



CeDAS – Centre for the Development  
of Academic Skills

# **VISITING STUDENTS HANDBOOK**

2024/2025

## Disclaimer

This document was published in September 2024 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 courses of study, to discontinue courses, or merge or combine courses if such actions are reasonably considered to be necessary by the University. 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 course should check both departmental handbooks.

# Contents

<b>1</b>	<b>INTRODUCTION TO YOUR DEPARTMENT</b> .....	<b>4</b>
1.1	WELCOME .....	4
1.2	HOW TO FIND US: THE DEPARTMENT .....	4
1.3	MAP OF THE EGHAM CAMPUS.....	4
1.4	HOW TO FIND US: THE STAFF .....	6
1.5	HOW TO FIND US: THE SCHOOL OFFICE.....	6
1.6	THE DEPARTMENT: PRACTICAL INFORMATION .....	6
1.7	STAFF RESEARCH INTERESTS .....	7
<b>2</b>	<b>SUPPORT AND ADVICE</b> .....	<b>7</b>
2.1	SUPPORT WITHIN YOUR SCHOOL .....	7
<b>3</b>	<b>COMMUNICATION</b> .....	<b>7</b>
3.1	POST .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.2	NOTICE BOARDS .....	7
3.3	PERSONAL TUTORS.....	8
3.4	QUESTIONNAIRES .....	8
3.5	SPACE.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>4</b>	<b>TEACHING</b> .....	<b>8</b>
4.1	STUDY WEEKS .....	8
<b>5</b>	<b>DEGREE STRUCTURE</b> .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.1	DEPARTMENT SPECIFIC INFORMATION ABOUT DEGREE STRUCTURE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.2	CHANGE OF COURSE.....	8
<b>6</b>	<b>FACILITIES</b> .....	<b>8</b>
6.1	FACILITIES AND RESOURCES WITHIN YOUR DEPARTMENT.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.2	THE LIBRARY.....	9
6.3	PHOTOCOPYING AND PRINTING .....	9
6.4	COMPUTING.....	9
<b>7</b>	<b>ASSESSMENT INFORMATION</b> .....	<b>9</b>
7.1	ANONYMOUS MARKING AND COVER SHEETS .....	9
7.2	SUBMISSION OF WORK .....	9
7.3	PENALTIES FOR OVER-LENGTH WORK .....	9
7.4	WHAT TO DO IF THINGS GO WRONG – EXTENSIONS TO DEADLINES .....	9
7.5	SUPPORT AND EXAM ACCESS ARRANGEMENTS FOR STUDENTS REQUIRING SUPPORT.....	9
7.6	ACADEMIC MISCONDUCT - PLAGIARISM.....	10
<b>8</b>	<b>ATTENDANCE AND ENGAGEMENT REQUIREMENTS</b> .....	<b>10</b>
<b>9</b>	<b>HEALTH AND SAFETY INFORMATION</b> .....	<b>10</b>
9.1	CODE OF PRACTICE ON HARASSMENT FOR STUDENTS .....	10
9.2	LONE WORKING POLICY AND PROCEDURES .....	11
9.3	FIELD TRIPS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
9.4	PLACEMENTS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
9.5	PRACTICALS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
9.6	SPECIALIST EQUIPMENT .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>10</b>	<b>DEPARTMENT CODES OF PRACTICE</b> .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>11</b>	<b>CORE STUDENT HANDBOOK</b> .....	<b>11</b>

# 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.

A warm welcome in particular to the Centre for the Development of Academic Skills (CeDAS)! We are pleased you have decided to study with us, and we look forward to helping you achieve your full academic potential as a student in the UK over the coming months.

CeDAS unites a number of activities which includes the support of international students. As part of this role, CeDAS comprises:

- A Study Abroad office providing support for visiting students whilst they are at Royal Holloway;
- the teaching of academic English language support courses for both international students and native English-speaking students.

Some of you have joined us shortly after arriving in the UK for the first time, while others may have previous experience of studying in this country. Royal Holloway provides everyone with a wonderful opportunity to learn and to develop the necessary language and study skills for success as a student in the UK.

This Student Handbook contains comprehensive information, both about the Department and the University. Please make sure you keep this handbook safely for future reference.

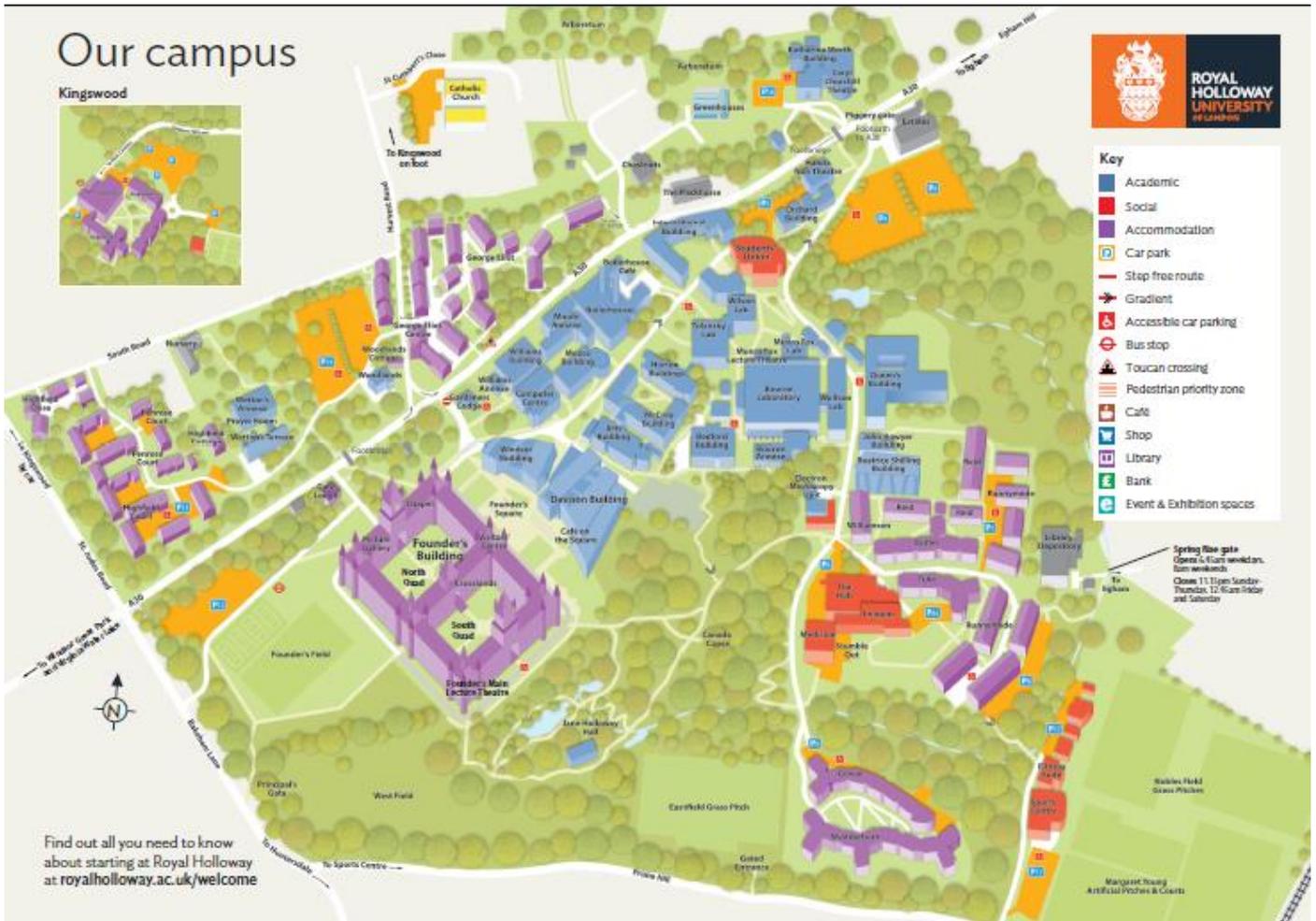
We look forward to working with you and hope that you have an enjoyable and productive time whilst at Royal Holloway.

Silke Placzeck  
Head of the Centre for the Development of Academic Skills (CeDAS)

## 1.2 How to find us: the Department

CeDAS is located in Founders West, first floor. This can be found on the University [campus map](#) as Founders Building – we are on the side next to Founders Field (not Founders Square).

[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](#).

### 1.3 How to find us: the staff

#### CONTACT DETAILS

<b>Head of Department</b>	Name: Silke Placzeck Email: <a href="mailto:S.Placzeck@rhul.ac.uk">S.Placzeck@rhul.ac.uk</a>	Room N/A
<b>Teaching staff:</b>	Name: Norlene Conway Email: <a href="mailto:N.Conway@rhul.ac.uk">N.Conway@rhul.ac.uk</a> (LSS School and Outgoing visiting students)	Room: FW134
	Name: Brett Harmony Email: <a href="mailto:Brett.Harmony@rhul.ac.uk">Brett.Harmony@rhul.ac.uk</a> (LSE School and Academic Success director)	Room: FW126
	Name: Sophia Stavrakakis Email: <a href="mailto:Sophia.Stavrakakis@rhul.ac.uk">Sophia.Stavrakakis@rhul.ac.uk</a> (Incoming visiting students and Contemporary Britain)	Room: FW134
	Name: Dr Kinga Boulton (Maths and Statistics) Email: <a href="mailto:Kinga.Boulton@rhul.ac.uk">Kinga.Boulton@rhul.ac.uk</a> (EPMS School/Maths and Statistics)	Room: FW130
	Name: Dr Jan Koseki Email: <a href="mailto:Jan.Kosecki@rhul.ac.uk">Jan.Kosecki@rhul.ac.uk</a> (Humanities School and Contemporary Britain)	Room: FW129
	Name: Marion Engrand O'Hara Email: <a href="mailto:M.E.Ohara@rhul.ac.uk">M.E.Ohara@rhul.ac.uk</a> (PDA School and Contemporary Britain)	Room: FW133
	Name: Dr Zohreh Moghimi Email: <a href="mailto:Z.Moghimi@rhul.ac.uk">Z.Moghimi@rhul.ac.uk</a> (School of Business and Management)	Room: FW128
<b>Administrative Team:</b>	Name: Nicky Valentine Email: <a href="mailto:Nicky.Valentine@rhul.ac.uk">Nicky.Valentine@rhul.ac.uk</a> (Study Abroad/visiting students)	Room: FW139
	Name: Alanah Harrington Email: <a href="mailto:Alanah.Harrington@rhul.ac.uk">Alanah.Harrington@rhul.ac.uk</a> (Academic Success)	Room: FW139
	Name: Sylvia Hankin Email: <a href="mailto:Sylvia.Hankin@rhul.ac.uk">Sylvia.Hankin@rhul.ac.uk</a> (Academic Success)	Room: FW139
<b>Disability &amp; Dyslexia Services Network Member:</b>	Name: Nicky Valentine Email: <a href="mailto:Nicky.Valentine@rhul.ac.uk">Nicky.Valentine@rhul.ac.uk</a>	Room: FW139
<b>Information Consultant:</b>	Name: Rachel White Email: <a href="mailto:Rachel.White@rhuk.ac.uk">Rachel.White@rhuk.ac.uk</a>	Room: Library

### 1.4 How to find us: the Department office

The department office is located in FW139 on the first floor in Founders Building, West, which means the side

which faces the Tennis Courts and playing field (not the side which faces Founders Square and the Library).

## 1.5 The Department: practical information

Please be aware that staff do sometimes work from home and therefore may not be present in the office every day. Therefore, you may wish to contact a specific member of staff from the list above, or use our departmental email [CeDAS@rhul.ac.uk](mailto:CeDAS@rhul.ac.uk) for queries.

## 2 Support and advice

### 2.1 Support within CeDAS

CeDAS support for visiting students can be sought in the following ways:

- Through visiting student induction and catch-up social events throughout the academic year
- Visiting student Moodle pages
- Email [studyabroadstudents@rhul.ac.uk](mailto:studyabroadstudents@rhul.ac.uk) or [Sophia.Stavarakakis@rhul.ac.uk](mailto:Sophia.Stavarakakis@rhul.ac.uk) to get responses from Sophia Stavarakakis and Nicky Valentine
- Visit our administrative office in FW139 during office hours and ask for Nicky or Sophia, if available

CeDAS' other main activity is supporting Academic Success. Information about the following provision and how to book can be found on our [Moodle pages CeDAS Skills for Academic Success](#). There you will find information about:

- Workshops on a range of themes such as academic writing, focus and concentration, delivering presentations etc.
- 1-1 tutorials to review your writing and advise on how to improve
- Maths and statistics workshops, drop-ins and 1-1s

However, you may also phone +44 (0)1784 443368 or email [CeDAS@rhul.ac.uk](mailto:CeDAS@rhul.ac.uk). Depending on your query, staff 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.

### 2.2 Questions about other services – Ask Royal Holloway

If you have a question about any other areas of service, such as enrolment, fees or accommodation, and more, you can use the Ask Royal Holloway function. Here you will be able to sign in and :

- enter question and see any intranet information relating to the query
- enter a query and request a response from the relevant team

Ask Royal Holloway can be found at [this link](#).

## 3 Communication

### 3.1 Notice boards and Email

CeDAS does not maintain an information noticeboard, but many Schools and departments do, so please check what the arrangements are for the Schools where you are studying, in case these contain important information. **You must also check your university email regularly as updates are almost always given in this way.**

**It is your responsibility to check the times and venues of all class meetings and of any requirements (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!**

## 3.2 Personal Tutors

You will either be allocated a Personal Tutor within one of your departments, or will be offered a named personal tutor within CeDAS. You will be informed about this after the first teaching week of term.

## 3.3 Questionnaires

You will receive two visiting student surveys during your time at Royal Holloway: one after the induction and welcome period is over, and another at the end of your studies.

All data is collected anonymously and is used internally only to review and improve the visiting student experience.

Students are also surveyed per module towards the end of each term. Again, this data is collected anonymously and used for the purpose of reviewing and improving module content and teaching.

# 4 Teaching

## 4.1 Study weeks

As a visiting student, you will need to find out if the department/s where you are studying have a 'Study Week' in the middle of term. Usually there is no teaching during Study Weeks and students are expected to use the time to read and to work on coursework. However, there is no check on student activity on campus during this period.

# 5 Visiting student credit

Full details about your modules including, amongst others, the aims, learning outcomes to be achieved on completion, are in the module specification available through the [Module Catalogue](#).

## 5.1 Credit limits for visiting students

Credit limits for visiting students are as follows, in order to meet RHUL regulations:

- Full year: 75-120 UK credits (evenly spread)
- Term 1 only or Terms 2 & 3 only: 45-60 UK credits in order to meet RHUL regulations.

## 5.2 Change of module

If there are timetable clashes, or if you have been registered for modules that your university cannot approve, you may request to drop and add modules. When requesting changes please note the following:

- you can only ask a department which has already accepted you to place you on another course.
- you must study within the credit limits set out in 5.2
- RHUL cannot check how many credits/which subjects you need to take to satisfy your home university. It is your responsibility to check this.
- You must email the relevant School administrative team to add or drop modules so there is a written record of your request.

## 6 Facilities

### 6.1 The Library

Please find information about Royal Holloway's library services [here](#).

### 6.2 Photocopying and printing

Printing facilities are provided by IT services and information can be found [here](#).

### 6.3 Computing

[How to find an available PC](#)

## 7 Assessment Information

### 7.1 Anonymous marking and cover sheets

Please check information at the department where you are studying.

### 7.2 Submission of work

Please check information at the department where you are studying, though note that in the UK, deadlines for submitting work are fixed and late submitted work is usually penalised. However, students may be able to seek an extension to a deadline, but ONLY through the official Extension process stated in point 7.4 below..

### 7.3 Penalties for over-length work

Work submitted across all modules is subject to the following regulation:

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (7) of the University's [Academic Taught Regulations](#):

#### Section 13 (7)

*Any work 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 usually excluded from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices, though **do check individual assignment instructions and departmental information to confirm**.

NB Departments will usually specify a word count range, rather than just an upper limit, where this is appropriate to the particular assessment task.

### 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. Please check the information for the specific modules you are taking to check whether an extension can be applied for.

### 7.5 Support and exam access arrangements for students requiring support

Schools and departments can make arrangements for students requiring support

## 7.6 Academic misconduct - Plagiarism

As a visiting student it is important that you understand Royal Holloway's approach to academic misconduct, plagiarism and also use of AI tools in assessed work. This may be very different from the approach taken at your home university, but you are expected to adhere to Royal Holloway's regulations whilst you are here.

You can check the university's policies below.

- [Academic Misconduct](#)
- [Generative AI](#)

However, **you should also read the guidance for the School/department where you are studying, and check each assignment's instructions very carefully.**

## 7.7 SS1000 optional module

To help you make good progress in your studies at RHUL, we have a simple online module SS1000 in 'Academic Integrity' which will guide you through preparing your assignments using the best academic standards. This is not compulsory for visiting students, but highly recommended.

# 8 Attendance and Engagement Requirements

## 8.1 Engagement and attendance monitoring

Engaging with your studies is important so that you can enjoy your time here and get the most out of your academic work.

The engagement and attendance of visiting students is monitored by CeDAS, and if students are not attending classes and engaging regularly with their studies, they may be sent an 'engagement reminder'. If attendance and engagement do not improve a short period after the reminder is sent, formal warnings may be sent. **NB students on a full year visa may have the visa revoked if they do not attend and engage regularly in their studies.**

## 8.2 What students need to do

Students are usually required to self-report their attendance online (see links below) at class during or immediately after class finishes.

**Visiting students are required to attend at very least 70% of face to face classes** and can also demonstrate engagement with their studies by using Moodle and by submitting assessed work regularly and on time.

Please refer to the central [Engagement web pages](#) and [Attendance and Engagement Policy](#) for full details of how to log your attendance.

# 9 Health and safety information

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

## 9.1 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.

## 9.2 Lone working policy and procedures

The University 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. Please check the department handbooks for modules you are studying to see if this is relevant to you as a visiting student.

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

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

## 10 Core Student Handbook

The [University's Core Student Handbook](#) has further information about the following: -

- Support and Advice
- Communication
- Teaching
- Attending Classes and Engaging with your Studies
- Degree Structure
- Facilities
- Assessment Information
- Careers information
- Complaints and academic appeals procedure
- Equal opportunities statement and University codes of practice