



UNIVERSITY  
OF LONDON  
INTERNATIONAL  
PROGRAMMES

Information for registered students

# Understanding and Securing Human Rights

## Programme handbook

2017–18



SCHOOL OF  
ADVANCED STUDY  
UNIVERSITY  
OF LONDON

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# Contents

<b>About this handbook</b>	<b>1</b>
<b>Welcome to your 2017–18 study year</b>	<b>2</b>
Programme Director's welcome	2
<b>The University, the International Programmes and the School of Advanced Study</b>	<b>3</b>
International Programmes	3
School of Advanced Study	3
The Human Rights Consortium	3
<b>Meet the programme team</b>	<b>4</b>
Programme Director	4
Co-Director	4
<b>Student support</b>	<b>5</b>
Study queries and contact information	5
<b>MA in Understanding and Securing Human Rights</b>	<b>6</b>
Overview	6
Learning objectives and outcomes	6
Careers	7
Programme structure	8
<b>How is the programme taught?</b>	<b>9</b>
Overview	9
The Student Portal and VLE	9
Study resources	9
How to approach your studies	10
How to study	10
Your study commitment	12
<b>How is the programme assessed?</b>	<b>14</b>
Methods of assessment	14
Rules regarding assessment	17
<b>How is the programme evaluated?</b>	<b>19</b>
Overview	19
Feedback	19
<b>Registering for modules, paying fees and entering for examinations</b>	<b>20</b>
Registering for modules	20
Examination entry	20
Fees	20
Administrative enquiries	20
<b>Completing your studies</b>	<b>21</b>
Exit awards	21
Our alumni community	21

# About this handbook



This **Programme handbook** gives you the information that you need to plan your studies on the MA in Understanding and Securing Human Rights. It:

- ▶ introduces the programme academic team and the University of London teams that are working together to deliver the programme
- ▶ outlines the overall structure and timetable of the programme
- ▶ explains what learning resources and academic support you receive, and how you can use them to study the programme effectively
- ▶ explains how your work on the programme is assessed.

You should read this handbook at the start of your studies to get an overview of the programme, then refer back to it throughout your studies.

Please make sure you also read the:

- ▶ **Student guide to the International Programmes** (Student guide), which provides important practical information about the International Programmes, for example, how to pay your fees
- ▶ **Programme Specification, Programme Regulations and General Regulations.** These documents contain the rules which apply to every aspect of your programme, as well as detailed information about the modules you can study, and what you will achieve by the end of your programme. You should make sure that you read them and refer to them regularly throughout your registration with us.

These documents are available from the International Programmes website:

[www.londoninternational.ac.uk](http://www.londoninternational.ac.uk)

# Welcome to your 2017–18 study year



## Programme Director's welcome

Welcome to the MA in Understanding and Securing Human Rights! We are delighted you have decided to study on this programme.

This degree is offered by the Human Rights Consortium, which is part of the School of Advanced Study at the University of London. Although a new addition to the University of London's degrees offered by distance learning, this programme was developed by academics who have also taught and designed the Human Rights Consortium's campus-based MA in Understanding and Securing Human Rights, the UK's longest-running, practice-based, interdisciplinary human rights degree, established in 1995. The teaching team wanted to make the degree accessible to students all over the world in order to enable those whose personal or professional circumstances might prevent them from studying in London to benefit from the skills-development provided by the MA. The distance learning and campus-based MA degrees differ at times in terms of content, structure and assessment, but both share the aim of developing students as human rights practitioners.

The MA in Understanding and Securing Human Rights prioritises the teaching and development of practical skills as well as theoretical knowledge, enabling students to directly apply their studies to their current or future human rights careers and activism. We draw insights and understanding from across the humanities and social sciences, resulting in a degree which is truly interdisciplinary.

We wish you the best of luck and hope you find the degree challenging, stimulating and enjoyable.

Dr Corinne Lennox

*Programme Director of the MA in Understanding and Securing Human Rights*

# The University, the International Programmes and the School of Advanced Study

## International Programmes

The University of London is a federal University which is made up of 18 member institutions, based in and around London. The International Programmes are the suite of programmes that the University offers in partnership with its Colleges and Institutes, one of which is the School of Advanced Study. The University of London handles the administrative background to the MA in Understanding and Securing Human Rights, such as helping you to register and pay your fees, and organising examinations, while the School determines what you will study and provides academic guidance and support.

## School of Advanced Study

Founded in 1994, the School of Advanced Study at the University of London brings together nine internationally renowned research institutes to form the UK's national centre for the support of researchers and the promotion of research in the humanities. The School provides a research base for an international community of scholars; inspires, develops, and supports innovative research initiatives and networks; enhances the dissemination of the research of others, and related activities, beyond what they or their institutions could achieve alone; provides specialist research training at Master's, doctoral and postdoctoral levels; and adds value to the work of researchers in the humanities and social sciences throughout the UK.

The Human Rights Consortium is particularly concerned with bringing together human rights scholars and practitioners

## The Human Rights Consortium

The Human Rights Consortium (HRC), based within the School of Advanced Study, encourages, promotes and facilitates interdisciplinary research in human rights nationally and internationally. The HRC is particularly concerned with bringing together human rights scholars and practitioners, thereby enabling research to be informed by practice, and human rights practice and fieldwork to benefit from cutting-edge research.

HRC staff are active researchers, teachers and activists, and the HRC's activities include a varied programme of events as well as the management of the Human Rights Researchers' Network, which brings together scholars, practitioners and policymakers working in the field of human rights.

As a student on the MA in Understanding and Securing Human Rights, you will benefit from being taught by staff who are highly engaged with their subject networks and who have a high level of both academic and practice-based expertise. You will also be able to be part of our global community of scholars and practitioners.

# Meet the programme team

## Programme Director

### Dr Corinne Lennox



Senior Lecturer in Human Rights,  
School of Advanced Study

Dr Corinne Lennox is a Senior Lecturer in Human Rights and Co-Director of the Human Rights Consortium as well as Programme Director of the MA in Understanding and Securing

Human Rights by distance learning. Her research interests include the human rights of ethnic, religious and linguistic minorities and indigenous peoples, civil society mobilisation, LGBTI rights and caste-based discrimination.

She has worked for many years as a human rights practitioner with various NGOs, including at Minority Rights Group International, and has been a trainer and guest lecturer on human rights-based approaches to development for several international development agencies including Christian Aid, the International Service and the Finnish and Swiss governments. Dr Lennox has been a consultant on minority rights for the UNDP, the UN Office of the High Commissioner for Human Rights and the UN Special Rapporteur on Minority Issues. She is a Trustee of the Dalit Solidarity Network-UK, Advisory Board Member of the Tom Lantos Institute, Fellow of the Human Rights Centre, University of Essex, and is an Associate Editor of the *International Journal of Human Rights*.

## Module Convenor

### Dr Damien Short



Reader in Human Rights, School  
of Advanced Study

Dr Damien Short is Co-Director of the Human Rights Consortium and a Reader in Human Rights at the School of Advanced Study. He has spent his entire professional career working

in the field of human rights, both as a scholar and human rights advocate. He has researched and published extensively in the areas of indigenous peoples' rights, genocide studies, reconciliation projects and environmental human rights.

Dr Short is a regular academic contributor to the United Nation's 'Expert mechanism on the rights of indigenous peoples' and an academic consultant for the 'Ethical Trade Task Force' of the Soil Association. He is also Editor-in-Chief of the *International Journal of Human Rights* and convenor of the British Sociological Association's Sociology of Rights Study Group and an active member of the International Network of Genocide Scholars.

Dr Short has also worked with a variety of NGOs including Amnesty International, War on Want, Survival International, Friends of the Earth, Greenpeace and the International Work Group for Indigenous Affairs; and with a range of campaign groups including Eradicating Ecocide, Biofuelwatch, Climate Justice Collective and the UK Tar Sands Network.

# Student support

## Study queries and contact information

### Administrative and technical queries

For general administrative and technical support queries, please contact the University of London International Programmes Student Advice Centre. These queries include issues such as:

- ▶ examination entry
- ▶ module registration
- ▶ fees and fee payment
- ▶ access to the Online Library (OL) or virtual learning environment (VLE)
- ▶ examinations.

Please contact them through the 'Ask a question' tab on your Student Portal and then select the relevant option from the menu on the right-hand side of the page.

If, for any reason, you cannot access your Student Portal, you can fill in an enquiry form at

<http://enquiries.londoninternational.ac.uk>.

If you would prefer to telephone, you can call the Student Advice Centre on: +44 (0)20 7862 8360. They are available to take calls from 9.00 to 17.00, Monday to Friday, UK time.

You can also call the Fees Office on this number by selecting option 3 when prompted. The Student Advice Centre will aim to respond to your query within 48 hours, though this may take longer during busy periods.

### Programme-specific administrative queries

With regard to queries relating to your studies on the MA in Understanding and Securing Human Rights, please contact the Programme Team. These queries include issues such as:

- ▶ module selection
- ▶ allocation of tutors

- ▶ problems with study materials (i.e. content – access issues should be referred to the Student Advice Centre as above).

You can contact the Programme Administrator with queries in the first instance at MAUSHR@sas.ac.uk

### Academic queries

If you have academic queries related to the content of a module and cannot find the answer on the VLE, your first port of call should be your individual Module Tutor. If necessary, you can also contact the Programme Director. Please note that routine advice and/or regular tuition cannot be offered.

You will also be able to contact your individual Module Tutors if you have any specific queries about module content or assessments.





# MA in Understanding and Securing Human Rights

## Overview

The MA programme is designed to offer a challenging interdisciplinary education with a lot of flexibility in terms of what you study, and when and how you study it. It can be completed in two years of part-time study, but the registration period is five years, which means that you can pause your studies if you wish.

You will need to spend around 15–20 hours per week studying on the programme. As modules run over set sessions over a number of weeks, the number of hours needed to study the modules will remain at 15–20 hours per week, regardless of how many years you plan to take to complete the programme.

Most of the study resources that we provide are online, and you will be expected to log in to the programme's VLE frequently, to participate in online discussion forums, submit online assignments and network with tutors and your fellow students. You will have access to a vast range of academic journals, books and primary source materials via the VLE and Online Library, and so a lot of your time will be spent sifting through these resources, identifying the most relevant or interesting readings, and studying them in detail.

Your work on the modules of the programme will be assessed through a combination of two activities (E-tivities) and a final, seen examination or written coursework. The E-tivities are carefully designed to build your skills and knowledge and help you prepare for each final assessment. You will also research and write a research proposal and 15,000-word dissertation on a topic that you choose (subject to agreement with your research supervisor).

## Learning objectives and outcomes

Studying on the MA in Understanding and Securing Human Rights, you will develop a number of intellectual, but also practical, skills relevant to understanding and working in the field of human rights, whether as a human rights defender, scholar or policymaker. You will also develop specialist knowledge on particular areas of human rights theory and practice, as well as research methods, in the individual modules undertaken as part of this degree.

By the end of the degree, you should:

- ▶ have developed analytical expertise in human rights perspectives, contexts and organisations
- ▶ be able to evaluate and apply this knowledge through different cases and practices
- ▶ be capable of developing programmes of action and policies as appropriate
- ▶ analytically compare human rights practice across different cultures and nation-states, recognising that interpretations and practices vary in different regions of the world
- ▶ be confident in critiquing theoretical concepts pertaining to human rights with reference to contemporary and historical situations relating to the violation, defence and securing of individual and group human rights in an international context
- ▶ work effectively with the protection, promotion and implementation of human rights in a changing global context
- ▶ have developed a range of transferable skills applicable to the practice of securing human rights, including but not limited to legal briefings, advocacy planning, developing funding proposals and writing for policy audiences
- ▶ have developed a range of transferable skills, including research, analysis, argumentation and application of multidisciplinary approaches to research, problem-solving, independent and collaborative working, research design and implementation, and report writing.

The Programme Specification (available on the website) contains further details on the kind of learning outcomes you should expect to have achieved by the end of the programme.

While you are expected to have developed a wide range of skills typically associated with postgraduate learning, you will also develop skills and knowledge highly specific to working in the field of human rights, which will enhance your career prospects when seeking work in this competitive field.

## Careers

This MA, in prioritising practice as well as theoretical knowledge and understanding, equips students with the practical skills essential to working in the field of human rights. These include:

- ▶ advocacy
- ▶ research
- ▶ campaigning
- ▶ legal analysis
- ▶ fundraising.

The practical skill-set developed over the course of your studies makes you highly employable and will enable you to establish, or advance, your career in human rights.

For these reasons, this degree is particularly suitable for individuals who seek to become human rights practitioners in the NGO, governmental, intergovernmental or private sectors. It is also suitable for those currently working in the field of human rights who wish to advance their careers by enhancing their theoretical, legal, practical and policy understanding of human rights.

Potential employers include international intergovernmental organisations, such as the UN Office of the High Commissioner for Human Rights; international non-governmental organisations, such as Amnesty International, Anti-Slavery International, Friends of the Earth or Minority Rights Group International; local or regional organisations dedicated to advocacy and defending human rights, such as the Children's Society (UK); businesses with an ethical trade or corporate social responsibility division; and public sector roles that involve monitoring and advising on compliance with the legal frameworks such as the Human Rights Act (UK) and equality laws.



## Programme structure

In order to pass, students must have achieved 180 CATS credits, equivalent to 90 European Credit Transfer and Accumulation System (ECTS) credits. The below table shows a typical pathway for a student undertaking the MA over a two-year period.

### Year 1

Time period	Modules	Credits achieved
September–January	Understanding Human Rights (core, compulsory), including E-tivities and examination	20 CATS/10 ECTS
	Translating Human Rights into International Law (core, compulsory), including E-tivities and examination	20 CATS/10 ECTS
February–June	Securing Human Rights (core, compulsory), including coursework	20 CATS/10 ECTS
	Optional module one, selecting from the following: <ul style="list-style-type: none"> <li>• Topics in International Human Rights Law</li> <li>• Human Rights and Development</li> </ul>	20 CATS/10 ECTS
<b>Total</b>		<b>80 CATS/40 ECTS</b>

### Year 2

Time period	Modules	Credits achieved
September–January	Optional module two, including coursework, selecting from the following: <ul style="list-style-type: none"> <li>• Indigenous Peoples, Minorities and Human Rights</li> <li>• Securing Human Rights in Development and Conflict</li> <li>• Researching Human Rights: Social Research Methods</li> <li>• Genocide, Gross Human Rights Violations and Reconciliation</li> </ul>	20 CATS/10 ECTS
	Optional module three, including coursework, selecting from the following: <ul style="list-style-type: none"> <li>• Indigenous Peoples, Minorities and Human Rights</li> <li>• Securing Human Rights in Development and Conflict</li> <li>• Researching Human Rights: Social Research Methods</li> <li>• Genocide, Gross Human Rights Violations and Reconciliation</li> </ul>	20 CATS/10 ECTS
February–June	Dissertation	60 CATS /30 ECTS
<b>Total</b>		<b>100 CATS/50 ECTS</b>

# How is the programme taught?



## Overview

This programme has been designed so that it can be studied without spending extra money on textbooks. A wide variety of study materials will be available online through the virtual learning environment (VLE) and the Online Library (OL). The large amount of material we provide, as well as the extensive resources freely available on the internet, will provide you with more than enough material to study from. If you do, however, wish to purchase any books, the individual module subject guides will note any particularly helpful publications.

## The Student Portal and VLE

You will receive login details for the Student Portal when programme registration opens. We encourage you to log in to the Student Portal and access the VLE prior to starting

your first module so that we can enrol you into your tutor group. In addition, logging in early will enable you to both familiarise yourself with the VLE and introduce yourself to fellow students prior to commencing your studies, so you will be ready to begin your module study as soon as possible.

The Student Portal will allow you to access a range of functions, from online module registration to fee payment and examination entry.

The Student Portal is your main point of access for the programme's principal study resources, the VLE and Online Library.

It is expected that you will be accessing the VLE regularly to review reading lists, participate in the forums and submit coursework. For this reason, you will need to have a reliable internet connection. The VLE will include the following resources to help you organise your studies:

- ▶ subject guides and reading lists, which can be downloaded
- ▶ week-by-week breakdowns of the readings, resources and discussion questions you will need to review in order to develop and then consolidate your knowledge
- ▶ discussion forums, through which you can interact with tutors and fellow students
- ▶ a place to upload your E-tivity work and coursework and to receive academic feedback.

## Study resources

The resources and study materials we provide are designed to be accessed online via the VLE and primarily worked on using a computer. Modules indicate all Essential readings, which will be fully available online via the VLE and Online Library. In addition, Further readings are indicated, some of which are also fully available via the VLE or Online Library. Other internet sources and podcasts are also listed. You are encouraged to see these reading lists and guides as a starting point and to seek to enhance the information and analysis available to you through

private reading and study, particularly when reading for an assessed piece of coursework and, especially, the Dissertation. Your module tutors can point you in the direction of additional reading; you can also identify extra material by looking at the footnotes and bibliographies of published work relevant to the topic you are reading about.

In addition to readings provided through the Online Library and VLE and links to resources available on the internet which can enhance your studies, a number of our modules will also include videos. Typically these videos will be used by lecturers to consolidate your learning and will raise particular discussion points and cover links between different topics. Videos may also take the form of interviews or discussions with human rights practitioners, whose knowledge of human rights work on the ground will enhance your understanding of how policies are implemented in the field and the practical challenges of securing human rights. Ideally, you will view these videos as they are, but in the event that you are unable to access them (for example, due to bandwidth or data issues), we will make an audio-only podcast and transcript available for you to review.

## How to approach your studies

There are many unique advantages associated with online distance learning, as well as some challenges which may be new to you, especially if this is your first time studying at a distance. This programme has been designed especially for online distance learning, in terms of the subjects covered, the pace and the manner of assessment.

The main advantage of distance learning is that study materials are always available, so you can access them through the VLE whenever you have spare time, rather than needing to rearrange your schedule around fixed lectures, classes and library opening hours. You can also study at a pace that suits you. While there will be certain fixed deadlines, particularly for assessments and examinations, you can decide when you want to access study materials and undertake readings. Please be aware that certain modules may include scheduled forum

question-and-answer sessions with guest practitioners which take place within a particular timeframe. This timeframe is designed to be open to students all around the world and will be specified in advance; you are encouraged to take part in these discussions as far as possible.

However, it is important that you are aware of the difficulties which you may encounter during your student journey; identifying risks will help you study more effectively and plan carefully.

You may experience **technical** problems with respect to accessing material, or problems which occur if using a slow internet connection. If you are experiencing difficulties accessing the Student Portal or VLE, we provide technical support – please see the **Student queries and contact information** section (p.5).

You will need to plan your study timetable carefully around your own commitments. To help you to do so, the VLE has been divided into a session-by-session study schedule for each module, which includes deadlines and reminders about E-tivities and coursework and examination deadlines and dates. We strongly encourage you to use the VLE as a tool to plan your own study.

If you are experiencing particular difficulties during your studies, we encourage you to contact, in the first instance, your Module Tutor or the Programme Director.

## How to study

Different study methods suit different people; at this stage in your academic career it is likely you already have an idea of what works best for you. For this MA, careful reading from a variety of sources is a crucial part of the learning process, but you will also need to exchange ideas with your fellow students and tutors via the online forums accessed through the VLE. These discussions are an essential part of the learning process, helping you clarify your understanding of the material and exposing you to issues, ideas and opinions you may not have considered. The VLE discussion forums are arranged so that all

students can participate, no matter which country or time zone you live in.

We suggest that you start your studies as follows:

- ▶ Log in to the VLE and introducing yourself to your tutor and fellow students via the discussion forums.
- ▶ Familiarise yourself with the VLE by reading the subject guides and guidance materials.
- ▶ Locate the Essential readings for the first few study sessions. These will be listed in the subject guides and on the VLE itself. This will familiarise you with the VLE, the Online Library and some of the most useful websites for the module.
- ▶ Start each study session by reading the brief introductory text in the guide and watching any videos or listening to any podcasts if directed to do so.
- ▶ Read all the Essential readings, taking notes as you do so. Consult a selection of Further readings if this is a topic of particular interest or you want further clarification of the issues in focus.
- ▶ Review the Questions for discussion and prepare a response to share with other students and your tutor on the VLE. You can also ask your own questions for clarification or to generate debate in the discussion forum space.
- ▶ Review the E-tivities to ensure you understand what is required. Consult your tutor for further guidance as needed.

## Subject guides

For each module on the programme we provide a specially written subject guide which you can download from the VLE. This is the focal point for the module and you should refer to it throughout your studies. It contains:

- ▶ a brief introduction to the topic(s) that you will be covering in each study session
- ▶ detailed guidance on reading for each session

- ▶ discussion questions and tasks to discuss with other students via the VLE discussion forums
- ▶ details of your E-tivity and other assignments for the module.

## Reading

While interaction with tutors and other students forms a crucial part of your study experience, most of your time is likely to be spent reading and making notes on what you read.

Some of the reading lists in the guides are long. Don't be put off by this – we deliberately aim to introduce you to a wide range of material across many subject disciplines, to expose you to the full breadth of human rights studies. We hope that you will enjoy browsing through many of the resources available, but we certainly do not expect you to read everything, and each subject guide will distinguish clearly between Essential and Further reading.

We aim to make as much reading available to you as reasonably possible, and you should have more than enough material available to you to enable you to acquire a deep, Masters-level understanding of your chosen topics.

## Accessing readings on the VLE

The University of London's hard-copy library collections contain a huge amount of material on human rights, and we will provide you with extracts from many of these books in the form of scanned files in portable document format (PDF). You will find them on the VLE page for each module.

## Using the Online Library

In addition, you get access to the University's Online Library, a collection of many different databases containing more than six million items. Here you will find many of the journal articles and primary sources listed in each subject guide, and you can also search to find other useful material.

To access the Online Library, click the tab at the top of the Student Portal. You can search for relevant content using the **Summon** search engine, or go into particular databases and search or browse through those. You will be able to access most databases using your Student Portal account name and password, but you will also need to request an Athens account to use some of the databases.

In the first week of your module you will be given further guidance on accessing materials specific to the MA programme via the Online Library.

If you have any queries regarding the Library, try the Online Help Desk for quick guides and answers to frequently asked questions. If you find you need more help, you can email or ring the Online Library team – you will find their contact details in the Student guide. They aim to respond to all enquiries within 72 hours.

### **Using other online resources**

As well as the many readings that we provide, you will also be referred to various publicly available websites and web-based resources, for example the websites of various international organisations. Inevitably, some web addresses listed in the subject guides will go out of date during the year, but your Module Tutor should be able to help you find the relevant resources, or suggest alternatives.

By all means, search the internet for other material on the topics that most interest you, but as with printed material, you need to evaluate any online source with care. Is it up to date? Is it reliable? What is its author's point of view and what agenda might they be promoting – deliberately or unconsciously?

### **E-tivity work, feedback and academic support**

E-tivities have been designed to facilitate your learning in a manageable, interactive way. E-tivities include assessment tasks which will enable you to build the knowledge and skills required for this degree. It is therefore crucial that you complete E-tivities by the deadline specified.

Feedback from E-tivities will also help you develop your academic work and will be helpful when it comes to planning and writing your examinations and more substantive coursework pieces.

### **Coursework**

On this programme, coursework may take the form of traditional essays, which you may be familiar with from previous study. However, coursework can also take the form of policy papers, funding proposals, case studies and other assessments which are reflective of the work undertaken by human rights practitioners in the field. These alternative types of coursework are intended to help you develop the skills you need to become a human rights practitioner, which will make you more attractive to employers upon graduation.

### **Peer-to-peer learning**

We have designed the modules to offer opportunities for you to interact with your course tutors, fellow students and guest lecturers and practitioners via the VLE, both formally and informally. We encourage you to use all opportunities provided to interact via the VLE discussion forums. In addition to connecting you to others and encouraging you, regular discussions help develop your learning by exposing you to new arguments and ideas.

## **Your study commitment**

This is intended to be a challenging postgraduate degree programme – but hopefully also stimulating and enjoyable.

### **Time commitment**

To complete the MA in two years, you will need to dedicate an average of 15–20 hours per week to study, and you may find you need to spend more time than this in the run-up to examinations and coursework deadlines, or when you are writing your dissertation.

Our estimate of the study time required for the programme is based on the Framework for Higher Education Qualifications (FHEQ), a formal quality assurance

framework used by English universities. Under the FHEQ, each module is worth a defined number of credits: the two core, compulsory modules are worth 20 credits each, the elective modules are worth 20 credits each, and the dissertation module is worth 60 credits. Each credit represents around 10 hours of study time.

This estimate is only a rough guide. You may well find that you need to spend longer tackling some parts of the course, especially if you are not used to studying at postgraduate level in English or you do not have a relevant subject background.





# How is the programme assessed?



## Methods of assessment

The programme is assessed through a mixture of E-tivities, coursework, examinations and dissertation. Each individual subject guide will provide specific details as to how the module will be assessed. You are advised to carefully read each subject guide to ensure you are aware of how you will be assessed. The guide will also provide advice about the assessment weighting – that is, how much each assessment counts towards your overall module grade. The typical division is that E-tivities contribute towards 30 per cent of your final module grade and your coursework or final examination comprises 70 per cent of your final grade.

Please make a note of any E-tivity and coursework deadlines and examination dates. If you are taking a module which is assessed by examination, please ensure that you are aware of the deadlines for registering at your Examination Centre as well as the date of the examination itself. The VLE will include reminders, but it is your responsibility to ensure you are correctly enrolled for examinations.

All E-tivities and coursework must be submitted electronically via Turnitin on the VLE. All work is marked anonymously, and you are asked not to include your name in the document, filename or submission via Turnitin to facilitate anonymised marking.

### E-tivities

E-tivities are awarded a mark of out 100 and are assessed according to similar criteria for coursework and examinations. As with coursework and examinations, E-tivities must be your own, new, work. E-tivities must adhere to the word limits set and equivalent penalties for late submissions and submissions over the word length will apply as for coursework.

### Coursework

Coursework counts for up to 70 per cent of a module grade, so it is important that you plan your work ahead of the deadline and set aside time to work on it.

Coursework is awarded a mark out of 100 and submitted work must be new, original and entirely your own. Penalties for late submissions and submissions over the word length will apply.

### Examinations

Two core modules are assessed by examination. The examinations account for 70 per cent of the module grade. All examinations are 'seen' and are 'open book'. This means that you will know the questions set in advance and will also be able to take some written materials into the examination with you. The questions will be sent to you two weeks in advance. Examinations are three hours long.

The subject guides provide further guidance on how many questions you will be expected to answer, but in each case you are expected to produce a substantive piece of academic work appropriate to postgraduate level. Examinations assess your understanding and ability to assess, critique and evaluate a topic; they are not intended to assess memory and/or retention.

## Dissertation

The dissertation is a compulsory element of the MA in Understanding and Securing Human Rights. You will be required to submit a substantive piece of coursework based on original research which makes a contribution to the understanding of theoretical, policy-oriented or empirical human rights scholarship in order to pass your MA. The aim of the dissertation is to show you can undertake a substantive piece of independent academic research. It must be in your own words and should incorporate your own ideas and judgements.

You will be allocated a research supervisor who will guide your dissertation work.

The dissertation is the culmination of all of your work on the MA. For this reason, you are allowed to draw on previous work submitted as part of E-tivities where appropriate. However, this does not mean that you can simply cut and paste or re-use portions of E-tivity work verbatim; you can, however, use the research and analysis you have used in previous E-tivity work if it is relevant to your dissertation topic. If you wish to use some of the analysis and research from previously submitted work, you must have this approved by your dissertation supervisor in advance, and no more than 3,000 words should be based on any previously submitted, unpublished work. If you draw on your own previously published work, this must be cited appropriately.

The dissertation is composed of two separate, compulsory elements. The first element – ‘Conducting human rights research’ – consists of four sessions and is assessed by an E-tivity and a research proposal. It will constitute 15 per cent of the total dissertation result. This component will help you develop the skills and knowledge needed to write a research proposal and undertake a substantive piece of independent human rights research. The research proposal is designed to help you identify a suitable research topic and to select and plan the appropriate design and methodology for this project.

The research proposal is an essential part of researching and writing a suitable dissertation. You cannot produce

a good dissertation without a well-thought-out proposal and detailed research and methodology plan. You will not be able to produce a good proposal and plan without a thorough understanding of research methods and the theoretical and practical issues that they raise.

The dissertation is an exceptionally valuable piece of academic work. You will develop postgraduate-level research and writing skills, and acquire detailed knowledge of your chosen topic, which may be helpful in your future professional and/or academic life. The dissertation is an opportunity for you to showcase your knowledge and understanding of human rights, your research abilities and your writing skills.

The dissertation contributes significantly to the final degree classification of the MA, and you are advised to carefully plan this component to ensure you have dedicated enough time and energy to researching and writing this piece of work.

### Formatting work

You do not need to spend a long time on formatting your work. The most important thing is that your work is formatted consistently (e.g. you use the same fonts throughout the document). However, we include here a number of guidelines which all written work should adhere to:

- ▶ Font size: no smaller than size 11 for main text and size 10 for footnotes.
- ▶ Font style: Arial, Calibri or Times New Roman are preferred fonts.
- ▶ Spacing: all written work should be double-spaced.
- ▶ Margins: include a margin of 2.54cm, the standard ‘Normal’-sized margin automatically applied when using Microsoft Word.

Please also ensure you are using the Harvard referencing style (see below) and that it is consistently applied throughout the document.

**All work must be submitted in English.**

## Referencing

The main way to avoid plagiarism is to appropriately credit all the sources you use through careful and accurate referencing. Correctly referencing your work is good scholarly practice, lends weight to your ideas and enables others to check the evidence and accuracy of the information you have used. There are many different referencing styles. For the MA in Understanding and Securing Human Rights, you are required to use the Harvard citation style (in-text citations) but for the Law modules, students have the option to use an OSCOLA format (footnote citations). Information on how to use these referencing styles can be found here:

- ▶ Harvard:

<http://libweb.anglia.ac.uk/referencing/harvard.htm#3.14>

- ▶ Oscola:

[www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012quickreferenceguide.pdf](http://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf)

Please ensure that your referencing is thorough and consistent.

## Plagiarism notice

Plagiarism, broadly, involves taking another person's original work and presenting it as your own without acknowledgement. Plagiarism is both a threat to the academic quality of a degree and a serious academic offence.

If you submit any piece of work for assessment – whether that assessment is formative (does not count towards your final mark) or summative (counts towards your final mark) – without indicating that the work is not your own, you are committing plagiarism. Plagiarism occurs even if the copying of work has been undertaken with the consent of the original author. A student may commit plagiarism intentionally, but may also be found guilty of plagiarism even if the omission of adequate acknowledgement

was accidental or a result of careless referencing. For this reason, it is essential that you are always careful to acknowledge all sources used – if in doubt, reference!

Some examples of plagiarism may be:

- ▶ Directly quoting from published or unpublished work without identifying the quotes as the words of others.
- ▶ Presenting the ideas of others in your own words without acknowledging the origins of the idea.
- ▶ Presenting tables, illustrations or maps without acknowledging the origins of these.
- ▶ Submitting the same piece of your own work – or a significant part thereof – more than once for different assignments (this constitutes 'self-plagiarism'). If any of your work has been published and you wish to make reference to it, you must cite it appropriately as you would the work of third parties.
- ▶ Buying or borrowing an essay written by another person and presenting it as your own always constitutes plagiarism.

Please be aware that this plagiarism notice is not definitive and that you should follow the links below for further information and guidance.

If you have any doubts or concerns about plagiarism, please do not hesitate to contact your Module Tutors or the Programme Director. Students remain personally responsible for the integrity of their academic work at all times.

The University of London International Programmes, full guidance on Rules, Assessment Offences and Cheating can be found here:

[www.londoninternational.ac.uk/community-support-resources/current-students/examinations/rules-assessment-offences-cheating/rules-assessment-offences-cheating](http://www.londoninternational.ac.uk/community-support-resources/current-students/examinations/rules-assessment-offences-cheating/rules-assessment-offences-cheating)

Guidance on steps to avoid plagiarism and cite correctly can be found here:

[www.londoninternational.ac.uk/community/londonconnection/articles/toptips/how-cite-correctly-avoid-plagiarism](http://www.londoninternational.ac.uk/community/londonconnection/articles/toptips/how-cite-correctly-avoid-plagiarism)

Guidance on how to submit coursework can be found here:

[www.londoninternational.ac.uk/community-support-resources/current-students/examinations/assessment-offences-cheating/coursework/submitting-coursework](http://www.londoninternational.ac.uk/community-support-resources/current-students/examinations/assessment-offences-cheating/coursework/submitting-coursework)

## Rules regarding assessment

### Grade descriptors

You will find further details regarding grade descriptors for coursework, dissertations and E-tivities in the Programme Regulations. It is **highly recommended** that you read these thoroughly before commencing any assessed work in order to understand what our expectations are of your work and the basis on which you will receive a mark. Grade descriptors apply to E-tivities, coursework and examinations.

### Submission dates

All work must be submitted by 23.59 UK (GMT) time on the deadline date to be considered as submitted within date. Please note that when you submit work via Turnitin, it will be marked with a time stamp which will be taken as the time and date of submission. For this reason, you are advised to give yourself plenty of time to submit in case you encounter any difficulties. **In the event of serious technical difficulties on the day of submission, please call and/or email the Technical Support team immediately.** See the Student queries and contact section for further details.

### Extension requests

Requests for extensions for assessed work can only be granted by the Student Administrator, and not by

individual Module Tutors. Please do not approach Module Tutors with informal extension requests. All such requests must be submitted in writing and, if possible, in advance of any deadlines.

You must submit documentary evidence along with your extension request (e.g. a medical certificate or doctor's note) wherever possible. Computer failures and IT problems will rarely be sufficient justification for late submissions.

If the reasons for the extension request or evidence are considered inadequate to justify an extension by the Programme Director, the normal lateness penalty will apply. If the reasons and documentation are accepted, no penalty will be applied.

### Penalties

Deadlines and word count limits set for each piece of assessed work, whether an E-tivity or piece of coursework, must be respected. Work submitted late without prior agreement by the Student Administrator or work submitted which is over the set word limit may be subject to penalties.

### Penalties for late submission

Where coursework and E-tivities which are submitted late without prior permission, or without compelling evidence of serious and extenuating circumstances thereafter, they will be subject to penalties for late submission.

The final mark of any work submitted late will be reduced by 3 per cent of the maximum mark available for each day. For example, a piece of coursework worth 100 marks will have 3 marks deducted per day of late submission; a piece of work graded at 65 marks submitted one day late would therefore receive 62 marks for the purposes of progression and award calculation.

A piece of work (coursework or E-tivity) submitted more than 10 days late will be deemed to have failed and will automatically receive a mark of zero.

### Penalties for submissions over the word count

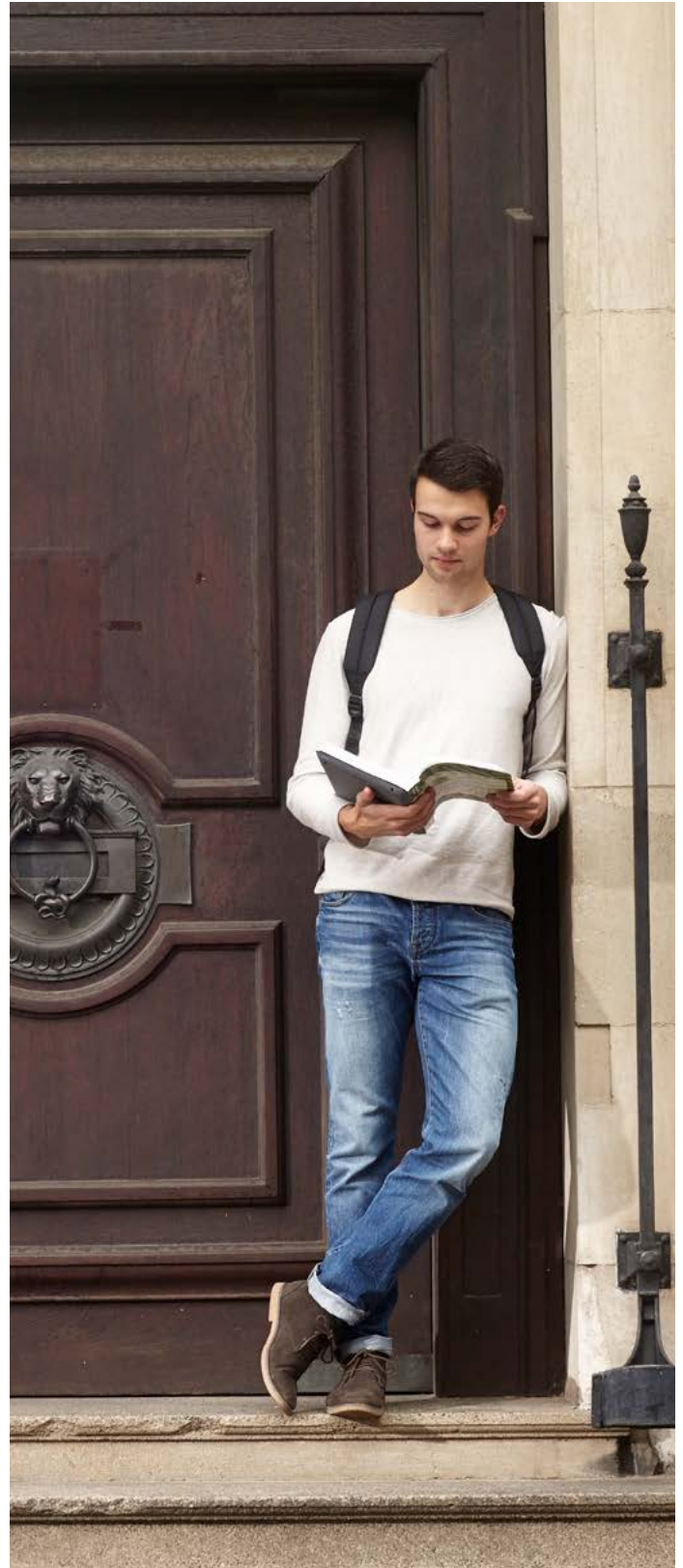
Excess length	Mark deduction
Up to and including 10%	0%
Over 10% and up to and including 20%	5%
More than 20%, up to and including 30%	10%
More than 30%	The work will not be marked but will be assigned a grade of zero

**Please note:** There is no minimum word count, but if your work is significantly below the specified word count, you are asked to consider strongly whether it is of the quality necessary to achieve a good mark.

### Resits and resubmissions

If you do not achieve a mark of at least 50 per cent for a module **overall**, you will be permitted to re-attempt the assessed coursework or examination component of that module **once**. Marks for resubmitted work will be capped at 50 per cent. In the event of failing a module, you can progress with your studies, but you must resit the examination at the earliest opportunity and/or resubmit coursework within 28 days of the receipt of your mark. You will only be permitted to carry one fail at any one time; if you fail more than one module this could affect your progression.

Resits and resubmissions of the examination or coursework components of your module will only be permitted in the event of failing a module and not simply because you are dissatisfied with your mark.



# How is the programme evaluated?

## Overview

The MA in Understanding and Securing Human Rights by distance learning, as offered through the University of London International Programmes, is reflective of the MA in Understanding and Securing Human Rights delivered on campus at the School of Advanced Study. This degree was initially developed in collaboration with staff at Amnesty International in order to provide formalised training for human rights professionals.

This degree receives regular formal and informal feedback from human rights scholars, representatives from typical employers of our graduates (e.g. Amnesty International, Anti-Slavery International) and alumni, who reflect on how the MA enabled them to secure employment and which additional skills would be useful to learn. In addition, the degree is updated to reflect the ongoing research and activism of the lecturing staff, who bring their insights from the field to the classroom and development of the syllabus.

## Feedback

The programme is evaluated throughout the year by anonymised feedback from current students as part of structured evaluation methods. In addition, we welcome feedback at any point in the year – please contact your Module Tutor or the Programme Director with any comments you may have over the course of your studies.

As well these feedback channels that go direct to the programme team, the International Programmes conducts a large-scale Student Experience Survey every two years, the findings of which are considered through the University's governance structures. They are used to enhance provision. We would greatly appreciate your participation in all of these exercises to help us to improve the programme and meet your expectations.

# Registering for modules, paying fees and entering for examinations

You can complete most administrative tasks such as registering for modules, paying fees and entering assessments through the Student Portal.

For more information about this and other general administrative issues, make sure you read the Student guide:

[www.londoninternational.ac.uk/guide-handbooks](http://www.londoninternational.ac.uk/guide-handbooks)

## Registering for modules

Each module runs during a 20-week study session that starts in either September or February. To start a module in September, you must register and pay for it by 23 August. To start a module in February, you must register and pay for it by 19 January. You can register for up to two modules per session. This is when the modules run:

UHM010 Understanding Human Rights	September to January
UHM020 Securing Human Rights	February to June
UHM030 Translating Human Rights into International Law	September to January
UHM110 Genocide, Gross Human Rights Violations and Reconciliation	September to January
UHM120 Securing Human Rights in Development and in Conflict	September to January
UHM130 Topics in International Human Rights Law	February to June
UHM140 Researching Human Rights: Social Research Methods	September to January
UHM150 Human Rights and Development	February to June
UHM160 Indigenous Peoples, Minorities and Human Rights	September to January
UHM500 Dissertation	February to June

When you first register with us you must register and pay for at least one module. Once your payment has

been received we will give you access to the Student Portal, including VLE access to the module(s) that you have chosen to take in that session. When you register for a module you are committing to study it and take the assessments in that session so you should only register for modules that you are ready to study.

All students start in September by taking the module UHM010 Understanding Human Rights. You can choose to take the module UHM030 Translating Human Rights into International Law at the same time in the first term.

The third core module – UHM020 Securing Human Rights – runs in the February term. You must have attempted the two E-tivities for UHM010 Understanding Human Rights before you can register for UHM020 Securing Human Rights or any elective module.

## Examination entry

We will email you before the main assessment is due to ask you to confirm that you are taking the assessments. For modules that start in September you must complete the examination entry process around September to November, and for modules that start in February you must complete examination entry around March to April. When we email you we will give you a deadline date.

## Fees

The programme fees are published on our website:

[www.londoninternational.ac.uk/fees](http://www.londoninternational.ac.uk/fees)

## Administrative enquiries

If you have any questions use the 'Ask a question' link in the Student Portal: <http://my.londoninternational.ac.uk>

If you are unable to access the Portal, please use the web form:

<http://enquiries.londoninternational.ac.uk>

If you would prefer to telephone, you can call our Student Advice Centre on: +44 (0)20 7862 8360.

# Completing your studies

On successful completion of the programme, you will be awarded the MA, PGDip or PGCert in Understanding and Securing Human Rights by the University of London. All successful students are sent a diploma, transcript and a diploma supplement, which shows the details of their programme.

You can also attend the graduation ceremony which is held in March each year in London.

## Exit awards

If you registered for the MA or PGDip and do not complete the requirements for the award but have achieved the credits required for a lower award, the Board of Examiners may confer you with one of the following exit awards:

- ▶ A Postgraduate Diploma in Understanding and Security Human Rights may be awarded following the successful completion of six taught modules (three core, three elective) comprising a total of 120 credits.
- ▶ A Postgraduate Certificate in Understanding and Security Human Rights may be awarded for successful completion of three taught core modules comprising a total of 60 credits.

Exit awards are given at the discretion of the Board of Examiners and their decision is final.

## Our alumni community

Whichever award you achieve, when you complete your studies you will become an alumnus of the University of London. As a member of the Alumni Association you can stay in touch with the University and your fellow alumni through a variety of global events, social media and newsletters.

The MA in Understanding and Securing Human Rights also has over 750 graduates worldwide from the campus-based programme, which students can access through social media platforms noted on the VLE. If you sign-up to the alumni mailing list, you will receive regular newsletters and keep up-to-date with current events and projects. You can also join the Human Rights Researchers' Network at a discounted alumni membership fee. This will provide free access to the *International Journal of Human Rights* as well as a range of other discounts, information and events.





For further information on the range of programmes we offer, please visit our website or contact us at:

The Student Advice Centre  
University of London  
Senate House  
Malet Street  
London WC1E 7HU  
United Kingdom

Telephone +44 (0)20 7862 8360  
[enquiries.londoninternational.ac.uk](http://enquiries.londoninternational.ac.uk)

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