SCHOOL OF HUMANITIES

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2021/2022

Contents

1 Introduction to your School and 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 School of Humanities is made up of the departments of English, History, Classics and LLC, the first three of which run Postgraduate Taught (PGT) courses.

Classics

Royal Holloway's Department of Classics is a major centre for research-led postgraduate teaching in the field, both in-house and as part of the wider University of London intercollegiate network and is the world centre for research in classical rhetoric. As well as contributing to the London Intercollegiate MA programmes, for which we currently run two of the three core modules, we host two research hubs with their own programmes of research events, projects, and associated taught postgraduate courses: the Centre for the Reception of Greece and Rome (CRGR) and the Centre for Oratory and Rhetoric (COR). We offer seven taught postgraduate courses: MA Classics, MA Ancient History, MA Classical Art and Archaeology (all part of the Intercollegiate programme, comprising modules taught not just from RHUL but from King's College London, University College London, Birkbeck, and the Institute of Classical Studies), and the RHUL-based MRes in Classical Reception and MRes, PGDip and PGCert in Rhetoric.

Students on the MA and MRes Rhetoric programmes should be aware that optional modules run by other Colleges (KCL, UCL, Birkbeck, ICS) may have slightly different rules (including deadlines and rules on the submission of essays) and if you are taking modules outside RHUL you will need to be aware of the rules governing those modules. If you have any queries or issues, the Royal Holloway team will be happy to advice.

Dr Nick Lowe
Postgraduate Education Lead (Classics)

History

Welcome to Royal Holloway's History department, a strong and lively community of colleagues and students operating at the forefront of research and methodological innovation. Our stimulating range of taught postgraduate degrees offers much that will inspire and challenge you over the span of your MA degree. Although we are one of the largest UK History departments, our size does not come at the cost of anonymity; we are committed to giving close individual attention to all members of our postgraduate community. Becoming an MA student represents a step-change from undergraduate study in both qualitative and quantitative terms. The rhythm of work can sometimes seem more intense, and so the early months of postgraduate study may involve some adjustment. While we would ask you to become familiar with the requirements and procedures contained in this MA handbook as well as your individual course handbook, (this is your responsibility!), we would also remind you that we are here to help. So, your golden rule should be to consult us early if you have queries. We hope that you will all have a happy, productive, and memorable time as part of our department.

Professor Sarah Ansari
Postgraduate Education Lead (History)

English

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 School

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

Mailing address

School of Humanities
International Building
Royal Holloway, University of London
Egham Hill
Egham
Surrey TW20 0EX

Telephone: +44 (0)1784 413314

Bedford Square

Royal Holloway's Central London Headquarters are located in a fine Georgian house at 11 Bedford Square, London WC1. This is conveniently situated, close to the British Museum and to the University of London's Senate House (Malet Street), which houses the University Library. Bedford Square is open from 9 am to 9 pm Monday to Friday. There is a common room (with a payphone), a kitchen and cloakrooms in the basement for the use of Royal Holloway postgraduate students. There is also a computer room (including email facilities) for the use of students and staff. You can leave messages for each other with the receptionist. You are welcome to use the building during its open hours for private study or meetings with other students.

Please note that social-distancing requirements may affect the access to these spaces in 2020-21.

Mailing address

11 Bedford Square
Bloomsbury
London WC1B 3RFTel: 020 7307 8600 (Administrator)
020 7307 8604 (Receptionist)

Email: BedfordSquare@rhul.ac.uk

Tube stations: Russell Square, Goodge Street, Tottenham Court Road, Euston Square or Warren Street

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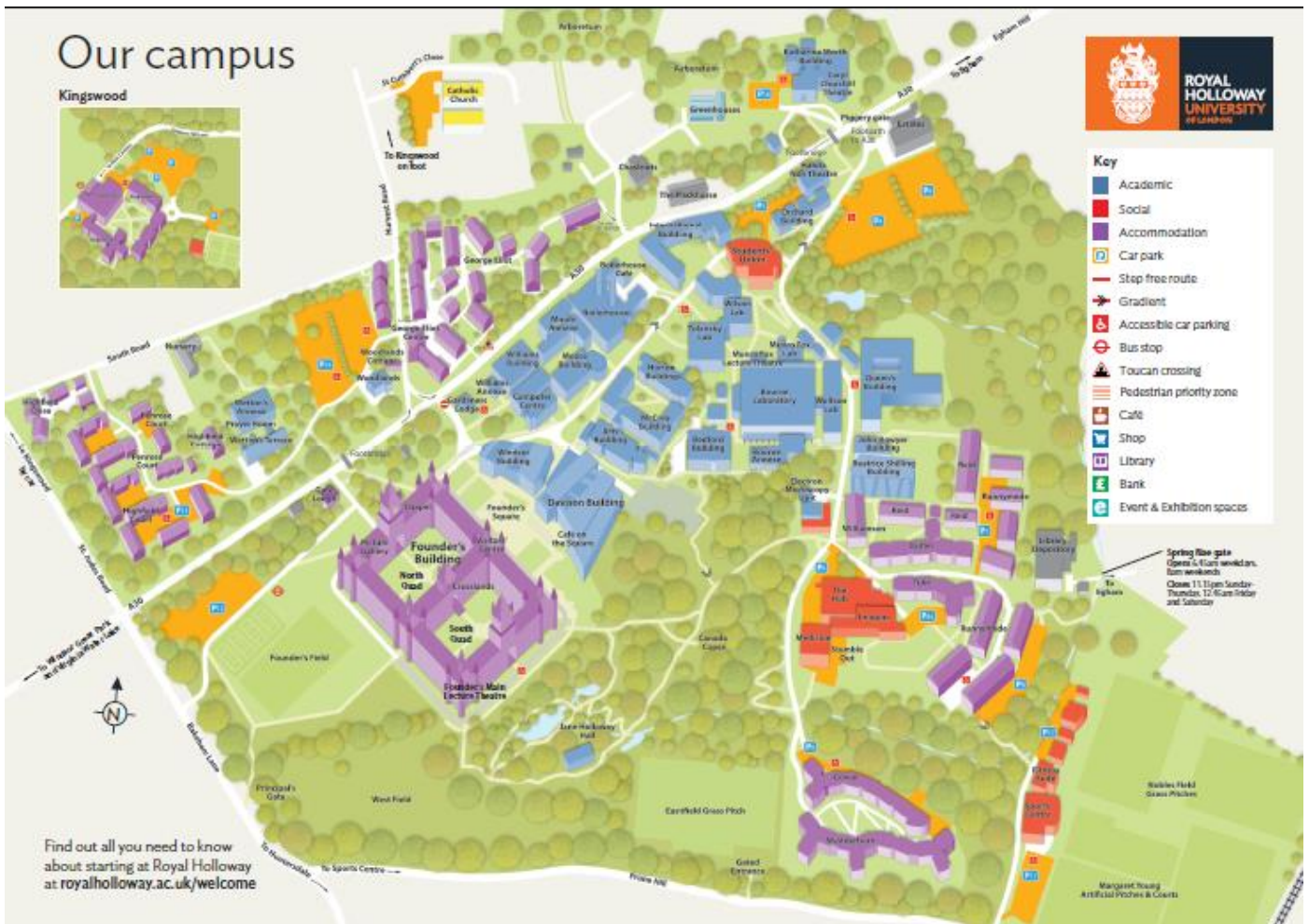
Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you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

1.4 How to find us: the staff

CONTACT DETAILS

Head of School:

Professor Giuliana Pieri	443218	INTER146	G.Pieri@rhul.ac.uk

Classics Academic Staff

Head of Classics Department:

Professor Richard Alston	444982	INTER157	r.alston@rhul.ac.uk
Dr Siobhan Chomse	443204	INTER 145	siobhan.chomse@rhul.ac.uk
Dr Liz Gloyn	446408	INTER161	liz.gloyn@rhul.ac.uk
Dr Richard Hawley	443384	INTER160	richard.hawley@rhul.ac.uk
Dr Zena Kamash*	443114	INTER149	zena.kamash@rhul.ac.uk
Dr Christos Kremmydas	443385	INTER156	christos.kremmydas@rhul.ac.uk
Dr Nick Lowe	443210	INTER162	n.lowe@rhul.ac.uk
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Professor Boris Rankov*	443387	INTER154	b.rankov@rhul.ac.uk
Dr Erica Rowan	443209	INTER143	erica.rowan@rhul.ac.uk
Professor Lene Rubinstein	443191	INTER155	l.rubinstein@rhul.ac.uk
Dr Efi Spentzou	443206	INTER144	e.spentzou@rhul.ac.uk

English Academic Staff

Head of English Department:

Professor Ruth Livesey	443745	INTER221	Ruth.Livesey@rhul.ac.uk
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Prof Robert Eaglestone	443746	INTER219	R.Eaglestone@rhul.ac.uk
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Dr John Regan	414123	INTER249	John.Regan@rhul.ac.uk
Dr James Smith	443220	INTER254	James.Smith@rhul.ac.uk

Matthew Thorne		Bedford Square	Matthew.Thorne@rhul.ac.uk
Dr Eley Williams	0207 307 8600	Bedford Square	Eley.Williams@rhul.ac.uk

History Academic Staff

Head of History Department:

Dr Daniel Beer	414980	INTER045	Daniel.Beer@rhul.ac.uk
Dr Shahmima Akhtar	443744	INTER007A	Shahmima.Akhtar@rhul.ac.uk
Professor Humayun Ansari	443685	INTER002	K.Ansari@rhul.ac.uk
Professor Sarah Ansari	443301	INTER007	S.Ansari@rhul.ac.uk
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Professor Dan Stone	443310	INTER007B	D.Stone@rhul.ac.uk
Dr Amy Tooth Murphy*	414962	INTER008	Amy.ToothMurphy@rhul.ac.uk
Dr Weipin Tsai	443752	INTER045A	Weipin.Tsai@rhul.ac.uk
Dr Alex Windscheffel	414009	INTER040	A.Windscheffel@rhul.ac.uk
Dr Barbara Zipser	414981	INTER033	Barbara.Zipser@rhul.ac.uk

*Staff marked with an * are on leave during 2021-22*

1.5 How to find us: the School office

The School Office is In149 (located to the right when entering the International Building, please see Section 2 of this handbook, which also has details on how to contact the School.

1.6 Staff research interests

Key contacts for PGT students are **highlighted in bold.**

Classics Academic Staff	Role(s)	Summary of interests
Professor Richard Alston	Professor of Roman History, **Head of Department**	Roman history, especially Later Roman Empire; Economic history, urbanism in the ancient world. Reception of Roman History and political ideas.
Dr. Christos Kremmydas	Reader in Greek History	Athenian political and social history; Greek rhetoric and oratory; papyrology.
Professor Lene Rubinstein	Professor of Ancient History **Programme Director, MRes in Rhetoric**	Greek history, especially Greek law and constitutional history; Greek rhetoric and oratory; epigraphy; papyrology.
Professor Jari Pakkanen	Professor in Classical Archaeology	Greek archaeology, especially Greek architecture; archaeological reconstruction; quantitative methods in archaeology.
Dr. Erica Rowan	Lecturer in Classical Archaeology	Roman archaeology, especially Greek and Roman food and diet; archaeobotany.
Dr. Siobhan Chomse	Lecturer in Latin Language and Literature	Latin literature, especially poetry, historiography; the sublime.
Dr. Liz Gloyn	Reader in Classics	Latin literature, with a focus on Seneca and writers of the Imperial period; gender and social history; Roman Stoicism; classical reception, particularly in popular culture.
Dr. Nick J. Lowe	Reader in Classical Literature **Postgraduate Education Lead (Classics)**	Greek and Latin literature, especially comedy; Greek religion.
Dr. Efi Spentzou	Reader in Latin Literature and Classical Reception **Programme Director, MRes in Classical Reception**	Latin literature, especially epic and elegy; literary theory and criticism; gender; classical reception; myth.

English Academic Staff	Role(s)	Summary of interests
Professor Tim Armstrong	**Professor of Modern Literature**	Include American Literature, Modernism; literature and slavery; literature, media and the body; the poetry of Thomas Hardy.
Professor Jonathan Phillips	**Co-convenor, MA in Medieval Studies Postgraduate Education Lead (English)**	The Crusades and the Crusader States in the Holy Land; the life of the Sultan Saladin; the Memory and Legacy of the Crusades in the Modern Age.
Sean Borodale		Poetry, creative writing
Dr Prue Bussey-Chamberlain	Senior Lecturer in Creative Writing Director of Student Experience for School of Humanities	Contemporary poetry, experimental writing, memoir, non-fiction, feminism, and queer theory
Dr Doug Cowie	Senior Lecturer in Creative Writing	Fiction writing, American music (folk, popular, jazz), the life and work of Nelson Algren
Professor Robert Eaglestone	Professor of Contemporary Literature and Thought	Contemporary fiction; literary theory; the relationship between literature and philosophy, especially concerning ethics; Holocaust, genocide and traumatic literature
Professor Finn Fordham	School Director of Admissions and	20th Century Literature, James Joyce,

	Recruitment	Genetic Criticism, Culture of the 1930s and 40s.
Dr Sophie Gilmartin	**Director, Centre for Victorian Studies**	
Dr Lavinia Greenlaw	Professor of Creative Writing and **Director of the Creative Writing MA Programme**	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 Nikita Lalwani	MA in Creative Writing: Fiction Pathway	
Dr Sean Borodale	MA in Creative Writing: Poetry Pathway	
Professor Redell Olsen	MA in Creative Writing: Poetic Practice Pathway	
Dr Eley Williams	MA in Creative Writing: Literary Non-Fiction Pathway:	
Professor Judith Hawley	REF and Impact Lead	Eighteenth-Century Literature and Culture; satire; Alexander Pope; Jonathan Swift; Laurence Sterne; Women Writers 1660-1830; gin.
Dr Betty Jay	Senior Tutor	
Dr Nicola Kirkby	Leverhulme Early Career Fellow in English	Nineteenth-century fiction, infrastructure studies, history of technology, and novel form
Dr Alison Knight	Lecturer in Early Modern Studies	
Dr Nikita Lalwani	Senior Lecturer in Creative Writing	contemporary literary fiction, asylum, human rights, giftedness, penal reform, screenwriting adaptations
Professor Ruth Livesey	**Head of Department**	
Professor Ben Markovits	Professor of Creative Writing	
Dr Will Montgomery	Chair of Dept Assessment Board	Modernist and contemporary poetry and poetics; sound and literature
Dr Catherine Nall	Senior Lecturer in Medieval Literature Deputy Head of Department	Late Medieval Literature and History
Dr Jennifer Neville	Undergraduate Education Lead	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 (term 1) Dr Alastair Bennett (term 2)	Senior Lecturer in Shakespeare and Early Modern Literature **Director of the MA in English Literature**	Drama & theatre; gender and sexuality; material culture; history of science and technology –**Harry Newman** Late medieval literature and devotional culture, with a special emphasis on William Langland's Piers Plowman – **Alastair Bennett**
Dr Terri Ochiagha	Lecturer in World Literatures in English, English Department Outreach Liaison Officer	Life-Writing, Colonial Whiteness, Embodied Orientalism, First-Generation Nigerian Writing, and the History and Literary Representations of Elite Colonial Education in British Africa.
Professor Redell Olsen	Programme Director for Undergraduate Creative Writing *On leave 2020-1 - Term 1 and 2.*	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	*On leave 2020-1 - Term 1 and 2.*	
Dr Deana Rankin	Senior Lecturer, Shakespeare and Early Modern Literature JH Co-ordinator English and Modern Languages	C16-17 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	Lecturer in Literature and the Digital	Digital addresses to literature and knowledge. Eighteenth century literature aesthetics and philosophy.
Dr James Smith	Senior Lecturer in Literature and Theory, School Exam Chair	18th century literature, 20th/21st century cultural, political and critical theory
Dr Eley Williams		Ambitious and experimental fiction, prose-poetry, digression, nonsense, 'the fictive', collaboration between creative writing and other creative and critical practices, and occurrences of queered and queering language

History Academic Staff	Field of study	Summary of interests
Dr Shahmima Akhtar	Modern British	Histories of race, migration and empire
Professor K Humayun Ansari	Modern British	'Race' and ethnicity; historical and contemporary Muslim community in Britain; Islam and modernity
Professor Sarah Ansari	Modern World **Postgraduate Education Lead (History)**	Modern South Asia; world history; migration, refugees, gender
Dr Akil Awan	Modern World	Terrorism and political violence; social movements & protest; radicalisation; war and conflict on film
Dr James Baldwin	Early Modern	History of Islamic law; Social and political history of the Ottoman Empire, especially Egypt and the Arab provinces
Dr Daniel Beer	Modern European **Head of Department**	Modern Russian history/Stalinism; late nineteenth and early twentieth-century intellectual history
Dr Paris Chronakis	Modern Europe **Programme Director, MA History**	The Mediterranean Sea, Modern Greece, the Holocaust, Jews, empires, diasporas, refugees, nationalism, urban cultures
Dr Karoline Cook	Atlantic World	Iberian Atlantic history with particular emphasis on Muslims and Moriscos in the Spanish Empire
Dr Catriona Cooper	Digital History and Heritage	Digital approaches, visualisation, material culture, multisensory pasts, archaeology, medieval buildings
Professor Kate Cooper	Ancient and Late Antique	The Mediterranean world in the Roman period; daily life, family, religion, social identity
Dr Markus Daechsel	Modern World, History of Development and Urban History	Historical sociology of twentieth-century Muslim South Asia
Dr Selena Daly	Modern European History	Social and cultural history of modern Italy; First World War; history of migration; European avant-garde movements

Dr Charalambos Dendrinos	Byzantine **Programme Director, MA Late Antique and Byzantine Studies**	Byzantine Greek language and literature; Byzantine sources; Greek palaeography
Dr Patrick Doyle	Modern American	Civil War-era America, 1848-1877; slavery and the nineteenth century US South; history of race and race relations in North America
Dr Dawn-Marie Gibson	Modern American	North American Islam; Nation of Islam
Dr Simone Gigliotti	Holocaust Studies	History and representation; Witnessing histories; spatial approaches; visual memory; Displaced Persons and Refugees
Dr David Gwynn	Ancient and Late Antique	Republican and Imperial Rome, Late Antiquity and the Rise of Christianity
Professor Jane Hamlett	Modern British	Modern British social and cultural history; history of women and gender; history of intimacy and emotion; material and visual culture
Professor Jonathan Harris	Byzantine History **Co-Programme Director, MA in Medieval Studies**	Byzantine History 900–1460; relations between Byzantium and the west, especially during the Crusades and the Italian Renaissance; the Greek diaspora after 1453
Dr Rebecca Jinks	Modern European	Genocide studies; Armenian and Bosnian genocides; histories of humanitarianism; urban history; gender; history of photography
Professor Andrew Jotischky	Medieval	The Crusades and Crusader States; Medieval Monasticism and Western Religious History; Latin-Greek Orthodox Relations
Dr Alison Knight	Early Modern Studies	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 Edward Madigan	Modern Britain and Ireland **Programme Director, MA Public History**	Cultural, military and religious history of war; British and Irish memory of the First World War; public history
Dr Andrea Mammone	Modern European	Modern and contemporary Italy; theory, history and ideology of European fascism and postwar right-wing extremism
Dr Emily Manktelow	Modern British and World	Social and cultural histories of the British Empire; gender and Empire; childhood and Empire; history of Christian missions in colonial contexts
Dr Chi-Kwan Mark	Modern World	East Asian International History since 1800; American, British and Chinese Foreign Policies during the Cold War
Dr Stella Moss	Modern British History	Twentieth-century British popular culture; modern British gender history; modern British social and cultural History
Dr David Natal	Late Antique History	Social history of late antiquity with a special focus on early Christianity and digital humanities.
Professor Jonathan Phillips	Medieval **Programme Director, MA Crusader Studies**	The Crusades and the Crusader States in the Holy Land; the life of the Sultan Saladin; the Memory and Legacy of the Crusades in the Modern Age.
Dr Nicola Phillips	Eighteenth Century	British gender, social, criminal and civil justice history, 1660-1830; Women's History; Public History
Dr Hannah Platts	Ancient History	Roman cultural and social history;

		material culture; domestic space; the city of Rome; sensory archaeology; legacy of the classical past in later centuries
Dr Robert Priest	Modern European	Europe in the long 19th century; French cultural and intellectual history; religion and secularisation; the sciences and society
Professor Dan Stone	Modern European **Programme Director, MA Holocaust Studies**	Interpretations of the Holocaust; history of eugenics, racism, genocide; right-wing ideology; history of anthropology; philosophy of history
Dr Amy Tooth Murphy	Modern History	Oral history; queer history, with particular emphasis on twentieth-century Britain; memory and culture; gender history; history of reading
Dr Weipin Tsai	Modern World	Qing History; Modern Chinese History; Print culture and urban history; Chinese Maritime Customs Service; Chinese Postal Service
Dr Alex Windscheffel	Modern British	Victorian History; modern British Politics; history of Modern London
Dr Barbara Zipser	Ancient, Late Antique and Medieval	History of ancient medicine, science and technology, which also includes the history of innovation

2   Support and advice

2.1 Support within the School

The Humanities Office in IN149 will be open for walk up queries between 10 – 4 from September 2021. Please note social distancing measures will be in place. Alternatively if you have a query and would like the admin team to assist you, please follow these steps:

1) Email. Our preferred method of contact is email, so that we can triage work within our team, and ensure the fastest and most accurate possible response for you. Please email the office at humanities-school@rhul.ac.uk . We are currently experiencing a very high volume of emails, so there may be a slight delay in our response, but we will prioritise queries that are particularly urgent and in all cases aim to get back to you as soon as possible.

2) If required, on reading your email, it is possible for one of the admin team to arrange an individual appointment to discuss your query in more detail: this will take place via Microsoft Teams. You may also request to have a meeting on Teams, if this would be useful for you in solving your query, and will will arrange this as soon as we possibly can.

In some cases it may be necessary to have a face-to-face appointment to resolve complex issues, in which case the Office will advise you further. These meetings, if required, would be held online on Microsoft Teams.

For those of you based in Bedford Square, we aim to set up a Bedford Square-specific drop in virtual helpdesk session early in term 1, although you are obviously welcome to get in touch at other times as well and arrange individual appointments outside this designated window. More details about this will be circulated soon.

Every student has a **Personal Tutor** who is a member of the academic staff, and who will support you during your degree programme by offering both academic advice and pastoral care. In most cases your personal tutor is the relevant MA Programme Director, or if not they will be another relevant member of teaching staff on your MA. Lists of personal tutors were disseminated prior to welcome week. **Meetings with your personal tutor will be conducted online for 2021-22. Please contact the Humanities Office if you are not sure who your personal tutor is.**

You are encouraged to contact your Tutor individually during his or her **consultation and feedback hours**. Your tutor will let you know where those are. If you need to seek your personal tutor's advice outside these designated hours, please do feel free to email them, and they will respond as soon as possible during the working week.

Your Personal Tutor can help you access other kinds of personal support offered by College, for example, the **Student Counselling Service**, which is also available to deal with personal problems. The sorts of problems that students are liable to encounter divide, generally speaking, into academic and personal matters. In turn, academic problems tend to be one of two kinds: general questions about methods of study and issues relating to a particular course. In the case of the former, studying is a skill learned, like any other, through time, experience and practice. Your Personal Tutor will be happy to offer help and guidance, and both the Disability and Dyslexia Services (DDS) and the College Counselling Service offers considerable support on study techniques and related matters.

If you have a problem with a course, you should let the office staff know by emailing humanities-school@rhul.ac.uk, so that they can also follow this up for you. If you feel you are falling behind with your work, talk to somebody as soon as possible.

Personal problems, if they occur, can take many forms. Your Personal Tutor will provide a sympathetic and non-judgmental ear, and will also advise you, if need be, where to seek further help. The College's Counselling Service and the College Chaplains can be very helpful with personal and emotional difficulties. Similarly, the Welfare Officer of the Student Union can give useful and important advice on personal and financial matters. If you are undergoing treatment, or if illness prevents you from carrying out your work for any significant length of time, you should obtain a medical note from your GP or the College Health Centre and have it placed in our files. Such notes can be important when it comes to assessing the performance of students, in examinations or elsewhere. If we do not know about your illness, we cannot take it into account.

2.2 MA Programme Directors

The Programme Directors for each MA should be your first port-of call for any academic questions you have related to your programme:

MA in History: Dr Paris Chronakis (paris.chronakis@rhul.ac.uk)
MA in Public History: Dr Edward Madigan (Edward.Madigan@rhul.ac.uk)
MA in Holocaust Studies: Professor Dan Stone (D.Stone@rhul.ac.uk)
MA in Hellenic Studies/Late Antique & Byzantine Studies: Dr Charalambos Dendrinos, (Ch.Dendrinos@rhul.ac.uk)
MA in Medieval Studies: Professor Jonathan Harris (Jonathan.Harris@rhul.ac.uk),
Dr Alastair Bennett (alastair.bennett@rhul.ac.uk)
MA in Crusader Studies: Professor Jonathan Phillips (J.P.Phillips@rhul.ac.uk)
MA in English Literature: term 1: Dr Alastair Bennett (alastair.bennett@rhul.ac.uk);
term 2: Dr Harry Newman (harry.newman@rhul.ac.uk)
MA in Victorian Literature, Art and Culture: Dr Vicky Greenaway (V.L.Greenaway@rhul.ac.uk)
MA in Creative Writing: Dr Nikita Lalwani (nikita.lalwani@rhul.ac.uk), Fiction Pathway: Dr Nikita Lalwani (nikita.lalwani@rhul.ac.uk), Poetry Pathway: Dr Sean Borodale (sean.borodale@rhul.ac.uk), Poetic Practice Pathway: Professor Redell Olsen (redell.olsen@rhul.ac.uk), Literary Non-Fiction Pathway: Dr Eley Williams (eley.williams@rhul.ac.uk)
MA in Classics: Dr Nick Lowe (n.lowe@rhul.ac.uk)
MA in Ancient History: Dr Nick Lowe (n.lowe@rhul.ac.uk)
MRes in Classical Reception: Dr Efi Spentzou (e.spentzou@rhul.ac.uk)
MRes in Rhetoric: Professor Lene Rubinstein (lene.rubinstein@rhul.ac.uk)

2.3 PGT Degree Regulations

The Postgraduate Taught Regulations set out the various standards that shape the regulatory framework of

your Postgraduate Taught degree with the College. These include a variety of essential information, ranging from admissions to academic progression and examination. Some frequently used elements of the regulations are covered in this handbook.

2.4 Student Services Centre

The Student Services Centre is located in the Davison Building and provides a single point of contact for all non-academic, non-School related queries, including accommodation, fees, enrolment and graduation.

Phone: 01784 27 6641
Email: studentservices@royalholloway.ac.uk

Find out more about the Student Services Centre

2.5 Student Advisory & Wellbeing

The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS run GP surgery on campus.

Phone: 01784 44 3394
Email: wellbeing@royalholloway.ac.uk

Find out more about Student Advisory & Wellbeing

2.6 Disability & Dyslexia Services (DDS)

If you have a disability, long-standing medical condition or specific learning difficulty, it is important that you bring it to the College's attention as soon as possible.

The College Disability & Dyslexia Services support dyslexic and disabled students and those with mental health or chronic medical conditions to demonstrate their academic abilities by arranging support packages, dyslexia assessments and study skills sessions.

Phone: 01784 27 6473
Email: disability-dyslexia@royalholloway.ac.uk

Find out more about Disability & Dyslexia Services

2.7 International Student Support Office (ISSO)

The International Student Support Office offers advice to international students on visa issues, working in the UK, opening a bank account, processing federal loans and police registration.

Phone: 01784 27 6168
Email: internationaladvice@royalholloway.ac.uk

Find out more about the International Student Support Office

2.8   Academic Skills Support

The Centre for the Development of Academic Skills, CeDAS, offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic

potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

Whatever your needs, CeDAS is there to ensure that you can perform to the best of your ability, whether it be through a workshop that introduces you to a crucial academic skill, a session within your department that focuses on writing in the discipline, a course that develops your confidence and competence in academic English language, or a 1:1 tutorial with a specialist to help you master a maths technique or sharpen your essay skills.

The Centre also oversees the Royal Holloway Proofreading Scheme, which enables postgraduate students to pay for an approved third-party proof-reader to identify surface error in final drafts. Please note that Royal Holloway does not permit the use of paid third-party proof-readers who are not part of this scheme.

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: @cedasrhul.

2.9   IT Services Desk

The College IT Service Desk offers a range of support covering all aspects of IT services, such as email access, connecting to the College's wireless network, connecting devices such as iPads and making use of College printing facilities. The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They also offer a range of free software, including Microsoft 365, Sofos Antivirus, NVivo and SPSS.

Phone: 01784 41 4321
Email: itservicedesk@royalholloway.ac.uk

Find out more about IT Services

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 contact you to inform you of changes to teaching arrangements, special preparations you may have to make for a class, or meetings you might be required to attend. You will need to contact members of the Department if, for example, you are unable to attend a class, or you wish to arrange a meeting with your Personal Tutor.

3.1 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 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.

3.2 Post

Any post addressed to you in School of Humanities is delivered to the student pigeonholes in the International Building Foyer. It is exceedingly rare for students to receive information by post: by and large you should be reading your emails regularly instead, as that is by far the most common way for important information to be

given to you. Please do not use the department to receive personal post.

3.3 Questionnaires

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 School. 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 a Department's Annual Monitoring Report, which aims to improve modules, taking into account student feedback.

Moreover 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 PG Student-Staff Committee.

3.4 Staff-Student Committee

We want to hear your views on the way your department operates. There is a Staff-Student Committee on which both taught and research postgraduate students are represented. Course representatives are there to represent your views and ultimately, to help improve the quality of education provided by the College.

The Students' Unions take the lead in training and supporting course representatives, working with the department and professional services to help you make as many positive changes as possible.

The Staff-Student Committee meets at least once a term and plays an important role in the department as a forum for airing student views. For more information see the Course Reps page on the SURHUL website.

You can use the Committee to raise any issues which concern students. Notices will be circulated via e-mail giving details of forthcoming elections or the names of current representatives.

4   Teaching

4.1 Academic Timetable

Your individual student timetable will be available via the Your Timetable page on the Student Intranet. Log in with your College username and password and view your timetable via the system or download to a personal calendar. In September you will have received communications by email about exactly how to access and download your timetable.

Timetables are subject to change during the course of the academic year, so you should check yours regularly, (as a minimum every few days) to ensure you are using the most up to date timetable. Any changes to your timetable that occur within two working days will be notified by email to your RHUL account, so please also check your emails regularly. All classes start on the hour. They end ten minutes before the hour to allow you to move between classes. **Online classes will still end at ten minutes to each hour, to allow students to move from online to in-person delivery where necessary.**

4.2 Study weeks

Study Weeks in 2021-2022 are scheduled as follows:

Term One   Monday 1 - Friday 5 November 2021
Term Two   Monday 14 – Friday 18 February 2022

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.

Please consult the tutors of your individual courses about the timing of reading weeks for your courses. **This is particularly important for Classics students on the intercollegiate MA programmes, where the reading weeks of our partner colleges may not be in sync with ours.**

4.3 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending classes regularly and progressing with their studies. We also have legal obligations placed on us under the Equality Act (2010), UK Visa and Immigration (UKVI) and Student Finance to ensure we monitor your attendance and engagement with studies.

Your regular attendance in class and consistent engagement with your studies are essential to your learning experience with the College. If you encounter difficulties with this, do please tell your tutor or another member of staff as soon as you can. The earlier you do so, the sooner we can provide the appropriate help. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration.

If you know that you will be unable to attend teaching, whether in person or online, please complete a Notification of Absence form, available here. Please also notify your seminar leader if you are unable to attend a particular session.

5 Degree structure

For the degree structure of the MA in Creative Writing and the MA in Medieval Studies, see the individual course booklets available on the Humanities Information Hub: https://intranet.royalholloway.ac.uk/students/202021-information-hub/academic/school-of-humanities.aspx

Students studying full time for the MA in English Literature must take courses worth 60 credits in term 1 and courses worth 60 credits in term 2, and must submit a dissertation worth 60 credits. Part time students on this programme take 30 credits per teaching term over two academic years, and complete their dissertation in the second year of study. Courses must be chosen from the current list of courses for this programme. Students must also attend the skills course 'Methods and Materials of Research' which is not assessed.

Students studying full time for the MA in Victorian Literature and Culture take two 30-credit courses in term 1 (EN5831: Victorian London, and EN5838: The Pre-Raphaelite Revolution), and two 30-credit courses in term 2 (EN5837: The Nineteenth-Century Novel, and EN5830: Aestheticism and Decadence), and must submit a dissertation worth 60 credits. Part time students on this programme take 30 credits per teaching term over two academic years, and complete their dissertation in the second year of study.

5.1 Department specific information about degree structure

ENGLISH AND HISTORY STUDENTS

You will find specific details regarding your particular MA programme (eg. MA Creative Writing, etc.) in the course booklets available on the Humanities Information Hub.

MA Victorian Literature, Art and Culture and MA English Literature do not have separate stand-alone course booklets. For more information about how those courses are structured, please contact the relevant

programme director: Dr Vicky Greenaway (VLAC), or Dr Harry Newman (English Literature).

CLASSICS STUDENTS

The MA in Classics and the MA in Ancient History are intercollegiate degree programmes of the University of London, taught by the Departments of Classics and History, Royal Holloway, University of London, Classics and Byzantine and Modern Greek Studies, King's College, and Greek and Latin and History, University College London. Teaching is shared between the individual colleges.

Within the MA a diverse range of courses is offered, providing enhancement of both range and depth as compared with undergraduate courses in similar areas. There are ample opportunities to acquire or improve knowledge of the ancient languages and of technical disciplines such as papyrology, epigraphy, palaeography and textual criticism, or historical linguistics. Research skills are developed by the explicit research training elements, by means of work in individual courses, and above all by the independent study and research that is needed to complete a successful dissertation.

The programme is delivered over one year of full-time study (50 weeks) or two years of part-time study (102 weeks). On successful completion of the programme a student should have an understanding of the area at a level appropriate for a postgraduate qualification.

The MA programmes are taught on an intercollegiate basis; that is, all three London centres (Royal Holloway, UCL and King's) contribute courses, and a postgraduate student registered at any of the centres can attend any of the courses subject to the requirements of their MA programme.

MA students should complete a module registration form over the summer before joining the department. This form will be circulated via e-mail. These course choices will be confirmed in an individual meeting with the Programme Director on the RHUL induction day. The Programme Director is happy to advise on course choices over e-mail.

New MA students will also attend an online Intercollegiate MA Fair (TBC) which will explain how the individual colleges work and provide a tour of the Institute of Classical Studies Library. This will also be the opportunity for students registering for courses at KCL and UCL to complete the additional registration forms for those colleges.

Students are able to change their course choices until the end of the second week of the first term.

Each student taking a MA programme must take the equivalent of 180 credits comprised of three taught courses and a dissertation of 10,000 to 12,000 words. The taught courses will normally be completed by the end of the second term, with the dissertation occupying the summer. The MA programmes in Classics and Classical Art and Archaeology include an additional research training course which is compulsory but not assessed. The requirements for each programme is as follows:

MA in Classics
Students must take:
(i) at least 40 credits chosen from the current list of courses for the MA in Classics
(ii) at least 40 credits which test knowledge of Greek or Latin in the original language, or one language-acquisition course
(iii) 40 further credits selected from the list of available MA courses
(iv) CL5000: Dissertation in the field of classical language, literature or thought, or the classical tradition (60 credits)
(v) Research Training in Classics (zero weighted)

Note: requirements (i) and (ii) may be satisfied by a single course.

MA in Ancient History
Students must take:

(i)   CL5300 Sources and Methods in Ancient History (40 credits)
(ii)   40 further credits from courses chosen from the current list of available MA Ancient History courses
(iii)   40 further credits chosen from courses of any type from a list of available MA courses
(iv)   CL5000: Dissertation in the field of Ancient History (60 credits)

MRes in Classical Reception, MRes, PGDip and PGCert in Rhetoric

The Masters in Research in Classical Reception and the MRes, PGDip and PGCert in Rhetoric are taught by the Department of Classics, Royal Holloway, University of London.

The Masters by Research in Classical Reception has two core elements, the core course and dissertation. The core course is 40 credits and the dissertation 140 credits. No course choice options need to be made.

The Rhetoric course consists of the following components:

- Core course 'Problems and Methods in Oratory and Rhetoric' (40 credits)
- Optional course from the Master's level courses available in Classics or other departments to the value of 40 credits
- Two independent projects, including opportunity for creative work or oral presentation (20 credits each)
- Dissertation on chosen topic of research, ancient or modern (60 credits)

Students working towards an MRes qualification complete all the above elements. Students working towards a PGCert qualification complete all elements except the dissertation. Students working towards a PGDip complete the core course and one optional course or independent project. Course choices will be made during an individual meeting with the Programme Director during the induction day.

The programmes are delivered over one year of full-time study (50 weeks) or two years of part-time study (102 weeks). On successful completion of the programme a student should have an understanding of the area at a level appropriate for a postgraduate qualification. Part-time students on the MRes in Reception normally take taught elements in their first year and the dissertation mainly in their second year with preparatory work in year one; part-time students on the MRes in Rhetoric take the core course and their projects in the first year, with their optional course and dissertation in the second.

All MRes students should attend the PGT induction day at the start of the autumn term. The induction day will provide guidance on the systems of support available at RHUL and expectations of students at the PGT level.

5.2 Change of mode/module

You may switch from full time to part time, or part time to full time, learning any point until the end of the second week of teaching (College week 3). This is also the deadline to change module, for students whose programmes feature optionality.

Changes from full time to part time may be possible later in the course, after this deadline; changes from part time to full time will not be, as unfortunately too much teaching will have been missed at this point.

6   Facilities

6.1 The Library

The Library, which lies at the heart of a Humanities 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 Consultant for the School of Humanities is Emma Burnett (Emma.Burnett@rhul.ac.uk)

6.2 Other Libraries

You are likely to make use of the excellent resources in Central London. Some are part of the University of London; other libraries require special access. The major libraries are here:

Senate House Library, Senate House, Malet Street, London, WC1E 7HU (020 7862 8462)
http://www.ull.ac.uk/

Institute of Historical Research, Senate House, University of London, Malet Street, London, WC1E 7HU (020 7862 8740) http://www.history.ac.uk

The Warburg Institute, Woburn Square, London, WC1H 0AB (020 7862 8949). http://www.sas.ac.uk/about-us/institutes/warburg-institute

The British Library, 96 Euston Road, London, NW1 2DB (020 7412 7000) http://www.bl.uk

Intercollegiate students in Classics also have access to the following libraries:

Institute of Classical Studies, Senate House, University of London, Malet Street, London, WC1E 7HU (020 7862 8709) http://library.icls.sas.ac.uk/

All postgraduate Classics students are eligible to join the library at the Institute of Classical Studies but if you wish to borrow books you will need to join the Society for the Promotion of Hellenic Studies or the Society for the Promotion of Roman Studies; please note that there is a reduced rate for students (which includes subscription to the Journal of Hellenic Studies/Journal of Roman Studies/Britannia as appropriate).

If you are an intercollegiate MA student registered for a course at UCL or KCL, you are entitled to use their libraries. You must, however, register with the library and present the required documentation.

King's College London Library, Chancery Lane, London, WC2A 1LR (020 7873 2424)
http://www.kcl.ac.uk/library/index.aspx

KCL library:
If you are an intercollegiate student taking classes at King's, a library account will automatically be created for you. Your student ID card is also your library card which you'll need to access our libraries, borrow and reserve items, as well as using the print/copy/scan facilities. You'll also need a library PIN which will be emailed to you. You may borrow up to 8 items at any time.

You'll also receive a King's username and password which provides access to e-resources, student computers, our remote desktop (the global desktop), your print account and KEATS the College e-learning service.

More information about King's libraries is available at www.kcl.ac.uk/library

A library subject guide for Classics is available at http://libguides.kcl.ac.uk/classicsb

University College Library: http://www.ucl.ac.uk/Library/

UCL Library:

As an Intercollegiate Student with study components and classes at UCL, you are automatically registered with a UCL Library account **for the duration of the modules you are taking at UCL**. Your UCL ID card also acts as your library card for borrowing material and using printing services in the Libraries on campus.

When KCL/RHUL students wish to take UCL modules, they need to contact their home administrator in order to complete the UCL registration form. The home administrator will then liaise with the UCL administrator in order to have the KCL/RHUL student set up on Portico (the UCL student system). This will enable KCL/RHUL students to receive their UCL username, password and email address which they should collect from the Information Systems Help Desk (Ground floor, Science Library, Malet Place). This is very important as the UCL email address is required for registering on UCL Moodle webpages which give details of all MA modules.

Students need to collect their student photo ID card from Security Systems (Andrew Huxley Building, South Quad, Gower Street Complex: see http://www.ucl.ac.uk/estates/security/systems/ for details and further information.) This UCL photo ID is also the student's UCL library card. If you lose your UCL student ID card, please go to Security Systems for a replacement (NB. A charge may be made for replacements ID cards).

6.4 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.

6.5 Computing

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.

How to find an available PC

7   Assessment information

7.1 Anonymous marking

All assessed work is marked anonymously.

Please use your **Candidate Number** as the file name for your work when uploading assessed work to Moodle. **Do not put your name anywhere on your essay.**

7.2   Submission of work

Please note that there are two kinds of submitted written work: formative work, which may be analyses, précis, reviews or essays, and assessed essays.

You are required to submit assessed work in order to qualify for final consideration for a course by the examiners.

Assessed essays are the examination method for particular courses, and once the titles have been given out, examination regulations apply. All assessed essays must be submitted electronically via the Integrated Turnitin link in Moodle. The submission day for these will be made clear on the relevant Moodle page.

When determining if work has been submitted late, it is the date on Turnitin that is deemed official. It is

therefore vitally important that you submit your work on time on Turnitin.

Please be careful when submitting work online, as you will not normally be able to re-upload work if you accidentally upload the wrong essay, and may incur a penalty if you only discover after the deadline that you have submitted an incorrect piece.

7.3   Stepped Marking

Work submitted for assessment will be graded by using a set of marks with the pattern X2, X5 or X8. This means that a merit piece of work would be awarded 62%, 65% or 68%. This approach, which is called stepped marking, has been found to help in better aligning grades with marking criteria and for providing greater clarity to students about the standard of their work and how close they are to lower and upper grade boundaries. For example, a 62% represents a low merit, while a 68% indicates a high merit.

Assessed work which is quantitative (e.g. numerical or multiple-choice tests), where there are 'right or wrong' answers, e.g. language tests/ exercises and/ or where there is a detailed mark scheme under which each question is allocated a specific number of marks will be exempt from stepped marking.

7.4   Policy on the return of marked student work and feedback

The full policy on the return of marked student work and feedback is available here.

Return of marked student work and feedback

All assessed work (other than formal examinations) should be returned with feedback within 20 working days of the submission deadline, except in cases where it is not appropriate to do so for exceptional and/ or pedagogic reasons. These may include the assessment of dissertations, final year projects, taped case studies, audio-visual submissions, where the marking has been delayed due to staff illness and/ or where an extension to the submission deadline has been granted. The deadline for the return of the marked work with feedback will be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met for reasons such as those listed, the revised deadline will be communicated to students as soon as possible.

7.5 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification Programme Specification Repository (and also more generally in the Postgraduate Taught Regulations).

7.6   Examination results

Please see the Examinations & Assessments website for details of how you will be issued with your results.

The Examinations & Assessments website is the place where you can access the "Instructions to Candidates" and details of the examinations appeals procedures.

7.7   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 Regulations:

> *(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.

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.

7.8   Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, "a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities". It is for such conditions and SpLDs that Disability and Dyslexia Services (DDS) can put in place adjustments, support and exam access arrangements. Please note that a "long-term" impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the Disability and Dyslexia Services Office for an assessment of your needs before adjustments, support and exam access arrangements (') can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see section 2 above for further guidance about registering with the Disability and Dyslexia Services Office.

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

7.9   Avoiding Plagiarism

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

Academic misconduct includes, but is not limited to plagiarism (see obelow), commissioning, duplication of work, (that is, submitting work for assessment which has already been submitted for assessment for the same or another course), falsification, impersonation, deception, collusion, (for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work), failure to comply with the rules governing assessment, including those set out in the 'Instructions to candidates'.

The Regulations set out some of the types of academic misconduct in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Tutors or other members of staff in their department should they have any queries about what constitutes academic misconduct. The College treats academic misconduct very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

What is Plagiarism?

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet. Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student's work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student's work alone, without reference to further evidence. Proper use of referencing protects you from allegations of plagiarism, by allowing the reader to understand precisely which ideas are yours and which are those of your sources. When you write essays or dissertations, therefore, it is essential that you indicate the precise source of information and ideas that are not your own. You should always give as much information as possible in your footnote, using precise page numbers. This will enable you to find any information again, if necessary. By referencing in this way, you are also allowing the reader to understand the breadth and depth of your reading, and where to find a source if they wish to consult it too.

7.10 Referencing

English
MHRA is the preferred referencing system for the English department; the MHRA style guide is available to download here: http://www.mhra.org.uk/style/download.html. Students may submit work using other referencing systems; if doing so, then students should state on the first page of their submission which system they are following.

History
Students in History should use the MHRA style, as set out here:
http://www.mhra.org.uk/style/download.html

Classics
The Classics department uses a version of the **Harvard** referencing system. All quotations and paraphrases from all ancient and modern sources should be precisely referenced **at the point of citation in the text** in a way that would enable a reader to look up the specific passage cited. This should be done with a short reference in the text using brackets:

> Recent investigations have found that "the Pythia's behavior cannot be accounted for by ethylene intoxication, neither in whole nor in part" (Lehoux 2007, p.55).

References in your essay should be as short as possible; full bibliographic information should only be included in your bibliography. The references and bibliography work together to create a work that follows the conventions of scholarly writing.

You should provide references **both** for direct quotations and for passages where you paraphrase an idea that you have taken from somebody else's writing:

> According to Plutarch, Cato wrote out his histories in large handwriting so that his son could easily read and learn from them (*Life of the Elder Cato* 20.5-7).
> Cicero makes his debt to the Greek sources known whilst subtly emphasising his Roman originality (Le Moine 1991, p.351).

Information that an intelligent person with a good general education but not specialist training in the subject would know does not need a reference.

Students should consult the Departmental Style Guide, which is available on the Information Hub, or from the Director of Postgraduate Taught Studies, for further details.

A full bibliography of original texts and modern works cited must be given at the end of essays and dissertations.

8   Engagement Policy

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 whose overall attendance falls below 50% across all scheduled teaching activities, or who misses three consecutive expected teaching activities for the same module. 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   Health and safety information

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

You can read more about the steps that College has taken to ensure a covid-secure campus here.

9.1   Code of practice on harassment for students

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

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

9.2   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 School 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.

10   Careers information

The College's Careers & Employability Service is based in the Davison Building. The careers service run a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October. Our events are open to all students. One to one appointments are available all through the year where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview.

Our website and Careers Moodle has a wide range of help and information including interview skills, writing CVs and applications, assessment centres & psychometric tests.

For more information about all Careers events and appointments visit their website or come along and speak to their friendly and helpful staff.

11   Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal Tutor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the College Complaints Procedures for students. You should raise your complaint **as soon as possible**.

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedure and permitted grounds for appeal can be found on the Academic Appeals webpage.

12   Equal Opportunities Statement and College Codes of Practice

12.1   Equal opportunities statement

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

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

The College is committed to ensure that:

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

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

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

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

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

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

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

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