DEPARTMENT OF LAW AND CRIMINOLOGY
SCHOOL OF LAW AND SOCIAL SCIENCES

UNDERGRADUATE STUDENT HANDBOOK

2024/2025

Disclaimer

This document was published in September 2024 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 modules, or merge or combine modules if such actions are reasonably considered to be necessary by the University. 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.

Contents

1   Introduction to your Department

1.1   Welcome

Welcome to Royal Holloway. Royal Holloway, University of London, is one of the UK's leading research- intensive universities, with six academic schools spanning the arts and humanities, social sciences and sciences. The aims of this Handbook are: (i) to provide students with a clear, accurate and user-friendly guide to the University; and (ii) to signpost all students enrolled in one of the degrees offered by the Department to more detailed information and to support services.

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 Universities campus map. Our staff has offices in the Arts and International buildings. Most of our degrees are taught at the University's main Egham campus.

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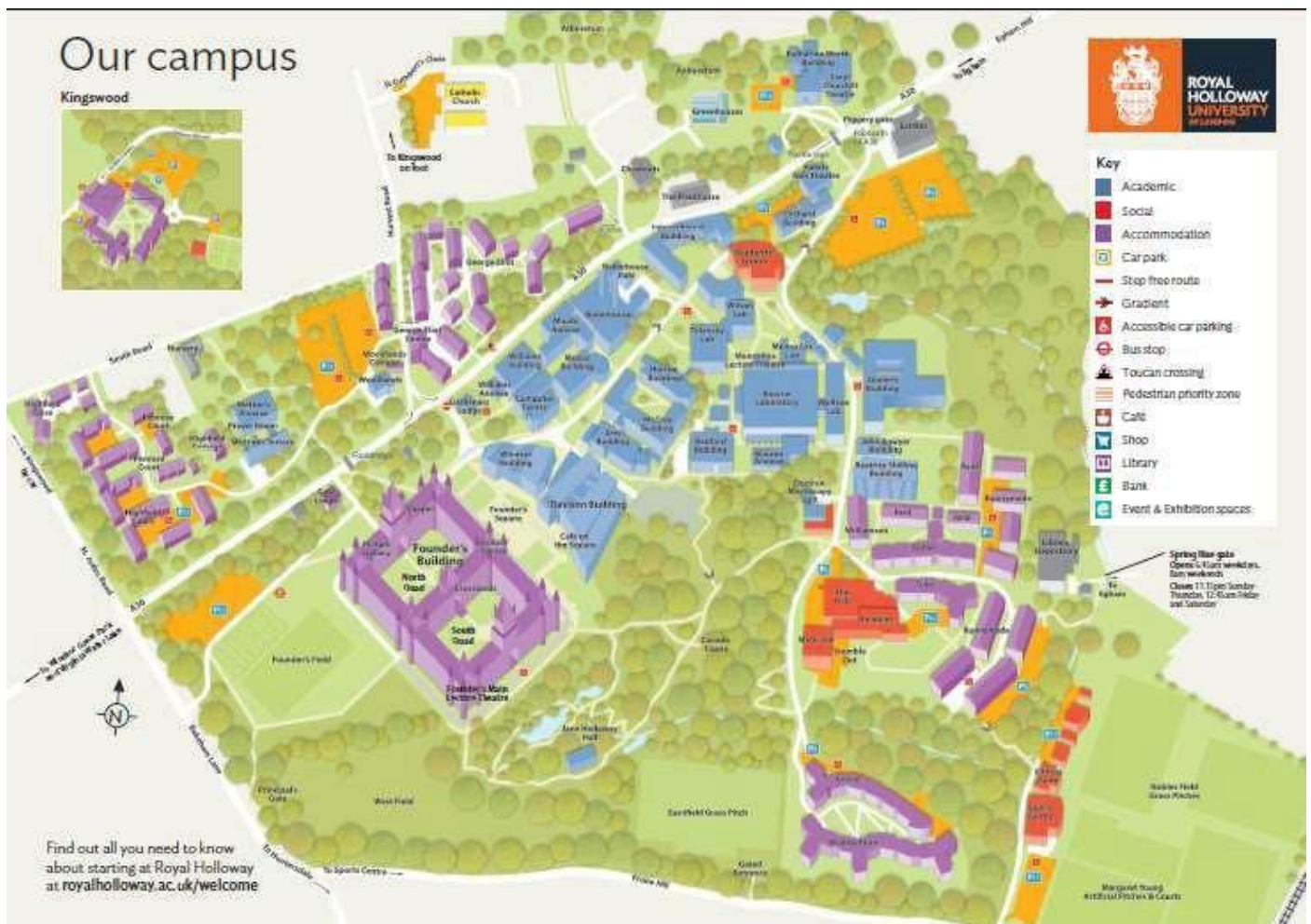
Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you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

1.4 How to find us: the staff

Head of School: Professor Matthew Humphreys
Email: Matthew.Humphreys@rhul.ac.uk;
Tel. 01784 44 6482
Office: McCrea 1-01

Head of Department: Professor Ravinder Barn
Email: r.barn@rhul.ac.uk;
Tel. 01784 44 3678
Office: ABF-17A

Undergraduate Education Lead: Dr Irene Antonopoulos
Email irene.antonopoulos@rhul.ac.uk
Tel. 01784 27 6160
Office: ABS-01

Deputy Undergraduate Education Lead: Dr Melissa Henderson
Email Melissa.Henderson@rhul.ac.uk;
Office: ABF-25

Programme Lead Philosophy & Sociology, Criminology & Sociology: Dr Caterina Nirta
Email Caterina.Nirta@rhul.ac.uk;
Office: McCrea 1-19

Programme Lead Criminology & Psychology: Professor Andrew Silke
Email: Andrew.silke@rhul.ac.uk
Office:

Programme Lead: Social Science: Dr. Louise O'Connor
Email louise.oconnor@rhul.ac.uk
Office: ABS-13

Programme Lead: LL.B. Law with Foundation Year: Dr Rebecca Smith
Email: rebecca.smith@rhul.ac.uk;
Office: Founders, South Tower, Room 305

Programme Lead: LL.B. Law : Dr Yvonne Jacobs
Email: Yvonne.Jacobs@rhul.ac.uk;
Office: ABF-27

Programme Lead: 'LL.B. Law with': Dr Eugenio Vaccari
Email Eugenio.Vaccari@rhul.ac.uk;
Office: ABF-13

Programme Lead: Health and Social Care: Dr Niina Manninen
Email Niina.Manninen@rhul.ac.uk
Office:

UG and PGT Senior Tutor: Dr Matt Clement
Email: Matt.Clement@rhul.ac.uk
Office:

School Manager: Moya Watson
Email: Moya.Watson@rhul.ac.uk;
Tel. 01784 44 3564
Office: McCrea 1-01

School Help desk
Email: LSS-School@rhul.ac.uk
Tel. 01784 27 6883
 Office: McCrea 1-01

Disability and Neurodiversity Network Member: **James McEwan**
Email: LSS-School@rhul.ac.uk;
Tel. 01784 27 6883
Office: McCrea 1-01

1.5 How to find us: the Department office

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

1.6 The Department: practical information

The Department office is located in Room 1-01 in the McCrea building. Please note the office opening hours will be from 10am-4pm (Monday – Friday),

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 from the University

We stand resolute in our commitment to fostering a safe, equal, and inclusive learning environment and campus life. In that pursuit, we have a zero-tolerance approach to all forms of discrimination and unacceptable behaviour in our institution: bullying, harassment, unlawful discrimination or victimisation. We have implemented a comprehensive set of policies in which all allegations of discrimination: race, ethnicity, gender, sexual orientation, religion, disability, and socioeconomic status, will be investigated, and if appropriate, disciplinary action will be taken.

We also firmly believe that education and awareness are crucial for combating discrimination. So we have been providing mandatory diversity and inclusion training for all members of our community, so that they are equipped with the tools and knowledge needed to navigate the complexities of a diverse world with sensitivity and empathy.

While we take pride in our accomplishments, we recognise that the journey towards equality and inclusion is still long. We are aware that structural injustices outside our campus inevitably make their way in, particularly in social dynamics, access to resources and support, as well as the very knowledge that is being promoted and exchanged. So, we regularly assess our policies, initiatives, and practices to adapt and evolve in response to the ever-changing social and political landscape, and to identify areas of improvement based on feedback, experience, and research.

Our student-led support groups and organisations serve as vital platforms for feedback, advocacy, solidarity, empowerment, and community-building. We invite you to be part of this transformative journey, which is central to our collective prosperity and academic success.

Here's a list of relevant contact details and resources available to students in relation to our equality, diversity, and inclusion pledge.

COLLEGE RESOURCES:

RH Be Heard is a new way for you to report issues in one place, through one simple online form. Whether you have a concern, need to resolve complaint, or report misconduct that you experience or witness, RH Be Heard makes sure that we can help. https://intranet.royalholloway.ac.uk/students/help-support/wellbeing/rh-beheard.aspx

Equality, Diversity, and Inclusion Hub: https://intranet.royalholloway.ac.uk/students/campus-life/equality-diversity-and-inclusion/equality-diversity-and-inclusion.aspx

Security: 01784 443888 or 444 from internal phone lines. securityrhul@royalholloway.ac.uk or drop into the Security Office on the ground floor of Founder's East, next to the Visitor's Centre

Health emergency services: 101 (Surrey police), 111 (non-emergency), 119 (Covid-19 related), 999 (emergency)

Student Counselling: 01784 443128 or https://intranet.royalholloway.ac.uk/students/help-support/counselling/home.aspx

Student Wellbeing: wellbeing@royalholloway.ac.uk

Disability and Dyslexia services: 01784 414621 or disability-dyslexia@royalholloway.ac.uk

International Student Support: internationaladvice@royalholloway.ac.uk

Multifaith Chaplaincy: chaplaincy@royalholloway.ac.uk

Royal Holloway Students' Union Advice Centre: advice@su.rhul.ac.uk

Accessibility: www.accessable.co.uk/royal-holloway-university-of-london

Our enquiry platform helps find answers fast, and connects you to the right people when you need help: Ask Royal Holloway

SCHOOL OF LAW AND SOCIAL SCIENCES – STUDENT SUPPORT GROUPS

First Generation Students Support Group: Janina.Beiser-McGrath@rhul.ac.uk

Woman of Colour Students Support Group: Gauri.Wagle@rhul.ac.uk

Muslim Students Support Group: Mohammadreza.Kalantari@rhul.ac.uk

Black, African and Caribbean Students Support Group: Michael.Bankole@rhul.ac.uk

2.2 Student Charter

The University 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 University in achieving these goals and also seeks to encourage you to act as an effective ambassador for the University, during your time as a student and later as part of the University'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 University's aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your degree.

2.3 Students' Union Royal Holloway University of London (SURHUL)

The Students' Union Royal Holloway University of London (SURHUL) is a registered charity (Registered No: 1141998) and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering, transport, volunteering, campaigning and advocacy.

The SU Advice Centre, situated on the first floor of the Students' Union, is a free service that offers you the opportunity to discuss any concerns you may have and receive impartial advice and information from the team of experienced and professional advisers. Open 9.30am - 5pm, Monday – Friday, it operates an open-door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment.

Phone: 01784 24 6700
Email: helpdesk@royalholloway.ac.uk

2.4 UG Degree Regulations

The Undergraduate Regulations set out the various standards that shape the regulatory framework of your undergraduate degree with the University. 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.

2.5 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 here.

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. Student Wellbeing also provides 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 3395 / 44 3132 / 27 6757
Email: wellbeing@royalholloway.ac.uk

Find out more about Student Wellbeing here.

2.7 Disability & Neurodiversity Team

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

The University Disability & Neurodiversity Team supports all students who have disclosed a disability, long standing medical condition, specific learning difficulty or mental health condition..

Phone: 01784 414621
Email: [disability @royalholloway.ac.uk](mailto:disability@royalholloway.ac.uk)

Find out more about Disability & Neurodiversity Team here.

Your first point of contact for advice and guidance is your Disability & Neurodiversity Network Member in your Department:

Name: James McEwan
Phone: 01784 27 6883
Email: James.McEwan@rhul.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 here.

2.9 IT Service Desk

The University IT Service Desk offers a range of support covering all aspects of IT services, such as email access, connecting to the University's wireless network, connecting devices such as iPads and making use of University 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, Sophos Antivirus, NVivo and SPSS.

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

Find out more about the IT Service Desk here.

3 Communication

It is vitally important that you keep in touch with us using your Royal Holloway email address; you must include your Student I.D number and programme of study: this is so we can identify who you are, as 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. **Please also note that it is University policy for administration staff to respond within 3 working days and during working hours.**

3.1 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 consultation and feedback hours. Arrangements may also be made by your personal tutor, 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 modules. 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 University 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 your personal tutor informed of issues as they arise.

Occasionally – when, for example, a personal tutor goes on leave – changes will be made. You will be informed of 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 they 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 them 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 your personal tutor 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.

3.2 Questionnaires

Modules are evaluated every year. Mid-way through each module and at the end of it, you will be asked by the University 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 degree course. It is University policy that such module 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 senior members of the Department and form part of the Annual Monitoring Report of the Department.

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

4   Teaching

4.1 Study Weeks

Term dates for the year are as follows.

Autumn Term: Monday 23 September to Friday 13 December 2024
Autumn Term Study Week: Monday 4 November to Friday 8 November

Spring term: Monday 13 January to Friday 4 April 2025
Spring Term Study Week: Monday 24 February to Friday 28 February

Summer term: Monday 5 May to Friday 13 June 202
Please note there is no teaching during the summer term.

4.2 Academic Timetable

Your individual student timetable will be available via the [Web Timetables (royalholloway.ac.uk)](#) page on the Student Intranet. Log in with your University username and password and view your timetable via the system or download to a personal calendar. 2024/25 Academic Teaching Timetables will be released to students at 10am on Tuesday 17th September 2024 for courses starting in September. Timetables are subject to change during the course of the academic year, so you should check yours regularly (at a minimum every two days) to ensure you are using the most up to date timetable. The University 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 Course Structure – Specific Information

Full details about your course 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.

You will also be able to find further details relating to the specifics of your modules on the individual Moodle Pages, the [Law Programme Resources Page](#), the [CrimSoc/CrimPsych Programme Resources Page](#) and the [BSC Social Science Resource Page](#).

5.1 Change of your Degree Course

If you want to change your Degree Course 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 degree course.
- You must satisfy the requirements in respect of mandatory modules and progression specified for each stage of the new degree course up to the proposed point of entry.
- The transfer must be approved by both the Department(s) responsible for teaching the new degree course and that for which you are currently registered.

- If you are a student with Tier 4 sponsorship a transfer may not be permitted by Student Route (Previously Tier 4) Immigration rules.
- You may not attend a new degree course of study until your transfer request has been approved.

Once the Department(s) involved have accepted you have met the conditions above, you will need to complete the appropriate change of degree course form which can be found online at this page. If you wish to drop the minor component in your Law programme (e.g. transfer from Law with Philosophy to LL.B. Single Honours), please contact the programme lead for Law with programmes to discuss this issue before completing the above-mentioned form.

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.

- 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 University. 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.

- Please click here to view the form

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.

There are also specialist libraries relevant to Social Work students. Specialist libraries in Britain are listed in the ASLIB Directory of information sources in the United Kingdom (available in the library).

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 University card.

7 Assessment Information

7.1 Anonymous marking and cover sheets

For most modules, the Department of Law and Criminology uses anonymous marking in line with University 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
- 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 format, otherwise the marker will be unable to open this and late penalties will be applied. The academic and administrative staff will aim to release marks and feedback for work submitted to Moodle within 20 working days after the submission deadline.

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

7.3 Presentations

Part of your assessment on a module may involve delivering presentation. You may be asked to present your learning on a specific day or as an online submission. Details of presentation requirements are outline in specific module outlines.

7.4 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 (7) of the University's Academic Taught Regulations

Section 13 (7)
Any work 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 or presentations. In the case of presentations these may be stopped once they exceed the upper time limit.

In addition to the text, the word count should **include** quotations and footnotes.

Please note that the following are **excluded** from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices.

7.5 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with the University's Undergraduate Regulations at 13(4).

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

(a) For work submitted up to 24 hours late, the mark will be reduced by ten percentage marks;*
(b) For work submitted more than 24 hours late, the maximum 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.

7.6 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 piece of work awarded 2:1 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 2:1, while a 68% indicates a high 2:1.

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.

7.7 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 University's webpage about Applying for an Extension.

Please note: - Not every assessment is eligible for an extension. The Department do not allow extensions for multiple choice quizzes, exams, take home exams, or group presentations.

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.

7.8 Support and exam access arrangements for students requiring support

Some students at the University 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 Neurodiversity Team can put in place adjustments, support and exam access arrangements. Please note that a "long-term" impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the Disability and Neurodiversity 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 Neurodiversity Team can discuss this process with you when you register with them.

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 What to do if you have difficulty writing legibly

It is University 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 Neurodiversity 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

7.10 Academic misconduct

The University 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 module), 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 University 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 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.

What is Commissioning?

Typically, commissioning occurs when a student requests another person to write or re-write work in order to obtain an unfair advantage. At the most serious end of the scale this offence includes paying an individual or company to produce work for you to submit as your own. However, payment need not be involved and it can also include the situation where you have asked someone (such as a friend, family member or former teacher) to help you write work which you submit for assessment.

Commissioning is becoming an increasing issue, as the release of ChatGPT and other AI writing tools has made it even easier for students to submit work that is not their own. Use of technology such as this to generate work which is then submitted for assessment, without reference or permission in the assessment instructions, is likely to be deemed as commissioning. To prevent the unauthorised use of AI writing tools, section 1 (2)(b) of the Regulations on Academic Misconduct has been amended as follows:

"Commissioning, which is requesting or engaging another person or artificial intelligence tool (whether paid or unpaid) to write or rewrite work in order to obtain an unfair advantage for oneself. This would include the use of software designed to generate responses, third parties such as family, friends, students, providers of essay writing services or providers of proofreading services not authorised by the institution "

8   Attendance and Engagement Requirements

The Schools Engagement Requirements are as follows:

- **Submission of all coursework and/or**
- **70% attendance/engagement at timetabled sessions**

Please refer to the central Engagement web pages and Attendance and Engagement Policy for full details

9 Health and safety information

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

9.1 Code of practice on harassment for students

The University 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 University'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 University 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 University Health and Safety Office.

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

9.3 Field trips

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

9.4 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. Further details on specific opportunities and details of how to apply are circulated by email and advertised on noticeboards throughout the year.

10 Department codes of practice

10.1   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 University') 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 University is committed to ensure that:

- all staff, students, applicants for employment or study, visitors and other persons in contact with the University 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 University publicity material it creates a positive, inclusive atmosphere, based on respect for diversity within the University.

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

11 Core Student Handbook

The University's Core Student Handbook has further information about the following: -
- Support and Advice
- Communication
- Teaching
- Attending Classes and Engaging with your Studies
- Degree Structure
- Facilities
- Assessment Information
- Careers information
- Complaints and academic appeals procedure
- Equal opportunities statement and University codes of practice

12 FAQ

What to do if…
You have a problem with a specific module?
See your workshop/seminar tutor or lecturer first. If you cannot find them, try your personal tutor.

You need an extension for your assignment?
Extensions are only given in exceptional circumstances. When you log into Campus Connect you can apply for an extension under the 'Extensions' heading in the My Studies Tab. In addition, please see the Extensions Policy above.

You have a problem with your module?
If you are not sure if the choices you made on your modules were entirely appropriate, get in touch with your Programme Lead.

You have a general problem with your studies (I want to change degree course/university)?
See your Programme Lead. If they are not available, try your personal tutor.

You have a general personal/social/academic problem?
You could be studying for too long, or want to take up that part-time job, or you don't get on with your flat mates: speak to your personal tutor. Remember that you can also speak to the confidential Student Counselling Service for personal and social problems.

The lecturer you would like to see is on sabbatical?
Check with your Senior Tutor about who is replacing them.

You have experienced sexual harassment, assault, discrimination or a hate crime?
Please get in touch with Wellbeing@rhul.ac.uk as soon as you physically can, copying your personal tutor. If you require medical attention, please call, or attend the on-campus medical facilities. If you think any unlawful activity has been committed, call the Police on 999 as soon as you can.

What if an incident is taking place right now?
If you are on campus, University Security operates, and is contactable, 24 hours a day, 7 days a week

for your protection. If there is an emergency on campus please call the Security Control Centre located in Founder's East reception:

Emergency number: 01784 443 888
securityrhul@royalholloway.ac.uk
Telephone: 01784 443063

You have a general or specific complaint?
In the first instance you should raise the problem with the person concerned. If this is not suitable then there are two channels to follow:

- Arrange to see the Programme Lead and, if that does not help, the Head of Department

- Contact your student representatives sitting on the Student-Staff Committee who can raise your concern in the meetings, or bring the matter directly to the School's attention. Student feedback questionnaires for each module are reviewed as part of our annual monitoring process. Ultimately, students have recourse to the University Complaints Procedure (available on the web).

13 Glossary

We understand that many of the concepts used in your everyday university life will be new to you. To make your life easier, please familiarise yourself with the following concepts.

Module Lead – A member of academic staff who is responsible for the running of a module – also known as Module Co-Ordinator, Module Convenor, Lecturer or Instructor.

Modules – also called course units. These are the specific credit-bearing units taken during one academic year. They are either "whole" modules taken over two terms (typically bearing 30 credits) or "half" modules taken within one term only (typically bearing 15 credits). Within an academic year, you will be typically taking modules adding up to 120 credits.

Lectures – usually a one-to-two-hour session in which the most important points of a topic will be discussed by the lecturer. Students are required to attend, participate, and do any upfront or follow-up activity to prepare for the Lecture and the subsequent Seminar/Workshop.

Personal Tutor – An academic member of staff will be allocated to a number of students to give advice on academic and personal matters. Your Personal Tutor is the first person to whom reference requests should be directed.

Plagiarism – The passing off the thoughts and ideas of someone else without referencing them properly and claiming them to be your own.

Programme Lead – An academic member of staff who's responsible for the Undergraduate Programme and the students on it. Sometimes Programme Leads are referred to as the Academic Coordinators.

Registration – notice of intent to register for and take one of the modules available in that academic year. This is a School-level activity.

Repeat – Where a module has been failed a student may be offered the opportunity to Repeat. This means that all lectures and workshops are attended, all required coursework is submitted and the final examination sat. A repeat module will be charged at 25% of full fees for whole modules and 12.5% for half modules. A Repeat is the second and final attempt to pass a module. Exact amounts should be available from the Student Administration Centre and/or LSS Admin office.

Resit – Where a module has been failed a student may be offered the opportunity to Resit. This means that the student is only required to re-submit failed coursework or resit the examination. Components of the module which were passed will have their marks brought forward and the resubmitted or resit exam grades will be incorporated into the new final mark. All resit marks are capped at a maximum of 40%. There is an administrative fee for resits. Exact amounts should be available from the Student Administration Centre and/or LSS Admin office. A resit is the second and final attempt to pass a module.

Seminars – group classes which form a part of the course unit. Seminars are separate to the lecture but will act as a follow up and discussion on the topics covered in the lecture.