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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.

The Department of English at Royal Holloway, University of London is innovative, energetic, creative and friendly, with a commitment to excellence and inclusion across our award-winning teaching, writing and research.

1.2 How to find us: the Department

The Department of English is located in the International Building, just across the road from the Students’ Union Building.

1.3 Map of the Egham campus

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

CONTACT DETAILS

<table>
<thead>
<tr>
<th>Head of School:</th>
<th>Professor Juliet John</th>
<th>+44 (0)1784 443218</th>
<th>IN146</th>
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<tbody>
<tr>
<td><a href="mailto:Juliet.John@rhul.ac.uk">Juliet.John@rhul.ac.uk</a></td>
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<tr>
<th>Head of Department:</th>
<th>Dr Vicky Greenaway</th>
<th>+44 (0)1784 443745</th>
<th>IN212</th>
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<tr>
<td><a href="mailto:V.L.Greenaway@rhul.ac.uk">V.L.Greenaway@rhul.ac.uk</a></td>
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<tr>
<th>School Manager:</th>
<th>James Phillips</th>
<th>+44 (0)1784 443229</th>
<th>IN147</th>
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<td><a href="mailto:James.Phillips@rhul.ac.uk">James.Phillips@rhul.ac.uk</a></td>
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<tr>
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<th>Dawn Hazelton</th>
<th>+44 (0)1784 276882</th>
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<td><a href="mailto:humanities-school@rhul.ac.uk">humanities-school@rhul.ac.uk</a></td>
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Click on the names to email

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<tr>
<th>Academic Staff</th>
<th>Room</th>
<th>Role(s)</th>
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<tbody>
<tr>
<td>Prof Tim Armstrong</td>
<td>IN210</td>
<td>Programme Director, English and American Literature</td>
</tr>
<tr>
<td>Dr Alastair Bennett</td>
<td>IN208</td>
<td>On sabbatical 2019-20</td>
</tr>
<tr>
<td>Dr Roy Booth</td>
<td>IN209</td>
<td>Deputy Exam Chair &amp; Visiting Students Co-ordinator, Programme Director, English and History, English and Classics</td>
</tr>
<tr>
<td>Sean Borodale</td>
<td>Bedford Square</td>
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<tr>
<td>Dr Prue Bussey-Chamberlain</td>
<td>IN256</td>
<td>Programme Director, English and Drama</td>
</tr>
<tr>
<td>Dr Christie Carson</td>
<td>IN255</td>
<td>On sabbatical 2019-20</td>
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<tr>
<td>Dr Jessica Chiba</td>
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<tr>
<td>Dr Doug Cowie</td>
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<tr>
<td>Prof Robert Eaglestone</td>
<td>IN219</td>
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<td>Prof Finn Fordham</td>
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<td>Dr Rob Gallagher</td>
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<td>Prof Andrew Gibson</td>
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<td>Dr Sophie Gilmartin</td>
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<td>Prof Lavinia Greenlaw</td>
<td>Bedford Square</td>
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<td>Prof Judith Hawley</td>
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<tr>
<td>Dr Betty Jay</td>
<td>IN220</td>
<td>Senior Tutor</td>
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<td>Dr Nikita Lalwani</td>
<td>Bedford Square</td>
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<tr>
<td>Prof Ruth Livesey</td>
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<td>Prof Ben Markovits</td>
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<td>Dr Katie McGettigan</td>
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<td>Dr Rosie Miles</td>
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<td>Nadifa Mohamed</td>
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<td>Dr Will Montgomery</td>
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<td>Dr Catherine Nall</td>
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<td>Dr Jennifer Neville</td>
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<td>Dr Harry Newman</td>
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<td>Dr Terri Ochiagha</td>
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<td>Prof Redell Olsen</td>
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<td>Dr Nick Pierpan</td>
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<td>Dr Andy Pursell</td>
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<td>Dr Deana Rankin</td>
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<td>Dr John Regan</td>
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<tr>
<td>Dr James Smith</td>
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<td>Dr Eley Williams</td>
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**Visiting Tutors**

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<tr>
<th>Name</th>
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<tr>
<td>Nikki Acquah</td>
<td>IN224</td>
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<tr>
<td>Dr Richard Ashby</td>
<td>IN224</td>
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<tr>
<td>Ms Monica Cardenas</td>
<td>IN224</td>
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<tr>
<td>Dr Sheri Chriqui</td>
<td>IN224</td>
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<tr>
<td>Ms Ursula Clayton</td>
<td>IN224</td>
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<tr>
<td>Dr Jen Edwards</td>
<td>IN224</td>
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<tr>
<td>Ms Amy Evans-Bauer</td>
<td>IN224</td>
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<tr>
<td>Dr Amy Faulkner</td>
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<td>Ms Nour El-Gazzaz</td>
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<td>Dr Ahmed Honeini</td>
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<td>Dr Jack Ingram</td>
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<td>Ms Theadora Jean</td>
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<td>Ms Mae Losasso</td>
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<tr>
<td>Isley Lynn</td>
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<td>Dr Francesca Mackenny</td>
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<td>Dr Laurie McRae Andrew</td>
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<td>Dr Helen McKee</td>
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<td>Dr Kate Potts</td>
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<tr>
<td>Ms Amanda Reding</td>
<td>IN224</td>
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<tr>
<td>Ms Natalie Reeve</td>
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1.5 How to find us: the School office

The school office is located in room IN149. The office is open 8.30am-5.30pm on weekdays during term-time, and from 10am – 4pm out of term.

The administrative staff are happy to help you with any query or problem, but often the information you want is in this handbook, on your course Moodle pages, or on the notice boards, so please check all of these first as the office staff are often working under considerable pressure during term time.

1.6 The Department: practical information

In the English Department of Royal Holloway you study for a ‘school-based’ degree of the University of London. What this means is that you study a syllabus devised within the Department, approved by the College and validated by the University. The examination is marked largely by members of the Department working alongside external examiners approved by the College, whose task is to ensure the fairness and proper conduct of the whole examination process.

The syllabus is basically an historical one, with a firm foundation in the study of literature from the medieval period to the present day. The first year of the course presents various approaches to English literature of different genres and periods. The second and third years offer substantial coverage of aspects of English literature from all the main historical periods, and also more specialised courses which extend beyond literature written in Britain. Teaching is done by a combination of lecture and seminar, and there are two main methods of examination: formal written examinations which take place in the Summer Term; and assessed essays written during and/or after the conclusion of the course.

The fundamental objectives of the degree programme are threefold: to provide you with an advanced body of knowledge about English literature; to expand your understanding of its historical development in Britain and elsewhere; and to equip you with an indispensable set of professional skills that can be carried forward into whatever career you choose to pursue after graduation. By the end of your three years you will have studied an enormous range of literature in English, from the earliest times to the present, and a rich variety of literary forms and genres; and you will have had the opportunity to deepen and sharpen your knowledge of that literature by studying particular authors, works, periods or genres in detail. At the same time, the degree is designed to give you an historical understanding of how the literature of the past was shaped by, and in turn helped to shape, the world in which it was written. The aim is to enable you to acquire a clearer grasp not only of how English literature has changed over the centuries and why, but also of the ways in which studying literature can change our understanding of both the past and the present. In addition, the English degree programme at Royal Holloway undertakes, through the close study of English literature, to develop your powers of organisation, analysis, interpretation, and argument; to strengthen and discipline your powers of oral and written expression; and to encourage you to think independently and creatively by questioning received ideas and producing original ideas of your own. The acquisition of such skills has proved invaluable in all the fields in which the graduates of this Department find employment, including secondary and higher education; journalism, the media, publishing and the arts; advertising and public relations; and management and administration in both the public and the private sector.

2 Support and advice

2.1 Student Charter

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

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

2.2 UG Degree Regulations

The Undergraduate Regulations set out the various standards that shape the regulatory framework of your undergraduate degree with the College. These include a variety of essential information, ranging from admissions to academic progression and examination. Some frequently used elements of the regulations are covered in this handbook.

2.3 Support within your school

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in IN149. Opening hours are 8:30am to 5:30pm in term time and 10:00am to 4:00pm during vacation. The Helpdesk is staffed throughout these opening hours. You can call in person during opening hours, ring 01784 276882 or email Humanities-school@rhul.ac.uk. Depending on your query, the Helpdesk will answer your questions then and there, put you in touch with a colleague who can help, or find out the answer and get back to you. If you wish, you may also talk to them in private and they will make sure you receive the support you require.

Every student has a Personal Tutor who is a member of the academic staff, and who will support you during your degree programme by offering both academic advice and pastoral care. You will find out who your Tutor is during welcome week. In the first year, your Tutor will also arrange to meet with you as a group, once a fortnight throughout the academic year. These hour-long foundation tutorial sessions will help you develop the skills you will need to become a literary critic. You are required to attend these tutorials, which may include such topics as: developing an argument at the appropriate level; writing fluently; referencing and bibliography; close reading of texts; speaking and questioning effectively; evaluating lectures and research work; digesting feedback; time management; task prioritisation; independent thinking; teamwork and cooperation. In years two and three you will have three formal meetings with your personal tutor. You may, of course, email for an appointment or use office hours as need arises.

You may also see your Tutor individually during his or her consultation and feedback hours. Every Tutor sets aside a time in the week for seeing tutees without appointment and posts it on his or her office door. You may consult your Tutor or any other member of staff during his or her office hours.

You can also make an appointment to see the Senior Tutor (Dr Betty Jay) or the Head of Department (Dr Vicky Greenaway), if you feel this is necessary.

Your Personal Tutor can help you access other kinds of personal support offered by College, for example, the Student Counselling Service, which is also available to deal with personal problems. The sorts of problems that students are liable to encounter divide, generally speaking, into academic and personal matters. In turn, academic problems tend to be one of two kinds: general questions about methods of study and issues relating to a particular course. In the case of the former, studying is a skill learned, like any other, through time, experience and practice. Your Personal Tutor will be happy to offer help and guidance, and both the Disability and Dyslexia Services (DDS) and the College Counselling Service offer considerable support on study techniques and related matters.

If you have a problem with a course, you should let the office staff know by emailing humanities-school@rhul.ac.uk, so that they can also follow this up for you. If you feel you are falling behind with your work, talk to somebody as soon as possible.
Personal problems, if they occur, can take many forms. Your Personal Tutor will provide a sympathetic and non-judgmental ear, and will also advise you, if need be, where to seek further help. The College’s Counselling Service and the College Chaplains can be very helpful with personal and emotional difficulties. Similarly, the Welfare Officer of the Student Union can give useful and important advice on personal and financial matters. If you are undergoing treatment, or if illness prevents you from carrying out your work for any significant length of time, you should obtain a medical note from your GP or the College Health Centre and have it placed in our files. Such notes can be important when it comes to assessing the performance of students, in examinations or elsewhere. If we do not know about your illness, we cannot take it into account.

2.4 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 246700
Email: helpdesk@su.rhul.ac.uk

Find out more about the Students’ Union

2.5 Staff-Student Committee

We want to hear your views on the way the department operates. There is a Staff-Student Committee on which both undergraduate and postgraduate students are represented. Course representatives are elected by you to represent your views and ultimately, to help improve the quality of education provided by the College.

The Students’ Unions take the lead in training and supporting course representatives, working with the department and professional services to help you make as many positive changes as possible.

The Student- Staff Committee meets at least once a term and plays an important role in the department as a forum for airing student views. For more information see the Course Reps page on the SURHUL website.

You can use the Committee to raise any issues which concern students.

2.6 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 276641
Email: studentservices@royalholloway.ac.uk

Find out more about the Student Services Centre

2.7 Student Advisory & Wellbeing
The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS run GP surgery on campus.

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

Find out more about Student Advisory & Wellbeing

2.8 Student Wellbeing

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

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

Find out more about Student Wellbeing

2.9 Disability & Dyslexia Services (DDS)

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

The College Disability & Dyslexia Services support dyslexic and disabled students and those with mental health or chronic medical conditions to demonstrate their academic abilities by arranging support packages, dyslexia assessments and study skills sessions.

Phone: 01784 27 6473
Email: disability-dyslexia@royalholloway.ac.uk

Find out more about Disability & Dyslexia Services

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

Name: Dr Betty Jay
Phone: 01784 44 3512
Email: b.jay@rhul.ac.uk

2.10 International Student Support Office (ISSO)

The International Student Support Office offers advice to international students on visa issues, working in the UK, opening a bank account, processing federal loans and police registration.

Phone: 01784 27 6168
Email: internationaladvice@royalholloway.ac.uk

Find out more about the International Student Support Office
2.11 Academic Skills Support

The Centre for the Development of Academic Skills, CeDAS, offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

Whatever your needs, CeDAS is there to ensure that you can perform to the best of your ability, whether it be through a workshop that introduces you to a crucial academic skill, a session within your department that focuses on writing in the discipline, a course that develops your confidence and competence in academic English language, or a 1:1 tutorial with a specialist to help you master a maths technique or sharpen your essay skills.

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: @cedasrhul.

2.12 IT Services Desk

The College IT Service Desk offers a range of support covering all aspects of IT services, such as email access, connecting to the College’s wireless network, connecting devices such as iPads and making use of College printing facilities. The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They also offer a range of free software, including Microsoft Office 365, Sophos Antivirus, NVivo and SPSS.

Phone: 01784 414321
Email: itservicedesk@royalholloway.ac.uk
In person: Visit the IT support office in the Davison Library (ground floor)

Find out more about IT Services

3 Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to contact you to inform you of changes to teaching arrangements, special preparations you may have to make for a class, or meetings you might be required to attend. You will need to contact members of the Department if, for example, you wish to arrange a meeting with your Personal Tutor.

3.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the campus-wide portal, CampusNet or direct via Outlook.com.

We will routinely email you at your College address and you should therefore check your College email regularly (at least daily). We will not email you at a private or commercial address. Do not ignore emails from us. We will assume you have received an email within 48 hours, excluding Saturdays and Sundays.

If you send an email to a member of staff in the department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

3.2 Your Contact Information

There can be occasions when the Department needs to contact you urgently by telephone or send you a letter
by post. It is your responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date. Further information about maintaining your contact information is available here.

You can find out about how the College processes your personal data by reading the Student Data Collection notice.

3.3 Personal Tutors

While every effort is made to keep students with their personal tutor for the duration of their degree, this is not always possible: you will be told if your personal tutor changes.

Alongside the personal tutoring system, each degree has a ‘programme director’ who can be an alternative point of contact if you have any questions about your particular degree programme. These are listed in the staff list at the beginning of this handbook. The programme director for the BA English is the UG Education Lead, Dr Harry Newman.

3.4 Questionnaires

At the end of each module, you will be asked to fill in a questionnaire where you can give your views on the teaching, content, organisation and structure of the course you have just taken. We then use those feedback questionnaires to inform and potentially change courses in light of student comments. We will report back at regular intervals to explain how we have taken your most recent feedback on board.

Please do not feel that you need to wait until the end of the course and the questionnaire to provide feedback, however: if there is something you are unsure about or unhappy with, please do let us know on humanities-school@rhul.ac.uk, or get in touch with one of your Student Reps.

4 Teaching

4.1 Dates of terms

Term dates for the year are as follows.

- **Autumn term**: Monday 23 September to Friday 13 December 2019
- **Spring term**: Monday 13 January to Friday 27 March 2020
- **Summer term**: Monday 27 April to Friday 12 June 2020

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/or miss lectures/seminars/practicals etc., you are expected to inform your department and fill in a Notification of Absence Form (explained further below). During the summer term, after the examination period, you are expected to attend all required academic activities organized by the department and to be available should you be required to meet with College staff for any reason.

4.2 Academic Timetable

Your individual student timetable will be available via the Your Timetable page on the Student Intranet. Log in with your College username and password and view your timetable via the system or download to a personal calendar. In September you will receive communications by email about exactly how to access and download your timetable, so keep any eye out for these. Timetables are subject to change during the course of the academic year, so you should check yours regularly, (as a minimum every two days) to ensure you are using the most up to date timetable. The college will endeavour to notify you via an e-mail to your RHUL
account for late changes to your timetable that will affect teaching within the next two working days, so please also check your emails regularly. All classes start on the hour. They end ten minutes before the hour to allow you to move between classes.

4.3 Study weeks

Study Weeks will take place in week 7 (after the fifth week of teaching in Autumn Term) and week 22 (after the fifth week of teaching in Spring Term).

This is often the period during which essays are returned and one-to-one tutorials with your seminar leaders are taken. However it is still a ‘working week’ and is often used to schedule essay feedback appointments, tutorial meetings and pastoral follow-ups, and in the unlikely event of classes being cancelled in term-time, to run catch-up seminars and lectures. It also gives you time to undertake research and prepare for lectures and assessments in the second half of term. So although the Week does provide respite from the typical teaching timetable, it is not a holiday and your presence on campus during Study Week is assumed and expected.

In each Study Week there will be several events geared towards supporting your academic development: please see the Academic Support and Extra-Curricular Events Calendar, and look for emails from the Education Lead, for further details.

5 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending classes regularly and progressing with their studies. We also have legal obligations placed on us under the Equality Act (2010), UK Visa and Immigration (UKVI) and Student Finance to ensure we monitor your attendance and engagement with studies.

Your regular attendance in class and consistent engagement with your studies are essential to your learning experience with the College. If you encounter difficulties with this, do please tell your tutor or another member of staff as soon as you can. They will put you in contact with Disability and Dyslexia Services (D&DS) who will tell you what support can be offered. Failure to attend and/or absence without permission from the College can result in serious consequences and may lead to disciplinary action, including the termination of your registration.

5.1 Attendance requirements

Your classes are the learning activities deemed essential to your programme of study. These could include a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings with your Personal Tutor.

While you are expected to attend all the classes related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the attendance threshold is set at 80% of monitored activities as set by College. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. The Undergraduate Regulations stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis must not exceed 20 hours per week during term time. You may not undertake paid work which may conflict with your responsibilities as a student of the College. International students must ensure that any working restrictions, as stated on their visa, are also adhered to.
5.2 Monitoring attendance

It is your responsibility to make sure that your attendance has been recorded. It is also essential that you arrive at your classes in good time, as you will be marked absent if you turn up late without good reason. You will be contacted in the event that:

i. you display a pattern of absence that the department feel is affecting or is likely to affect your work, i.e. failure to attend for two weeks without providing a valid reason or your attendance percentage drops close to or below the threshold

ii. you display a pattern of absence that causes concern over your wellbeing or which may point to an undisclosed disability

5.3 Formal Warnings

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, you may be issued with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning in section 24 of the Undergraduate regulations.

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.

5.4 Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa, should your registration at the College be terminated for non-attendance, general lack of engagement with your studies or any other disciplinary matter you will be reported to the UK Visa and Immigration (UKVI) and your Tier 4 (General) Student visa will be withdrawn. Alternatively, in line with the College’s legal obligations to UKVI, if you fail to meet the requirement of your Tier 4 (General) Student visa, including attendance and completion of assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations. This decision would not be open to appeal as it is part of the College's obligations to the UKVI. Please see our Undergraduate Regulations. Visa advice can be provided by our International Student Support Team (internationaladvice@royalholloway.ac.uk).

5.5 Missing classes

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform Student Administration as early as possible, giving the reasons for your non-attendance. Student Administration will decide whether or not to authorise your absence. In addition, an extensive range of additional support, guidance and advice is available from the College’s Student Advisory & Wellbeing teams. As explained in section 2 above, the Students’ Union also operate an Advice Centre.

If you are unable to attend classes for whatever reason you must tell the department in which you are taking the course(s) in question and follow the Notification of Absence Procedure to notify Student Administration. You must submit a Notification of Absence Form together with any supporting documentation either before your absence begins or within five working days of the end of the period of absence. The exact form to submit depends on the reason for your absence, as explained in the online guidance.

If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Tutor). If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa please be aware that if you do not follow the process to submit a notification of
The Study of Programme these BA

Therefore, it is very important that you continue to communicate with the College and the Advisory & Wellbeing teams if you are struggling to attend.

5.6 Missing an examination

If you are unable to attend an exam (e.g. through reasons of sudden illness) then there are two steps to follow.

Step 1
You must notify the Student Services Centre at the earliest possibility. Wherever possible, please e-mail them at studentservices@royalholloway.ac.uk before the scheduled start of the exam with your name, student ID and confirmation of the exam that you are unable to attend. Please include a brief explanation within the email why you cannot attend the exam. The Student Services Centre will then forward this information to your department so that we are aware of your non-attendance.

Step 2
Read the Extenuating Circumstances Guidance and, if your circumstances meet the criteria outlined in the guidance, complete and submit the Extenuating Circumstances application form with your supporting evidence. Section 8 below provides further details about Extenuating Circumstances.

6 Degree Structure

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 Programme Specification Repository.

6.1 Department Specific information about degree structure

BA ENGLISH
Programme Director: Dr Harry Newman

All Single Honours students follow the same first-year syllabus, which is designed to introduce students to the study of medieval literature, Shakespeare, poetry and the novel, and to develop their awareness of the range of critical approaches to literature available. All these courses are compulsory core courses. You are required to pass three units in total to pass into the second year. You will also be expected to take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

- EN1001 Introduction to Medieval Literature (half unit Spring Term)
- EN1011 Thinking as a Critic (half unit Autumn Term)
- EN1105 Literature and Crisis (whole unit, both terms)
- EN1106 Shakespeare (half unit Autumn Term)
- EN1107 Reorienting the Novel (whole unit, both terms)
- EN1112 Introducing English Poetry (half unit Spring Term)

Study groups are attached to EN1001 and EN1106 although the EN1106 groups will be linked to the Seminar. Study Groups are student-led and organised but will operate with the guidance provided by the convenors of these courses. Details of how these are to be run and what is required of you to make the most of this student-led approach to learning will be given during the welcome week.

BA ENGLISH AND CREATIVE WRITING
Programme Director: Dr Douglas Cowie

The Joint Honours degree in English and Creative Writing has a first year that introduces students to and
questions the ideas informing Creative Writing, as well as developing their skills in approaching literature and genre from a historical and critical point of view. All these courses are compulsory core courses. You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

- CW1010: Introduction to Creative Writing (whole unit, two terms)
- CW1020: Why Write? The History and Theory of Creative Writing (whole unit, two terms)
- EN1107: Reorienting the Novel (whole unit, two terms)
- EN1101 Thinking as a Critic (half unit, Autumn Term)
- EN1112 Introduction to Poetry (half unit, Spring Term)

**BA AMERICAN LITERATURE AND CREATIVE WRITING**

Programme Director: Dr Douglas Cowie

The Joint Honours degree in American Literature and Creative Writing has a first year that introduces students to and questions the ideas informing Creative Writing, as well as developing their skills in approaching American literature from a historical and critical point of view. All these courses are compulsory core courses. You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

- CW1010: Introduction to Creative Writing (whole unit, two terms)
- CW1020: Why Write? The History and Theory of Creative Writing (whole unit, two terms)
- EN1101 Thinking as a Critic (half unit, Autumn Term)
- EN1112 Introduction to Poetry (half unit, Spring Term)
- EN1401 Introducing America, 1600-1900 (whole unit, Spring Term)

**BA ENGLISH AND AMERICAN LITERATURE**

Programme Director: Professor Tim Armstrong

The Joint Honours degree in English and American Literature has a first year that introduces students to both traditions. All courses are compulsory core courses. You take EN1401 Introducing America, 1600-1900, Shakespeare, and the Novel course. The course offering is completed by two half units: Thinking as a Critic andIntroduction to Poetry (the latter makes extensive use of American materials). You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

- EN1105 Literature and Crisis (whole unit, both terms)
- EN1107 Reorienting the Novel (whole unit, both terms)
- EN1401 Introducing America, 1600-1900 (whole unit, both terms)
- EN1101 Thinking as a Critic (half unit, Autumn Term)
- EN1112 Introduction to Poetry (half unit, Spring Term)

**BA ENGLISH AND FILM STUDIES**

Programme Director: Dr Andy Purssell

The Joint Honours degree in English and Film Studies has an English syllabus based on the same principles as the Single Honours English degree, insofar as this is possible with half as many course units. You are required to follow the first-year courses in Literature and Crisis and Reorienting the Novel. The English courses are compulsory core courses. You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

- EN1105 Literature and Crisis
- EN1107 Reorienting the Novel
BA ENGLISH AND DRAMA
Programme Director: Dr Prue Bussey-Chamberlain

First years undertake a foundation year that is designed to equip them with the skills and knowledge we consider fundamental to the combined study of English and Drama. Students take two units in each department, and study alongside single honours students. These courses focus on the acquisition of the theoretical, practical and methodological skills necessary to develop a sophisticated understanding of the subject. Courses in the English Department will introduce students to the study of the novel and to the study of poetry. The foundation course in Drama offers creative and critical approaches to the study of drama, and introduces students to the practical elements of theatrical performance.

In English you will take:

- EN1107: Reorienting the Novel
- EN11011: Thinking as a Critic (half unit Autumn Term)
- EN1112: Introducing English Poetry (half unit Spring Term)

In Drama you will take:

- Theatre and Performance-making 1
- Theatre and Ideas 1

In addition, students will also take part in a series of Foundation Tutorials. Working in small groups with their personal tutor, they will learn a range of essential skills for making the transition from school to university.

BA ENGLISH AND HISTORY
Programme Director: Dr Roy Booth

The Joint Honours degree in English and History has an English syllabus based on the same principles as the Single Honours English degree, insofar as this is possible with half as many course units. In year 1 students will be required to take Introduction to Medieval Literature and Shakespeare in the English department, alongside these English courses you will also take units in the History Department to the value of 60 credits. The English courses are compulsory core courses. You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

- EN11001: Introduction to Medieval Literature
- EN11105: Literature and Crisis
- EN11106: Shakespeare

BA ENGLISH AND CLASSICS
Programme Director: Dr Roy Booth

The Joint Honours degree in English has an English syllabus based on the same principles as the Single Honours English degree, insofar as this is possible with half as many course units. You are required to follow the first-year courses in Thinking as a Critic, Introducing English Poetry and Reorienting the Novel. These courses are compulsory core courses for the first year. Alongside these courses you will also take units in your other Department to the value of 60 credits. You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

- EN1107: Re-Orienting the Novel
- EN11011: Thinking as a Critic (half unit Autumn Term)
- EN1112: Introduction to Poetry (half unit Spring Term)

BA ENGLISH AND PHILOSOPHY
Programme Director: Dr James Smith

The Joint Honours degree in English has an English syllabus based on the same principles as the Single Honours English degree, insofar as this is possible with half as many course units. You are required to follow the first-year courses in Thinking as a Critic, Introducing English Poetry and Reorienting the Novel. These courses are compulsory core courses for the first year. Alongside these courses you will also take units in your other Department to the value of 60 credits. You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

- EN1107: Reorienting the Novel
- EN1011: Thinking as a Critic (half unit Autumn Term)
- EN1112: Introduction to Poetry (half unit Spring Term)

**BA ENGLISH WITH PHILOSOPHY**
Programme Director: Dr James Smith

This English Major Degree with a Minor in Philosophy has an English syllabus based on the same principles as the Single Honours English degree. You are required to follow the first-year courses in Introduction to Medieval Literature, Thinking as a Critic, Introducing English Poetry and Reorienting the Novel. These courses are compulsory core courses for this pathway. Alongside these courses you will also take a unit in Philosophy to the value of 30 credits. You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

- EN1011 Thinking as a Critic (half unit Autumn Term)
- EN1105: Literature and Crisis
- EN1107 Re-orienting the Novel
- EN1112 Introduction to Poetry (half unit Spring Term)

**BA ENGLISH AND MODERN LANGUAGES**
Programme Director: Dr Jennifer Neville

The Joint Honours degree in English has an English syllabus based on the same principles as the Single Honours English degree, insofar as this is possible with half as many course units. You are required to follow the first-year courses in Thinking as a Critic, Introducing English Poetry and Reorienting the Novel. These courses are compulsory core courses for the first year. Alongside these courses you will also take units in your other Department to the value of 60 credits. You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

- EN1107: Reorienting the Novel
- EN1011: Thinking as a Critic (half unit Autumn Term)
- EN1112: Introducing English Poetry (half unit Spring Term)

**BA ENGLISH AND COMPARATIVE LITERATURE AND CULTURE**
Programme Director: Dr Jennifer Neville

The Joint Honours degree in English has an English syllabus based on the same principles as the Single Honours English degree, insofar as this is possible with half as many course units. You are required to follow the first-year courses in Thinking as a Critic, Introducing English Poetry and Reorienting the Novel. These courses are compulsory core courses for the first year. Alongside these courses you will also take units in your other Department to the value of 60 credits. You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.
• EN1107: Reorienting the Novel
• EN1011: Thinking as a Critic (half unit Autumn Term)
• EN1112: Introducing English Poetry (half unit Spring Term)

BA MUSIC AND ENGLISH
Programme Director: Dr Sophie Gilmartin

The Joint Honours degree in English has an English syllabus based on the same principles as the Single Honours English degree, insofar as this is possible with half as many course units. You are required to follow the first-year courses in Thinking as a Critic, Introducing English Poetry and Reorienting the Novel. These courses are compulsory core courses for the first year. Alongside these courses you will also take units in your other Department to the value of 60 credits. You also have fortnightly Foundation Tutorials, looking at skills, and must take the Moodle Writing Skills Test (60% pass; 80% Merit) which is a ‘must pass’ component for progression to the second year.

• EN1107: Reorienting the Novel
• EN1011: Thinking as a Critic (half unit Autumn Term)
• EN1112: Introducing English Poetry (half unit Spring Term)

SECOND YEAR

These are the structures for each degree pathway in the English Department for the Second Year:

BA ENGLISH

You choose from the range of courses on offer, though you are must take are strongly advised to choose at least two whole units from the ‘historical spine’, in the interests of developing knowledge across two terms and simplifying assessment requirements.

Note that over your second and third years you must take at least:

• One Medieval half unit
  AND
• At least one whole unit or two half units of courses focusing on literature from 1550-1780.

Please note that Shakespeare courses are excluded from these courses, but that EN2010 Renaissance Literature counts as a whole unit of literature 1550-1780.

This makes a total of four whole units.

BA ENGLISH AND CREATIVE WRITING

You must take one whole English unit from the range of whole units offered.

You must take a further two half units or another whole unit from the range of English units offered. You must ensure that over your second and third years you take the equivalent of at least one whole unit which focuses on literature from before 1780 (excluding Shakespeare).

You must also take two whole units from a choice of three Creative Writing options: Fiction, Poetry or Playwriting.

This makes a total of four whole units.

BA DRAMA AND CREATIVE WRITING
You take two whole units from a choice of three Creative Writing options: Fiction, Poetry or Playwriting.
You will also take two whole units from the Drama Department negotiated with them.

**BA ENGLISH AND AMERICAN LITERATURE**

Students must take the following whole unit:

- EN2401 The American Century

They then choose options equal to the value of three full units from a list of Stage Two courses offered by the Department. You must take at least one of those units in American literature, or alternatively balance courses which cover both literatures in a manner approved by the programme director. You are strongly advised to choose at least one of the following courses from the ‘historical spine’ in addition to EN2401:

- EN2010 Renaissance Literature
- EN2120 The Age of Oppositions
- EN2212 Victorian Literature
- EN2213 Romanticisms
- EN2324 Contemporary Debates in Literary and Critical Theory
- EN2325 Modernist Literature

Students on this programme are encouraged to also consider taking a half-unit in another department in years 2 and/or 3 of their degree (e.g. American History, American Film).

**BA ENGLISH AND FILM STUDIES**

Students must take:

- EN2501: Shakespeare Page to Screen
- EN2130: American Dystopias

Two further half-units or one whole unit completes your course. **Over your second and third years, at least one half unit must be from a course which focuses on literature from before 1780.** Please note that Shakespeare courses are excluded from these courses.

This makes a total of two whole units or equivalent in the English Department.

You will also take two whole units from the Media Arts Department, as negotiated with your advisers there.

**BA ENGLISH AND DRAMA**

Students must take the interdisciplinary course:

- EN2500 Shakespeare from Page to Stage

In addition, students choose options to the value of one and one half units in English, and one and one half units in Drama.

You must ensure that over **your second and third years you take the equivalent of at least one whole unit which focuses on literature from before 1780 (excluding Shakespeare).**

**BA ENGLISH AND HISTORY**

Students must take two units or equivalent in English. You are strongly advised to choose one of the following courses from the ‘historical spine’:

- EN2010 Renaissance Literature
EN2120 The Age of Oppositions
EN2212 Victorian Literature
EN2213 Romanticisms
EN2324 Contemporary Debates in Literary and Critical Theory
EN2325 Modernist Literature

Two further half-units or one whole unit completes your course. **Over your second and third years, at least one half unit must be from a course which focuses on literature from before 1780.** Please note that Shakespeare courses are excluded from these courses.

This makes a total of two whole units in the English Department.

You will also take courses to the value of two units from the History Department, as negotiated with your advisers there.

**BA ENGLISH AND CLASSICS/PHILOSOPHY/LANGUAGES/MUSIC/COMPARATIVE LITERATURE AND CULTURE**

Students must take two units or equivalent in English. You are strongly advised to choose one of the following courses from the 'historical spine':

- EN2010 Renaissance Literature
- EN2120 The Age of Oppositions
- EN2212 Victorian Literature
- EN2213 Romanticisms
- EN2324 Contemporary Debates in Literary and Critical Theory
- EN2325 Modernist Literature

Two further half-units or one whole unit completes your course. **Over your second and third years, at least one half unit must be from a course which focuses on literature from before 1780.** Please note that Shakespeare courses are excluded from these courses.

This makes a total of two whole units in the English Department.

You will also take two whole units from your other Department, as negotiated with your advisers there.

**BA ENGLISH WITH PHILOSOPHY**

One course unit is compulsory:

- EN2324 Contemporary Debates in Literary Theory

You must then take two further units or equivalent from English.

You will also take one whole unit from the Philosophy Department negotiated with them.

This makes a total of three whole units in the English Department.

**THIRD YEAR**

**BA ENGLISH**

You choose whole units from the three following options. In the interests of momentum (given that our experience suggests that students often do best in two-term courses, with the momentum they generate) you are strongly advised to take at least two whole units from this list:
You may choose to take four whole units, or make up the other credits with half units (or take three whole units and two half units)

Please note: it is important to keep a balance of work between first and second terms: in any one term you may choose to do no more than a total of the equivalent of 2.5 units. So you may, for example, take two half units in any one term, rather than a half unit in each term, but no more than that.

This makes a total of four units.

**BA ENGLISH AND CREATIVE WRITING**

Two Creative Writing Core Course units are compulsory:

- CW3103 Creative Writing Special Focus (term 1)
- CW3104 Creative Writing Special Focus (term 2)

Plus you must take one other Creative Writing Specialism Option: Fiction, Poetry or Playwriting.

Please note that there is a prerequisite to your choice: you must have completed the relevant genre course during your second year.

In addition you must do two units’ worth of English courses. You are strongly advised to choose one unit from the three following options:

- Special Author Project
- Special Topic
- Dissertation

as well as one further course unit from the range of whole or half unit options.

This makes a total of four units.

**BA DRAMA AND CREATIVE WRITING**

Two Creative Writing Core Course units are compulsory:

- CW3103 Creative Writing Special Focus (term 1)
- CW3104 Creative Writing Special Focus (term 2)

Plus one other Creative Writing Specialism Option: Fiction, Poetry or Playwriting.

Please note that there is a prerequisite to your choice: you must have completed the relevant genre course during your second year.

In addition you take two whole units from the Drama Department options.

This makes a total of two units in the English Department.

**BA AMERICAN LITERATURE AND CREATIVE WRITING**

Two Creative Writing Core Course units are compulsory:
- CW3103 Creative Writing Special Focus (term 1)
- CW3104 Creative Writing Special Focus (term 2)

Additionally, you must take one other Creative Writing Specialism Option: Fiction, Poetry or Playwriting.

Please note that there is a prerequisite to your choice: you must have completed the relevant genre course during your second year.

In addition you must do two units’ worth of American-literature based courses. You are strongly advised to choose one unit from the three following options:

- Special Author Project
- Special Topic
- Dissertation

As well as one further course unit or equivalent from the range of whole or half unit options. Please note that it is important to aim at keeping a balance of work between first and second terms. This makes a total of four units.

**BA ENGLISH AND AMERICAN LITERATURE**

You choose whole units from the three following options. In the interests of momentum (given that our experience suggests that students often do best in two-term courses, with the momentum they generate) you are strongly advised to take at least two whole units from this list:

- Special Author Project
- Special Topic
- Dissertation

And half units from the range of half-unit options. Choices must balance English and American literature in a manner approved by the Programme Director. Students on this programme are encouraged to also consider taking a half-unit in another department in years 2 and/or 3 of their degree (e.g. American History, American Film).

**BA ENGLISH AND DRAMA**

Students must take the interdisciplinary Research Seminar:

- DT3500

In addition, students choose EITHER two units in English and one in Drama, OR two units in Drama and one in English, depending on what kind of final year project they wish to pursue.

The English dissertation is free-standing whilst the final year project in Drama is linked to another taught unit.

This makes a total of four units.

**BA ENGLISH AND FILM STUDIES**

You choose courses to the value of two units in English. You are strongly advised to choose one unit from the three following options:

- Special Author Project
- Special Topic
- Dissertation
as well as one further course unit from the range of whole or half unit options.

Two further course units from Media Arts, as negotiated with your advisers there.

This makes a total of two units in the English Department.

**BA ENGLISH AND HISTORY**

You choose courses to the value of two units in English. **You are required to take a dissertation** in either History OR English (you may not take dissertations in both subjects). You must then also choose either of the following options:

- Special Author Project
- Special Topic

As well as one further course unit from the range of whole or half unit options, and one (or two, if you have taken your dissertation in English) further course units from the History Department, as negotiated with your advisers there.

**BA ENGLISH AND CLASSICS/PHILOSOPHY/LANGUAGES/MUSIC/COMPARATIVE LITERATURE AND CULTURE**

You choose courses to the value of two units in English. You are strongly advised to choose one unit from the three following options:

- Special Author Project
- Special Topic
- Dissertation

as well as one further course unit from the range of whole or half unit options.

Two further course units from your other Department, as negotiated with your advisers there.

This makes a total of two units in the English Department.

**BA ENGLISH WITH PHILOSOPHY**

You choose courses to the value of three units in English. You are strongly advised to choose one or two units from the three following options:

- Special Author Project
- Special Topic
- Dissertation

as well as further course units from the range of half unit options.

You will also take one whole unit from the Philosophy Department negotiated with them.

Please note that it is important to aim at keeping a balance of work between first and second terms. This makes a total of three whole units in the English Department.

**6.2 Course registrations**

You can only register for 120 credits’ worth of courses in each academic year (this excludes courses which are being re-sat). You will have the option of changing courses up to the end of the second weeks after the start of teaching (excluding Welcome week). Any courses that you wish to take on an extracurricular basis (that is,
not counting towards your degree) must be identified at the start of the academic year.

6.3 Change of programme

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. If you hold a Tier 4 (General) student visa, there may be further restrictions in line with UKVI regulations.

7 Facilities

7.1 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 the School of Humanities is Karina van Dort (Karina.vanDort@rhul.ac.uk)

7.2 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.

7.3 Computing

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

8 Assessment Information
8.1 Anonymous marking and cover sheets

All assessed work is marked anonymously.

Please use your Candidate Number as the file name for your work when uploading assessed work to Moodle. Do not put your name anywhere on your essay.

8.2 Submission of work

Please note that there are two kinds of submitted written work: formative work, which may be analyses, précis, reviews or essays, and assessed essays.

You are required to submit assessed work in order to qualify for final consideration for a course by the examiners.

Assessed essays are the examination method for particular courses, and once the titles have been given out, examination regulations apply. All assessed essays must be submitted electronically via the Integrated Turnitin link in Moodle. The submission day for these is usually the Monday of the week indicated on the assessment matrix.

When determining if work has been submitted late, it is the date on Turnitin that is deemed official. It is therefore vitally important that you submit your work on time on Turnitin.

Please be careful when submitting work online, as you will not normally be able to re-upload work if you accidentally upload the wrong essay, and may incur a penalty if you only discover after the deadline that you have submitted an incorrect piece.

8.3 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 an upper second class piece of work 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.

8.4 Policy on the return of marked student work and feedback

The full policy on the return of marked student work and feedback is available here.

Return of marked student work and feedback

All assessed work (other than formal examinations) should be returned with feedback within 20 working days of the submission deadline during term time, except in cases where it is not appropriate to do so for exceptional and/ or pedagogic reasons. These may include the assessment of dissertations, final year projects, taped case studies, audio visual submissions, where the marking has been delayed due to staff illness and/ or where an extension to the submission deadline has been granted. The deadline for the return of the marked work with feedback will be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met for reasons such as those listed, the revised deadline will be communicated to students as soon as possible.

8.5 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification Programme Specification Repository (and also more generally in the Undergraduate Regulations).
8.6 Examination results

Please see the Examinations & Assessments website for details of how you will be issued with your results.

The Examinations & Assessments website is the place where you can access the “Instructions to Candidates” and details of the examinations appeals procedures.

8.7 Penalties for late submission of work

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

Section 13 (4)

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

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

*e.g. 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.

8.8 Penalties for over-length work

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

Section 13 (5)

Any work (written, oral presentation, film, performance) which exceeds the upper limit set will be penalised as follows

(a) for work which exceeds the upper limit by up to and including 10%, the mark will be reduced by ten percent of the mark initially awarded;

(b) for work which exceeds the upper limit by more than 10% and up to and including 20%, the mark will be reduced by twenty percent of the mark initially awarded;

(c) for work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.

The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations or films.

In addition to the text, the word count should include quotations and footnotes. Please note that the following are excluded from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices.
8.9 What to do if things go wrong – Extensions to deadlines

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

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

8.10 What to do if things go wrong – the “Extenuating Circumstances” process.

If you are unable to submit coursework because of unforeseeable or unpreventable circumstances please refer to section 8.9 ‘What to do if things go wrong – Extensions to Deadlines’. If an extension is not possible, you may be able to apply for extenuating circumstances.

The policy is explained in full in the Extenuating circumstances – Guidance for students.

What is an Extenuating Circumstance?

Extenuating circumstances are defined as unforeseen circumstances which are outside a student’s control and which may temporarily prevent a student from undertaking an assessment or have a marked/significant detrimental/adverse impact on their ability to undertake assessment by coursework or examination to the standard normally expected. You can read more about them here.

This means that such circumstances rarely occur. They are outside your control if they are:

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee whether you will be involved in a car accident);
- Unpreventable – you could not reasonably do anything in your power to prevent such an event (e.g. you cannot reasonably prevent a burst appendix.)

It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances. The policy is explained in full in the Extenuating circumstances – Guidance for students.

Absence from an examination

Section 5 above explains what to do on the day you miss an examination if it was due to extenuating circumstances.

Applying for extenuating circumstances

Before going ahead, you should check that your circumstances meet the criteria. These are explained in full in the Extenuating circumstances – Guidance for students. You should also read the section Illness & absences from an examination and departmental assessments and extenuating circumstances in the Instructions to Candidates issued by Student Administration.

If you apply for extenuating circumstances, you will need to supply a full explanation of your situation together with any supporting documentation.

Deadlines for submission of extenuating circumstances

Extenuating circumstances applications should be submitted as close to the affected piece of assessment/exam as possible.

The deadlines for submitting extenuating circumstances are listed in the Instructions to Candidates and the College webpages for Exams, Assessments and Results.
Ongoing circumstances

If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College’s Student Advisory & Wellbeing teams as soon as possible. This will allow us to consider strategies that will help you manage the situation. Examples might be that you have an illness that does not constitute a disability, a close family member is ill and needs your support, or you have suffered an adverse life event.

It may be that the circumstances are severely affecting your ability to study by causing you to repeatedly miss scheduled teaching and/or affecting your ability to complete assessments. If this is the case and there is no reasonable way to help you to manage the situation, then you may need to consider, in consultation with your department and Student Advisory & Wellbeing, if it would be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.

Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and in some cases may be preventable. As such, it is unlikely that the Extenuating Circumstances Committee will be able to take action to mitigate such circumstances. For further information, please read the Extenuating circumstances – Guidance for students.

8.11 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 and there is a deadline in term 2 for these to be arranged. 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.

8.12 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.

8.13 Academic Misconduct

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.

9 Careers information

The College's Careers & Employability Service is based in the Davison Building. The careers service run a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October. Our events are open to all students. One to one appointments are available all through the year where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview.

Our website and Careers Moodle has a wide range of help and information including interview skills, writing CVs and applications, assessment centres & psychometric tests. For more information about all Careers events and appointments visit their website or come along and speak to their friendly and helpful staff.

10 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal Tutor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the College Complaints Procedures for students. You should raise your complaint as soon as possible.

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedure and permitted grounds for appeal can be found on the Academic Appeals webpage.

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

11.1 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.

11.2 Lone working policy and procedures
The College has a ‘Lone Working Policy and Procedure’ that can be found here.

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.

12 Equal Opportunities Statement and College Codes of Practice

12.1 Equal opportunities statement
The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.

Royal Holloway, University of London (hereafter ‘the College’) is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that:

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- it conforms to all provisions as laid out in legislation promoting equality of opportunity.