Contents

Programme section

General section

PROGRAMME SECTION

Welcome to your 2011–2012 study year as an International Programmes student 1

A message from the Programme Director 2

Introduction 4

The University, University of London International Programmes and Royal Holloway 6

Administrative and technical user support 8

New developments in 2011 10

Contacts 11

The BA degree in History 14

Formative assessment and dissertations 26

About online distance learning 36

Planning your studies 40

The programme tools and materials 49

Academic support 60

Study skills 71

What to do if you get into difficulties 87

Entering for examinations 90

Requesting your study materials and maintaining your registration 96

Accreditation of prior learning 98

Transfers 99

GENERAL SECTION

Introduction 103

Your Programme Specification and Regulations 104

Qualifications Framework 105

Fees, refunds and financial assistance 106

Studying at an institution 108

Libraries 112

Bookshops 112

Change of details 113

Confirmation of registration 113

Information for students with specific access requirements 114

University of London Union 115

The Careers Group, University of London 116

C2, a service from the Careers Group 116

Complaints procedure 117

Certificates, transcripts and Diploma supplements 118

The graduation ceremony 119

University of London International Programmes Alumni Association 120

Change of details form 121