Disclaimer

This document was published in September 2020 and was correct at that time. The department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of courses of study, to discontinue courses, or merge or combine courses if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term ‘department’ is used to refer to ‘departments’, ‘Centres and Schools’. Students on joint or combined degree programmes should check both departmental handbooks.
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1 Introduction to your department

1.1 Welcome

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

1.2 How to find us: the Department

The School of Law and Social Science Administration office is located in McCrea 101. This can be found on the College campus map.

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**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Head of School</td>
<td>Professor Mathew Humphreys</td>
<td>01784 44 6482</td>
<td>McCrea 1-01</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Matthew.Humphreys@rhul.ac.uk">Matthew.Humphreys@rhul.ac.uk</a></td>
<td></td>
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</tr>
<tr>
<td>Head of Department</td>
<td>Robert Jago</td>
<td>01784 443190</td>
<td>ABF-13</td>
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<td></td>
<td><a href="mailto:Robert.Jago@rhul.ac.uk">Robert.Jago@rhul.ac.uk</a></td>
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<tr>
<td>Academic Staff</td>
<td>A full list of staff can be found on the website.</td>
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</tr>
<tr>
<td>School Manager</td>
<td>Moya Watson</td>
<td>01784 44 3564</td>
<td>McCrea 1-01</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Moya.Watson@rhul.ac.uk">Moya.Watson@rhul.ac.uk</a></td>
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<tr>
<td>Help desk</td>
<td>James McEwan</td>
<td>01784 44 3891</td>
<td>McCrea 1-01</td>
</tr>
<tr>
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<td><a href="mailto:James.McEwan@rhul.ac.uk">James.McEwan@rhul.ac.uk</a></td>
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<tr>
<td>Disability &amp; Dyslexia Services</td>
<td>Dr Simon Behrman</td>
<td>01784 414373</td>
<td>ABF-05</td>
</tr>
<tr>
<td>Network Member</td>
<td><a href="mailto:simon.behrman@royalholloway.ac.uk">simon.behrman@royalholloway.ac.uk</a></td>
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1.5 How to find us: the School office

The department office is located in Room 1-01 in the McCrea building.

1.6 The Department: practical information

All Undergraduate enquiries should in the first instance be directed to the Helpdesk via email (LSS-School@rhul.ac.uk). Please note that due to the current coronavirus pandemic, the school office is currently closed to walk-in student enquiries. A booking system for online appointments will be put in place and advertised at the start of term, for any enquiries in the meantime, please email LSS-School@rhul.ac.uk

1.7 Staff research interests

Up to date information on staff research interests can be found on the staff directory: Staff Contacts and Research Interests

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 McCrea 1-01

Due to the current outbreak of coronavirus, the office will not be open for walk-up appointments in Term 1. Instead, there will be a booking system established, which you will be emailed about prior to the start of term: if you need to speak to someone to resolve a query that cannot be answered by email, please do book an appointment via that system, and the Office will provide a one-to-one appointment session to try and resolve your problem. For the majority of queries, the best thing to do would be to email LSS-School@rhul.ac.uk directly, where one of the team will be able to pick up your query. 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.
2.2 Student Charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The Student Charter outlines how you can support the College in achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student and later as part of the College’s alumni.

This Charter is not intended to constitute a binding agreement but is offered as a framework of aspirations, designed to be of benefit primarily to you as a student and to underpin the College’s aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your degree.

2.3 UG Degree Regulations

The Undergraduate Regulations set out the various standards that shape the regulatory framework of your undergraduate 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 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 Support 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 Health Centre on campus.

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

Find out more about Support Advisory & Wellbeing

2.6 Student Wellbeing

Student Wellbeing provides advice and guidance to all students on personal and emotional wellbeing, to assist you in maintaining a healthy balanced lifestyle and to support you from transition to university and then in the continuation of your studies towards graduation. The Student Wellbeing team actively encourages all members of the campus community to alert them to concerns or signs of vulnerability to enable proactive engagement with intervention.

Phone: 01784 44 3395 / 44 3132 / 27 6757
Email: wellbeing@royalholloway.ac.uk

Find out more about Student Wellbeing
2.7 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

Your first point of contact for advice and guidance is your Disability & Dyslexia Services Network Member in your department:

Name: Dr Simon Behrman
Phone: 01784 414373
Email: simon.behrman@royalholloway.ac.uk

2.8 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

2.9 IT Service 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 Office 365, Sofos Antivirus, NVivo and SPSS.

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

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 Post
All post addressed to you in the School will be held for you in the Administration Suite and you will be asked to come and collect this during our opening hours.

3.2 Notice boards
The official student notice boards are on the walls in The Arts Building outside ABF17. Every effort is made to post notices relating to classes well in advance.

It is your responsibility to check the times and venues of all class meetings and of any requirements (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!

3.3 Personal Tutors
Each student is assigned to a personal tutor. Each term you will have a number of scheduled personal advisor meetings, either individually or in small groups. These are compulsory and represent an important opportunity to develop your study skills, review your progress and performance and raise any questions or concerns.

Your personal tutor will be available to see you during pre-arranged meetings and is also available during their weekly office hours. Arrangements may also be made by him/her, or by you, to meet at other times. Your personal tutor is concerned with your academic development and progress during your time with us, and is available to offer you advice about issues affecting your work and to discuss with you your choice of courses. Personal tutors are also willing to discuss personal difficulties which may be impacting your academic performance, but it is understood that you may prefer to take such difficulties to the College student counsellors. Your personal tutor should be your first port of call for any queries of an academic nature or for guidance on issues having an impact on your ability to study. It is your responsibility to keep him/her informed of issues as they arise.

Occasionally – when, for example, a personal tutor goes on leave – changes will be made. You will be informed on any such changes as soon as possible.

Your personal tutor will probably be the member of the department best equipped to write you references for jobs during your university career, and (along with your Dissertation Supervisor) 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 as he or she will then be able to write individual and positive recommendations on your behalf. Before you name them as a referee on an application, you should always ask your personal tutor if this is alright. You should also make sure that you give him or her ample time to complete any references: while you only have one personal tutor, each personal tutor has many – past and present – personal tutees!

Although you should regard your personal tutor as your first port of call in the Department, it may be that on occasions he or she will direct you to another colleague, either in the Department or elsewhere, or to some other source of guidance or advice, such as the Programme Lead, Head of School, the Student Administrative Centre, the Health Centre, the Dean of Students, the Student Counsellors, or the Chaplains.

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.

3.4 Questionnaires
Courses are evaluated every year. Towards the end of each course you will be asked by the 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 course. It is College policy that such course evaluations are completed. These
are anonymous and your cooperation in making these evaluations is of great help to the Department. The results of the evaluations are considered by the Department’s Learning and Teaching Committee and form part of the Annual Monitoring Report of the Department.

All programmes and courses are reviewed periodically, taking into account the student evaluations as well as issues raised at the Student-Staff Committee.

4 Teaching

4.1 Study weeks

Term dates for the year are as follows.

**Autumn term**: Monday 21 September to Friday 11 December 2020
**Spring term**: Monday 11 January to Friday 26 March 2021
**Summer term**: Monday 26 April to Friday 11 June 2021

4.2 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 receive communications by email about exactly how to access and download your timetable, so keep any eye out for these. Timetables are subject to change during the course of the academic year, so you should check yours regularly, (as a minimum every two days) to ensure you are using the most up to date timetable. The college will endeavour to notify you via an e-mail to your RHUL account for late changes to your timetable that will affect teaching within the next two working days, 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.

5 Degree structure – Specific Information about 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 Change of your Degree Programme

If you want to change your Degree Programme to study something different, you may transfer to another programme subject to the following conditions being met before the point of transfer:

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

Once the Department have accepted you’ve met the conditions above, you’ll need to complete the appropriate change of degree form which can be found online.

- If you are a new student in the 2020/21 academic year, click here to view the change of programme request.
- If you are a continuing student in the 2020/21 academic year, click here to view the change of programme request.

5.2 Interrupt your Studies in Term 1 and Term 2

An Interruption allows you to pause your studies for a maximum of two years. This option is suitable if you want to stop studying temporarily and come back later. Further information about this process and the implications of interrupting your studies can be found on the online form. The form will only be made available during the periods in which interruptions are permitted.

- Home/EU Students who are eligible for funding via student finance – please click here to view the form.
- Overseas students who are eligible for funding via student finance – please click here to view the form.

If you are leaving your room in halls because you are interrupting your studies, you must also complete this online form to let us know when you plan to vacate your room so that you understand important information around your financial liability.

5.3 Interruption of study in Term Three

It’s not usually possible for you to interrupt your studies after the end of Term Two, as you’re considered to have attended all of the learning and teaching and the only requirement left is for you to complete your exams and assessments (which you cannot withdraw from at this stage).

If you’re unable to attend any examinations or complete assessments in Term Three, please contact your department for advice. Click here for more information about the exams and assessments period.

If you have any further queries, please contact the Student Services Centre.
5.4 Withdraw from your Studies

A withdrawal from study will permanently end your registration with the College. It's important you are aware of the implications and consider all of the options available to you before making this decision. Further information about this process and the implications of withdrawing can be found on the forms below.

- Form for UG Home/EU students who are eligible for funding via Student Finance
- Form for UG Overseas students who are eligible for funding via Student Finance

6 Facilities

6.1 Facilities and resources within your department

The Library is housed in the Emily Wilding Davison Building.

Details, including Library Search, dedicated subject guides and opening times can be found online from the Library home page.

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

The Information Consultant for the Department of Law and Criminology is Greg Leurs, who can be contacted at greg.leurs@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:

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time. Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the Library, and Computer Centre.

6.3 Computing

How to find an available PC

There are ten open access PC Labs available on campus which you can use, including three in the Computer Centre. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card.

7 Assessment Information

7.1 Anonymous marking and cover sheets

The School of Law uses anonymous marking in line with College requirements. Your Name and student number must not appear anywhere on your work. You must identify your work using your candidate number only. This can be found on Campus Connect.

All essays must be submitted with a title page which includes:
- Your candidate number
- The course code
- Essay Title
- Word Count

### 7.2 Submission of work

All work must be submitted to the Turnitin box on Moodle before the deadline. Work can only be uploaded using a Microsoft Word or PDF document otherwise the marker will be unable to open this and late penalties will be applied. **Please remember that it is your responsibility to ensure that you upload the correct document to the correct Turnitin box and we strongly recommend that you upload your essay well before the deadline and check all submissions to avoid late penalties being applied.**

Once the deadline has passed work cannot be re-uploaded and any incorrect work cannot be replaced.

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

![Submit Paper](#)

### 7.3 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (5) of the College’s Undergraduate Regulations:

**Section 13 (5)**

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.

7.4 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13, paragraph (4) of the College's Undergraduate Regulations.

Section 13 (4)

'In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:

- for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks;*
- for work submitted more than 24 hours late, the mark will be zero.'

*eg. an awarded mark of 65% would be reduced to 55% and a mark of 42% would be reduced to 32%.

If you believe that you will be unable to submit coursework on time because of illness or other acceptable causes then you should apply for an extension to allow you to submit the work late without suffering a penalty. If you did not request an extension but then miss a deadline due to factors which have affected your ability to submit work on time, then you may submit a request for extenuating circumstances to be considered. Please note however that if you do so, you will have to provide convincing reasons why you had been unable to request an extension.

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

You are expected to manage your time appropriately and hand in your coursework assessments on time. However, occasionally unforeseeable or unpreventable circumstances arise which prevent you from submitting your work on time. If this is the case you may be able to apply for an extension to your submission deadline without suffering a penalty.

Please refer to the Extensions Policy and guidance on the College's webpage about Applying for an Extension.

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

Listed below are the assessments for which extensions cannot be granted (i.e. are exempt):

For an extension on a group presentation you should contact the Course Convenor via email copying in LSS-school@rhul.ac.uk. Any requests will then be discussed with you and the impact on other students will be evaluated before your request will be considered.
7.6 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, “a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities”. It is for such conditions and SpLDs that 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.

7.7 What to do if you have difficulty writing legibly

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in writing by hand which would lead to your scripts being illegible you should contact Disability and Dyslexia Services. Please note the deadline for making an application for Examination Access Arrangements is in January each year. Therefore it is in your interest to contact DDS as soon as you are able in the Autumn Term in order that you have time to get any necessary evidence required for the application.

7.8 Academic misconduct - Plagiarism

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

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

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

What is Plagiarism?

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

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student’s work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student’s work alone, without reference to further evidence.

The School dedicates specific study skills tutorials to plagiarism, which are compulsory and an important opportunity for you to develop a clear understanding of what constitutes plagiarism. Before uploading your first assignment you must also undertake and pass a compulsory ‘avoiding plagiarism’ quiz on Moodle.

8 Health and safety information

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

8.1 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.

8.2 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. The Department and the type of work conducted by students is classified as a low risk activity and as such the following advice is relevant.

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

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.

8.3 Field trips

Field work is defined as work or study which is undertaken outside the normal work/study environment, including any undertaken away from College owned or leased property. It will also include work that is beyond normal daily activities on College premises.

A trained field work risk assessor/health and safety coordinator must be consulted at an early stage in the planning. All field work shall be risk assessed using the standard College ‘Field Work Risk Assessment Form’.

Prior to a trip, a set of contact details shall be prepared by the member of academic staff responsible for organizing the field trip and a copy will also be held by the Head of Security. Details will consist of contact address, at least two contact phone numbers and, if possible an alternative means of contact. This is to allow the College the ability to contact or re-establish contact with the group in case of an emergency.

You are reminded that you are representing Royal Holloway University of London and should act appropriately at all times. It is the student’s responsibility to ensure they have the appropriate clothing and footwear.
8.4 Placements

The department has excellent links with prisons, government bodies, charities and research organisations and can offer a range of valuable placement opportunities that students can apply to undertake alongside their studies, supported by academic staff and the careers service. These placements are supported by the careers service and we provide funding to cover travel costs. Further details on specific opportunities and details of how to apply are circulated by email and advertised on noticeboards throughout the year.

9 Department codes of practice

9.1 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.