Disclaimer

This document was published in August 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 programmes of study, to discontinue programmes, or merge or combine programmes 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 will receive two 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.

This handbook contains information for new and continuing students on undergraduate programmes in the Department of Politics, International Relations and Philosophy. This handbook has been produced for students on programmes involving politics and/or international relations. A separate handbook exists for students on programmes in philosophy.

This handbook gives you information that you will need throughout the academic year. It gives details of who to contact for advice, how we support you and communicate with you, our policies in relation to teaching attendance and assessment, and information on our facilities.

This handbook is not your only source of information. For queries about particular courses, you should contact the course convenor. For issues relating to your academic development, or personal circumstances, you should contact your personal tutor.

1.2 How to find us: the Department

Academic staff in the Department of Politics, International Relations and Philosophy are located on the ground floor of McCrea Building. The School of Law and Social Science Administrative Office is located next door in McCrea 1-01. This can be found on the College campus map as Building 4.

1.3 Map of the Egham campus

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

CONTACT DETAILS

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

Head of Department:  Professor Oliver Heath
Oliver.Heath@rhul.ac.uk  01784 276407  McCrea 1-32

Programme Lead  Dr Daniel Whistler
Daniel.whistler@rhul.ac.uk  01784 276238  McCrea 1-31

Academic Staff:  A full list of staff can be found on the website

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

Help desk:  James McEwan
LSS-school@rhul.ac.uk  01784 44 3891  McCrea 1-01

Disability & Dyslexia Services  James McEwan
Network Member:  LSS-school@rhul.ac.uk  01784 44 3891  McCrea 1-01

1.5 How to find us: the School office

The department office is located in Room 1-01 in the McCrea building. Please note that due to the current coronavirus pandemic, the school office is currently closed to walk-in student enquiries.

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

Dr Michael Bacon: Contemporary political theory, in particular pluralism, pragmatism, and theories of democracy.

Dr G. Anthony Bruno: Kant, German idealism, phenomenology, early modern philosophy.

Dr Suki Finn: Logic, metametaphysics, metaphysics of pregnancy

Dr Neil Gascoigne: Pragmatism, epistemology, metaphilosophy. philosophy and literature.


Dr Rebecca Roache: Metaphysics (especially philosophy of time, free will, personal identity), philosophy of mind, philosophy of psychiatry, applied ethics, philosophy of technology.
Dr Jonathan Seglow: Contemporary political theory, especially toleration, free speech, citizenship and cultural diversity.

Dr John Sellars: Ancient philosophy (especially Hellenistic and Roman) and its later reception.

Dr Henry Somers-Hall: Nineteenth and twentieth century German and French philosophy, and in particular Kant, Hegel, Deleuze, Merleau-Ponty and Sartre.

Professor Nathan Widder: History of Western political thought, contemporary Continental philosophy, questions of difference, pluralism, power, identity and time.

Dr Daniel Whistler: German Idealism, 18th-century European philosophy, philosophy of religion and philosophy of literature.

1.8 Student Societies

PhiSoc
PhiSoc aims to provide students with an outlet to pursue philosophical interests, whether political, social, ethical or epistemological, and is open to students across campus, not just those studying on philosophy degrees. Since its establishment in 2011 the society has been hosting weekly discussions on a variety of philosophical and practical topics, and has participated in events such as the British Undergraduate Philosophy Society annual conference in Leeds, and ‘My Night with Philosophers’ held at the Institute Français du Royaume-Uni in central London. Details of PhiSoc can be found at: https://rhulphilsoc.wordpress.com/

2 Support and advice

2.1 Support within your Department

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

3 Communication

3.1 Notice boards

The official student notice boards are on the walls in McCrea. 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!
3.2 Personal Tutors

Each student will be assigned an academic member of staff as a Personal Tutor. Personal Tutors oversee the pastoral care of students and provide academic and welfare advice. Incoming students will meet their Tutors during Welcome Week and returning students should arrange to meet their supervisors early in the academic year. Personal Tutors can change in the first two years as a result of sabbaticals, etc. For final-year students who are writing dissertations (in the case of joint honours students dissertations might be written in the partner department, and for Economics, Politics and International Relations students the dissertation is optional), your Personal Tutor will be your dissertation supervisor.

Students are encouraged to keep in touch with their Personal Tutors. Students who are experiencing difficulties of an academic or non-academic nature should normally consider their Personal Tutors to be their first point of contact, though course conveners, teaching assistants, and School admin staff should also be treated as contacts where appropriate.

3.3 Questionnaires

We welcome student feedback at any time during the academic year. The student-staff committee (see section 2.5) provides an important forum for in-year feedback, but students should feel free also to contact course leaders, the School Manager, or the Head of Department.

We also ask you to fill out course evaluation forms. These are distributed in the last week of each term, and are anonymous. We take this feedback seriously, and use it when we revise our courses at the end of the year.

The results from course evaluations are collated and monitored by the School’s Education Committee and by the Head of Department and the staff concerned.

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

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

Philosophy Degree Programmes

At the College you can study Philosophy either as single subject (Single Honours); as part of a Joint Honours degree (‘and’ Philosophy) with one other subject; as a Minor (‘with’ Philosophy); and on the Politics, Philosophy and Economics (PPE) degree. Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through [http://www.royalholloway.ac.uk/coursecatalogue/home.aspx](http://www.royalholloway.ac.uk/coursecatalogue/home.aspx) or [http://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx](http://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx)
5.2 Single Honours Philosophy

Stage one:
Students must take:
PY1002 Introduction to Modern Philosophy (15 credits)
PY1101 Problems of Knowledge (15 credits) – Must pass in order to progress
PY1541 Introduction to Ancient Philosophy (15 credits)
PY1102 Tutorial Special Study (15 credits)
PY1103 Introduction to Formal Logic (15 credits)
PY1104 Introduction to Political Philosophy (15 credits)
PY1202 Philosophical Methods (15 credits)
PY1203 Issues in Ethics (15 credits)

Stage two:
Students must take the following mandatory modules:
PY2001 Kant (15 credits)
PY2002 Mind and World (15 credits)
PY2202 Empiricism and Rationalism (15 credits)
and choose options equal to the value of 75 credits from the Departmental list of available stage two modules.

Stage three:
Students must take the following mandatory module:
PY3001 Dissertation (30 credits)
and choose options equal to the value of 90 credits from the Departmental list of available stage three modules

5.2.1 Joint Honours Philosophy

If you’re taking Philosophy as part of a Joint Honours degree (‘and’ Philosophy), one half (0.5) of your degree will be spent taking philosophy courses and one half taking modules from your other subject (60 credits a year in each subject). Here’s a list of subjects that can be taken with Philosophy:

- BA Ancient History & Philosophy
- BA Classics & Philosophy
- BA Classical Studies & Philosophy
- BA Comparative Literature and Culture & Philosophy
- BA Drama & Philosophy
- BA English & Philosophy
- BA French & Philosophy
- BA German & Philosophy
- BA History and Philosophy
- BA Italian & Philosophy
- BA Spanish & Philosophy
- BA Music & Philosophy
- BA Politics and International Relations & Philosophy

Stage one:
Students must take the following modules:
PY1002 Introduction to Modern Philosophy (15 credits)
PY1101 Problems of Knowledge (15 credits) – Must pass in order to progress
PY1541 Introduction to Ancient Philosophy (15 credits)
PY1202 Philosophical Methods (15 credits) 
plus specified modules in the other subject.

**Stage two:**
Students must take the following mandatory modules:
PY2001 Kant (15 credits)
PY2002 Mind and World (15 credits)
and choose options equal to the value of 30 credits from the Departmental list of available stage two modules. 
*plus* specified modules in the other subject.

**Stage three:**
Students have a free choice equal to the value of 60 credits from the Departmental list of available stage three modules, of which no more than 30 credits can be PR-coded.

Joint honours students with a good academic record may be allowed to take PY3001 Dissertation subject to the approval of the Philosophy Programme Director (and if they are not taking an equivalent course in their other subject). If PY3001 is chosen the remaining 30 credits must be taken from a PY coded option, *plus* specified modules in the other subject.

**5.2.2 Combined Honours with Philosophy as a Minor Component**

If you’re taking Philosophy as a Minor (‘with’ Philosophy) it means that one quarter (0.25) of your degree will be spent taking Philosophy modules and three quarters (0.75) taking modules taken from your Major subject. A Minor student in Philosophy will take 30 credits per year in Philosophy. Here’s a list of subjects that allow you to take the Philosophy Minor:

- BA Ancient History with Philosophy
- BA Classical Studies with Philosophy
- BA Classics with Philosophy
- BA Comparative Literature and Culture with Philosophy
- BA Drama with Philosophy
- BA English with Philosophy
- BA French with Philosophy
- BA German with Philosophy
- BA Italian with Philosophy
- BSc Mathematics with Philosophy
- BA Film and Television Studies with Philosophy
- BA Music with Philosophy
- BSc Physics with Philosophy
- BA Politics with Philosophy
- BA Spanish with Philosophy

**Stage one:**
Students must take the following modules:
PY1101 Problems of Knowledge (15 credits) – Must pass in order to progress
PY1202 Philosophical Methods (15 credits)
*plus* specified modules in the other subject

**Stage two:**
Students must take the following mandatory modules:
PY2001 Kant (15 credits)
PY2002 Mind and World (15 credits)
*Plus* specified modules in the other subject
Stage three:
Students have a free choice from the Departmental list of available stage three PY-coded options. plus specified modules in the other subject.

5.2.3 Details of Core Courses

Stage one
PY1002 Introduction to Modern Philosophy (15 credits, Autumn)
The 'new philosophy' of the seventeenth century set the modern philosophical agenda by asking fundamental questions concerning knowledge and understanding and the relation between science and other human endeavours, which subsequently became central to the European Enlightenment. This module aims to familiarise students with the origins of empiricist and rationalist/idealist thought, focussing on the work of Descartes and Locke and their subsequent elaboration in the work of Leibniz and Hume.

PY1101 Problems of Knowledge (15 credits, Spring)
This module seeks to provide students with a broad conceptual framework within which to locate and evaluate some of the key problems that have preoccupied contemporary philosophers. These include logical questions relating to the structure of arguments; epistemological questions concerning the sources and limits of knowledge and the status of scientific inquiry; metaphysical questions like the relationship between minds and bodies and the possibility of human freedom. Although the emphasis is strongly on work in the Anglo-American tradition, the course aims to give students some awareness both of the historical sources of many of the problems raised and of the possibility of other traditions in philosophy.

PY1102 Tutorial Special Study (15 credits, Autumn)
Formatively, the aim of this module is to accelerate the development of critical and presentational skills that are key to the successful study of philosophy. Students meet weekly in small groups with a member of the academic staff to discuss an article or chapter of a book or some other item that has been specified in advance. This will form the basis of discussion and written work.

PY1104 Introduction to Political Philosophy (15 credits, Autumn)
This module will examine classic texts by figures in ancient and early Christian Western political thought: thinkers whose ideas still define the frameworks within which contemporary discussions of political theories still take place.

PY1103 Introduction to Formal Logic (15 credits, Spring)
The module aims to introduce students to the formal study of arguments through the two basic systems of modern logic: sentential or propositional logic and predicate logic. The module will introduce Russell’s formalist solution to the problem of definite descriptions, which will in turn be used to introduce the broader significance of findings in logic to philosophical inquiry.

PY1203 Issues in Ethics (15 credits, Spring)
This module will introduce students to some key theories and problems in ethics. Ethical theories examined may include deontology, utilitarianism, moral sense theory, and virtue ethics. Theoretical issues may include the nature of value, theories of rights and responsibilities, and the role of competing conceptions of human nature. Practical topics may include euthanasia, abortion, poverty, personal relationships, equality, animal ethics, and punishment. The precise topics covered may vary from year to year, according to staff availability and interests. The module will lay the foundations for subsequent modules at Level 5 and 6, including ‘Ancient Ethics’, ‘Existentialist Ethics’, and ‘Philosophy of Medicine and Bioethics’.

PY1541 Introduction to Ancient Philosophy (15 credits, Spring)
The modules aims both to inform students about ancient philosophical ideas and to introduce them to philosophical argument. It combines a brief survey of the principal ancient philosophers, from the Pre-Socratic to Aristotle.

PY1202 Philosophical Methods (15 credits, Autumn)
In every aspect of our lives we are inundated by information and misinformation, claims and counter-claims: some people tell us we should believe this; others that we should believe that. Decisions have to be made; possible evidence has to be sifted; reasons have to be given; arguments have to be propounded; risks evaluated. All this requires the ability to reason critically: to distinguish between bad arguments and good ones, supporting evidence from mere distraction. Everybody has the basic ability to do this, but it is not always as developed we need it to be: and in this complex world being able to present your point forcefully and rationally is vitally important. The aim of this module is to help students develop the skills required to get the most out of their degree and beyond.

**Stage two**

**PY2001 Kant (15 credits, Autumn)**
This module introduces students to aspects of key texts by Immanuel Kant which form the foundation of the major debates in both European, and some analytical, philosophy. Students will be introduced to the interpretation of difficult philosophical texts. Major issues concerning epistemology, ethics, and aesthetics will be introduced which will be central to the rest of their philosophical and other studies in the humanities and social sciences.

**PY2002 Mind and World (15 credits, Spring)**
This module examines some of the major metaphysical and epistemological problems that arise when attempting to understand how mind and language figure in human interactions with and in the world. It centres on attempts to conceptualise, solve, or avoid mind-body related problems in the analytic tradition and aims to contrast these with phenomenological and existential investigations of cognate phenomena.

**PY2202 Empiricism and Rationalism (15 credits, Autumn)**
This course will explore the central developments in modern philosophy occurring between the foundation of modern empiricism and rationalism by Locke and Descartes in the 17th century, and the emergence of Kant’s philosophical system in the late 18th century. The course will look at three of the key figures from the two traditions, exploring the key theories they expound, and the arguments used to support these theories. The figures covered will depend on the research specialisms of the course convenor, but a typical syllabus would involve reading works by Spinoza, Leibniz, and Hume. Looking at these philosophers over a number of weeks will allow students to develop their close reading skills, and to see how the arguments put forward by these philosophers work together to produce a systematic metaphysical worldview.

In addition to the above, numerous options are available at stage 2 (see the Philosophy web pages for more details).

**Stage three**

**PY3001 Dissertation (30 credits, Autumn and Spring)**
The dissertation (8,000-10,000 words) is compulsory for all single honours Philosophy students and students who are not taking a dissertation or similar piece of extended work in their combined subject (subject to the agreement of the Programme Director for Philosophy). It presents the opportunity to demonstrate your skills as independent learners by embarking upon a substantial (8-10,000 words), significant piece of written work. Ordinarily, the dissertation topic will derive from a course already taken, or one the student has committed to take in their final year.

In addition to the above, numerous options are available at stage 3 (see the Philosophy web pages for more details).
5.3 Change of course

You may transfer to another 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.

You are only permitted to change programmes up to a maximum of three weeks after the start of teaching (excluding Welcome Week). With the following exceptions:

- if the change is only in degree pathway title, which does not affect the course units taken and you are still taking the correct course units (worth 120 credits in total) as detailed in the relevant programme specification;
- if the change does affect the course units taken and you have to pick up an extra half unit in the Spring term but you would be taking the correct course units as detailed in the relevant programme specification and would have no less than 120 credits.

The department is happy to consider changes of degree universally up until the end of the first year of study for any students. Students wishing to change degree programme must consult with their Personal Tutor to see if the change is right for them before notifying the Administration Office who will then help them complete the necessary paperwork.

Requests to change your degree programme after the end of the first year are considered on a case by case basis by the Department. Students must have their request approved by the Philosophy Programme Lead, Dr Daniel Whistler (Daniel.Whistler@rhu.ac.uk), our Academic Co-ordinator Dr Michael Bacon (Michael.Bacon@rhul.ac.uk) or by our Head of Department, Professor Oliver Heath (Oliver.Heath@rhul.ac.uk) in order to change degree any time after the start of their second year of studies.

6 Facilities

6.1 Facilities and resources within your department

The Rumford Library is located next to McCrea 1-38

This library was established in memory of Professor Chris Rumford, a founding member of the Department of Politics and International Relations. It has been set up using donations by both staff and students and is intended to help students in the PIR department.

Students are welcome to borrow any book for as long as they need it – the library works on an honours-based system. We ask that students return books in the same condition that they find them. We also ask students to be mindful of other students' needs when borrowing books.

We encourage students to donate any unwanted books to the Rumford Library at any point during the year.
6.2 The Library

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 Politics and International Relations is Greg Leurs who can be contacted at Greg.Leurs@rhul.ac.uk

6.3 Using other libraries

Senate House Library (University of London), Senate House, Malet Street, London, WC1E 7HU (02078628462) http://www.shl.lon.ac.uk

As a student of the University of London, you have access to the University of London Library (Senate House Library). This central Library has large reference collections and facilities for borrowing and is an important resource for print and online material for the Arts and Humanities and Social Sciences (with limited Science coverage). In order to obtain a Senate House Library card you must present your College ID card at the Senate House Library and complete a short application form. You also have access to SHL’s online resources and these can be accessed via the Library Subject Guides.

The British Library, 96 Euston Road, London, NW1 2DB (02074127000) http://www.bl.uk

Please check the BL’s web pages for registration and access regulations, or contact the Royal Holloway Library for advice.

Other Libraries

You may also be able to register as a reader at the libraries of other Colleges if you can demonstrate that you need to use their collections.

Please check the respective College Library’s web pages before visiting. More information about using other libraries can be found on the ‘Beyond RHUL’ section of the Library Subject Guides: http://libguides.rhul.ac.uk/

6.4 Photocopying and Printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available here:

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. Alternatively, there are computers available for your use in the Library, and Computer Centre.

6.5 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 uses anonymous marking for most of its assessments. This means that when you submit a piece of work, you must not write your name on your essay, and you must include your candidate number.

You can view your candidate number by going to the “My studies” tab in Campus Connect and then “My exams info”.

Your candidate number is normally allocated around mid-October. You’ll receive a new candidate number each year.

When submitting work through Moodle all work remains anonymised until marks and comments are released back to students, to this end please do not put your name or student number within the essay. When submitting on Moodle please ensure you include your candidate number in the essay submission title.

7.2 Submission of work

All coursework in the Politics, International Relations and Philosophy Department should be submitted through Moodle. You do not need to hand in hard copies of your essays unless your seminar leader explicitly states that they would like a copy. Marks and comments will be provided via Grademark, the Turnitin essay marking system.

7.3 Penalties for over-length work

Being able to express your ideas clearly and concisely are key academic skills. They are also important transferrable skills. Word limits are there to help you to develop your ability writing and to encourage you to get to the point.

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 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.

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):-

Extensions cannot be granted for the dissertation, exams and oral presentations

7.5 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.

Your first point of reference for advice within the Department is the Departmental Senior Tutor Dr Michael Bacon. Inevitably, problems will sometimes arise that Dr Bacon is not qualified to deal with. The College offers a high level of student welfare support which includes a, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing financial, career and other advice. There is also an NHS GP practice (the Health Centre) on campus located in Founder's East. Further details of each service can be found on the College web on the Student Welfare page.

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Disability and Dyslexia Services Office (DDS) representative is James McEwan. You must also contact the DDS (Founder's West 143; Tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk who will advise on appropriate sources of help. Further information is available on the College web on the DDS Support, health and welfare page.

7.6 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.

7.7 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.

If you have any concerns about how to avoid plagiarism, please speak to your personal tutor or one of your seminar tutors.

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.

9 Department Codes of Practice

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.