DEPARTMENT/SCHOOL OF CLASSICS

UNDERGRADUATE STUDENT HANDBOOK

2023/2024

Contents

1 Introduction to your department

1.1 Welcome

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

This Student Handbook gives you information about the Classics Department and its BA programmes.

This includes:
- details of the location of buildings and the facilities and support available to you;
- rules and regulations concerning assessment and attendance;
- and help and advice on writing essays and dissertations, avoiding plagiarism and exam technique.

You may be studying on a single honours programme (BA Ancient History, BA Classical Archaeology and Ancient History, BA Classical Studies, BA Classics, BA Greek, BA Latin); a combined degree with a minor component in Philosophy (BA Ancient History with Philosophy, BA Classical Studies with Philosophy, BA Classics with Philosophy); or a joint honours programme with History (BA Ancient and Medieval History), Philosophy, English, Drama, or Modern Languages. Whatever your programme of study, it is essential that you read this handbook and refer to it regularly over the year. Not all the information provided here will necessarily apply to you, but it is very important that you make sure that you are aware of the ground rules on which the Classics Department operates. Joint honours programmes are run in conjunction with the other Departments in the College, and students studying for joint degrees must make themselves aware of the ground rules on which both departments operate.

The Student Handbook is one way of providing information. The information in it is updated annually, and aims to provide accurate information about the programme and its rules and procedures. We will always inform you of any changes, most often via the notice boards in the Department and by e-mail.

If there are issues on which you have questions which are not addressed here, you will have an opportunity to raise them either at the Departmental briefing for undergraduate students at the beginning of the academic year or at your individual meeting with your Personal Tutor during induction week. You are also at liberty to raise questions at any time with your tutors, Personal Tutor, UG Education Lead or, by appointment, the Head of the Classics Department.

1.2 How to find us: the Department

The Department of Classics is located in the International Building, opposite the Students' Union building.

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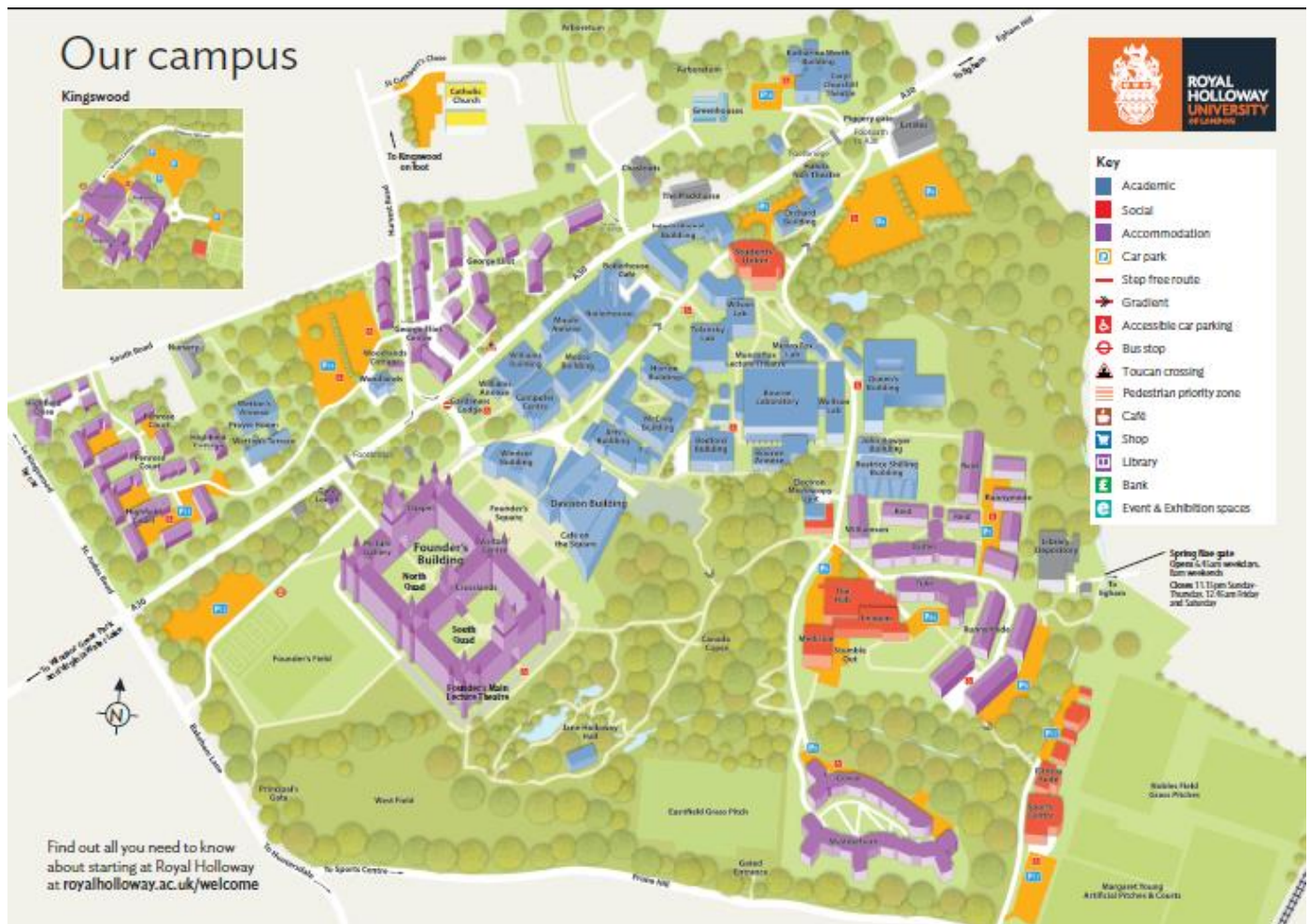
Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you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

1.4 How to find us: the staff

CONTACT DETAILS

Head of School:
Professor Giuliana Pieri   443218   INTER146   g.pieri@rhul.ac.uk

Head of Department:
Dr Christos Kremmydas   443385   INTER154   christos.kremmydas@rhul.ac.uk

Academic Staff:
Prof Richard Alston	444982	INTER147	r.alston@rhul.ac.uk
Dr Hannah Baldwin	TBC	INTER144	Hannah.Baldwin@rhul.ac.uk
Dr Siobhan Chomse*	443204	INTER 145	siobhan.chomse@rhul.ac.uk
Dr Liz Gloyn	446408	INTER161	liz.gloyn@rhul.ac.uk
Dr Richard Hawley	443384	INTER160	richard.hawley@rhul.ac.uk
Dr Zena Kamash*	443114	INTER149	zena.kamash@rhul.ac.uk
Dr Nick Lowe	443210	INTER162	n.lowe@rhul.ac.uk
Prof Jari Pakkanen	443211	INTER149	j.pakkanen@rhul.ac.uk
Dr Erica Rowan	443209	INTER143	erica.rowan@rhul.ac.uk
Prof Lene Rubinstein	443191	INTER155	l.rubinstein@rhul.ac.uk
Dr Efi Spentzou	443206	INTER144	e.spentzou@rhul.ac.uk
Dr Polymnia Tsagouria	443086	INTER237	p.tsagouria@rhul.ac.uk
Dr Emilio Zucchetti	443385	INTER156	Emilio.Zucchetti@rhul.ac.uk

*Member of staff on research leave in the Autumn and/or the Spring Term

School Manager:
Corrie Barker   INTER147

Student & Programme Administration Manager:
Penelope Mullens   276371   INTER149   Penelope.Mullens@rhul.ac.uk

Senior Student & Programme Administration Officer:
Paul Gomm   INTER149   Paul.Gomm@rhul.ac.uk

School Office   276882   INTER 149   Humanities-school@rhul.ac.uk

Disability & Neurodiversity   414621   FE153 (term-time)   disability@rhul.ac.uk

Information Consultants:
Emma Burnett   443333   Bedford LB2   emma.burnett@rhul.ac.uk
Victoria Falconer   443333   Bedford LB2   victoria.falconer@rhul.ac.uk

1.5 How to find us: the School office

The School Office is located to the right when entering the International Building, in IN149.

1.6 Staff research interests

Professor Richard Alston, BA (Leeds), PhD (Lond.), *Professor of Roman History*
Roman history, especially Later Roman Empire; economic history, urbanism in the ancient world. Reception of Roman History and political ideas.

Dr. Hannah Baldwin, BA (Lond.), MA (Lond.), PhD (Lond.), *Language Tutor*
Ancient humour; methodological approaches to humour; Greek and Latin literature.

Dr. Siobhan Chomse, MA (Glasgow), MA (Lond.), PhD (Cantab), *Lecturer in Latin Language and Literature*
Latin literature, especially poetry, historiography; the sublime.

Dr. Liz Gloyn BA, MPhil (Cantab), MPhil, PhD (Rutgers), *Reader in Latin Language and Literature*
Latin literature, with a focus on Seneca and writers of the Imperial period; gender and social history; Roman Stoicism; classical reception, particularly in popular culture.

Dr. Richard G. Hawley, MA, DPhil (Oxon.), *Senior Lecturer in Classics*
Greek literature, especially Greek drama; Greek social history; later Greek literature.

Dr. Zena Kamash, BA; D.Phil (Oxon), FSA, *Senior Lecturer in Roman Archaeology*
Cultural heritage; post-conflict reconstruction; archaeological methods and practices; Roman Britain and Middle East.

Dr. Christos Kremmydas, BA (Athens), MA, PhD (Lond.), *Reader in Greek History, Head of Department*
Athenian political and social history; Greek rhetoric and oratory; Greek law, Papyrology.

Dr. Nick J. Lowe, MA, PhD (Cantab.), *Reader in Classics*
Greek and Latin literature, especially comedy; Greek religion.

Professor Jari Pakkanen, MA, DPhil (Helsinki), FSA, *Professor in Classical Archaeology*
Greek archaeology, especially Greek architecture; archaeological reconstruction; quantitative methods in archaeology.

Dr. Erica Rowan, BHSc, BA (McMaster), MA, DPhil (Oxon), *Senior Lecturer in Classical Archaeology*
Roman archaeology, especially Greek and Roman food and diet; archaeobotany.

Professor Lene Rubinstein, MA (Copenhagen), PhD (Cantab.), *Professor of Ancient History*
Greek history, especially Greek law and constitutional history; Greek rhetoric and oratory; epigraphy; papyrology.

Dr. Efi Spentzou, BA (Thessaloniki), MSt, DPhil (Oxon.), *Reader in Latin Literature and Classical Reception*
Latin literature, especially epic and elegy; literary theory and criticism; gender; classical reception; myth.

Dr. Emilio Zucchetti, BA (Torino), MA (Rome), PhD (Newcastle), *Lecturer in Roman History*
Late Roman Republican politics and society; social conflict; historiography; Marxism; Antonio Gramsci; theoretical and methodological approaches to Classics.

2 Support and advice

2.1 Support within your School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in the International Building, room IN149. Opening hours are 9:00am-5:00pm. 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.

The Classics Department offers students a range of different kinds of practical and personal support, including from your Personal Tutor, College Wellbeing services, and the School of Humanities office staff. There are

scheduled meetings with your Personal Tutor each term, but you are also welcome to meet them during their Consultation and Feedback office hours, and at other times by prior arrangement if and when the need arises. Personal tutors will normally offer an in-person and an online office hour each week.

If you have any on-going problems or concerns that you have already discussed with module tutors or with your Personal Tutor, you may also wish to meet the Head of Department, Dr Christos Kremmydas (christos.kremmydas@rhul.ac.uk) during his HoD's Open Office hour; the time for this will be announced during Welcome Week.

3   Communication

3.1 Post

All post addressed to you in the Classics department is delivered to the student pigeonholes (alphabetical by surname) in the International Building. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Academic Services is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

3.2 Personal Tutors

Each student is assigned to a Personal Tutor. Personal Tutors advertise on their office door the times when they are available to see students. Joint Honours students will be allocated a primary Personal Tutor (typically in their lead department) and an advisor in their second department.

Your personal tutor will normally arrange to see you once each term, and it is important that you attend these meetings. They are also available during their regular weekly **Consultation and Feedback** hours during term time. Arrangements may also be made by them, or by you, to meet at other times. Your Personal Tutor is keen to offer you advice and feedback about your work and to discuss your choice of courses with you. Personal Tutors are also willing to discuss personal difficulties, but they understand that you may prefer to take such matters to the College Counselling team or other Wellbeing services.

Occasionally – when, for example, a Personal Tutor goes on research leave – students may be reallocated to a different Personal Tutor, but we try to maintain a link between you and the same Personal Tutor throughout your time in the Department.
Your Personal Tutor will probably be the person best equipped to write you references for jobs during your university career, and (along with the people teaching you in your Final Year) to act as a referee for jobs or higher degree programmes after graduation. It is, therefore, very much in your interest to make sure that you keep in regular contact with your Personal Tutor. Before you name your Personal Tutor as a referee on an application, you should always ask them if this is all right. You should also make sure that you give them ample time to complete any references: while you only have one Personal Tutor, each Personal Tutor has many – past and present – personal tutees.

You should regard your Personal Tutor as your first port of call in the Department for any questions you have, although it may be that on occasions they will direct you to another colleague, either in the Department or elsewhere, or to some other source of guidance or advice, such as the Student Administrative Centre, the Health Centre, the Student Counsellors, or Wellbeing.

We cannot promise confidentiality, as the staff in the Department or other College services will need to pass information on if a person is at significant risk, or if a safeguarding issue is raised. We can promise to handle what you tell us discreetly and to discuss it with other members of staff only on a need-to-know basis – which will often mean not mentioning it at all.

You may also be asked to see your Personal Tutor if the Department is concerned about your academic

progress. In such an event, you will be required to attend this meeting. In particular Personal Tutors hold meetings with individual students for this purpose in January, at the start of the Spring Term, and again in March, at the end of the Spring Term.

3.3 Questionnaires

Your views on all aspects of the educational service we provide are important to us and help us to provide you with the best student experience possible. You are welcome to express views informally at any time to your course tutors, your Staff-Student Action Meetings and student representatives, your Personal Tutor, or the Head of Department.

Modules are evaluated every year. Towards the end of the teaching on a module you will be asked by your tutor to fill in a questionnaire giving your evaluation of the teaching you have received, the effectiveness of library provision and the overall quality of the module. It is College policy that such module evaluations are completed by all students. These are anonymous and your co-operation in making these evaluations is of great help to the Department. The results of the evaluations are considered by the School of Humanities Education Committee as well as the relevant Head of Department, and form part of the Department's Annual Monitoring Report, which aims to improve modules, taking into account student feedback.

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

4 Teaching

4.1 Study weeks

Term One   Monday 30 October – Friday 3 November 2023
Term Two   Monday 19 – Friday 23 February 2024

5 Degree structure

Full details about your degree course, including, amongst others, the aims, learning outcomes to be achieved on completion, modules which make up the course and any course-specific regulations are set out in the course specification available through the Course Specification Repository.

5.1 Department specific information about degree structure

5.1.1 Classics Department degree programmes

The Department offers a number of degree programmes in classical subjects. You may be studying for:

- a **single honours degree** (in Ancient History (V110), Classical Archaeology and Ancient History (VV41), Classical Studies (Q810), Classics (Q800), Greek (Q700) or Latin (Q600))
- a **combined degree** with a minor component in Philosophy (Ancient History with Philosophy (V1V5), Classical Studies with Philosophy (Q9V5) or Classics with Philosophy (Q8V5))
- a **joint honours degree** (Ancient and Medieval History (V116), Classical Studies and Drama (QW84), Classical Studies and Italian (QR73),English and Classical Studies (QQ38), English and Latin (QQ36), Modern Languages and Classical Studies (RQ98), Modern Languages and Latin (RQ96), Modern Languages and Greek (RQ97), Ancient History and Philosophy (VV15), Classics and Philosophy (QV85) or Classical Studies and Philosophy (QV95).

Each year you will study the equivalent of **120 credits** (or four full course units); some courses are designated as 30 credits or full units and others as 15 credits or half units. The programme structures are outlined in 6.1.3 and 6.1.4 below.

The department also offers various 'with an international year' degree programmes, which include a year spent at a host university overseas between the second and third years of study at Royal Holloway. Students studying our degree programmes are eligible to apply for the 'with an International Year' variants during their second year of study, subject to academic performance and securing a placement at a host university. If accepted onto this programme, they are transferred formally to the 'with an International Year' degree programme at the start of their overseas year.

5.1.2   Educational Aims of Programmes

The aims and learning outcomes of the Department's undergraduate degree programmes in classical subjects are related to the Classics and Ancient History Benchmarking Statements issued by the relevant Benchmarking Groups of the Quality Assurance Agency (QAA) for Higher Education. The Department's undergraduate degree programmes share certain common aims:

1.   to provide opportunities for students to explore the diverse range of ancient world studies and to specialise in relevant disciplinary areas;
2.   to deliver programmes which are informed by the research expertise of staff, which are suited to the needs of students, which provide opportunities for students to develop academically, and which, where appropriate, prepare students for post-graduate study;
3.   to develop knowledge and understanding of the chosen fields of study and of the research associated with them, and to prepare students to undertake their own research under appropriate levels of supervision;
4.   to support the development of a range of transferable skills suitable both for further academic study and for a range of future careers;
5.   to produce graduates with a variety of personal attributes, including mental agility, openness to change and adaptability, a capacity to appreciate and enjoy the life of the mind, and to contribute to the wider community in a multicultural society.

5.1.3   Programme Structures

All programmes are offered either as full-time, normally lasting three years, or part-time, normally lasting six years. Joint programmes where a modern language is studied normally take four years to complete and involve a year abroad. The degree 'with an International year' comprises an extra-curricular year between the second and third stages which contributes to the final marks of students on the four year programme.

Course units are offered at Stage One, Stage Two and Stage Three levels. Single Honours students in Classical Studies have the opportunity to take Stage 2 Second Year Projects (CL2201) in Year 2; Single Honours students in Classical Studies, Classical Archaeology and Ancient History, and Ancient History will be required to take a Stage 3 Extended Essay (CL3200) in Year 3. Some (but not all) units within the department are available on all programmes, and the structure of individual programmes follows the following pathways. Note, however, that Course Finder or the Programme Specification Repository should be consulted as definitive in each case, and the information provided there takes precedence wherever it might be at variance what is presented here.

5.1.4   Single Honours

ANCIENT HISTORY

At least 225 credits of Ancient History must be taken over the 3 years of the degree.

Year 1	CL1550 Greek History and the City State (15 credits)
	CL 1560 Key Themes in Roman History (15 credits)
	CL1570 Studying Classical Antiquity (15 credits)
	In addition, students must take
	either:

	One language option (30 credits) and introductory half units to the value of 45 credits or: Introductory 15 credit units to the value of 75 credits. Plus SS1000 Year 1 Arts Faculty Writing Quiz There is no provision in the first year to take units outside of the Department.

Year 2	HS2004: The Rise and Fall of the Roman Republic (Group 1) (15 credits) HS2005: Rome and its Empire from Augustus to Commodus (Group 1) (15 credits) CL2352 Greek History to 322 BC (30 credits) CL2358 Spinning the Past (15 credits) CL2369 Historiography of the Roman World (15 credits) Plus courses to the value of 30 credits, which may include a course unit taken from outside the Department.
Year 3	CL3200 Dissertation in Ancient History (30 credits) Year 3 Ancient History designated option (30 credits) Year 3 Ancient History designated option (30 credits) Plus courses to the value of 30 credits, which may include a course unit taken out of the Department.

CLASSICAL ARCHAEOLOGY AND ANCIENT HISTORY

At least 120 credits of Classical Archaeology and 120 credits of Ancient History must be taken over the three years of the degree.

Year 1	CL1550 Greek History and the City State (15 credits) CL 1560 Key Themes in Roman History(15 credits) CL1580 Introduction to Greek Archaeology (15 credits) CL 1581 Introduction to Roman Archaeology (15 credits) In addition, students must take either: One language option (30 credits) and introductory 15 credit units to the value of 30

	credits
	or: Introductory 15 credit units to the value of 60 credits. Plus SS1000 Year 1 Arts Faculty Writing Quiz
Year 2	CL2194 From Dig to Digital (30 credits) In addition, students must take units chosen from the following list to the value of 60 credits: CL2352 Greek History to 322BC (30 credits) CL2358 Spinning the Past (30 credits) CL2369 Historiography of the Roman World (15 credits) HS2004: The Rise and Fall of the Roman Republic (Group 1) (15 credits) HS2005: Rome and its Empire from Augustus to Commodus (Group 1) (15 credits) Plus Stage 2 courses to the value of 30 credits Students must also complete two compulsory weeks of field work (zero credits). Students will be expected to find their own fieldwork opportunities with the assistance of the department; this may include excavation, survey, museum or lab work, etc. More details are provided during the course of the academic year.
Year 3	CL3200 Extended Essay in Classical Archaeology or Ancient History (30 credits) Stage 3 Classical Archaeology options to the value of 30 credits Stage 3 Ancient History options to the value of 30 credits Plus further Stage 3 Classical Archaeology, Ancient History or Classical language options to the value of 30 credits.

CLASSICAL STUDIES

Year 1	
	1 Latin and 1 Classical Greek language unit (special permission required to take both) and 4 Introductory courses (15 credits each), including CL1570 Studying Classical Antiquity or 1 Latin or 1Classical Greek language unit and 6 Introductory courses (15 credits each), including

	CL1570 Studying Classical Antiquity or 8 Introductory courses (15 credits each), including CL1570 Studying Classical Antiquity Plus SS1000 Year 1 Arts Faculty Writing Quiz
Year 2	Stage 2 courses to the value of 120 credits
Year 3	1 CL3200 Extended Essay (dissertation) unit (30 credits) and Stage 3 courses to the value of 90 credits

CLASSICS

Year 1	1 Classical Greek Language unit (30 credits) 1 Latin Language unit (30 credits) CL1570 Studying Classical Antiquity (15 credits) 3 other Introductory courses (15 credits each) Plus SS1000 Year 1 Arts Faculty Writing Quiz
Year 2	1 Classical Greek Language unit (30 credits) 1 Latin Language unit (30 credits) Stage 2 courses to the value of 2 units (60 credits)
Year 3	1 Greek CL3*** unit (30 credits) 1 Latin CL3*** unit (30 credits) Stage 3 courses to the value of 2 units (60 credits)
OR for Year 3 students whose Classical Greek Language unit in Year 2 was CL2715	CL3777 (30 credits) 1 Latin CL3*** unit (30 credits) Stage 3 courses to the value of 60 credits
OR for Year 3 students whose Latin Language unit in year 2 was CL2765	1 Latin CL3777 unit (30 credits) 1 Greek CL38** unit (30 credits) Stage 3 courses to the value of 60 credits
OR for year 3 students whose Greek Language in year 2 was CL2715 and whose Latin Language unit in year 2 was CL2765	1 Latin CL3777 unit (30 credits) 1 Greek CL3727 unit (30 credits) Stage 3 courses to the value of 60 credits

GREEK

Year 1	1 Classical Greek Language unit (30 credits) CL1570 Studying Classical Antiquity (15 credits) 5 other introductory courses (15 credits each) or 1 Classical Greek Language unit (30 credits) 1 Latin Language unit (30 credits) CL1570 Studying Classical Antiquity (15 credits) 3 other Introductory courses (to the value of 60 credits) Plus SS1000 Year 1 Arts Faculty Writing Quiz
Years 2-3	1 Classical Greek Language unit (30 credits) 2 Greek 28** or 38** units (60 credits) Other courses to the value of 5 units (150 credits)

LATIN

Year 1	1 Latin Language unit (30 credits) CL1570 Studying Classical Antiquity (15 credits) 5 other introductory courses (15 credits each) or 1 Latin Language unit (30 credits) 1 Classical Greek Language unit (30 credits) CL1570 Studying Classical Antiquity (15 credits) 3 Introductory courses (15 credits each) Plus SS1000 Year 1 Arts Faculty Writing Quiz
Years 2–3	1 Latin Language unit (30 credits) 2 Latin CL28** or 38**units (60 credits) Other courses to the value of 150 credits

5.1.1 Combined Honours programmes with a Minor component in Philosophy

ANCIENT HISTORY WITH PHILOSOPHY

At least 195 credits of Ancient History must be taken over the 3 years of the degree.

Year 1	PY1001 Fundamental Questions in Philosophy (30 credits) and: CL1550: Greek History and the City State (15 credits) CL 1560: Key Themes in Roman History (15 credits) CL1570 Studying Classical Antiquity (15 credits) In addition, students must take either: One language option (30 credits) plus an introductory 15 credit unit or: Three introductory 15 credit units to the value of 45 credits. Plus S1000 Year 1 Arts Faculty Writing Quiz
Year 2	1 Philosophy 2nd-year unit (30 credits) Students must take at least 60 credits from: HS2004: The Rise and Fall of the Roman Republic (Group 1) (15 credits) HS2005: Rome and its Empire from Augustus to Commodus (Group 1) (15 credits) CL2352 Greek History to 322 BC (30 credits) CL2358 Spinning the Past (15 credits) CL2369 Historiography of the Roman World (15 credits) Plus Classics course(s) to the value of 30 credits.

	This course may be substituted by a course from outside the programme, with approval.
Year 3	1 Philosophy 3rd-year unit (30 credits) Stage 3 course(s) designated as Ancient History to the value of 30 credits, with a CL 3200 Extended Essay in Ancient History (30 credits), and further courses to the value of 30 credits. These further credits may be substituted by a course from outside the programme, with approval.

CLASSICAL STUDIES WITH PHILOSOPHY

Year 1	PY1001 Fundamental Questions in Philosophy (30 credits) and either 6 Introductory courses (to the value of 90 credits), including CL1570 Studying Classical Antiquity (15 credits) or 1 Latin or Greek language unit (30 credits) 4 Introductory courses (to the value of 60 credits), including CL1570 Studying Classical Antiquity (15 credits) Plus S1000 Year 1 Arts Faculty Writing Quiz
Year 2	1 Philosophy 2nd-year unit (30 credits) CL2201 Second Year Projects (30 credits) Stage 2 courses to the value of 60 credits
Year 3	1 Philosophy 3rd-year unit (30 credits) 1 CL3200 Extended Essay (dissertation) unit (30 credits) Stage 3 courses from the Classics list to the value of 60 credits

CLASSICS WITH PHILOSOPHY

Year 1	PY1001 Fundamental Questions in Philosophy (30 credits) 1 Classical Greek Language unit (30 credits) 1 Latin Language unit (30 credits) 2 Introductory courses (to the value of 30 credits) Plus S1000 Year 1 Arts Faculty Writing Quiz
Year 2	1 Philosophy 2nd-year unit (30 credits) 1 Classical Greek Language course unit or 1 Greek CL28** course unit (30 credits) 1 Latin Language course unit or 1 Latin CL28** course unit (30 credits) Stage 2 course(s) from the Classics list to the value of 30 credits
Year 3	1 Philosophy 3rd-year course unit (30 credits) 1 Greek CL38** course unit (30 credits) 1 Latin CL38** course unit (30 credits) Stage 3 course(s) from the Classics list to the value of 30 credits

OR for Year 3 students whose Classical Greek Language unit in Year 2 was CL2715	1 Philosophy 3rd-year unit (30 credits) CL3726 (30 credits) 1 Latin CL38** course unit (30 credits) Stage 3 course(s) from the Classics list to the value of 30 credits
OR for Year 3 students whose Latin Language unit in year 2 was CL2765	1 Philosophy 3rd-year unit (30 credits) CL3827 (30 credits) 1 Greek CL38** course unit (30 credits) Stage 3 course(s) from the Classics list to the value of 30 credits

For details of the requirements for Joint Honours programs, please see the separate document on the Classics Undergraduate Academic Support Moodle page.

5.1.7   Courses taught in the Classics Department

The work for degree programmes in the Department is organised by modules. This means that the work for each module is completed and examined in the year in which it is taught. Each module is either a whole unit (usually taught over both terms, and worth 30 credits) or a half-unit (taught in one term only, and worth 15 credits), and each year's work for a full-time student consists in all cases of courses to a total value of **four** whole units (120 credits). Part-time students usually, though not invariably, take courses to a value of two whole units (60 credits) each year.

Modules are approved by College to be taught at a particular stage of the programme (first-, second- or third-year) but versions of some Classics modules are available at more than one stage.

Each course unit is identified by a four-figure course code (e.g. 1755 – Beginners' Latin), preceded by the Departmental prefix CL. The first figure of the code denotes the stage (1st, 2nd or 3rd year) for which the course is normally offered. Courses with codes beginning 1 are generally confined to first-year students. Courses with codes beginning 2 are generally available to second-year students only. Courses with codes beginning 3 are available for third-year students only. Some courses (e.g. Athenian Law and Social History) have a second-year version with code beginning 2 and a third-year version with code beginning 3, with separate seminars and assessments.

5.1.8   Course choices

Choices for first-year units are made during the Welcome Week before the beginning of the autumn term. Choices for second and third-year units are made in the spring term and confirmed or adjusted at the beginning of the new academic year. The course choice process is handled via an electronic form which will be shared on the Classics Undergraduate Academic Support Moodle page. All choices are subject to availability and to departmental approval. For details of second- and third-year courses available for 2023-24, see the Course Choices information which was issued in spring term 2023 and is available on the 2022-23 Moodle page.

An addition to the First Year courses is the **SS1000 Year 1 Arts Faculty Writing Quiz**. This is done in your own time. The quiz is zero-weighted but is **compulsory for progression to the second year of study**. The quiz is delivered through RHUL's electronic teaching platform, Moodle. It will open early in the autumn term and will run until the end of the autumn term. You may take the test as often as you wish until you pass – the quiz consists of 25 randomly generated questions. Each time you submit your answers to the quiz you will receive feedback designed to help you improve your written and literacy skills. Please note that by the end of the academic year:

You must have achieved a pass mark of 60% or more on this quiz in order to be eligible to progress to your second year of study. You cannot progress to Level 2 without having passed this quiz, even if you meet the other requirements for progression as stipulated in the College's Undergraduate Regulations. If you achieve a

mark of 80% or more, you will be awarded a certificate of distinction.

More information on the test, and its role as a teaching tool, can be found on the SS1000 Moodle Writing Skills webpage.

Most courses are available on all the department's programmes, subject to the requirements of the individual programme pathways. Details of course structure, topics covered, bibliographies, and other learning resources will be provided in the individual course guides issued at the beginning of each course, and usually on the course Moodle page.

5.2 Change of course

You may transfer to another programme subject to the following conditions being met before the point of transfer:

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

Further information about changing programmes is available in Section 8 of the Undergraduate Regulations.

6   Facilities

6.1 The Library

The Library, which lies at the heart of a Classics student's learning experience, is housed in the **Emily Wilding Davison Building**. Online electronic resources are also available via the Library's website and via other library collections (e.g. Senate House). Details, including Library Search, dedicated subject guides and opening times can be found online on the Library home page.

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for undergraduate modules. 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 where you can 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 Consultants for the School of Humanities are Emma Burnett and Victoria Falconer (HumanitiesLibrarians@rhul.ac.uk)

6.2 Photocopying and printing

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

6.3 Computing

How to find an available PC

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

Many of the PC labs are open 24 hours a day, 7 days a week, although this may be affected by the coronavirus pandemic. Alternatively, there are computers available for your use in the Library, and Computer Centre, although please do bear in mind that capacity on campus is likely to be reduced for the foreseeable future.

7   Assessment Information

7.1 Anonymous marking and cover sheets

All undergraduate essays and other forms of written coursework are marked anonymously. Please remember to make sure that your name does <u>not</u> appear on the written work that you submit. Work should be submitted by CANDIDATE NUMBER ONLY. Your candidate number (which changes every year) will be circulated to you early in Autumn Term.

7.2 Submission of work

As noted above, all work for the final assessment of any course must be submitted anonymously via Turnitin, i.e. identified by CANDIDATE NUMBER, not name or student ID number. Please make sure that your name does not appear anywhere in your assignments (including headers and footers). Formative work, i.e. essays which are done for practice only and do not contribute to the mark for the course, is also normally submitted anonymously online, but there may be some exceptions (for example in-class language formative tests). If you are unsure whether an assessment is assessed or formative, please check with the course tutor.

All coursework and dissertations must be submitted electronically. The steps you have to take in order to submit an electronic copy of assessed assignments are described in detail on the Avoiding Plagiarism course which can be accessed through the Moodle Home page on the Moodle site http://moodle.royalholloway.ac.uk/ . Your work is sent to the Joint Information Services Committee (JISC) Plagiarism Detection Site (PDS) for comparison with the contents of that system's databank, and it is returned to the markers at Royal Holloway annotated to show matching text and its source(s). The purpose of this step is not to detect plagiarism – we do not expect this to occur and would be very disappointed to discover that it had – but to help the markers to check that you are referencing quoted material appropriately.

<u>Coursework essays</u> submitted during the year (whether or not they count for assessment) must be submitted by the advertised deadlines, which will be stated on the relevant course Moodle page.

<u>Second Year Projects, Extended Essays and other essays for end-of-course assessment</u> must be submitted online by the advertised deadline during the summer term.

7.3 Penalties for over-length work

Word limits are not set to make students' lives unnecessarily difficult! They exist because of the importance of Classics students developing the necessary skills to produce different kinds of writing under a range of circumstances and for various purposes. Word limits, therefore, need to be taken seriously as any work exceeding them may not be marked. Short-weight work is unlikely to be able to meet the assessment criteria in full.

According to College's Undergraduate Regulations section 13 (5),

Section 13 (5)

> 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.

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

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

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

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

> Language in-class tests
> All Open Book Exams in Term 3

7.5 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, "a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities". It is for such conditions and SpLDs that our Disability and Neurodiversity Team (D&N) 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 Team for an assessment of your needs before any appropriate adjustments, support and exam access arrangements can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them. More information about registering with the Disability and Neurodiversity team is available here.

Please note that if reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Sub-board will not make further allowance in relation to your disability or SpLD.

7.6 Academic misconduct - Plagiarism

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

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

The Regulations set out some of the types of academic misconduct in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Tutors or other members of staff in their department should

they have any queries about what constitutes academic misconduct. The College treats academic misconduct very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

What is Plagiarism?

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

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

Avoiding Plagiarism

You will successfully avoid plagiarism if you always observe this simple rule:

Whenever you quote or summarise the words of a modern author, you should:

- use quotation marks to show the extent of your quotation, and
- name your source clearly each time.

You are strongly advised to participate in the on-line learning resource on Avoiding Plagiarism. Visit the Moodle site and see **Avoiding Plagiarism** under **My Courses**.

You need to be careful to avoid plagiarising unintentionally. This can happen for example when a student:

- quotes from a source listed in the bibliography at the end of the essay without also referring to it in the appropriate places in the text or in footnotes;
- quotes directly from a source referred to in footnotes without making it clear, through the use of inverted commas or other devices, where the quotation begins and ends;
- relies on his or her own notes made from a book or article, and inadvertently uses words copied verbatim from a modern author without acknowledgement;
- duplicates his or her own work, for example by submitting almost exactly the same work for two different assignments.

An allegation of plagiarism does not necessarily imply an allegation of intent on the part of the student to cheat. Situations which may, however, imply cheating in this context include:

- the use of sources which would not normally be available to the student, such as work submitted by others in previous years;
- an attempt to dismiss the plagiarism when presented with material evidence;
- collusion with another person;
- a repeat offence.

All cases of alleged plagiarism will be referred to the College's Academic Investigations team, who will follow the process laid out in the Academic Misconduct Procedure. The Chair of the Academic Misconduct Panel will decide whether an Academic Misconduct Panel is required, or whether a penalty can be imposed directly. If a case is proved, a penalty will be applied from the options set out in the regulations. The most usual penalty is a mark of zero for the affected assessment. More serious cases, or repeat offences, may be referred to the Vice-

Principal and the offender may be excluded from further study in the College. You can find out more on [the Academic Misconduct page for students](#).

8   Health and safety information

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

8.1 Code of practice on harassment for students

The University is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The University's Code of Practice on personal harassment for students should be read in conjunction with the Student Disciplinary regulations and the Complaints procedure.

8.2 Lone working policy and procedures

The College has a 'Lone and Out of Hours Working' policy that can be found here.

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator, Penelope Mullens, 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.