



DEPARTMENT OF HISTORY

# UNDERGRADUATE STUDENT HANDBOOK

2022/2023

## Disclaimer

This document was published in September 2022 and was correct at that time. The department\* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of 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 programmes should check both departmental handbooks.

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# 1 Introduction to your department

## 1.1 Welcome

Welcome to Royal Holloway! The College - Royal Holloway, University of London, to give its full name - is one of the UK's leading research-intensive universities, with six academic schools spanning the arts and humanities, social sciences and natural sciences.

Whether you are joining us for the first time or returning for your second or third year, welcome (back) to the History Department at Royal Holloway, and to a new academic year. You are a member of a dynamic community of scholars and a department with an international reputation for its research and teaching and its commitment to public engagement.

The study of History ensures that the past remains alive, dynamic, controversial, and ever relevant. It is the study of justice and injustice, innovation and continuity, freedom and oppression, race and religion, ideas and ideologies, exploration and discovery, health and illness, sex and death, architecture and art, literature and music. History shows us how our own world came into being, but it also brings to life worlds that have long since disappeared and so stretches our imaginations about possibilities in the present and in the future. "The past is a foreign country", as L. P. Hartley wrote in *The Go-Between* (1953), "they do things differently there."

To be a historian is to be curious and imaginative: ready to question, to challenge and to learn. It is these qualities which we hope you will develop during your time at Royal Holloway. With hard work and commitment, you will graduate with a degree in a respected academic discipline and a repertoire of key skills in critical thinking, interpretation, and communication.

Revised and updated each year, this handbook provides all students with indispensable information about their degree programmes, courses, and assessments. It also provides an overview of the work of the History Department. It makes clear what is expected from you as a student and what you can reasonably expect from your tutors. It is your responsibility to read the following information carefully and make sure that you understand it.

Those of you who are first-year undergraduates are making the important transition from sixth form or access courses to university. As challenging as your studies to date have been, university degree level work is very different. You now need to be much more independent in how you study and how you approach reading lists, lectures, seminars and coursework deadlines. University education is about you finding out what you think. Your academic tutors are here to guide, encourage, advise and assess your efforts to understand the past. They will provide you with a context for the subjects you study; they will give expert guidance on what to read; they will identify the key issues to ponder and give you an account of what other historians have argued and the broader historiographical landscape; they will raise questions, point to further reading and suggest areas for further investigation. Academic tutors deliver feedback on your work, but feedback is NOT the same as you being told what the right answer is (there are no right answers!), and feedback only really works if you assimilate it and learn from it as you progress throughout your course. To get the most out of your relationship with your tutors, you will need to listen, engage, and ask questions.

It is essential that you acquire the skills of independent learning and historical enquiry during your first year at university and continue to develop and refine them in subsequent years. As second- and third-year students attest, you need to manage your own time well, use the various library resources effectively, plan coursework assignments carefully and in good time, write in a clear and comprehensible style, properly referencing your work, identify and meet deadlines, and work with others. This Student Handbook outlines the most essential of these new challenges and should remain a constant point of reference as you progress through your degree.

Your tutors, personal tutors and the administrative staff are all here to help. We are ready to support and inspire you to develop your skills as historians and expand your knowledge of the past. If you face difficulties, whether personal or work-related, it is important that you inform us, so that we can find the best way to help you. We expect hard work and commitment, but we also offer a supportive and respectful environment for everyone in the department.

It is essential that you maintain high standards throughout your undergraduate career, and to help you do so, we have clear ground rules to which you must all adhere:

- Attend all lectures, seminars and tutorials. This means not simply turning up, but coming prepared, having undertaken in advance the necessary reading and thinking. Remember you are active learners, not passive receptacles; tutors are not there to fill you up with historical content!
- Meet all deadlines for coursework – whether presentations, essays, commentaries, or group projects. These deadlines exist to enable you to engage effectively with the course materials and to pace yourselves over the courses of the three terms.

Written work is essential for your development as a historian, so take pride in it.

- Respect your tutors and fellow students. Seminars depend on students' engagement and participation; your contributions to discussion benefit the whole class and are essential for degree-level study. If you have been set a class presentation, it is meant to benefit not just you but your co-students too. Your tutor will have designed a class around your contribution: failing to engage disrupts this process, so you are letting down everyone else as well as yourself.
- Make sure you check email regularly and respond appropriately. Tutors will communicate with you through your college email accounts so it is imperative to check this every single day during the working week. Do also ensure you maintain a suitably respectful and professional tone in your emails.
- Obviously sometime things go awry; for very good reasons, you may be unable to attend a lecture, you might miss a class, or fail to meet a deadline. As long as you are honest and timely in reporting and explaining these exceptions, the department will aim to be understanding in its response.
- College and Departmental regulations are, however, very clear about attendance and delivery of work in all three years – and we endeavour to enforce these requirements robustly. If you fail to meet your commitments for any other than acceptable reasons you will be subject to the appropriate academic disciplinary procedure. The Student Handbooks (both Departmental and College) outline these regulations and procedures in detail for all undergraduates. Persistent defaulters - whether first, second or third years – will be issued with formal letters of warning and, if these are ignored, the College will move to have individual students' registrations terminated. If such a measure sounds draconian, it should be remembered that many students covet a place to study at Royal Holloway, and we wish to encourage everyone to make full use of the opportunity to study here.

If you follow these guidelines, whatever year of study you are in, you will have a good plan of action for a successful and productive year. Should you have questions, worries or concerns, please consult your personal tutors. I am sure you will enjoy your time in the History Department at Royal Holloway. This is a hugely exciting and important time in your life. Relish the chance to study history, and make every effort to succeed in your studies! We look forward to supporting you and celebrating all that you achieve.

Dr Daniel Beer  
Head of Department

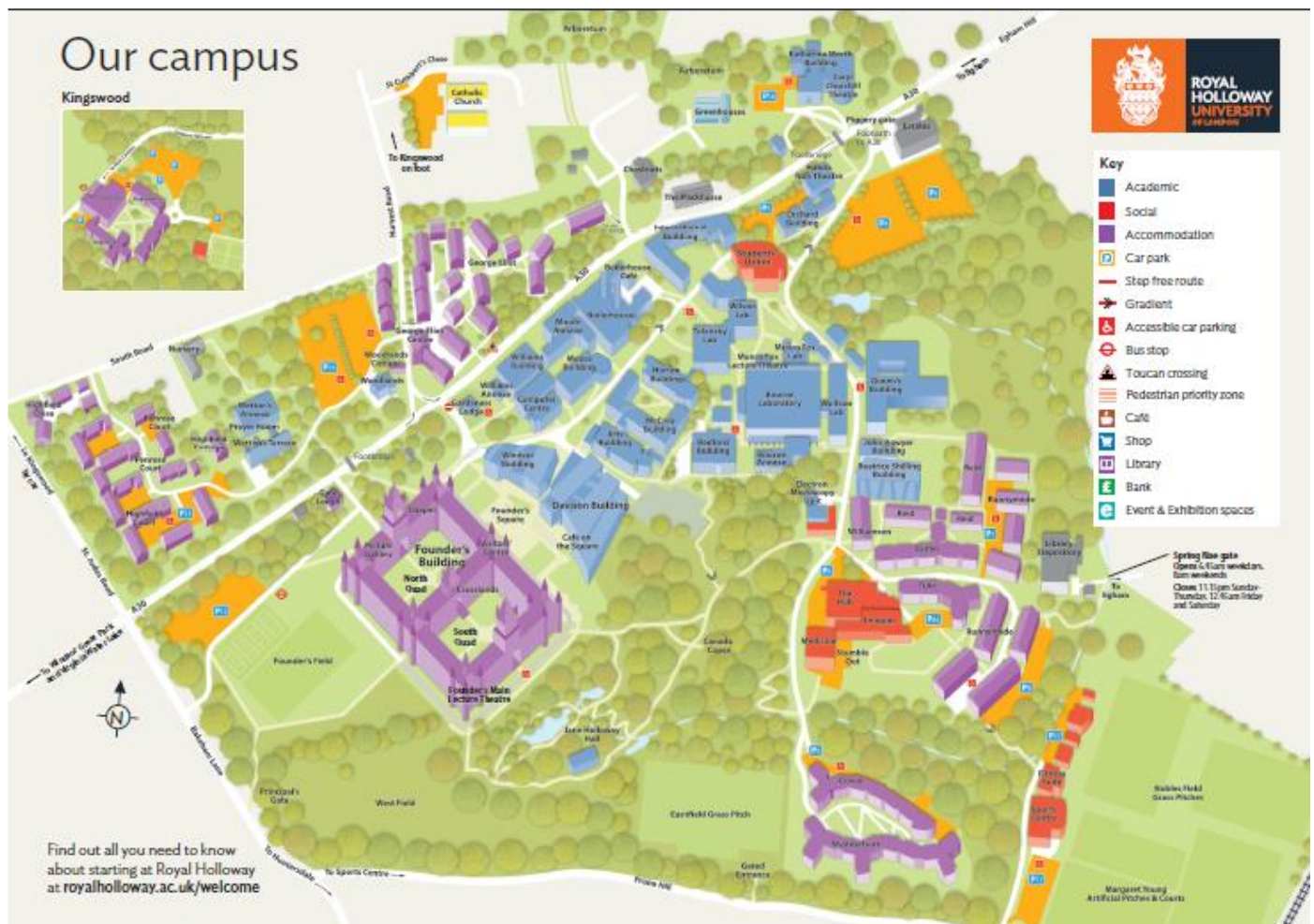
#### Top tips

- Be as organised as possible! Develop a routine; work out where and when you study best.
- Be realistic! A full-time degree requires in the region of 35 hours of work per week including lectures and tutorials as well as reading and preparation for class. Don't expect to succeed if you don't invest the time.
- Familiarise yourself with the library so that you are easily able to locate readings in hardcopy and online formats.
- Respect your fellow students and your tutors. Come to seminars well-prepared and ready to contribute to discussions.
- Write clearly and correctly – good writing skills help you to develop and convey your ideas effectively. If you think you might require some additional support, talk to your tutor.
- Think for yourself! At degree level, history is about independent thought. You need to read around to gain an understanding of a historical topic and to be able to evaluate the arguments historians have developed in relation to it.
- Familiarise yourself with the various forms of assessment on your courses. Look at past papers to get a sense of what questions are asked and to focus your reading.
- Work hard, but set aside time for extra-curricular activities, socialising and relaxation.
- Focus on your own studies and work don't worry too much about what others say they are or are not doing.
- If you are struggling and need help, ask!

## 1.2 How to find us: the Department

The Department of History is located in the International Building. This can be found on the College [campus map](#) as building 15

## 1.3 Map of the Egham campus



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

## 1.4 How to find us: the staff

### CONTACT DETAILS

#### Head of School:

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#### Head of Department:

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*Staff marked with an \* are on research leave during 2022-23*

## 1.5 How to find us: the School office

The School Office (located to the right when entering the International Building, in IN149)

## 1.6 Staff research interests

History Academic Staff	Field of study	Summary of interests
<a href="#">Dr Shahmima Akhtar</a>	Modern British	Histories of race, migration and empire
<a href="#">Professor Sarah Ansari</a>	Modern World <b>Postgraduate Education Lead (History)</b>	Modern South Asia; world history; migration, refugees, gender
<a href="#">Dr Akil Awan</a>	Modern World	Terrorism and political violence; social movements & protest; radicalisation; war and conflict on film
<a href="#">Dr James Baldwin</a>	Early Modern Middle East	History of Islamic law; Social and political history of the Ottoman Empire, especially Egypt and the Arab provinces
<a href="#">Dr Daniel Beer</a>	Modern European <b>Head of Department</b>	Modern Russian history/Stalinism; late nineteenth and early twentieth-century intellectual history
<a href="#">Dr Paris Chronakis</a>	Modern European <b>Course Director MA History</b>	The Mediterranean Sea, Modern Greece, the Holocaust, Jews, empires, diasporas, refugees, nationalism, urban cultures
<a href="#">Dr Karoline Cook</a>	Early Modern Atlantic World	Iberian Atlantic history with particular emphasis on Muslims and Moriscos in the Spanish Empire
<a href="#">Professor Kate Cooper</a>	Ancient and Late Antique	The Mediterranean world in the Roman period; daily life, family, religion, social identity
<a href="#">Dr Markus Daechsel</a>	Modern World, History of Development and Urban History	Historical sociology of twentieth-century Muslim South Asia
<a href="#">Dr Charalambos Dendrinos</a>	Byzantine <b>Course Director, MA Late Antique and Byzantine Studies</b>	Byzantine Greek language and literature; Byzantine sources; Greek palaeography
<a href="#">Dr Patrick Doyle</a>	Modern American	Civil War-era America, 1848-1877; slavery and the nineteenth century US South; history of race and race relations in North America
<a href="#">Dr Dawn-Marie Gibson</a>	Modern American	North American Islam; Nation of Islam
<a href="#">Dr Simone Gigliotti</a>	Holocaust Studies	History and representation; Witnessing histories; spatial approaches; visual memory; Displaced Persons and Refugees
<a href="#">Dr David Gwynn</a>	Ancient and Late Antique	Republican and Imperial Rome, Late Antiquity and the Rise of Christianity
<a href="#">Professor Jane Hamlett</a>	Modern British	Modern British social and cultural history; history of women and gender; history of intimacy and emotion; material and visual culture
<a href="#">Professor Jonathan Harris</a>	Byzantine <b>Co-Course Director MA in Medieval Studies</b>	Byzantine History 900–1460; relations between Byzantium and the west, especially during the Crusades and the Italian Renaissance; the Greek diaspora after 1453
<a href="#">Dr Rebecca Jinks</a>	Modern European	Genocide studies; Armenian and Bosnian genocides; histories of humanitarianism; urban history; gender; history of photography
<a href="#">Professor Andrew Jotischky</a>	Medieval <b>Course Director MA Crusader Studies</b>	The Crusades and Crusader States; Medieval Monasticism and Western Religious History; Latin-Greek Orthodox Relations

Dr Julia Leikin	Modern European	Imperial Russia and Europe, with particular focus on understanding and practice of international law in the eighteenth and nineteenth centuries
Dr Edward Madigan	Modern British and Ireland	Cultural, military and religious history of war; British and Irish memory of the First World War; public history
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	Twentieth-century British popular culture; modern British gender history; modern British social and cultural History
Dr David Natal	Late Antique	Social history of late antiquity with a special focus on early Christianity and digital humanities.
Professor Jonathan Phillips	Medieval	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	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
Dr Matthew Smith	Public History <b>Course Director MA Public History</b>	
Dr Emily Steinhauer	Modern European	Intellectual and gender history, with particular focus on Germany and German exiles, c. 1930s-1960s
Professor Dan Stone	Modern European <b>Course Director MA Holocaust Studies</b>	Interpretations of the Holocaust; history of eugenics, racism, genocide; right-wing ideology; history of anthropology; philosophy of history
Dr Amy Tooth Murphy	Modern British	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 Edmund Wareham	Medieval	Late medieval and early modern Germany, effects of religious change on of ordinary people, and institutions such as convents and monasteries
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 your School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in room 149 in the International Building.

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](mailto: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 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.

The History Department offers students a range of different kinds of practical and personal support, including from your Personal Tutor, alongside College Wellbeing services, and the School of Humanities office staff. There are scheduled slots each term when you are expected to meet with your Personal Tutor, but you are also welcome to meet them during their Consultation and Feedback office hours and at other times by prior arrangement if/when the need arises. These will be held online for the foreseeable future.

## 3 Communication

### 3.1 Post

Any post addressed to you in History department is delivered to the student pigeonholes in the International Building Foyer. It is comparatively rare for students to receive important 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.

### 3.2 Personal Tutors

Each student is assigned to a Personal Tutor. Personal Tutors advertise on their office door the times when they are available to see students, which will often be 'virtual' consultations over Microsoft Teams.

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

Occasionally – when, for example, a Personal Tutor goes on research leave – changes will be made, but we try to maintain a link between you and the same Personal Tutor throughout your time in the Department. Your Personal Tutor will probably be the person best equipped to write you references for jobs during your university career, and (along with the people teaching you in your Final Year) to act as a referee for jobs or

higher degree programmes after graduation. It is, therefore, very much in your interest to make sure that you keep in regular contact with your Personal Tutor. But before you name your Personal Tutor as a referee on an application, you should always ask them if this is alright. You should also make sure that you give them ample time to complete any references: while you only have one Personal Tutor, each Personal Tutor has many – past and present – personal tutees.

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

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

### 3.3 Module 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 Department. The results of the evaluations are considered by the School of Humanities Education Committee as well as the relevant Head of Department, and form part of the Department's Annual Monitoring Report, which aims to improve modules, taking into account student feedback.

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 Student-Staff Committee, which is overseen by the Undergraduate Education Lead, Dr Alex Windscheffel ([a.windscheffel@rhul.ac.uk](mailto:a.windscheffel@rhul.ac.uk)).

## 4 Teaching

### 4.1 Study weeks

Study Weeks in 2022-2023 are scheduled as follows:

<b>Term One</b>	Monday 31 October - Friday 4 November 2022
<b>Term Two</b>	Monday 13 – Friday 17 February 2023

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

## 5 Degree structure

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, modules which make up the course and any course-specific regulations are set out in the course specification available through the [Course Specification Repository](#).

### 5.1 Department specific information about degree structure

The History Department provides a variety of degree programmes. The majority of our students are

registered for the single honours BA History, while a sizeable number are registered for the BA Modern and Contemporary History. These are both three-year Single Honours degree programmes.

In addition, there are presently a further eight degree programmes in which this Department collaborates with other departments to provide Joint Honours degrees:

Ancient and Medieval History  
English and History  
French and History  
German and History  
History, Politics and International Relations  
History and Music  
History and Philosophy  
History and Spanish

Please note that the degrees in History and a language – French and History, German and History, History and Spanish - normally take four years to complete and involve a year abroad.

The Department also participates in the Liberal Arts degree programme.

The Department also offers various ‘... with an International Year’ degree programmes, which include an additional year spent at a host university overseas between the second and third years of study at Royal Holloway. Students studying on History’s degree programmes are eligible to apply for the ‘... with an International Year’ variants during their second year of study, subject to academic performance and securing a placement at a host university. If accepted onto this programme, they are transferred formally to the ‘...with an International Year’ degree programme for the start of their overseas year.

Please note that there are certain requirements specific to each degree programme. However, it is usually possible for single honours students to take up to one module per year designed primarily for a degree programme other than the one for which you are registered. It is also possible in some cases to switch from one degree programme to another. If you should wish to do either of these things you should talk firstly to your Personal Tutor. Changes of degree then have to be signed off by the Department Education Lead, Dr Alex Windscheffel

## 5.2 Change of course

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

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

Further information about changing programmes is available in Section 8 of the [Undergraduate Regulations](#).

## 6 Facilities

### 6.1 The Library

The Library, which lies at the heart of a History 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](mailto:Emma.Burnett@rhul.ac.uk))

## 6.2 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](#).

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

## 7.2 Submission of work

Submission dates in the History Department for 2022-23 can be found on the relevant module Moodle pages. Please contact the office at [humanities-school@rhul.ac.uk](mailto:humanities-school@rhul.ac.uk) if you are not sure when a piece of work is due.

*Please note that deadlines are potentially subject to change, and any changes to these deadlines will be relayed by the relevant course convener or the School Admin Team.*

## 7.3 Penalties for over-length work

Word limits are not set to make students' lives unnecessarily difficult! They exist because of the importance of History students developing the necessary transferable skills to produce different kinds of writing and presentations under a range of circumstances and for various purposes. Word limits and presentation time limits, therefore, need to be taken seriously. Please note too that short-weight work is unlikely to be able to meet the assessment criteria in full.

In the School of Humanities we adopt the College-wide regulation to stop marking at the allocated maximum word-length or time limit. You will not receive marks for any further content beyond the limit set and in addition the failure to produce a fully structured set of content constructed within the parameters of the task will negatively affect the success of what is submitted (for example if a conclusion cannot be considered). Please adhere closely to the task parameters and assessment rubric set to avoid such potential negative effects on your assessment outcomes.

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, headings and sub-headings, bibliography and appendices.

Work which is longer than the stipulated length in the assessment brief will be treated and assessed in line with Section 13, paragraph (5) of the College's [Undergraduate Regulations](#):

### **Section 13 (5)**

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

### **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](#).

## **7.4 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.

## **7.5 Academic misconduct - Plagiarism**

The History Department requires its students to use the MHRA (Modern Humanities Research Association) system of referencing their written work.

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. The Department takes plagiarism extremely seriously, and will thoroughly investigate allegations of plagiarism and poor academic practice.

## 8 Attendance

It is important that you attend and engage with 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.

**Please note in particular the College's Health and Safety policies related to coronavirus mitigation, and ensure you follow all the relevant guidance when on campus.**

### 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 Departmental Health and Safety Coordinator, Penelope Mullens, or the College Health and Safety Office.

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