 Support within your School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. Opening hours are 9:00am to 5:00pm in term time and 10:00am to 4:00pm during vacation. The Helpdesk is staffed throughout these opening hours. You can ring 01784 276881 during office hours or email EPMS-School@rhul.ac.uk. Depending on your query, the Helpdesk will answer your questions, book you an appointment, put you in touch with a colleague who can help, or refer you another professional team within the College. The Helpdesk is situated in room 1-29, in Bedford Building.

To book an appointment

Most queries can be managed via email, phone or MSTeams but should you need a face to face appointment the office will book a 15 minute appointment with you. To arrange a face to face meeting email EPMS-School@rhul.ac.uk providing your student ID and a brief explanation of what you want to discuss during the appointment.
2.2 Support within the department

The Postgraduate Physics Lead acts as Personal Tutor and provides primary support for each student, including overall personal and academic welfare. Students meet with the Postgraduate Physics during Welcome Week to confirm their registration for taught courses, and before the end of the first term to discuss progress in their studies. The undergraduate MSci coordinator will advise on choice of 1st year courses.

2.3 Postgraduate Forum

The Postgraduate Forum is a mechanism for graduate research students to raise issues and provide feedback to the Department and is also the appropriate forum for second year Euromasters students. There are three meetings per year which all postgraduate researchers are invited to attend. These meetings are jointly chaired by elected student representatives from Particle Physics and Condensed Matter Physics. The student representatives attend the School Postgraduate Committee which feeds into the Departmental Assessment Board Meeting and the College Annual Review process. First year Euromasters students may also wish to provide feedback to the MSci year coordinator.

3 Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to be able to contact you to inform you about changes to teaching arrangements, special preparations you may have to do for a class or meetings you might be required to attend. You will need to be able to contact members of the department for example, if you are unable to attend a class, or wish to arrange a meeting with your Personal Tutor.

The department operates an ‘open door’ policy, meaning that you may visit the office of a member of staff at any time, though you may find that they will ask you to return at a more convenient time if they are busy and the matter is not urgent.

3.1 Post

Students should not use the College address for private mail. Mail and parcels from relatives, friends and mail order companies should be addressed to your hall or private accommodation – not the Department or School. There are some pigeonholes for internal mail addressed to Euromasters students in the post room in T128. Important information from Academic Services is often sent by internal post and tutors/supervisors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

3.2 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the campus-wide portal, CampusNet or direct via Outlook.com.

We will routinely email you at your College email address and you should therefore check your College email regularly (at least daily). We will not email you at a private or commercial address. Do not ignore emails from us. We will assume you have received an email within 48 hours, excluding Saturdays and Sundays.
If you send an email to a member of staff in the department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

Emails to academics and administrators should be typed correctly and not written in ‘txt’ style.

3.3 Your Contact Information

There can be occasions when the department needs to contact you urgently by telephone or send you a letter by post.

It is your responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date. Further information about maintaining your contact information is available here.

You can find out about how the College processes your personal data by reading the Student Data Collection notice.

3.4 Mobile telephones

Mobile phones may be used within the department but must be turned off during formal teaching periods, for example during lectures, laboratories and tutorials.

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

The Programme Specification is the definitive record of the programme regulations.

The programme consists of a taught first year, which incorporates a significant research project and research skills training element.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Taught year</th>
<th>Choice of six taught courses</th>
<th>Project (including key skills training)</th>
<th>45 ECTS</th>
<th>15 ECTS</th>
<th>75 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>Research year</td>
<td>PH5500 Research Project (including research training courses)</td>
<td></td>
<td>60 ECTS</td>
<td></td>
<td>120 credits</td>
</tr>
</tbody>
</table>

Commented [MP5]: The table needs checking by Clare Munton.
While AQPO set up the programme they don’t review handbooks in this way. I will check this against CAPP on Monday.

Commented [MP6]: I’ve cut out some repetition in this section.
The First Year

In your first year you will take six taught courses chosen from those taught by members of the University of London intercollegiate MSci consortium. You will also take a project in a research area of a member of academic staff in the Department. The list of courses and their details are given in the Intercollegiate MSci Handbook at https://qmplus.qmul.ac.uk/course/view.php?id=6054#. The course choice should be made before the beginning of the programme with advice from the MSci year coordinator and the Postgraduate Physics Lead.

The undergraduate MSci course codes are in the format PH4xxx. MSci courses taken by postgraduate students have a course code in the format PH5xxx (e.g., PH4211 Statistical Mechanics as listed in the MSci Handbook becomes PH5211 when taken as part of the Euromasters programme). The course choice should be made before the beginning of the programme with advice from the MSci year coordinator and the Postgraduate Physics Lead.

There is a written examination associated with each lecture course, taken in the summer term at Royal Holloway. The timetable for the examinations is published towards the end of the spring term.

The Second Year

In the second year you will conduct a Research Project PH5500, supervised by a member of academic staff in the Physics Department. Associated with this, you may take a series of specialist research training courses.

Research Training

In your second year, as part of your Research Project, you may participate in research training on topics related to the project, through directed study, seminars and lectures. There will be no formal examinations in these courses. Progress will be assessed by coursework and seminar participation.

4.2 Course registrations

You can only register for 120 credits’ worth of courses in each academic year (this excludes courses which are being re-sat). You will have the option of changing courses up to the end of the second weeks after the start of teaching (excluding Welcome Week), subject to timetabling. Any courses that you wish to take on an extracurricular basis (that is, not counting towards your degree) must be identified at the start of the academic year.

Students must ensure that they are registered for the correct number of course units.

4.2.1 Change of course unit registration

Students thinking of changing any element of their course unit registration after the registration documents have been submitted should seek advice from the MSci year coordinator and the Postgraduate Physics Lead. Those deciding to make such a change must email EPMS-School@rhul.ac.uk. Once you have submitted assessment for a course, you may not replace it with another either in that term or in a subsequent term (e.g., Spring term).

The department deadline for changes to Autumn Term and course units taken over the full academic year is two weeks after the start of teaching (excluding Welcome Week).

The College deadline for changes to Spring Term course units is two weeks after the start of teaching to allow time for course registration checking for central examination purposes.
4.3 Enrolment and late arrival
Postgraduate Taught students are not permitted to (re-)commence their studies more than two weeks after the start of teaching (excluding Welcome Week), that is, the final deadline for students to complete College Enrolment and be in attendance at the College is two weeks after the start of teaching (three weeks after the start of the academic year).

If you are experiencing difficulties, e.g. personal, health in returning on time, you should contact the Postgraduate Physics Lead who may advise you to defer or interrupt until the next academic year.

5 Facilities

5.1 Facilities and resources within your department

5.1.1 Physics Resources Room (T118)
In addition to the books available in the Emily Wilding Davison Library, the department provides some books for physics students (mostly undergraduate) in the Physics Resources Room in T118. This is not a formal library so the stock held there is limited. It is not meant to be a replacement for the Emily Wilding Davison library but merely an additional resource for your studies. You must not remove any text books from T118. The Resources Room (T118) is used by all members of the department and contains a selection of the recommended textbooks, and study seating is provided. A small number of PCs are available for general use. The Resources Room must be kept clean and tidy. Occasionally the room is made unavailable to students during departmental meetings and other functions.

There are facilities for making hot drinks in T132 and these may be consumed in the Resources Room. This area is available for students to use on condition that it is kept clean and tidy. There is a soft drinks dispenser on the ground floor foyer of Wilson and a chilled water dispenser in T118.

5.1.2 Telescopes
The four-metre dome on top of the Wilson Building houses the department’s telescope – a 12 inch Schmidt-Cassegrain computerised f/10 telescope. Depending on weather conditions and formal usage by undergraduate students, regular sessions are organised by the Physics Society to observe objects such as planets, multiple star systems, galaxies, galactic clusters, and globular clusters. In addition to the main telescope two portable telescopes (10 inch Schmidt-Cassegrain and 6 inch Newtonian) are available for supervised observations.

5.1.3 Mathematica
Mathematica is available on the College PC network, including the PCs in Tolansky, for you to use for your studies. As a Royal Holloway student it is possible for you to install a copy of Mathematica on your own computer. Free to download from here.

5.1.4 Colloquia
The department organises a regular programme of colloquia - talks given about topics in Physics outside the normal degree programmes, intended to broaden the knowledge of us all. The talks may be given by academic staff, postdoctoral fellows and PhD students, but they are usually given by academic speakers from Universities in the UK and abroad. The level varies but most should be intelligible to MSc students. Colloquia are frequently an excellent source of careers information. Details are advertised on our website.
5.1.5 Physics Society
The Physics Society (Physoc) is run by students and organises events throughout the year, including visits to scientific establishments, seminars and social functions. You are encouraged to play an active role in the Society and join their Facebook page.

5.2 The Library
The Information Consultant for Physics is Eva Dann, who can be contacted at eva.dann@rhul.ac.uk

5.3 Photocopying and printing
Photocopying and printing facilities are available in the Physics Department.
When photocopying please remember that it is a criminal offence to infringe the Copyright, Designs and Patents Act 1988.
Make sure you allow sufficient time for printing if you are meeting a deadline that requires a hard copy.

5.4 Computing
How to find an available PC
A suite of PCs with some specialist physics software is located in the Teaching Lab (T231). These computers are used for many courses. When not timetabled for use in teaching, they are available for general use but may not be used for playing games etc. You may also use PCs in PC labs across campus operated by IT Services.

6 Assessment information

6.1 Anonymous marking
Anonymous marking is used for examinations and for some pieces of work throughout the year. Each student is issued with a candidate number for this purpose. This number is independent of your student number and should not be confused with it.

6.2 Submission of work
Problem sheets and other work to be assessed must be submitted according to the instructions of course coordinators and lecturers, project supervisors and the Physics Postgraduate Lead.
Make sure that your work is clearly marked with your name and/or student number, the course and the name of the lecturer who initially set the work.
Project reports should be submitted as instructed.
The College makes use of Turnitin to detect and control plagiarism.

6.3 Penalties for over-length work
Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (6) of the College’s Postgraduate Taught Regulations:
Section 13 (6)

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

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

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

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

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

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

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

Please refer to the Extensions Policy and guidance on the College’s webpage about Applying for an Extension and read the Department policy on Applying for Extensions to Deadlines on the 2020-21 Physics Programme Documents page on Moodle.

Please note: Not every assessment is eligible for an extension.

Extensions are applicable for the following:

1. PH5100: Major Project report
2. PH5500: Research Project

For all other coursework, including regular weekly or fortnightly homework

Applications for extensions may be made in writing via email to the relevant course leader in advance of the original deadline along with the details of the extenuating circumstances (see Extenuating circumstances – Guidance for students for details on what this constitutes). Due to the structure of some course modules, not all extensions can be granted.

Students that miss deadlines through illness should see the staff member concerned on their return. Where possible, new deadlines should be agreed with the member of staff concerned before the stated deadline.

Note that the loss of coursework prior to submission due to any type of computer failure (e.g. file corruption) is not an acceptable reason for late submission or non-submission of work. It is your responsibility to follow well-known IT precautionary procedures. Specifically, frequently back up your work to a location remote from your PC. You are also strongly advised not to leave irreplaceable work (lecture notes, coursework, project reports) in an unattended car, where they or the car may be stolen.

Commented [MP9]: I’m not sure this applies to PGT students taking intercollegiate courses. They can apply for extension for course they are taking here unless you have exempted their assessments.

Commented [MP10]: I don’t know what PH5170 is. Presuming Elaine has removed this
6.5 Support and exam access arrangements for students requiring support

6.6 Academic misconduct – Plagiarism/Collusion

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.

The College uses Turnitin via Moodle - widely known as ‘the plagiarism detection service’. Turnitin is an online service that carries out electronic comparison of students' work (project reports, dissertations and essays) against electronic sources, including other students' work. Where the department requests submission of work via Turnitin, students will be supplied with a login, a password and a specified deadline by email.

Collusion

The work that you submit earns individual coursework marks, and therefore should be your own. Copying of coursework/lab scripts between students is an assessment offence called collusion.

‘Collusion’ means to act in agreement with another person in order to obtain an unfair advantage for oneself and/or for that person. Group working may 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. Collusion may also include any attempt to impersonate another person, or to allow oneself to be impersonated, in an assessment.

As far as the regulations are concerned there is no interest in collusion cases as to who did the original work, all those involved are equally at fault. You may feel there is a grey area regarding ‘working together on problem sets’. Learning new techniques and trying out different approaches is important and we actively encourage discussion between students about how to solve particular problems. However if you submit coursework, it should be your own and it should pass a simple test: that you can defend what you have written and discuss the reasons behind the individual steps. If you just copy someone else’s work, including their characteristic mistakes, you will fail this test.

There are certain instances where we expect submitted group work, for example, in teamwork projects.

Increasingly many employers request a character reference from a Personal Tutor vouching for the honesty and integrity of a particular student. If you have an assessment offence on file, a member of academic staff may decline to give such a reference.
Duplication
‘Duplication’ which is the unacknowledged replication of one’s own work in any quantity across separate assessments without sufficient redevelopment to make it novel and appropriate to each assessment. This would include the replication of work which was previously submitted for assessment at another institution.

Falsification
‘Falsification’ which is the unacknowledged invention or alteration of data, quotations or references.

7 Health and Safety Information

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

7.2 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.

7.3 Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found here.

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

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

8 Department codes of practice

Royal Holloway lays down firm codes of practice for its staff and students on the Academic Welfare of Students, on Freedom of Speech, on Sexual and Racial Harassment, and on Safety, Security and Parking. You will find these codes of practice in the College Regulations and Procedures.

If you feel you are the victim of an infringement of any of these codes, or of any legal right, take the matter up with any of the following, as you see fit:

- The Postgraduate Physics Lead;
- the Head of Department;
- any other member of department teaching staff you prefer to deal with;
- the Support Advisory and Wellbeing Services (tel. 3394);
- the Student Counselling Service (tel. 3128);
- any Students’ Union officer.
Lecture courses for MSc Euromasters Students

Postgraduate courses are taught jointly by King's, Royal Holloway, Queen Mary and University College staff. The MSci handbook gives full details of all courses and where they are taught. The MSci handbook and the timetable are available at https://qmulplus.qmul.ac.uk/course/view.php?id=6054#