



SCHOOL OF BUSINESS AND MANAGEMENT

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2022/2023

Disclaimer

This document was published in September 2022 and was correct at that time. The department* reserves the right to modify any statement, if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term 'department' is used to refer to 'departments', 'Centres and 'Schools'. Students on joint or combined degree programmes will receive two departmental handbooks.

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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, humanities, social sciences and sciences.

The School of Business and Management was founded in September 1990. Our mission is to provide an intellectually challenging and directly relevant undergraduate education for people intending to pursue management and professional careers.

As a relatively new academic discipline business and management is interdisciplinary. An intellectually challenging approach is adopted at Royal Holloway. Faculty members have backgrounds in accounting, history, economics, sociology, psychology, geography, anthropology, political science, international relations, gender studies and visual culture. Diverse perspectives also reflect an international faculty drawn from 25 nations.

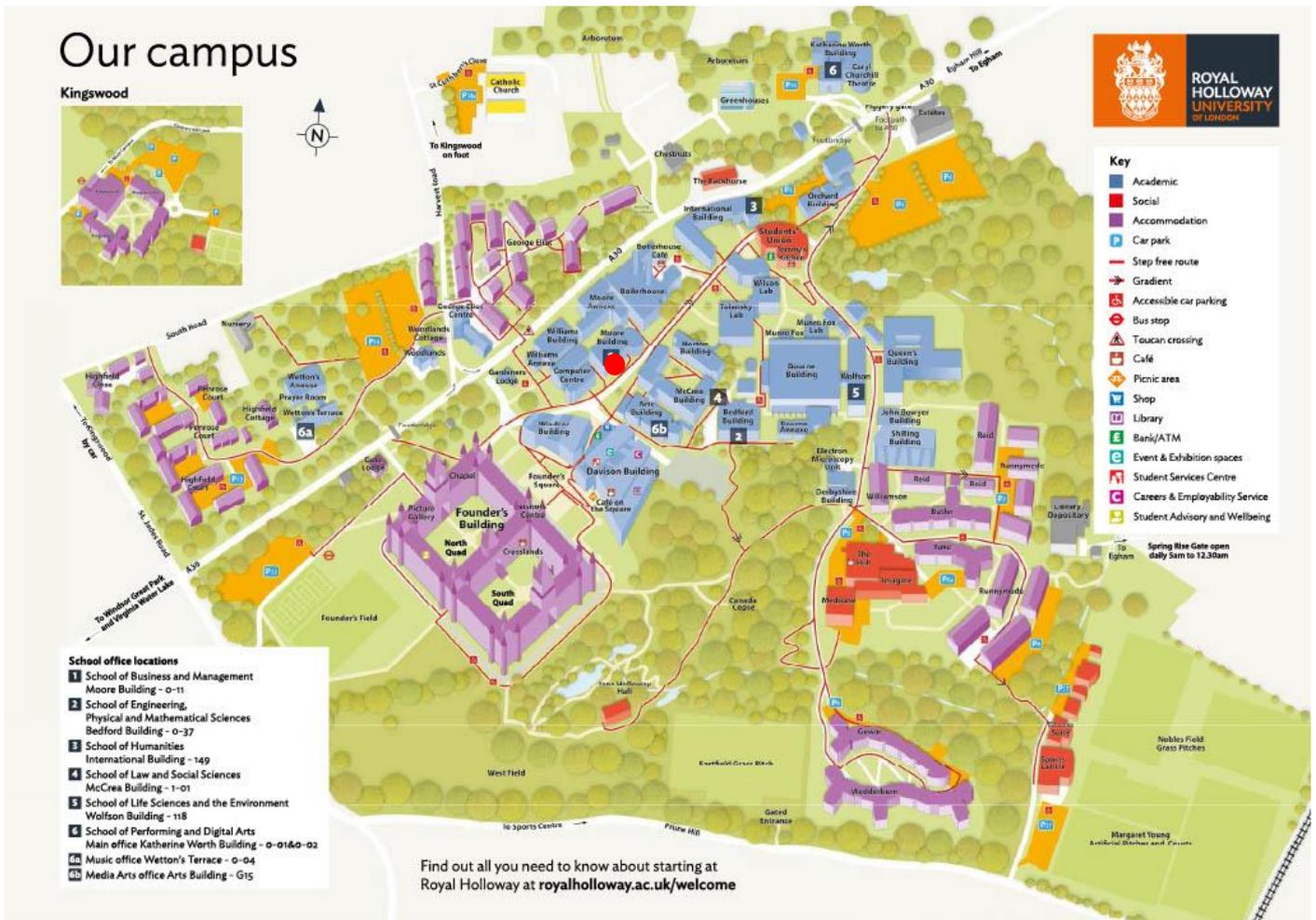
Comprehensive coverage of business and management is offered by five subject groups: Accounting & Finance; Marketing; Organisation Studies & Human Resources Management; Strategy, International Business & Entrepreneurship; and Digital Innovation & Management. Between these departments, we offer a portfolio of around 140 different modules across a range of undergraduate and postgraduate courses. These are taught by internationally-renowned experts who share their research and industry experience so you can gain current and relevant business and management skills and knowledge.

The School of Business and Management is accredited by the Association to Advance Collegiate Schools of Business (AACSB), the longest-serving global accrediting body for business schools and is proud to be a signatory to the United Nation's Principles for Responsible Management Education.

1.2 How to find us: the Department

The School of Business and Management is located in the Moore Building (the red circle on the below Campus Map) - turn left as you come into the main College entrance, go straight on and follow the road round until you see the Moore Building on your left.

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 register the vehicle with College. Find more information about the Parking Permit portal [here](#).

1.4 How to find us: the staff

CONTACT DETAILS

Executive Dean: Professor Christos Tsinopoulos
01784 414978
Moore Building 1-02
Christos.tsinopoulos@rhul.ac.uk

Director of PGT Education: Dr Sunnie (Yu) Zheng
01784 276489
McCrea 2-31
Yu.Zheng@royalholloway.ac.uk

Programme Specific Contact Details:

MSc Accounting & Financial Management	MN-AFM@royalholloway.ac.uk
MSc Digital Innovation & Analytics	MN-DIA@royalholloway.ac.uk
MSc Digital Marketing	MN-DM@royalholloway.ac.uk
MSc Entrepreneurship & Innovation	MN-ENT@royalholloway.ac.uk
MSc Human Resource Management	MN-HRM@royalholloway.ac.uk
MSc International Business Management	MN-IBM@royalholloway.ac.uk
MSc International Business Management (Marketing)	MN-IBM@royalholloway.ac.uk
MSc International Business Management (Strategy & Leadership)	MN-IBM@royalholloway.ac.uk
MSc Logistics and Supply Chain Management	MN-LSCM@royalholloway.ac.uk
MSc Marketing	MN-MKT@royalholloway.ac.uk

School Manager: Helen Bacci
01784 414963
Moore Building (Room 103)
Helen.Bacci@rhul.ac.uk

Help Desk: 01784 276213
Moore Building (Room 11)
MN-PG-Office@rhul.ac.uk

1.5 How to find us: the School office

The School's Postgraduate Administration office is located in Moore Building Room 11.

1.6 The Department: practical information

Postgraduate enquiries should be directed to the relevant programme email address. The Office is open Monday to Friday between 9:00 and 17:00 during term time, all enquiries should initially be made by email.

1.7 Staff research interests

As a School of Business and Management we apply the insights of social science to the management of private, public and voluntary sector organisations. A shared feature of our research is its international and comparative focus, with a strong historical, sociological and political-economic approach to management issues and activities. We have four research theme groups: Critical and Historical Research on Organisation

and Society (CHRONOS); Digital Organisation and Society (DOS); Sustainability, Responsibility and Ethics (CRIS); and Research into Management Education (MERG).

We have approximately 130 academic staff in a rapidly expanding faculty, covering the main areas of management. Our faculty includes staff from over 25 countries, and we are committed to teaching and research excellence.

Staff regularly publish their research in leading international peer-reviewed journals. Our research contributes to theory building, policy and practitioner debates, as well as influencing academics, managers and government policy-makers alike.

Alongside our top quality research and teaching, much of the work done at the Royal Holloway School of Business and Management has real value and influence outside of the academic world. Our academics are engaged and in demand to give their input to policy, business and public sector challenges.

Please see the following link for our faculty: [https://pure.royalholloway.ac.uk/portal/en/organisations/school-of-management\(e2ffad21-d17f-46a3-aa2e-657coda074fe\)/persons.html?filter=current](https://pure.royalholloway.ac.uk/portal/en/organisations/school-of-management(e2ffad21-d17f-46a3-aa2e-657coda074fe)/persons.html?filter=current)

Support and advice

1.8 Support within your School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies and is situated in Moore Building room 11.

The PG office opening hours are 9:00am to 5:00pm in term time and 10:00am to 4:00pm during vacation, see course specific email address list on [page 6](#).

The College offers a high level of student welfare support which includes: a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing, financial, career and other advice. Further details of each service can be found online on the Royal Holloway, [Student Wellbeing](#) page.

If you have a disability or specific learning difficulty, it is important that you bring this to the School's attention as soon as possible.

You will also need to contact the College Disability and Neurodiversity team by telephone: 44 (0)1784 276473 or email (disability-dyslexia@royalholloway.ac.uk) and they will advise you on appropriate sources of help. The School's D&N representative is Isobel Clements: MN-UG-Office@royalholloway.ac.uk.

2 Communication

2.1 Post

You should arrange to have your post delivered to your student accommodation or home address.

2.2 Notice boards

All student notices can be found on the dedicated [All PGT Common Page](#) in Moodle. Notice boards around the Moore Building are also used to advertise College and School and student events. Every effort is made to

post notices relating to classes well in advance.

Central Timetabling and the School of Business and Management will endeavor to notify you of any class time changes or room changes via College email, and/or Moodle.

It is your responsibility to check your Web Timetable for times and venues of all class meetings as well as emails and Moodle for any requirements (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!

2.3 Personal Tutors

Your Education Lead will act as your personal tutor.

2.4 Questionnaires

Towards the end of each course, you will be asked to complete a short questionnaire that is designed to assess reactions to courses and lecturers. The objective is to pick up any problems that may have occurred, with a view to rectifying the situation in the future. Your co-operation in completing these questionnaires is much valued. These are then used in the School's Annual Review where your information may help the School to improve the courses or our services to you.

2.5 Space

To book any of the rooms in the Moore Building or Moore Annex please contact the following email address: MNRoomBookings@rhul.ac.uk.

3 Teaching

3.1 Study weeks

There are no standard study weeks for Postgraduate students in the School of Business and Management.

4 Degree Structure

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

4.1 Department Specific information about 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 on Moodle in the [All PGT Common Page](#).

To help you make good progress in your studies at RHUL, we have a simple on-line module **SS1001** in 'Academic Integrity' which will guide you through preparing your assignments using the best academic standards. You will need to successfully complete this short module, and you can have as many attempts as you like before the deadline to pass it.

4.2 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 Student Visa Route sponsorship a transfer may not be permitted by Visa 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 [Postgraduate Taught Regulations](#). If you hold a Student Visa, there may be further restrictions in line with UKVI regulations.

5 Facilities

5.1 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 Business and Management, who can be contacted at library@rhul.ac.uk.

[The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based or self-study formats]

5.2 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.

5.3 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.

6 Assessment Information

6.1 Anonymous marking and cover sheets

All coursework and exam marking is anonymous therefore students are required to write their candidate number and not their name on their work. Candidate numbers start 230---- and can be viewed in your Campus Connect Portal.

You must ensure that you complete a student information front cover page which is attached as the front sheet to your work. The front cover sheet can be downloaded from the Moodle PG Management Information Page: [Course: All PGT Common Page \(royalholloway.ac.uk\)](#). A sample from the cover page can be seen in point 7.2 below.

6.2 Submission of work

Please refer to the relevant Moodle Course page for coursework deadlines. Your PGT administrators will email a reminder usually a week prior to the deadline. It is your responsibility to ensure that you submit the correct and final version of your coursework.

ALL deadlines are 12:00 noon (UK Time) for work which will be assessed as part of your final grades. Most courses will only require an electronic version of your work. However, some courses will require a hard copy AND an electric copy. PGT Admin Team will email students in advance of the deadline with full submission instructions.

For courses requiring an electronic copy only

Submit the work to the Turnitin link via the Moodle course page; you will receive a Turnitin ID receipt number via your College email account to confirm submission.

As marking is anonymous, it is vital that ALL your electronic submissions have the file name in this format:

Candidate Number, Course Code, Assignment Number, e.g. 23-----_MN5xxx

Sample Front Cover Page for coursework / assignments

Candidate Number: 23xxxxx

Year: 1

Course Code: MN5xxx

Course Tutor: Dr / Prof. etc

Assignment No.: 1 [or 2, 3, etc. – as applicable]

Degree Title: MSc. / MA / MBA Tying Shoe Laces

Question No. and Title: 3. Explain, Using Examples, the Difference between Laces and a Zip.

Declaration of Academic Integrity This is to remind students that submitting this work acknowledges that the assignment is entirely their own work and has not been submitted previously for another course or programme at RHUL or any other institution.

When submitting Joint or Group Assignments the candidate numbers for ALL participants should be included on the front cover sheet.

6.2.1 Group work

Please ensure that ALL members of the group have their Candidate Number placed on the student front cover page.

Only the Group Leader should submit the work through Moodle Turnitin, again ALL group members' candidate numbers should be listed in the submission title when submitting electronically. Failure to put the candidate number may result in that student not having their mark recorded.

The return of group work differs as the Group Leader will be responsible for other group members receiving a copy of the Group Assessment Feedback with comments and marks.

6.2.2 For courses requiring a hard copy of your work

The School of Business and Management no longer does hard copy submissions and all work should be submitted online through Moodle Turnitin.

6.3 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 (6) of the College's [Postgraduate Taught Regulations](#):

Section 13 (6)

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

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.

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

Please refer to the Extensions Policy and guidance on the College's webpage about [Applying for an Extension](#).

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

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

If you would like an extension for one of these, you should speak directly with staff in your departmental Administrative Office.

- Group Projects
- Presentations
- Moodle Online MCT / ICT

6.5 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition, or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, "a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities". It is for such conditions and SpLDs that [Disability and Neurodiversity Services \(D&N\)](#) 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 Services Office](#) for an assessment of your needs before adjustments, support and exam access arrangements (EAAs) can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Neurodiversity Services can discuss this process with you when you register with them. Please see section 2 above for further guidance about registering with the Disability and Neurodiversity Services Office.

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

6.6 Academic Misconduct - Plagiarism

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

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

The Regulations set out some of the types of academic misconduct in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Tutors or other members of staff in their department should they have any queries about what constitutes academic misconduct. The College treats academic misconduct very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

What is Plagiarism?

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

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

7 Assessments Information

The College has a responsibility to ensure all students are engaging with their studies. To help ascertain this the School monitors submission of summative assessment, weekly quizzes and Multi Choice Tests (MCTs) and general student engagement in lectures and workshops.

Should any students fall below 50% attendance in their studies they will be considered for a warning email from the School after checking with admin first in case of any extenuating circumstances. You will also be considered for a warning should you have:

- not engaged with the College in person or remotely for five consecutive days or more
- displayed a pattern of absence affecting your academic performance

In persistent cases a formal warning will be issued from Student Administration. Further details can be found at: [Student Handbook - Royal Holloway Student Intranet](#).

Withdrawal of Visa

If you are sponsored by Royal Holloway on a Student Visa (also known as the Student Visa Route), should your registration at the College be terminated for non-attendance non-engagement with your studies or any other disciplinary matter, you will be reported to UK Visa and Immigration (UKVI) and your Student Visa (also known as the Student Route), 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 (also known as the Student Route), 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 College Regulations. Visa advice can be provided by our International Student Support Team (internationaladvice@royalholloway.ac.uk).

8 Health and Safety Information

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

8.1 Code of practice on harassment for students

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

The College's [Code of Practice on personal harassment for students](#) should be read in conjunction with the [Student Disciplinary regulations](#) and the [Complaints procedure](#).

8.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found [here](#).

Lone working is defined as working during either, normal working hours at an isolated location within the normal workplace, or when working outside of normal hours. The Department and the type of work conducted by students is classified as a low-risk activity and as such the following advice is relevant.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator or the College Health and Safety Office.

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

8.3 Field Trips

The Administration Team and/or Education Lead/ tutor will advise you whether any field trips will take place throughout the academic year.