



**DEPARTMENT OF POLITICS, INTERNATIONAL
RELATIONS AND PHILOSOPHY**

**PHILOSOPHY
UNDERGRADUATE
STUDENT HANDBOOK**

2022/2023

Disclaimer

This document was published in August 2022 and was correct at that time. The department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of 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.

Contents

1.	<i>Introduction to your Department</i>	4
1.2.	<i>How to find us: The Department</i>	4
1.3.	<i>Map of the Egham Campus</i>	4
2.	<i>How to find us: The Staff</i>	5
3.	<i>The Department: Practical Information</i>	6
3.1.	<i>Staff Research Interests:</i>	6
4.	<i>Student Societies:</i>	6
5.	<i>Personal Tutors:</i>	6
6.	<i>Questionnaires:</i>	7
7.	<i>Teaching: Study Weeks</i>	7
8.	<i>Degree Structure:</i>	7
8.1.	<i>Department Specific Information about Degree structure:</i>	7
8.2.	<i>Details of core courses</i>	10
9.	<i>Change of Course:</i>	12
10.	<i>Facilities and resources within the Department:</i>	12
11.	<i>The Library:</i>	13
11.1.	<i>Using Other Libraries:</i>	13
11.2.	<i>Photocopying and Printing:</i>	13
11.3.	<i>Computing:</i>	14
12.	<i>Assessment Information:</i>	14
12.2.	<i>Anonymous Marking and Cover Sheets:</i>	14
12.3.	<i>Submission of Work:</i>	14
12.4.	<i>Penalties for Over-Length Work:</i>	15
12.5.	<i>What to do if things go wrong – Extensions to deadlines:</i>	15
12.6.	<i>Support and Exam Access Arrangement for students requiring support:</i>	15
12.7.	<i>What to do if you have difficulty writing legibly:</i>	16
13.	<i>Academic Misconduct – Plagiarism</i>	16
14.	<i>Health and Safety Information:</i>	17
15.	<i>Code of Practice on harassment for students:</i>	17
16.	<i>Department Codes of Practice:</i>	17
17.	<i>FAQ:</i>	18
18.	<i>Glossary:</i>	19

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 Science and Sciences.

This handbook contains information for new and continuing students on undergraduate programmes in Philosophy.

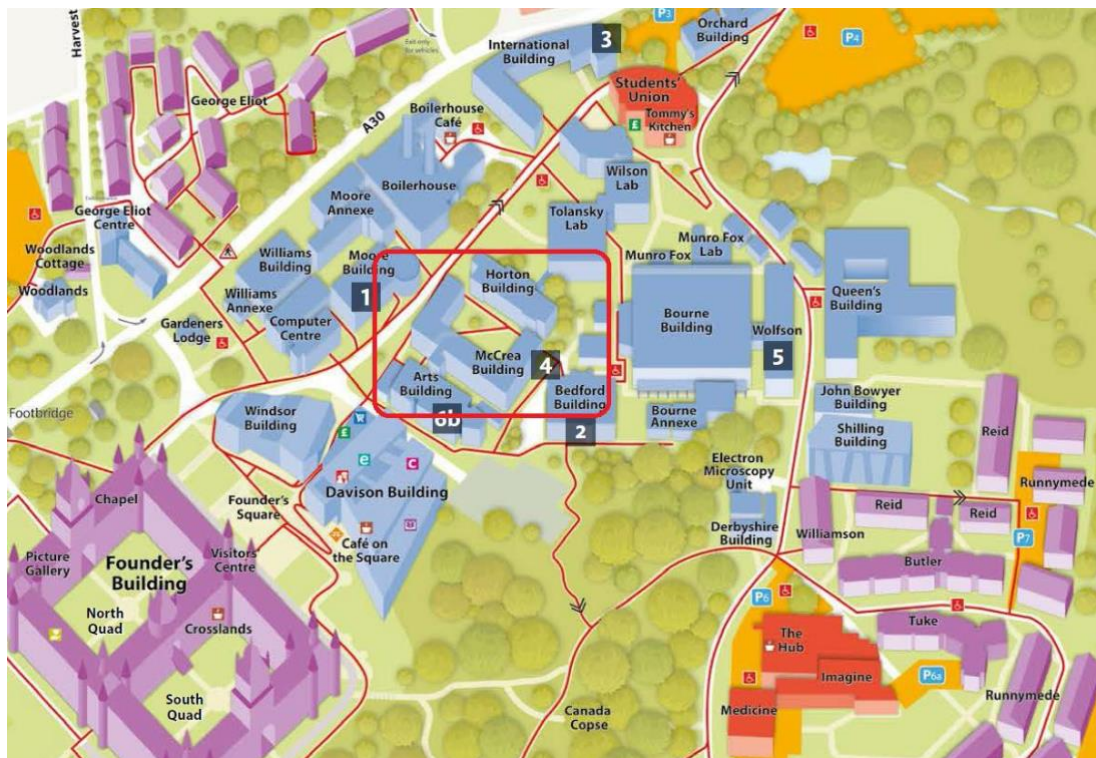
It will provide you with information that you’ll need throughout the academic year, as well as provide you with information about who to contact for advice, how we can support and communicate with you, our policies in relation to teaching and assessment and information on our facilities.

This is not your only source of information, for queries about particular courses, you should contact the **Programme Lead** in the first instance, should you require information relating to your academic development, or personal circumstances you should contact your **personal tutor**.

1.2. How to find us: The Department

All Academic staff within the **Department of Politics, International Relations, and Philosophy** are located on the first floor of the McCrea building. The School of Law and Social Sciences Administration office can be located in McCrea 1-01, which can be found on the college campus map, as building 4.

1.3. Map of the Egham Campus



Please note that student parking is very limited and isn't available to those who live in halls of 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 will also need to register them with the College.

For more information on how to apply for a permit, please see [here](#)

2. How to find us: The Staff

Head of School: Professor Matthew Humphreys

Email: Matthew.Humphreys@rhul.ac.uk

Tel: 01784 446 482

Office: McCrea 1-01

Head of Department: Professor Laura Sjoberg

Email: Laura.Sjoberg@rhul.ac.uk

Tel: 01784 276 407

Office: McCrea 1-05

Philosophy Programme Lead: Dr John Sellars

Email: John.Sellars@rhul.ac.uk

Tel: 01784 276 144

Office: McCrea 1-28

Academic Staff: The full list of academic staff can be found [here](#).

School Manager: Moya Watson

Email: Moya.Watson@rhul.ac.uk

Tel: 01784 443 564

Office: McCrea 1-01

Helpdesk & Student and Programme Officer: James McEwan

Email: James.McEwan@rhul.ac.uk

Tel: 01874 276 883

Office: McCrea 1-01

Disability and Neurodiversity Services Network Member: Dr Rebecca Roache

Email: Rebecca.Roache@rhul.ac.uk

Tel: 01784 276 372

Office: McCrea 1-27

Disability and Neurodiversity Services Network Member: James McEwan

Email: James.McEwan@rhul.ac.uk

Tel: 01874 276 883

Office: McCrea 1-01

3. The Department: Practical Information

All Undergraduate enquiries should be directed to the helpdesk via email: LSS-School@rhul.ac.uk, the School helpdesk is there to help you with any questions or concerns that you may have relating to your Degree programme. Our Term time and non-Term time office hours are 10am -4pm Monday – Friday.

3.1. 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 (on leave Spring 2023): Logic, metametaphysics, metaphysics of pregnancy.

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

Dr David Preston: Ancient Philosophy - especially its relation to more modern theories. Plato. Epistemology. Philosophy of Mind.

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 Stoicism, Aristotle, Epicureanism) and its later reception (especially in the Middle Ages and Renaissance); Philosophy as a way of life.

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

Dr Oliver Spinney: Analytic philosophy, British Idealism, logic, early modern philosophy

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

Dr Daniel Whistler (on leave 2022-23): German Idealism, 18th-century European philosophy, philosophy of religion and philosophy of literature.

4. Student Societies:

4.1. PhilSoc:

PhilSoc 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 Institut Français du Royaume-Uni in central London. Details of PhilSoc can be found [here](#).

5. 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.

6. Questionnaires:

We welcome student feedback at any time during the academic year. The student-staff committee provides an important forum for in-year feedback, but students should feel free also to contact the Programme Lead, 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.

7. Teaching: Study Weeks

Terms dates for the year are as follows:

Autumn Term: Monday 26th September to Friday 9th December 2022

Autumn Study Week: Monday 31st October to Friday 4th November 2022

Spring Term: Monday 9th January 2023 to Friday 24th March 2023

Spring Study Week: Monday 13th February to Friday 17th February

Summer Term: Monday 24th April to Friday 9th June

8. 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](#)

8.1. Department Specific Information about Degree structure:

Philosophy Degree Programme

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 the [Degree course library](#)

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 module

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.

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.

8.2. 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, Locke, and some of their critics.

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 introduces students to a range of historical and contemporary thinkers in political theory and philosophy, ranging from Plato and Aristotle to Judith Shklar and James C. Scott. The course is animated by thematic questions, including 'what is politics?' and 'what is freedom?'

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', 'Existential Ethics', and 'Philosophy of Medicine and Bioethics'.

PY1541 Introduction to Ancient Philosophy (15 credits, Spring)

The aim of this course is to introduce you to some of the foundational names, texts, and ideas of early Greek philosophy and, by extension, to the foundational ideas of Western philosophy as a whole. The first half will examine some of the earliest philosophers active before Socrates, while the second half will introduce Socrates, Plato, and 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).

9. Change of Course:

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

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 our UG Programme Lead Dr John Sellars (John.Sellars@rhul.ac.uk) or by our Head of Department, Professor Laura Sjoberg (Laura.Sjoberg@rhul.ac.uk) in order to change degree any time after the start of their second year of studies

10. Facilities and resources within the 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 book.

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

11. 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

11.1. Using Other Libraries:

Senate House Library (University of London), Senate House, Malet Street, London, WC1E 7HU (02078628462)

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)

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](#):

11.2. 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.

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

11.3. 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.

12. Assessment Information:

12.1. Engagement Requirements:

It is important that you attend as many teaching activities as possible, both online and in person. We will be in contact with any students who regularly miss teaching activities over a two-week period. We may also be in contact with you if we have other reasons to suspect that you are not fully engaging with your studies. These interventions are designed to be supportive and to ensure that all students are able to participate in their learning: poor attendance may be an indicator of a wider wellbeing situation. We will approach absence in the first instance as an issue for support and we are keen to help you with issues that prevent you progressing with your studies. However, if your pattern of attendance continues to suggest that you are not engaging appropriately in your studies, then we may look to send you a first, and then potentially a second formal warning, with the final possible outcome being termination of your studies at Royal Holloway

12.2. 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.

12.3. Submission of Work:

All coursework in the Politics and International Relations 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.

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 make sure you check your candidate number on campus connect as this will change every year

12.4. 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 not be considered by markers in line with Section 13, paragraph (5) of the College's [Undergraduate Regulations](#):

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

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.

12.5. 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):-

Exams and Oral Presentations

12.6. Support and Exam Access Arrangement 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 Neurodiversity Services](#) (DNS) 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 Services](#) can discuss this process with you when you register with them.

Please note that if reasonable adjustments, including reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the

Exam board will not make further allowances 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 Wellbeing 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 Neurodiversity Services Office (DNS) representative is James McEwan. You can also contact the DNS team via Tel: +44 (0)1784 276 473 or email: Disability-Dyslexia@rhul.ac.uk.

12.7. 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 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.

13. Academic Misconduct – Plagiarism

The College regulations on academic misconduct (also known as assessment offences) can be 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

14. Health and Safety Information:

The [Health and Safety webpage](#) provides general information about our health and safety policies

15. 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](#) should be read in conjunction with the [Student Disciplinary regulations](#) and the [Complaints procedure](#).

16. 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.

17. FAQ:

What to do if...

You have a problem with a specific module?

See your workshop/seminar tutor or lecturer first, if you're unable to find/contact them, try your personal tutor.

You need an Extension for your coursework/assessment?

You are permitted 2x two working day and 2x five working day extensions each academic year, you can apply for an extensions via campus connect, under the 'My Studies' tab.

You have a problem with your course?

If you are not sure if the choices you made on your course units were entirely appropriate, get in touch with your Programme Lead.

You're looking to change your Degree Programme or Pathway, need to Interrupt or withdraw from your studies?

Please see the Undergraduate Education Lead, as well as further information on the [College's website](#)

You've 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, College 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: +44 (0)1784 443 888

Email: security@rhul.ac.uk

Tel: +44 (0)1784 443 063

Store these numbers in your phone now – you might need them quickly at some point. If you are not on campus and are still at risk, call the Police immediately on 999.

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 course unit are reviewed as part of our annual monitoring

process. Ultimately, students have recourse to the College Complaints Procedure (available on the web).

18. 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 Tutor:

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

Modules:

Also called course units. These are specific credit-bearing units taken during one academic year. They're 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 typically be taking modules adding up to 120 credits

Lectures:

Usually a one-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.

Personal Tutor:

An Academic 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 who is 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 course units available in that academic year. This is a School-level activity

Repeat:

Where a course unit 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 course 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 course*

Resit:

Where a course 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 Exam. Components of the course which were passed will have their marks brought forward and then 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 also an administrative fee for resits, exact amounts should be available from Student Administration. A resit is the

second and final attempt to pass a course.

Seminars:

Group classes which form a part of the course unit. Seminars are separate to the lecture but will follow up on the topics discussed in the lecture.

Seminar Tutor:

This is an academic who assists the module tutor by leading seminar as part of the course unit. They can also be called seminar leaders.

19. Referencing guide

We encourage you to use the Harvard referencing system, which is explained below.

What is referencing and when should I reference?

Good referencing is an essential part of academic scholarship. Mastering it is important for the development of your academic training and research skills. Referencing has four functions:

1. To let the reader/marker know where you got your information from
2. To acknowledge that a fact or idea is not your own and has been taken from someone else's work
3. To indicate to your course tutor which sources you have been reading on the course
4. To support specific facts or claims which you make in your text.

It follows that when writing an essay, you need to provide a reference when:

- I. You use someone else's idea
- II. You report specific factual information (e.g. statistics)
- III. You quote a source.

Bad referencing is often indicative of poor writing. It may also lead to accusations of plagiarism (see below).

How do I reference using the Harvard system?

Students should follow the same Harvard system of referencing that is required by the journal *Political Studies*. If you adhere closely to the following guidelines, you cannot go wrong. If you are unsure about how to reference, look at a recent article in *Political Studies* and/or ask your tutor.

The first component of the system is that the author's or authors' last name(s) and date of publication are given at the reference point in the main text, enclosed in brackets and separated by a comma:

(Halperin and Heath, 2012)

If an author has more than one cited publication for this year, add a, b, c, etc. to the date. Denote pages by p. (singular) and pp. (plural):

(Chadwick, 2011a, pp. 3-4)

Where two or more works are referenced at the same time they are enclosed within the same brackets and separated by a semi-colon:

(Gallagher, 2015; Nettelfield, 2014, p. 24)

The second component of the Harvard system is a single complete list of references given at the end of the article. This list should be arranged in alphabetical order by the (first) author's surname. It should **NOT** be divided by types of source i.e. books, articles and so on. The reference list must contain all literature cited in

the main text and any occasional notes; it may not contain a reference unless the work has been explicitly cited.

The format of each reference starts with the last name of the author, followed by their initials, a full stop and then the date of publication in brackets. The entry then continues with different formats for books, chapters in edited books and journal articles as follows:

Books (authored and edited)

Halperin, S. and Heath, O. (2012) *Political Research: Methods and Practical Skills*. Oxford: Oxford University Press.

Chadwick, A. (2013) *The Hybrid Media System: Politics and Power*. Oxford: Oxford University Press.

Gallagher, J. (ed.) (2015) *Images of Africa: Creation, Negotiation and Subversion*. Manchester: Manchester University Press.

Allen, N. and Bartle, J. (eds.) (2011) *Britain at the Polls 2015*. London: Sage.

Chapters in edited books

Bacon, M. (2011) 'Richard Rorty: Liberalism, Irony, and Social Hope', in C. Zuckert (ed.), *Political Philosophy in the Twentieth Century: Authors and Arguments*. Cambridge: Cambridge University Press, pp. 198-212.

Heath, O. (2011) 'The Great Divide: Voters, Parties, MPs and Expenses', in N. Allen and J. Bartle (eds.), *Britain at the Polls 2010*. London: Sage, pp. 120-146.

Benedetto, G. and Varela, D. (2014) 'Great Britain', in N. Conti (ed.), *Party Attitudes towards the EU in the Member States*. Abingdon: Routledge, pp. 59-78.

Journal articles

Bentley, M. (2014) 'Strategic Taboos: Chemical Weapons and US Foreign Policy', *International Affairs*, 90 (5), 1033-1048.

Miskimmon, A. and Hertner, I. (2015) 'Germany's Strategic Narrative of the Eurozone Crisis', *German Politics and Society*, 33 (1-2), 42-57.

Stegmaier, M., Lewis-Beck, M. S. and Smets, K. (2013) 'Standing for Parliament: Do Black, Asian, and Minority Ethnic Candidates Pay Extra?', *Parliamentary Affairs*, 66 (2), 268-285.

Paper presented

Allen, N. (2013) 'Citizens' Expectations and Evaluations of Political Conduct in France, Germany and the United Kingdom'. Paper presented at PSA Annual Conference, Cardiff, 27 March.

Electronic [online-only] journal articles

Aslan, B. (2015) 'The Mobilization Process of Syria's Activists: The Symbiotic Relationship Between the Use of Information and Communication Technologies and the Political Culture', *International Journal of Communication [online]*, 9, 1-19. Available from: <http://ijoc.org/index.php/ijoc/article/view/3527/1436> [Accessed 14 September 2015].

Web page

Conservative Party (2015) *The Conservative Party Manifesto 2015* [online]. The Conservative Party. Available from: <https://s3-eu-west-1.amazonaws.com/manifesto2015/ConservativeManifesto2015.pdf> [Accessed 14 September 2015].

Orchard, R. (2015) *Three Political Veterans Predict the 2015 UK Election* [online]. BBC News. Available from: <http://www.bbc.co.uk/news/uk-politics-31066643> [Accessed 14 September 2015].

NB The author of a web page can be an individual or a corporate body. The publisher is the organisation responsible for maintaining the website.

Newspapers

Rawnsley, A. (2015) 'Party Manifestos: Furtive Silences that Speak More Eloquently than Flowery Words', *The Observer*, 12 April.

Never use Latin referencing expressions such as *op cit*, *loc cit*, *ibid*, and avoid any abbreviation terms. In circumstances where one or a few texts are referred to many times, it may be acceptable to introduce an acronym into Harvard referencing as a shortcut, so long as it is explained clearly on first use. For instance, John Locke's *Two Treatise of Government* might be abbreviated to TTG. If in doubt, check with your tutor.