



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

UNIVERSITY CATALOGUE
2016–2017

AN AMERICAN EDUCATION, A BRITISH SETTING, A GLOBAL FUTURE

WELCOME TO RICHMOND, THE AMERICAN INTERNATIONAL UNIVERSITY IN LONDON.

Located in one of the great world capitals, Richmond distinguishes itself as a truly international University by enrolling students from more than 100 countries.

The University's academic programme, which encompasses business, communications, international relations, and the arts, reflects the American tradition of broad-based core studies, the Liberal Arts.

Significantly, Richmond's underlying theme is globalism. The 21st century needs leaders who are keenly aware of, and competent within, the diversity existing in the world. The University's academic programme is particularly relevant to those who aspire to leadership positions on the world stage, whatever their chosen profession.

Richmond has campuses in two of London's most appealing communities: Richmond-upon-Thames and Kensington. The Richmond Hill campus, which dates back to the founding of Richmond College in 1843, is the location for first-year and second-year students. Upper-division students typically relocate to the campus in Kensington, Central London, where graduate studies are also pursued.

Accredited in both the US and the UK, Richmond provides an American education in a British setting, offering a comprehensive, and profoundly awakening, university degree experience for a global future.





Construction of the Main Building at the Richmond Hill campus began in 1841 and was completed in 1843, when it opened as the Wesley Theological Institution. Later known as Richmond College, it became part of London University, whose degrees it awarded until 1971. In 1972, it became Richmond College, an independent, international, not-for-profit, liberal arts college. Today the University is known as Richmond, The American International University in London.

Richmond is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognised by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Richmond is licensed to award Associate of Arts, Bachelor of Arts, Bachelor of Science, Master of Arts, and Master of Business Administration degrees by the Department of Education in the State of Delaware. Richmond's degrees are also designated by the Department for Education and Skills () of Her Majesty's Government in the United Kingdom (Recognised Awards) Statutory Order 2006 (SI 3121) dated 23 November 2006. The University has been awarded an "A-rated" Tier 4 (Students) Sponsor's Licence and has been certified as a "Highly Trusted Sponsor" by the United Kingdom UK Visas and Immigration Agency.

Richmond has been a voluntary subscriber to the QAA since August 2009. In May 2013 the QAA conducted an Institutional Review, and Richmond was found to have met expectations in all review judgements including: the academic standards of the awards the University offers, the quality and enhancement of student learning opportunities and the publication of information about those opportunities. The full review report can be consulted at: <http://www.qaa.ac.uk/InstitutionReports/Pages/Richmond-The-American-International-University-in-London.aspx> Richmond is approved by The Open University as an appropriate organisation to offer higher education programmes leading to Open University validated awards.

The information presented in this catalogue is accurate at the time of publication. Richmond is, however, an evolving institution and changes are regularly introduced to improve the quality of the educational experience the University offers. Consequently, Richmond reserves the right to alter course offerings, programmes, calendar, and regulations. However, when it does so, every effort will be made to inform students of such changes. Further, students already enrolled will not normally be required to meet degree requirements not in effect at the time of their admission to the degree programme. Students are responsible for being aware of and abiding by the rules, regulations, policies, and procedures of the University, as they are described in the University catalogue and other student guides and handbooks.

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ACADEMIC CALENDAR 2016/17 – 2017/18

FALL 2016

0	29 Aug-2 Sep	29 Aug = Bank Holiday; 30 Aug to 2 Sep 2016: Move-in, Orientation and Registration
1	5-9 Sep	5 Sep = First Day of Classes; Add/Drop all week
2	12-16 Sep	
3	19-23 Sep	
4	26-30 Sep	1-2 Oct Re-sit exams
5	3-7 Oct	Academic Advising meetings for Priority Registration
6	10-14 Oct	Priority Registration for Spring and Summer 2017
7	17-21 Oct	Mid-term assessment
	24-28 Oct	FALL BREAK/ TUTORIAL WEEK
8	31 Oct - 4 Nov	
9	7-11 Nov	
10	14-18 Nov	
11	21-25 Nov	
12	28 Nov - 2 Dec	28 Nov 5.00 pm = Last day to withdraw
13	5-9 Dec	9 Dec = Last day of classes
14	12-16 Dec	Final Exams
	19-23 Dec	
	26 Dec - 6 Jan	

SPRING 2017

0	9-13 Jan	9 to 13 Jan = Move In, Orientation, Registration
1	16-20 Jan	16 Jan = First day of classes; Add/Drop all week
2	23-27 Jan	
3	30 Jan - 3 Feb	
4	6-10 Feb	11-12 Feb Re-sit exams
5	13-17 Feb	Academic Advising meetings in preparation for Priority Registration
6	20-24 Feb	Priority Registration for Fall 2016
7	27 Feb - 3 Mar	Mid-term assessment
	6-10 Mar	SPRING BREAK/ TUTORIAL WEEK
8	13-17 Mar	
9	20-24 Mar	
10	27-31 Mar	
11	3-7 Apr	
12	10-14 Apr	10 Apr 5.00 pm = Last day to withdraw; 14 Apr = Good Friday
13	17-21 Apr	17 Apr = Easter Monday
14	24-28 Apr	24 Apr: Makeup Monday; 25 Apr: Makeup Friday; 26, 27 & 28 Apr EXAMS
	1-5 May	1 May = Bank Holiday, 2 & 3 May EXAMS
	8-12 May	12 May 5.00 pm = Final Deadline for Grade Submission
	15-19 May	
18	22-26 May	25 May = Congregation

SUMMER 2017

(please note changes to dates as published in the 2015-2016 catalogue)

1	22-26 May	22-23 May: Move-in, Orientation and Registration; 24 May = First day of classes; 24-25 May = Add/Drop
2	29 May - 2 Jun	
3	5-9 Jun	Mid-term assessment
4	12-16 Jun	
5	19-23 Jun	19 Jun (5.00 pm) Last day to withdraw from classes
6	26-30 Jun	29 Jun Last day of classes; 30 Jun EXAMS
7	3-7 Jul	Moderation and Grade submission by 5.00 pm 7 July
	10-14 Jul	
	17-21 Jul	
	24-28 Jul	
	31 Jul - 4 Aug	
	7-11 Aug	
	14-18 Aug	
	21-25 Aug	
0	28 Aug-1 Sep	28 Aug:Bank Holiday; 29 Aug-1 Sep 2017: Move-in, Orientation and Registration

FALL 2017

0	28 Aug-1 Sep	28 Aug:Bank Holiday; 29 Aug to 1 Sep 2017: Move-in, Orientation and Registration
1	4-9 Sep	4 Sep = First Day of Classes; Add/Drop all week
2	11-15 Sep	
3	18-22 Sep	
4	25-29 Sep	30 Sep-1 Oct Re-sit exams
5	2-6 Oct	Academic Advising meetings for Priority Registration
6	9-13 Oct	Priority Registration for Spring and Summer 2018
7	16-20 Oct	Mid-term assessment
	23-27 Oct	FALL BREAK/ TUTORIAL WEEK
8	30 Oct-3 Nov	
9	6-10 Nov	
10	13-17 Nov	
11	20-24 Nov	
12	27 Nov-1 Dec	27 Nov 5.00 pm = Last day to withdraw
13	4-8 Dec	8 Dec = Last day of classes
14	11-15 Dec	Final Exams
	18-22 Dec	
	25-29 Dec	
	1-5 Jan	

ACADEMIC CALENDAR 2016/17 – 2017/18

SPRING 2018

0	8-12 Jan	8 to 12 Jan = Move In, Orientation, Registration
1	15-19 Jan	15 Jan = First day of classes; Add/Drop all week
2	22-26 Jan	
3	29 Jan-2 Feb	
4	5-9 Feb	10-11 Feb Re-sit exams
5	12-16 Feb	Academic Advising meetings in preparation for Priority Registration
6	19-23 Feb	Priority Registration for Fall 2016
7	26 Feb-2 Mar	Mid-term assessment
	5-9 Mar	SPRING BREAK/ TUTORIAL WEEK
8	12-16 Mar	
9	19-23 Mar	
10	26-30 Mar	30 March = Good Friday
11	2-6 Apr	2 Apr = Easter Monday
12	9-13 Apr	9 Apr 5.00 pm = Last day to withdraw
13	16-20 Apr	
14	23-27 Apr	23 Apr: Makeup Monday; 24 Apr: Makeup Friday; 25, 26 & 27 Apr EXAMS
15	30 Apr-4 May	30 April & 1 May EXAMS
	7-11 May	7 May = Bank Holiday 11 May 5.00 pm = Final Deadline for Grade Submission
	14-18 May	
	21-25 May	24 May = Congregation

SUMMER 2018

1	21-May 25 May	21-22 Move-in, Orientation and Registration; 23 May = First day of classes; 24-25 May add/drop
2	28 May - 1 June	28 May: Bank Holiday;
3	4-8 June	Mid-term assessment
4	11-15 June	
5	18-22 June	18 June (5:00 pm) Last day to withdraw from classes
6	25-29 June	28 June Last day of classes; 29 June exams
7	2-6 July	Moderation and Grade submission by 5.00 pm 5 July
	9-13 July	
	16-20 July	
	23-27 July	
	30 July - 3 Aug	
	6 Aug - 10 Aug	
	13 Aug - 17 Aug	
	20 Aug - 24 Aug	



ABOUT THE UNIVERSITY

Richmond's Mission

Our Mission: the Richmond Mission is to pursue the following commitments:

- A commitment to internationalism, cosmopolitanism and diversity in all endeavours of the University.
- A commitment to excellence in teaching and learning and the provision of a high quality student experience for an international student body.
- A commitment to high quality interdisciplinary research and scholarship.
- A commitment by faculty, staff and students to provide service to the community and to the development of globally active citizens.
- A commitment to engage with local, national and international business and to develop graduates prepared for employability and leadership in the global economy.

The Vision: to be an international university offering high quality undergraduate and postgraduate education, research excellence and public engagement.

Accreditation

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Richmond's degrees are also designated by the Department for Education and Skills (DfES) of Her Majesty's Government in the United Kingdom (Recognised Awards) Statutory Order 2006 (SI 3121) dated 23 November 2006. The University has been awarded an "A-rated" Tier 4 (Students) Sponsor's Licence and has been certified as a "Highly Trusted Sponsor" by the United Kingdom Home Office.

Richmond has been a voluntary subscriber to the QAA since August 2009. In May 2013 the QAA conducted an Institutional Review, and Richmond was found to have met expectations in all review judgements including: the academic standards of the awards the University offers, the quality and enhancement of student learning opportunities and the publication of information about those opportunities. The full review report can be consulted at: <http://www.qaa.ac.uk/InstitutionReports/Pages/Richmond-The-American-International-University-in-London.aspx>

Richmond is approved by The Open University as an appropriate organisation to offer higher education programmes leading to The Open University validated awards.

Richmond is also a member of the Association of American International Colleges and Universities, whose members are located throughout Europe and the Middle East.

Prevent

The UK Counter-Terrorism and Security Act 2015 sets out that Universities must have 'due regard to the need to prevent people from being drawn into terrorism.' This has become known as the 'Prevent Duty'. For more information on the Prevent Duty please see <http://www.hefce.ac.uk/reg/prevent/> If you have a question about the Prevent Duty at Richmond or wish to raise a concern, students should contact the Vice President for Student Affairs. Faculty and staff should contact the Provost'

University Facilities

Courses are offered at the University's London campuses in Richmond and Kensington, at the London RIASA campus in Richmond, and at its international study centres in Florence and Rome, Italy. The academic calendar is organised into two fifteen-week semesters and one six-week summer session. London-based students begin their studies at Richmond Hill, and move to Kensington to complete their studies, so they spend two years on each campus.

As part of a four-year undergraduate degree programme, students may spend a semester studying at one of Richmond's international study centres. Details about the programmes offered at each centre may be found in the section *Florence and Rome Study Centres*. The postgraduate programmes are taught at the Kensington Campus.

The Richmond International Academic and Soccer Academy (RIASA) offers selected student athletes a BA in International Sports Management. This programme is offered in the metropolitan area of West Yorkshire. Further details on the programme and the Leeds campus can be found on page 114 of this catalogue.

Student housing is available on each campus and an orientation programme introduces new students to the academic and social life on each campus.

Richmond Hill Campus

The Richmond Hill campus for first- and second-year students consists of an impressive nineteenth-century neo-gothic building, set in a five-acre site at the top of Richmond Hill. The campus houses the Taylor Library, classrooms, computer laboratories, a dining hall, a student common room, an auditorium, student accommodation, administrative and faculty offices and other facilities.

Kensington Campus

Richmond's Kensington campus, situated in one of central London's most beautiful residential neighborhoods, is attended by most third-year, fourth-year, and graduate students, as well as by the majority of study abroad students. The Kensington campus facilities are contained in five major buildings and include classrooms, a library, computer laboratories, the Centre for New Media with graphics and video-editing facilities, art and photographic studios, darkrooms, a dining hall, a student common room, administrative and faculty offices, and student accommodation.

Further Information

It is the policy of the University that all students, applicants, or candidates for employment are considered without regard to race, colour, religion, sex, national or ethnic origin, or age. The University complies with the UK Equality Act (2010) and the UK Data Protection Act (1998).

Richmond is a dynamic institution and improvements are regularly introduced to raise the quality of the educational experience that the University offers. Consequently, Richmond reserves the right to alter course offerings, programmes, the academic calendar, and policies, procedures and regulations. However, when it does so, every effort will be made to inform students of such changes. Students already enrolled will normally follow the degree requirements in effect at the time of their admission.



LIBRARY & INFORMATION RESOURCES

Library Services

Richmond has a library on both campuses and while each supports the courses taught at that campus, students have access to, and are welcome to use, either library. The University libraries contain over 60,000 items including books, DVD's, music CD's and student theses. The Library also subscribes to a number of journal and magazine titles, along with a variety of national newspapers and online news/business services. In addition there are some 39,000 academic journal titles available through the Library's subscription databases and Open Access platforms. The University is licenced by the Copyright Licensing Agency to provide paper and digital copies of materials to support student study and research.

While the University Library has a lot to offer in support of the courses taught, students are also able to request additional items available from the British Library via the document delivery service (at no cost to the student). Students are also encouraged to visit the many specialised libraries within the London area, and staff can help in gaining access to these.

Richmond librarians readily assist all students in the development of research skills and in the effective use of information resources. Information Literacy classes are taught across all disciplines and within research and methods classes. Students can also receive individual, tailored help on a one-to-one basis, either in person or through the online reference service.

IT & AV Services

There is a range of IT and AV services and facilities available to students at Richmond.

Located on both campuses, networked computers can be found in dedicated computer labs and open access areas. These are equipped with Windows 7, Microsoft Office 2013, plus a variety of software designed to support academic learning.

Richmond operates its own university-wide WIFI service. This is also available in our off-campus residential buildings free of charge.

Mac labs can be found at the Richmond and Kensington campuses. Equipped with specialist software, they are available to students taking graphics and photography-based courses.

Printing is provided free of charge. Students are asked to be mindful of the environmental impact of unnecessary printing and copying.

Office 365 is available to all registered students.

Further information can be found at: <http://www.richmond.ac.uk/about-richmond/it-and-av-services/>

Responsible Use of Information Resources

The University's commitment to maintaining the quality of information resources requires all members of the University to use information services wisely and in accordance with UK law.

These rules and responsibilities are stated in the *Library Rules and Regulations and IT Network Rules & Regulations* which are posted on the website (<https://www.richmond.ac.uk/about-richmond/policies/>) and are available for all members of the University community to view.

ADMISSION

How to apply

BA, BS and Foundation students can enter the University in September (Fall), January or May. Masters programmes start in September only. There are four ways in which a student can apply to the University:

- Direct Application <http://www.richmond.ac.uk> (all programmes including Masters)
- UCAS <http://www.ucas.com> (BA, BS or Foundation Year only)
- Common Application <http://www.commonapp.org> (BA and BS only)
- UKPASS <http://www.ukpass.ac.uk> (Masters programmes only)

UCAS/UKPASS

Richmond accepts undergraduate or Foundation Year applications through UCAS. Students most often use UCAS when applying to Richmond as well as other UK universities. Richmond's UCAS code is R20. Students can apply online only through UCAS at <http://www.ucas.com>. UCAS applicants will receive official notification of the admission decision through the UCAS system. Masters students can apply through UKPASS at <http://www.ukpass.ac.uk>.

The Common Application

Applications to all of our dually accredited BA and BS programmes can be made through the Common Application online at <http://www.commonapp.org>

Students most often use the Common Application when applying to Richmond as well as other US Universities.

Direct Applications

Prospective students for Masters programmes may apply directly using the appropriate form. A direct application is also suitable for BA, BS or Foundation Year students who are only applying to Richmond. Online or paper direct applications should be submitted at the earliest opportunity. Candidates are urged to apply electronically by using the online application at <http://www.richmond.ac.uk> and to submit their application by:

- May 1 for Fall semester
- April 1 for Summer semester
- November 1 for Spring semester

After these dates, applications will be considered provided there are places still available.

University Admissions Offices

UK Office of Admissions (for applicants living outside of North America)

Office Location: London, England
Address: Queen's Road, Richmond-upon-Thames, London, TW10 6JP, England

UK Main Office Tel: +44 (20) 8332 9000
Fax: +44 (20) 8332 1596
General Email: admissions@richmond.ac.uk

Office of Admissions for North America

Office Location: Boston, MA, USA
Address: Office of Admissions for North America, Richmond University in London, 343 Congress Street, Suite 3100, Boston, MA 02210-1214

Main Office Tel: +1 617 450 5617
Fax: +1 617 450 5601
General Email: usadmissions@richmond.ac.uk

Application

Regardless of programme or method of application, an application will normally include the following:

- A completed application form;
- A personal statement;
- A CV (Masters only)
- Official transcripts of entry qualifications
- An academic reference usually from the student's most recent school, college or university;
- As an option for US applicants: SAT or ACT scores. The CEEB/ATP code for Richmond is 0823L and the ACT CODE is 5244;
- Evidence of the applicant's language proficiency in English (this applies only to students who are neither citizens nor graduates from a majority English-speaking country);

All documents in languages other than English must be accompanied by official translations*.

**Once submitted, documents are not returnable.*

Criteria for Admission

Undergraduate degree programmes

To be considered for admission, prospective students should, by the start of the programme:

- normally be at least 17 years old,
- have completed a minimum of 12 years of schooling,
- hold the required grade(s) in a complete US High School Diploma, UK GCE A levels, or other UK or international qualifications deemed equivalent by the University,
- in addition, certain programmes may require prospective students to submit portfolios of work or video evidence of performance or sporting ability and/or to attend interviews, auditions or sporting trials in person.

Further details of current qualifications accepted and grades required may be found on the University website, noting that these are common to all undergraduate programmes at the University and there is no requirement as to the subject of entry qualifications. Prospective students should note that SATs are optional but not required. Whilst not routinely required, prospective students may be invited to interview where this is considered necessary in order to fully consider their application.

Transfer and Advanced Credit

Prospective BA and BS students with specific levels of subject achievement in Advanced Placement Tests, CLEP examinations, GCE A Levels and some other UK and international qualifications, may enter with Advanced Credit and be given exemption from certain courses of the programme. Normally, Advanced Credit may be given for a maximum of 30 out of the total 120 (US) credits necessary to complete the programme. The University also welcomes applications from prospective students with previous Higher Education study who, depending on subjects taken and grades achieved, may be given up to 75 transfer credits against the total 120 (US) credits necessary to complete the programme. Further details of Advanced and Transfer Credit arrangements may be found in the Admissions pages of the University website and under the Transfer Credit and Re-admission policy section of Academic Affairs on pages 30 to 41

Masters programmes

To be considered for admission, prospective students should, by the start of the programme, be at least 17 years of age and have been awarded a first degree:

- i) from an accredited US institution, or
- ii) with first or second class honours by a UK Recognised Body, or
- iii) A qualification that is recognised by the University as being of at least equivalent standard to such US or UK degrees.

For programmes in the School of Communications, Arts and Social Sciences such a degree or equivalent qualification must be in a discipline recognised by the School as being relevant to the programme.

Exceptionally, the University may consider substantial professional experience, of direct relevance to the programme, in lieu of a first degree. In such cases the prospective student may be required to submit a satisfactory extended essay and /or complete certain University undergraduate-level courses before being admitted to the programme. Whilst not routinely required, prospective students may be invited to interview where this is considered necessary in order to fully consider their application.

English language

(Bachelors and Masters programmes)

Students who are not nationals of a majority English speaking country should normally have achieved at least CEFR level B2 in a Secure English Language test ("SELT") acceptable to the University prior to entry to the programme. Acceptable SELTs include IELTS. The following are exempt from this requirement:

- prospective Masters students who have completed a full programme equivalent to a UK first degree, taught in English within a majority English speaking country; or
- at the University's discretion, EEA nationals who have recently undertaken a full time programme of study of at least 2 years duration where English was the medium of instruction.

Further details of all of the above, including the specific minimum SELT grades currently required within level B2, may be found at the appropriate page of the University website, where a comprehensive Admissions Policy and Summary of Practice document is also published.

Foundation Year

Prospective undergraduate students who do not meet the above academic and/or English language requirements, but who have achieved CEFR level B1 on a SELT may be permitted to enter the degree programme at the appropriate point after having first satisfactorily completed the Foundation Year at the University.

Deferral of Place

Prospective students may apply to defer their entry for up to one academic year, either at the point of initial application or by changing year of entry after securing a place. In the latter case, tuition fees and deposits paid to the University prior to deferral will be retained and carried over to the new entry semester.

Admitted Student Procedures

Our offer of a place may be Unconditional or Conditional. In the latter case, a place is reserved for the student subject to them meeting the conditions of the offer, usually a specific level of achievement in qualifications or English tests to be completed prior to entry to the University. Prospective students holding a conditional place will receive confirmation from the University once the conditions have been met, verified by submission of final academic transcripts to the University.

Alongside details of our offer, all such admitted students will be advised of the academic, financial and housing obligations and requirements to be met in taking up their place at the University, with the timescale for this. Once offered a place, all students must confirm their intention to attend the University by returning the New Student Contract and may be required to pay a deposit against tuition fees at that point. Where applicable, students must also accept their place via UCAS by the notified deadline. Admitted students holding an unconditional place and requiring sponsorship under Tier 4 of the UK points based system will be required to pay 50% of the first two semesters' tuition fees, or to produce proof that they will be supported via US Federal Student Aid, before a Confirmation of Acceptance for Studies ("CAS") is issued. For students sponsored under Tier 4, the first two semesters' tuition fees, net of any verified support from US Federal Aid, must be paid in full before the student arrives at the University or by an earlier date as advised. In all other cases the student must pay the first semester's tuition fees, net of any verified support from Student Finance England, or take out a payment plan to do so, on arrival at the University or by an earlier date as advised.

Once they have indicated that they will take up their place as above, admitted students wishing to live in University accommodation may reserve a room by submitting the Housing Application form and paying a non-refundable housing deposit. Housing is allocated on a first come basis and the first two semesters' housing fees must be paid in full, or a payment plan taken out to do so, on arrival at the University or by an earlier date as advised.

Readmission to the University

Applications for readmission must be made to the Head of Registry Services, at least six weeks before the start of the semester. Additional material may be requested to inform the University's decision. Readmitted students are required to pay deposits and fees as outlined in the Admitted Student Procedures.

See also under Re-admission on page 41, and pages 33 and 40.

Further Information

Further details of all of the above, including procedures for registering an appeal or complaint against an admissions decision may be found via the Admissions page of the University website, where a comprehensive *Admissions Policy and Summary of Practice* document is located (<http://www.richmond.ac.uk/admissions/>).

Please also see the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* located via the *University Catalogue* page of the Richmond website (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>).

UNIVERSITY FINANCIAL ASSISTANCE

The Richmond Office of Financial Assistance is available to help students access a variety of funding programmes, which include Scholarship awards, Grant awards, and Student Loans to assist students with meeting their fees and living expenses. Eligibility for the programmes varies greatly, based on a student's academic standing, nationality, and level of financial need. Below is an outline of assistance available at Richmond. For further details, visit the Richmond website or contact the Office of Financial Assistance at +44 (0)20 8332 8244, via fax +44 (0)20 8332 1596 or e-mail: fnaid@richmond.ac.uk

Scholarships

The University makes awards annually to new undergraduate students whose academic record is considered worthy of recognition. To be considered for a scholarship, applicants must be admitted to the University and submit the required documentation by the priority deadline.

Scholarships are renewable until degree requirements are met, or for a maximum of eight semesters (depending on which comes first). Students must maintain the required Grade Point Average to retain their scholarship from semester to semester. Students must also be attending on a full-time status. For full details, please see the section *Maintaining a Richmond Scholarship*. Scholarships are not available for part-time students. Students who drop below full-time, for any reason, will lose their scholarship.

Renewable scholarships are awarded to highly qualified entering freshmen or transfer students. Students are selected based upon their academic credentials from high school or prior university, including grades, standardised test scores, and extracurricular activities. Scholarships are available for Fall and spring semesters only.

Examples of scholarships offered by the University include:

- Richmond GI Bill Scholarship
- Chancellor's Scholarship for Prior Academic Achievement
- Provost's Richmond and Kensington Access Scholarship
- Presidential Scholarship
- Dean's Scholarship

Phi Theta Kappa Scholarship

The Phi Theta Kappa Scholarship is made available to one undergraduate student who is an outstanding member of the international honorary society of the two-year college. More information can be acquired by contacting the Office of Admissions for North America.

Veterans' Educational Benefits

Eligible participants for the US Military Veterans' Educational Benefits programme may receive support for their studies at Richmond, through the VA. For details on the programmes, contact the VA at +1-888-GI-BILL-1. In addition VA students receiving a grant through the GI Bill are eligible to apply for the Richmond GI Bill Scholarship.

Richmond University Employment

Richmond provides student hourly employment during the academic year. This programme is available to new and continuing students. The student work force is incorporated into all phases of the University. The variety of jobs is extensive. To be considered for University Employment, please review (<http://www.richmond.ac.uk/admissions/university-funded-employment/>)

Maintaining a Richmond Scholarship or Other Richmond Financial Assistance

Richmond University requires that all undergraduate students who are recipients of a scholarship maintain a minimum cumulative GPA in order to retain the award provided by the University. For example:

Scholarship level	Minimum cumulative GPA
Richmond GI Bill	2.5
Chancellor's	2.5
Provost's	2.5
Presidential	3.4
Dean's	3

Financial Assistance Scholarship Probation: If a student has been awarded a scholarship and the student's cumulative GPA falls below the required minimum, s/he is placed on Financial Assistance Scholarship Probation for the subsequent semester. This Probation Semester gives the student the opportunity to improve their GPA to the required level. Students who fail to reach the required GPA will be placed on Financial Assistance Denied Status.

Financial Assistance Denied Status: If the student receiving a scholarship earns a cumulative GPA below the minimum requirement after *one* semester of Financial Assistance Probation, a student's scholarship will be rescinded.

As maintaining a scholarship is decided entirely by GPA there is no appeal process. Once a student has lost their scholarship there is no process to re-gain it. However, s/he may still be eligible for other awards.

If a student withdraws from the University and later returns as a readmitted student their scholarship is not retained. If a student withdraws from all classes for verified medical reasons the scholarship must be repaid and may be processed through completing the Medical Withdraw Refund Policy outlined elsewhere in the Academic Catalogue. Provided the scholarship for the withdrawn semester has been repaid, the student retains scholarship eligibility for up to one calendar year (equivalent to a Leave of Absence (LoA) Status).

LoA: Eligibility for Richmond Financial Assistance will be continued if a student takes an approved LoA. Assistance will be rescinded if a student withdraws from the University without following the leave policy or if the student does not return at the expiration of the approved leave.

Deferred Enrollment: A scholarship award is intended for the entry term for which the student originally applied.

If a student must defer Enrollment from the original entry date, the deferral policy must be followed. A scholarship is awarded subject to the availability of funds for the term for which the student wishes to join the University, so the award may be reduced or rescinded.

Scholarships and Financial Assistance

United Kingdom Government Grants and Loans (For UK and EU Nationals)

UK and EU citizens who have been permanent residents in the UK/EU region for at least 3 years are eligible to apply for a UK government tuition loan and may also qualify to receive a maintenance loan through the Student Loans Company (Student Finance England). For further information contact the student loans company directly <http://www.slc.co.uk> or <https://www.gov.uk/apply-online-for-student-finance>

UK Private Credit Based Loans

Private loans are occasionally available to UK residents for undergraduate or postgraduate study. With this type of loan, a student should use a co-signer (guarantor) in order to meet the credit requirements.

United States Government Loans

US citizens and eligible permanent residents of the United States are eligible for Federal Direct and PLUS loans. Applicants must complete the Free Application for Federal Student Aid (FAFSA), which can be completed online at <http://www.fafsa.ed.gov>.

US residents can also call 1-800-4FEDAID to request a FAFSA form. The US Department of Education number for Richmond, The American International University in London is G10594.

Prospective students and their parents may also wish to obtain “pin” numbers from <http://www.pin.ed.gov> so that they may sign and update FAFSA's, MPN's and loan applications online. The FAFSA deadline is May 1st.

The Direct Loans are low-interest Federal loans available to both undergraduate and graduate students. The programme offers two types of loan: subsidised (based on need) and unsubsidised. For unsubsidised loans, interest begins to accrue (accumulate) as soon as the loan is fully disbursed; for subsidised loans, interest begins to accrue when repayment begins (six months after leaving school or after a student's attendance drops below half time).

Annual loan limits are listed in the table below. These amounts may be a combination of subsidised and unsubsidised loans as determined by the FAFSA.

Undergraduate Students

	Dependent Students	Independent Students
Year 1 (0–29 credits)	\$5,500	\$9,500
Year 2 (30–59 credits)	\$6,500	\$10,500
Years 3–5 (60–120 credits)	\$7,500	\$12,500
Graduate students	NA	\$20,500

For students who complete the coursework in December and who do not attend classes for the entire academic year, federal regulations require that the loan be prorated; therefore, students may not be eligible for the annual amounts listed above.

The maximum aggregate loan limit for dependent students is \$31,500 where no more than \$23,000 can be subsidised. The maximum aggregate loan limit for independent undergraduate students is \$57,500. The maximum aggregate loan limit for graduate students is \$138,500 unsubsidised. Currently, the US Department of Education does not subsidise graduate loans. Graduate student aggregate limits include any loans outstanding from undergraduate study.

The interest rate for undergraduate students on Direct Subsidised and Unsubsidised loans is fixed at 4.29%. The interest rate for graduate students for Direct Unsubsidised loans is 5.84%. Graduate students are not eligible for subsidised loans. Students enjoy a six-month grace period, which begins after leaving school or after attendance drops below half time (6 credits per semester). Repayment begins at the end of the grace period.

Federal Parent PLUS Loans: This is a federal loan programme that is available to parents of undergraduate dependent students and which is not based on need. Parents are eligible to borrow up to the cost of education minus other financial assistance received by the student. The origination fee for PLUS Loans is up to 4 percent. Repayment begins 60 days after disbursement; deferments (granted by the Department of Education) may allow for a delay in payment until after the period of enrollment, although interest will continue to accrue. The PLUS interest rate is fixed at a maximum of 6.84%.

Federal legislation prohibits US citizens enrolled in a University outside the United States from receiving Pell and AC grants, SEOG, Perkins Loans, and Federal Work Study funds, though they may be eligible for such assistance in the US. Visiting students who are currently enrolled in a US institution, and who will be returning to that institution after their semester or year abroad, may be eligible for these programmes. They should contact their home institution to enquire about their eligibility.

Private Credit Based Loans

Private student loan programmes offered by banks and other lenders are not federal financial aid loans; a student borrows directly from and makes payments to the lender. Since they are not federal student loans, the terms are different from the Federal Direct Loan Programme. A student is eligible to borrow up to the cost of education less other financial assistance received. Alternative student loans typically require a credit check, and often a co-signer. Interest rates are usually based on the prime rate, plus a fixed percentage based on the credit rating of either the student or co-signer. Repayment terms may offer a deferment of payment while a student is enrolled on at least a half-time basis. To discuss borrowing via an alternative student loan, contact the Office of Financial Assistance.

International Student Loan Programmes

Non-US citizens may apply for credit-based loan programmes on condition that they provide a co-signer who is a US citizen, an eligible permanent resident of the United States, or a Canadian citizen subject to loan programme availability. Students are eligible to borrow up to the cost of education less other financial assistance received. For information about these programmes, contact the Office of Financial Assistance.

Satisfactory Academic Progress for US Loan programmes:

Student loan recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for each semester/term in which they are enrolled. Satisfactory Academic Progress (SAP), as described below, is evaluated twice each year, in January and June. Failure to maintain satisfactory progress, as described below, may result in cancellation of financial aid awards, and the student may have to repay any funds already received.

This policy applies only to eligible US and eligible non-US citizens receiving Title IV aid, specifically the Federal Direct and PLUS loans (Richmond Scholarship eligibility is outlined separately).

Basic Standard for Satisfactory Performance:

Undergraduate Students receiving student loans must meet Richmond's institutional requirements for minimum satisfactory performance. These are defined as follows:

1. Minimum cumulative grade point average (GPA). The student must maintain a minimum cumulative GPA of 2.0.
2. Minimum completion rate. The student must maintain a minimum cumulative completion rate of two-thirds of credits attempted (67%).
3. Federally mandated maximum time frame to complete the programme/degree.

Students must complete their educational programme within a time frame no longer than 150% of the published length of the educational programme (for example, completing the programme after attempting a maximum of 180 credits for a 120-credit programme).

Federal regulations require that the University tracks the academic progress of student loan recipients from the first date of enrollment at Richmond, whether or not student loans were received at that time. Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the completion rate standards, but these courses do not affect the calculation of the GPA.

In all cases where attempted credits, including transfer credits, exceed the 150% time frame, a student will be placed on Student Loan Denied status, not Student Loan Probation. No financial aid will be disbursed for the student during subsequent semesters/terms unless the student has made an appeal of the Student Loan Denied and the appeal is granted. Students who have completed their degree requirements, but who are still attending courses, are not eligible to continue to receive aid even if they are below the maximum time frame.

Treatment of W, I, AU, F, & S Grades, No Grade Reported, and Repeated Course Work

1. Course withdrawals (W) after the drop/add period are not included in the GPA calculation but are considered a non-completion of attempted course work.
2. Incomplete (I) grades are not included in the GPA calculation, and are considered a non-completion of attempted course work until the Incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated. In all cases where no grade is assigned, an "I" grade will be used in the determination of satisfactory academic progress.
3. An audit (AU) grade is not considered attempted course work. It is not included in the GPA calculation or completion rate determinations.
4. A satisfactory grade (S) is treated as attempted credits that are earned, but is not included in calculation of GPA.
5. F-grades are treated as attempted credits that were not earned, and so are included in both the calculation of GPA and minimum completion rate.
6. For a course that is repeated, the GPA computation will take account of the most recent grade earned, but every repeated attempt will be included in the completion rate determinations. No student loans can be disbursed for a repeated attempt if the student has already achieved a passing grade for that course, and Richmond's policy means that a student receives aid for only one repeat of a course.

Student Loan Probation Status

Students who fail to meet the minimum 2.0 cumulative Grade Point Average standard, or who fail to complete at least two-thirds of cumulative credits attempted, will be placed on Student Loan Probation for the subsequent semesters/terms of enrollment until the next evaluation of Satisfactory Academic Progress (January and June). Student loans can be received during the semesters/terms of probation. Student loan disbursements for the next period of enrollment will be held until the grades and course completions have been reviewed for the semesters/terms of Student Loan Probation. Students receiving financial aid for the first time will be placed on Student Loan Probation if they have failed to meet this policy's minimum grade point average or course completion standards during a previous semester/term of enrollment at Richmond.

Student Loan Denied Status

While students are on Student Loan Probation or on Student Loan Denied status, they must maintain the minimum completion rate and/or a minimum cumulative GPA of 2.0 or better. Failing to do so will place a student on Student Loan Denied status for subsequent semesters/terms of enrollment. No financial aid will be disbursed during subsequent semesters/terms until the student is removed from Student Loan Denied status.

Students failing to satisfy the 150% requirement will also be placed on Student Loan Denied status. No aid will be disbursed during subsequent semesters/terms unless the student has made an appeal and the appeal is granted for that semester/term. There are no exceptions to this requirement. Students in a 120-credit bachelor degree programme who have attempted in excess of 180 credits including transfer credits are no longer eligible for financial aid. There is no probationary period once the 150% standard has been exceeded.

Reinstatement of Aid After Student Loan Denied Status

Reinstatement of financial aid after a student is placed on Student Loan Denied status is achieved in one of the following ways:

1. The student submits a written letter of appeal in accordance with the appeal process, and Financial Assistance grants the appeal. The student is placed on Student Loan Probation for the semester/term rather than on Student Loan Denied status.
2. The student attends Richmond, pays for tuition and fees without the help of student financial aid, and does well enough in the course work to meet all the Satisfactory Academic Progress standards. The student regains aid eligibility in a probationary status. Students on Student Loan Denied status for failure to meet the 150% requirement cannot regain eligibility this way. Students whose attempted credits have exceeded 150% of their programme cannot regain financial aid eligibility except through the appeals process and on a semester-by-semester or term-by-term basis.

Appeal Process

The student must submit an appeal of Student Loan Denied status in writing to the Associate Dean of Financial Assistance by the date specified in the Student Loan Denied notification letter. Financial Assistance will review the appeal and notify the student in writing of its decision within 14 working days after the Review. All decisions made by Financial Assistance are final.

Return of Title IV Funds

Students are responsible for following the University's withdrawal procedures as outlined under Withdrawals and Refunds in the Tuition and Fees section of this catalogue. The 1998 Reauthorisation of the Higher Education Act requires the University to calculate a return of Title IV funds (these are the Federal Direct and PLUS Loan programmes) on all federal financial aid students who withdraw (officially or unofficially) from all classes on or before the 60-percent attendance point in the semester.

A pro-rata schedule is used to determine the percentage of the semester attended by a student, and is based on the withdrawal date/last date of attendance. The number of days counted includes all calendar days in the semester, excluding university breaks that exceed four days in length.

The percentage of the semester attended by the student is used to determine the amount of earned versus unearned federal aid funds, and is calculated as in the following example: A student attends four weeks of a 16-week semester. This means that 25 percent of that semester has been attended, and that 25 percent of the federal aid received has been "earned." It also means that 75 percent of the semester was not attended, and that 75 percent of the federal aid received was unearned and must therefore be returned to the federal aid programmes.

The unearned portion of federal aid funds received must be returned to the appropriate aid programme in accordance with the order of return of funds as mandated by law. The order of return is Federal Unsubsidised Loan, Federal Subsidised Loan, Federal PLUS Loan, and other Title IV aid.

Richmond is required to return the lesser of unearned Title IV aid or unearned institutional charges. The student is responsible for returning any difference owed if the unearned institutional charges are less than the unearned Title IV aid.

Unearned institutional charges are calculated by multiplying a student's tuition and fees by the percentage of the semester that was not attended. Per Federal regulations, Richmond is responsible for its return of funds first, followed by the student's return of funds.

The amount a student is responsible for returning is calculated as follows: If a student is required to return Title IV funds to a Federal loan programme, the loan may be repaid in accordance with the existing terms of the loan programme. Examples of Federal Title IV return of funds calculations are available from the Financial Aid Office.

Richmond is required to return its portion of unearned Title IV aid to the appropriate Federal programme within 30 days of the date that the student withdraws from classes. Withdrawing from classes means that a student may not receive further financial aid disbursements, may have to repay some or all of the aid that has already been disbursed, and will be personally responsible for payment of any charges for tuition and fees that are due.

A student who stops attending all classes, but who does not officially withdraw, will be subject to return of funds at the end of the semester. This will be based on the date of withdrawal or on the last documented date of attendance as determined by Richmond.

For any questions regarding this policy, contact the Office of Financial Assistance at +44 (0)208 332 8244 or via e-mail: finaid@richmond.ac.uk

Support from Other Governments

Students should contact the Ministry of Education in their home country for details of assistance for which they may be eligible. Many governments provide support for students studying at Richmond. For example, Norwegian citizens are eligible to receive grants from Lånekassen, and Swedish citizens are assisted by the National Board of Student Aid (CSN).

STUDENT & CAMPUS LIFE

Department of Student Affairs

The Department of Student Affairs is dedicated to the overall quality of student life at Richmond for all undergraduate, graduate and visiting students. Managed by the Vice President for Student Affairs, the department supports teaching and learning by facilitating students' academic, personal, and professional growth; by preparing students for leadership in a global, diverse, and changing society; and by cultivating a caring and supportive campus environment. Further, the main goal of the Department of Student Affairs is to assist students in maximising their educational experience. It provides:

- **Resources**—available to answer questions and direct students to assistance, both on and off campus.
- **Advocates**—ready to listen and work on behalf of student needs and interests.
- **Student enthusiasts**—working to make campus life at Richmond exciting and rewarding.

Although the responsibility for fostering the development of Richmond students is the priority of the entire academic community, the Department of Student Affairs provides many opportunities for integrating the intellectual, physical, social, and moral development of students.

New Students

The New Student Orientation programme is designed to provide incoming students with the necessary information to assimilate into life on campus and in London prior to the start of classes. The week's activities expose new students to the various components of the University, including academic life, student support services, and student activities. Students have the opportunity to meet Richmond faculty, staff, and administrators. Orientation is a vital start to a student's career at university. They begin to make friends and settle in to campus life. *(See page 32 for more information about Orientation.)*

Office of Residence Life

Richmond's Residence Life staff is responsible for campus programmes, procedures, and support services. The staff offers an environment conducive to learning with programmes that lead to emotional, social, physical, cultural, and ethical development.

Richmond expects all students to conduct themselves as responsible and law-abiding members of the University community and to respect the rights of other students, faculty, and staff. All residents must balance individual needs and desires with the common good of the community and the expectations outlined in the Student Conduct Code. As is true within all societies, responsible group living conditions will exist only if all members of the campus community are considerate of one another. This requires all students to assume responsibility for keeping their behaviour and exercise of personal freedom within reasonable limits. Doing so ensures that the wellbeing and safety of others is not abused or jeopardised. For more information on student conduct and behaviour, please refer to the Richmond website under "Student Affairs".

The staff consists of two Residence Life Coordinators, who are full time members of professional staff, along with Resident Directors (RDs) and Resident Advisors (RAs) who are students employed and trained by the University. RDs and RAs are selected for their maturity, motivation, and skill in building unity among fellow students, and are responsible for overseeing the welfare, needs, and behaviour of all residents. RDs and RAs communicate and enforce University policies in residential areas so that all students may enjoy the great advantages of campus living. Residential students are provided with a meal plan that serves Richmond's diverse student backgrounds and tastes. A variety of foods are served at each sitting including a selection of vegetarian options.

Counselling and Health Services

Three counsellors are available on an appointment only basis. Appointments can be booked directly through the counsellor at their campus location.

All live-in staff are first-aid trained and are able to deal with emergencies that may arise. The University has close connections with the local doctors' offices, clinics, and hospitals if students require professional care.

Students are encouraged to register with a local doctor's office during Orientation, when a representative from the local office will be on campus. Students who are in the UK for more than six months are entitled to national health care (NHS), which means free medical care and subsidised prescription medicine charges. The NHS does not generally cover dental care or optical services, and students are responsible for any charges incurred in these areas. Emergency hospital care is readily available.

Office of Student Leadership

The Office of Student Leadership supports and promotes a variety of social, educational, and leadership programmes. Richmond values

co-curricular and extra-curricular programming as an integral facet of the University and one which enriches the quality of student life. All students are encouraged to become involved in the

many clubs and organisations as interested members or as student leaders. Richmond also offers a Leadership Academy to support the personal and professional development of all students.

Recreational Sports

On-campus facilities include a multi-purpose court and a Fitness Suite at the Hill Campus. Local athletic facilities are abundant and offer competitive membership rates for students.

Intramural sports activities are popular throughout the year and are usually initiated by interested students or student clubs.

Student Government

The Student Government is comprised of members of the student body. Its purpose is to serve and represent the interests of Richmond students in the areas of academic, social, and student life. The Student Government also provides social and educational activities to the entire student body. Parties, musical performances, poetry readings, competitions, charity events, and more are all organised by students for students.

Student Programmes and Events

International Night:

A celebration of Richmond's cultural diversity, International Night is one of the University's oldest traditions and the most popular social event in the academic calendar. The event, organised entirely by students, brings the whole University together in the form of music and dance.

Honours Night:

The University's annual student awards ceremony recognises the outstanding achievement of students in both academic and co-curricular activities.

Spring Fest:

Spring Fest is an annual event that celebrates the end of the academic year. Taking place on the Richmond Hill campus lawn, activities include large inflatable games, competitions, and student music performances.

Study Abroad Office

Staffed by a London Resident Director, this office is located in Atlantic House on the Kensington Campus. Support services are available to assist study abroad students in regards to their academic and cultural experience while in the United Kingdom.

RICHMOND'S GLOBAL ALUMNI NETWORK



Graduation from Richmond does not mark the end of our students' relationship with the University. Being a Richmond graduate is something special that connects current and former students throughout their lives.

33,000-strong, Richmond's alumni network spans the globe and is an invaluable resource of contacts, talent and expertise. Richmond graduates automatically join this powerful network of support and advocacy – a life-long resource that alumni can use to build their careers and social contacts.

The term 'alumni' comes from the Latin word *alere* – meaning *to nourish*. The link with Richmond, the friends our students make here, and the faculty and staff they meet will remain a nourishing presence long after they leave campus. Our programme of alumni services helps former students maintain these relationships and make new contacts to benefit their careers and social lives.

Richmond alumni are innovators, leaders, entrepreneurs and influencers. The University is proud of its alumni, their achievements, and the difference they make to society in 140 countries around the world.

Alumni are also one of the University's greatest and most loyal groups of supporters. For decades, alumni have kept in touch with Richmond and have volunteered their time and expertise to support current students. They are among our most generous and enthusiastic donors helping to maintain the qualities that make Richmond so special.

Facts & figures

- 33,000 former students
- in 140 countries
- Richmond's alumni network is a powerful resource for alumni and students to develop their careers and social networks.

Alumni benefits

- Lifelong link with Richmond
- Professional & social networking
- Richmond online communities
- Regional alumni chapters and leadership committees
- News and events
- Supporting Richmond, changing the world

Stay connected and up-to-date

www.richmond.ac.uk/alumni



TUITION & FEES

University Fees

Tuition and fees are set annually and will not change for the duration of the academic year. Tuition fee information can be found on the University website: <http://www.richmond.ac.uk/admissions/>

Tuition, fees, and other charges are set and invoiced in US dollars for students based in the United States who applied to the US Admissions Office. All other students are invoiced in UK pounds sterling.

Full-time/Part-time and Summer Tuition

For Fall and Spring semesters, all students registered for, or attending three to five courses are regarded as full time and will be charged full-time tuition. Students taking more than five courses need a minimum GPA of 3.4 and will be charged an overload fee. Tuition for part-time students registered for (or attending) fewer than three courses is charged on a per-credit basis. Summer school tuition is also charged on a per-credit basis. No scholarship is available for per-credit students.

Special Course Fees

Some courses attract laboratory or other specialised fees. Classes with such fees are noted in their detailed descriptions. The fees must be paid at the commencement of the course and are non-refundable.

Deposits

US students who have accepted a place at Richmond are required to pay a non-refundable and non-transferable confirmation deposit. The deposit must be paid by 1st May for Fall and Summer entry and 1st November for Spring entry. The deposit becomes a security deposit upon enrollment, and is held by the University as security for damage or non-payment of monies due. If the student does not attend Richmond, the total deposit is not refundable and non-transferable except in special circumstances (see Withdrawals and Refunds on page 25).

The security deposit is returnable from the University. If the official withdrawal procedure is not completed within one semester of the student last attending, the deposit is forfeited and treated as a donation to the University.

Non US students are not required to pay a confirmation deposit.

A housing deposit must be paid by any student requiring housing. This must be paid by 1st May for Fall and Summer, and 1st November for Spring to be assured of a University room at the published rates. Deposits received after this time may mean that the student is not allocated housing.

The housing deposit is non-transferable and will be held for the duration of the student's occupation of University housing. Deductions from the relevant deposit will be made in respect of any damage or fines not paid for at the time. If such deductions occur, the deposit must be re-established immediately.

The housing deposit is only returnable on request when officially leaving University housing.

Deposit costs are available on the University website at: <http://www.richmond.ac.uk/admissions/>

Refund of Deposits

Students must complete and submit a Refund Request form to the Finance Office. Please note under anti-money laundering regulations, deposits must be refunded to the original payer. Refunds will be paid by bank transfer.

Payment Deadlines

New Students

- **New International (Non US) Students requiring visas**

Payment by 1st July (Fall Semester) or 1st November (Spring Semester) of 50% of the tuition fee for a full year is required in order for a CAS (Confirmation of Acceptance of Studies) letter to be issued.

The remaining 50% of tuition and housing fees must be paid by 23rd August (Fall Semester) or 10th January (Spring Semester).

- **New US Students requiring visas**

Payment of 50% of the tuition fee for a full year by 1st August (Fall Semester) or 1st December (Spring Semester). Payment of 50% of the tuition fee for a full year is required in order for a CAS (Confirmation of Acceptance for Studies) letter to be issued.

Payment of the remaining 50% of tuition and housing fees by 23rd August (Fall Semester) or 10th January (Spring Semester).

If certified to be a participant in the US Federal Direct Loan programme, then amounts **not** covered by the Federal Loan programme must be paid by the above deadline dates.

- **New UK/EU resident students**

By 1st September (Fall Semester) or 1st January (Spring Semester) 100% of tuition and housing fees to be paid unless Student Finance England (SFE) loans have been applied for. Any shortfall between loans and fees must be paid by this date and proof of loan approval by SFE is required.

Existing Students

100% tuition and housing fees to be paid by:

1st August (Fall Semester)

1st December (Spring Semester)

1st May (Summer School)

Tuition fees will be deemed to be covered if students are certified participants in the Student Finance England loan programme or the US Federal Direct Loan programme. Any amounts not covered by these programmes must be paid by the above dates.

Payments Plan Options

The University recognises that not all fee-payers can pay full fees in one instalment. Therefore a payment plan can be applied for. Details can be obtained from the University Finance Office and an agreement can be entered into between the fee-payer and the University. If payments plans are defaulted on, the University reserves the right not to enter into further plans and to forward unpaid fees to debt collection agencies and ultimately to take legal recourse.

Payment Plans for tuition fees are not available to new students requiring a confirmation of acceptance of studies letter (CAS) to be issued.

Completed payment plan agreements must be signed by the fee payer and returned to the Finance Office on a per semester basis. A separate agreement is needed for each semester. A late payment fee will be applied if a payment due date is missed. Failure to pay instalments on the due dates may also result in class registration being cancelled.

Additional Fees and Charges

The University reserves the right to charge additional fees in circumstances where its policies and procedures have not been followed. The current list of fees and charges is as follows:

- Debt Collection Fees – Variable cost
- Dishonoured/Returned Cheque Fee – £10 / \$20
- Exam Re-sit Fee – £75
- Housing Code Violation Charges – £500
- Incorrect Housing Check-out Fee – Variable cost
- Late Application Housing Fee – £150 / \$250
- Late Registration Fee – £250 / \$400
- Re-Registration Fee – £250 / \$400
- Late Payment Fee – £250 / \$400
- Library Charge – Variable cost
- Lost I.D. Card Fee – £20
- Lost Key Charge – Variable cost
- Property Damage Fee – Variable cost
- Replacement Diploma Fee – £50
- Transcript Fee – £10
- Stopped Cheque Charge – £10 / \$20
- Credit Card Processing Fee – No charge
- Bank Charge Fee – £17 / \$30

It is possible that two or more charges can be levied for one failure. For example, a dishonoured cheque can result in a dishonoured cheque fee, a late payment fee and a re-registration fee.

Liability to Pay and Invoicing

The University requires that one individual, personally or via an embassy or company, agrees to pay the student's tuition, fees, or charges as they fall due. This person is the fee-payer.

If the fee-payer is not the student, the University requires that the deposit is accompanied by a letter which states who the fee-payer is, gives their name and address, and confirms their acceptance of the liability to pay.

It is to the fee-payer that all invoices are sent once the student has registered. It is the fee-payer's responsibility to ensure that the University is kept up to date about changes of address or contact details may delay actual receipt of invoices. Invoices will be dispatched approximately six weeks before the due date.

Invoices can also be viewed on the University Student Portal.

The fee-payer becomes liable to pay any outstanding debt:

- For new US students—when the student pays the confirmation deposit.
- For non US and continuing and returning students—when the student registers for classes.

This liability can be removed or reduced if the student withdraws officially, within published deadlines. (See Withdrawals and Refunds.)

Once a student has applied for and been granted housing, the fee payer is liable for the full amount of that housing. If the housing contract is broken the deposit will be forfeited.

For tuition and fees to be received on time, the University, or its bankers, must have received the full invoiced amount as cleared funds by the due dates.

If the due date falls on a weekend or bank holiday, the following business day is the due date. If the full fees are not received by the due date and a University approved payment plan has not been agreed upon, a late payment fee (see Additional Fees and Charges) will be applied and the student's registration may be dropped, which may incur a further fee to have the registration re-instated. Students may be considered to have a valid payment plan if they are eligible participants of the US Federal Direct Loan programme or loans via Student Finance England and eligibility has been certified and approved by the Financial Aid Office by the due date for payment. If the loan does not cover the fees then the excess owed should be paid by the due date.

Ultimately it is the student's personal responsibility to ensure that the fees are paid on time. Where a sponsor or fee payer defaults on payments or refuses to accept a fee invoice, the student becomes liable for the fee due in full.

Payment Options

Invoices must be settled in the currency of invoicing.

All payments must include the student's name and I.D. Number. The University accepts the following methods of payment:

- Direct Debit – UK Bank Account holders only
- Debit/Credit Cards: VISA, MasterCard and American Express – online via student portal or alternatively by telephone or in person at the Finance Office, business hours are 10:00am to 4:00pm, UK time, Monday to Friday.
- Bank transfers
- Personal and company checks (however, not once classes have commenced)
- US Government loan payments
- Student Finance England loan payments
- Cash or Bank Drafts in Pound Sterling only

Good Financial Standing

To be eligible to register for the next semester's courses and then to attend the University for that semester, the student must be in good financial standing. Neither transcripts nor grades will be issued to students, fee-payers, or others at the request of the student, unless the student is in good financial standing.

To be in good financial standing, a student:

- has paid all fees, fines, and penalties, or
- has agreed a payment plan with the University, and this is currently up-to-date.

If a debt remains unpaid the University reserves the right to pass the account details to our external debt collection agency to recover. Additional agency fees and, if necessary, legal fees will be incurred.

Housing and Meals

The University only has rooms available for full-time students studying at Richmond University. These rooms may be on or off campus. If the student's status changes from full- to part-time at any stage during the semester they must make a case to Student Affairs as to why their housing privileges should not be withdrawn for that semester. Annual contracts are for two semesters (Fall and Spring). A single semester contract is available for Spring joiners or those expected to graduate within one semester. The semester rates are the same for both contracts, although the annual contract does allow the student to neatly store items in their room during the Christmas vacation. Graduating students on a one semester contract must vacate their rooms fully by the time residences close for the Christmas break.

Once a student has applied for and been granted housing, the fee payer is liable for the full amount of that housing. If a housing contract is broken the housing deposit is forfeited. This obligation remains even if the student withdraws or takes an approved LoA (Leave of Absence) or is dismissed from housing for disciplinary reasons.

Housing Details

The Richmond Hill campus has approximately 280 beds on the main campus and in satellite buildings close by. These beds are mainly in single and double rooms, with some triples.

The Kensington Campus has approximately 270 beds in accommodation owned by the University, and other beds are purchased as required. These beds are mainly in double rooms, with some triples.

Housing is allocated on a first-come, first-served basis according to the date when the housing process (signed form and deposit paid) is completed, with some beds being reserved for new students. The University cannot guarantee a bed at the published price if the deposit is received after the due date (see Deposits on page 22). A limited number of off-campus rooms are self-catering, with a fully equipped kitchen, including a cooker, microwave, fridge-freezer, and a washing machine. All other rooms come with a compulsory meal-plan for 18 meals per week.

Withdrawals and Refunds

New Students Requiring Visas

There will be no refunds to new students requiring visas to study in the UK. However, if a visa denial letter from the UKVI is issued and forwarded to the University Finance department within 4 weeks, all deposits and fees will be refunded.

Existing Students – Tuition fee refunds

To be eligible for a tuition refund, the student must have completed fully and within the necessary time frame the University's requirements for payment and withdrawal. To withdraw, a student must complete the University's withdrawal form and any students in receipt of U.S Federal Loans must complete the U.S government's Exit Counselling. Information on this can be provided at the University's Office of Financial Aid.

Refunds

Where refunds are possible, they will be made only when the student has followed all of the University's rules and procedures prior to the request of a refund. This includes the payment of the application fee. No refunds of deposits or fees will be made if a student is dismissed from the University on the grounds of academic misconduct.

Confirmation Deposits (US students only)

The only time a confirmation deposit is refundable or transferable is when a student is refused a student visa to enter the UK. The confirmation deposit refund policy for visa denials is:

Deposited students not appealing the decision – the confirmation deposit will be refunded only if the University receives a copy of the visa refusal letter within four weeks of the date of issue.

Deposited students appealing the decision – the student must send the University a copy of the visa denial letter and written notice of the intention to appeal within four weeks of the visa denial.

The University will hold the confirmation deposit for a maximum of 12 months from the date of the original refusal letter. In all other circumstances, the withdrawing or deferring student will forfeit the deposit.

Housing Refunds

Once housing is applied for and granted, the fee-payer is liable for the full amount of the housing, even if the student withdraws or takes an approved LoA or is dismissed from housing for disciplinary reasons. Housing deposits and fees will be refunded if a student is denied a visa to enter the United Kingdom.

Tuition Refunds – Existing Students

Tuition is refundable for all students who complete the University's process of withdrawal or LoA appropriately.

The amount of refund depends on when the withdrawal process is completed:

Prior to 5pm on the Friday before orientation week:	100%
By 5pm on the Friday of orientation:	75%
By 5pm on the Friday of the first week of classes:	50%
Thereafter:	0%

Students on the payment plan should note that the percentage refund is the percentage of the full tuition price. Students changing from full time to part time status are liable to the refund levels and timetable as detailed above.

Summer School:

Prior to 5pm on the Friday before the first week of classes:	100%
By 5pm on the Friday of add/drop period:	50%
Thereafter:	0%

Graduate Programmes

The following terms and conditions are specific to graduate students, otherwise all terms and conditions between Graduate and Undergraduate students are identical.

- Fees are payable in UK Pounds Sterling.
- Payments are due in three equal instalments on 1st August (Fall semester), 1st December (Spring semester), and 1st May (Summer semester).
- A 100% refund will be made for tuition fees less any confirmation deposit applicable to US students if an official withdrawal is made before 5pm on the last working day before the start of classes in the Fall semester. Thereafter, no refunds are made.
- However, if the University has issued a Confirmation of Acceptance for Studies (CAS) and a student visa has been issued, based on this there will be no refunds of tuition or housing fees.
- Graduates enter into a two semester accommodation contract. (Fall and Spring). Accommodation for the Summer semester can be arranged and paid for by the week in accommodation of the University's choosing. No refunds are available for accommodation.
- Fees for accommodation vary depending on the building and type of room and facilities offered.
- All accommodation offered to graduates is self-catering although meals can be purchased, when available, on a pay as you go basis in the University's own canteen.

Richmond International Academic Soccer Academy (RIASA) in Leeds

Fees are payable in UK Pounds Sterling.

Students are expected to commit to the programme financially for a full academic year.

The programme fee includes: academic and sports tuition, room/board for 35 weeks (Fall and Spring Semesters) with the programme commencing in August and ending in May. Student accommodation is based on single occupancy and 12 meals per week. Additional meals beyond the 12 meals provided are available.

Upon request, at an additional fee, out of term accommodation is priced per week. Students may occupy the housing facilities over the holiday breaks and may leave their belongings in their residential halls during the 35-week programme.

A deposit of £1,000 is required of all new students.

If a student fails to enroll, the deposit is non-refundable and non-transferable. For new students requiring a Confirmation of Acceptance for Studies (CAS) and a student visa to study in the UK, the full year fee is payable in advance, unless US Federal Loan funding has been certified by the University's Financial Aid Officer.

Once enrolled, a full academic year of fees will become due, payable in two instalments. The payment deadlines are 1st July for the Fall Semester and 1st December for the Spring Semester.

Withdrawals and Refunds (RIASA)

Refunds will only be given for documented visa denials, or other exceptional circumstances, at the discretion of RIASA

The Department of Academic Affairs and Quality Assurance

The Department of Academic Affairs and Quality Assurance (DAAQA) is dedicated to the assurance and enhancement of the quality of the University's learning, teaching and provision. It works to ensure that the academic policies and procedures of the University are in accordance with the expectations of Richmond's accreditation bodies, and that these policies and procedures are articulated clearly for all members of the University community. Its aim is to work with faculty, staff, and students in supporting the provision of the best possible educational experience at the University. Registry Services and Academic Advising (see below on pages 29 and 32)

Credit Hour Policy

In 2011-2012 Richmond engaged in a major project of mapping its US undergraduate degree requirements onto UK regulatory frameworks.

This involved defining every course in terms of both US and UK credits and every course's level in terms of the QAA's Framework for Higher Education Qualifications.

Please see under Courses (page 35 of this Catalogue) for information on the consequent re-numbering of all Richmond courses.

As a university awarding US degrees that are also articulated in UK terms, and structured in accordance with both US and UK quality expectations, Richmond has a set of overall expectations as to the structure of degree requirements, and the award of credit underpinning these structures. This expanded set of expectations was formally agreed during the 2012 "credit mapping" process, and accommodates the US degree's 4-year structure, and US credit values, whilst also adhering to UK expectations regarding the amount of UK credit required at each defined FHEQ level.

External reference points used are the Middle States *Degree and Credit Guidelines* and the *Credit Hour Policy* and the *QAA Quality Code*.

Credit Definitions:

A typical undergraduate course at Richmond consists of 3 US credits / 12 UK credits (for US/UK credit equivalencies, see below). 3 US credits normally correspond to classroom hours as follows:

- 50 minute classes that meet 3 times per week
- 75 minute classes that meet 2 times per week
- 150 minute class that meets 1 time per week

A standard 3 US /12 UK credit undergraduate course as above normally has 120-135 notional hours of learning in accordance with QAA and MSCHE expectations.

Any increase in credit over these amounts for an individual undergraduate course must be reflected by an increased class time OR by a strictly accounted-for calculation of notional hours of learning.

For out of class room experiences, such as internships, one 'practice' credit hour represents 3-4 hours per week of supervised and/or independent practice. This in turn represents between 45 and 60 hours of work per semester per credit. The hours expressed in the Course Specification Documents (CSDs) should fall within this range. Faculty members should seek assistance with any questions about the calculation of credit to out of classroom experiences from The Department of Academic Affairs and Quality Assurance (DAAQA) at an early stage in the development of the course.

An increase in credit amount for a course will impact upon degree structure and possible time-to-completion for students (as a normal full-time course load is 15 US credits / 60 UK credits per semester). Faculty members should seek assistance with any proposed deviation from the normal credit model from DAAQA at an early stage in the development of the course.

A typical postgraduate course at Richmond consists of 4 US/20 UK credits (for US/UK credit equivalencies, see below). 4 US postgraduate credits normally correspond to classroom hours as follows:

- 75 minute classes that meet 2 times per week
- 150 minute class that meets 1 time per week

The difference between undergraduate and post-graduate ratios of classroom time to credit is as a result of increased expectations for research time outside of the classroom.

The University does not have distance learning or online courses at this time.

US/UK Credit values

At the undergraduate level, one US credit is equivalent to two (European Credit Transfer System) credits, and to four UK credits. This reflects the alignment between US and UK expectations as to notional hours of learning – although US quality expectations indicate two additional hours of study per classroom contact hour, US credit is nonetheless specifically articulated in terms of classroom contact hours. ECTS and UK credit include the expected out-of-classroom hours in the credit calculation (hence the higher numbers for the same amount of study in the UK and European systems).

Programme Design Expectations: Bachelors and Masters Degrees

A Richmond undergraduate degree consists of a minimum of 120 US / 480 UK credits. A minimum of 30 US/ 120 UK credits is required at each FHEQ level, though some majors may require slightly more depending on the nature of the degree. The chart below details expectations as to credits to be completed at each FHEQ level, and how these will align with the US degree structures and the expectations of our US accreditors.

The parameters of this chart must be followed when designing a new undergraduate degree programme: The credit equivalency for US and UK credits at the Masters level differs from that at the undergraduate level, as additional independent study hours are required at the Masters level. This is reflected in the notional hours of learning calculated for credit in the UK, but the US credit calculation remains rooted in classroom hours. Thus at the Masters level, one US credit is equivalent to 2.5 ECTS credits, and to 5 UK CATS credits.

Richmond Masters degree consists of a minimum of 36 US / 180 UK credits at FHEQ Level 7.

All new courses or courses with a major change must be approved at Academic Board.

The University Programme Specification Template (available on the University Portal) gives further details as to the expected structuring of Richmond degrees. The Programme Specification is a document that sets out the required elements of a programme – mission and goals, programme learning outcomes, assessment strategy, degree structure, curriculum map, etc. See also the University Regulations/ University Catalogue. (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>).

	Total number of credits at each Level	Credits in Major	Mandatory Credits in Gen Ed	Additional Credits (Gen Ed Options/Minor Requirements/Pure Electives)
LEVEL 6	120 UK / 30 US Credits (normally 10 Richmond Courses)	100% 120 UK Credits / 30 US Credits Note: All L6 courses must be completed at Richmond's London campus. No transfer is permitted at L6.	None	None
LEVEL 5	120 UK / 30 US Credits (normally 10 Richmond Courses)	60% 72 UK Credits / 18 US Credits (normally 6 Courses) Note: Max of 60 UK/15 US credits may be transferred in at L5 (allows for one semester abroad to be built into programme structure if desired).	None	48 UK / 12 US Credits (normally 4 Courses)
LEVEL 4	120 UK / 30 US Credits (normally 10 Richmond Courses)	50% 60 UK Credits / 15 US Credits (normally 5 Courses) Note: 120 UK / 30 US credits may be transferred in at L4.	12 UK / 3 US Credits (GEP 4180)	48 UK / 12 US Credits (normally 4 Courses)
LEVEL 3	120 UK / 30 US Credits (normally 10 Richmond courses - these are not used towards the min 360 UK credits req'd for UK degree)	20%-30% 24 UK / 6 US Credits or 36 UK / 9 US Credits (normally 2-3 Courses) Note: 120 UK / 30 US credits may be transferred in at L3.	72 UK / 18 US credits (6 courses) or 60 UK / 15 US credits (5 courses) (if major has math requirement)	36 UK / 9 US Credits or 24 UK / 6 US (6 courses) (normally 3 or 2 courses, depending on the number of courses required in Gen Ed – see column to the left)

Programme Design Expectations

– Minors and US Certificates

A minor is an optional subject of specialisation outside of the major, consisting of 18 US /72 UK credits (normally 6 courses). A minor may not be completed independent of a degree.

A US certificate is a formal award certifying the satisfactory completion of an organized programme at the postsecondary level (below the AA degree). A certificate consists of 15 US/60 UK credits (normally 5 courses). A certificate may be completed independent of a degree (eg. by a study abroad student). See pages 99–104 of this catalogue for more information about minors and certificates

Exit Awards

An exit award is defined as a lower award than one for which the student is registered. Such an award may be conferred if a student completes part of, but not all, of the requirements of the programme for which he or she is registered. Students may not enter the university registered for an exit award.

All Richmond degree programmes have a standard set of Exit Awards outlined in the relevant Programme Specification. Full details of Exit Award expectations and requirements are given on page 50 of this catalogue. Undergraduate Exit Awards at Richmond consist of:

- the Associate of Arts Degree in General Studies (US);
- the Certificate of Higher Education (UK);
- the Diploma of Higher Education (UK);

The US Postgraduate Certificate can be awarded as an exit award at a lower level than the Masters degree. See page 56 of this catalogue for full details.

Department of Registry Services

Registry Services is dedicated to helping Richmond's students to achieve their academic goals within the established academic policies and procedures of the University. The main responsibilities of Registry Services are:

- Monitoring student academic standing and compliance with academic policies
- Administering registration, add/drop, withdrawal from courses and from the university
- Maintaining accurate official student records
- Grade and transcript processing
- Transfer credit evaluation and approval
- Course and exam scheduling
- Administration of mid-term assessments, final examinations and resits
- Overseeing the delivery of the academic advising programme
- Diploma preparation, distribution and replacement

Registry Services aims to ensure that students follow their degree programme, register for required courses in the degree, and fulfill their graduation requirements in time for their planned completion date.

It is very important to recognize, however, that primary responsibility for awareness of degree requirements lies with each individual student. Degree requirements are published in the Catalogue and on the Richmond website, and while academic advisors can offer students a great deal of help and advice, students are ultimately responsible for monitoring their own progress through their degree programme.

The University's Email System

The Richmond University email system is the official channel of communication between students, their advisors and University administration. Students must attend a session at Orientation to activate their University email account. Once active, it should be checked daily for important messages. Students may log on using a University computer or access their account remotely via their Office 365 account. Students must use the University system to communicate with instructors and University staff to ensure that personal messages are safe on the University's secured servers, and that important messages sent from non-university email addresses are not filtered out as spam.

Transfer Credit Policy

Transfer of Prior Academic Credit and Credit for Advanced Standing

Students entering Richmond with 'advanced' qualifications, i.e. national secondary education credentials that are acceptable for entry to British universities, as determined by NARIC (The National Academic Recognition Information Centre for the United Kingdom), may be awarded course credit toward completion of their degree, after review by the Registry Services. This includes qualifications such as UK A-Levels; the International Baccalaureate; Advanced Placement Examinations; the French Baccalauréat and the German Abitur. The exact credit awarded depends upon examination grades and subjects studied.

Credit for Advanced Placement (AP) Examinations is determined with regard to the guidelines outlined by the College Board (<http://www.collegeboard.org>) and credit is awarded for grades of 3, 4, or 5. Six to eight credits are awarded, depending on subject area, for examinations covering two semesters of US university-level work; three to four credits are awarded for examinations covering one semester. No credit is awarded for grades of 1 or 2.

International Baccalaureate advanced placement awards are generally determined by the relevant guidelines outlined by the International Baccalaureate Organization (<http://www.ibo.org>). Six credits are awarded for grades of 4–7 in Higher Level IB subject examinations; three credits are awarded for grades of 4–7 on Subsidiary Level IB subject examinations. No credit is awarded for grades of less than 4.

Credit for **United Kingdom Advanced Subsidiary (AS) and Advanced Level qualifications** is determined by the evaluation of syllabi in the same way as for AP and IB exams. Because students study fewer subjects at A-level, and to a greater depth, than at IB and other European secondary school leaving qualifications, a greater number of credits is ordinarily awarded per subject, depending on the grades achieved. Nine credits are awarded per A-level completed at grades A-C and six credits per A-level completed at grades D or E. AS levels must be completed with grades of C or higher to transfer.

The maximum number of credits awarded for advanced qualifications is 30 US / 120 UK credits, which normally represents one academic year of study. This limit is set because advanced qualifications are specifically equivalent to first-year study, allowing students to receive up to one year's worth of academic credit. For this reason, only Richmond courses at 3000-level are considered for advanced credit awards.

The qualifications must have been completed before a student enrolls at Richmond, and successful completion of these qualifications may have formed part of the student's offer of admission. Course equivalency charts for the advanced qualifications most frequently transferred into Richmond are available on the University website.

Dual-enrolment credits are equally considered for advanced credit, according to the University's regular transfer credit policies found below. Applicants should inform their admissions officers that they have completed dual-enrolment credits as part of the application process.

CLEP (College Level Examination Program) Policy

Credit for CLEP examinations taken prior to enrolment at any university is generally awarded according to the relevant guidelines issued by the College Board. Note that Richmond does not offer CLEP examinations. Scores of 50 or higher are required, and six US /24 UK credits are awarded for examinations covering two semesters of university-level work. Three US /12 UK credits are awarded for examinations covering one semester.

Several of the CLEP examinations, especially those in Composition and Literature, have optional essays. If the essay part of the examination has not been taken, credit will be contingent on the student's performance on Richmond's English Language Placement Assessment.

Transfer Credit from Colleges or Universities

Richmond welcomes applications from transfer students who have completed university-level work at an institution of higher education that is appropriately accredited or recognised by the relevant governmental agencies in its own country. Transfer applicants must usually have a grade point average (GPA) of 2.0 or higher and have been in good academic standing upon transferring out of their prior institution.

Transfer credit is granted only for academic courses completed with grades of C or above (or equivalent), and each course is evaluated by Registry Services to determine its Richmond equivalent. In cases where no equivalent Richmond course is offered, the credit is awarded as either Lower Division elective credit or Upper Division elective credit. Students work with their academic advisers to determine how all transfer credit awarded best fits with the degree plan for their choice of major.

Up to 75 US/ 300 UK credits may be transferred toward an undergraduate degree, which includes any applicable advanced credit. At most, 60 US / 240 UK credits may be transferred from two-year colleges where only Lower Division courses are offered. Only credit is transferred; grades and grade point averages from other institutions do not transfer, meaning that grades earned elsewhere are not factored into a student's Richmond GPA. No credit is allowed for courses passed with grades such as P or S; all courses considered for transfer credit must be taken for undergraduate grade credit towards an approved undergraduate degree, and be completed with a grade on the standard for-credit grading scale at the institution concerned. Extra-curricular credit courses and courses that may be repeated for credit are not ordinarily considered for transfer.

Regardless of the transfer credit awarded, transfer students must complete all Richmond Core Curriculum, major (and minor, if a minor is followed) requirements that are not covered by equivalent transfer credit. Students entering with advanced or transfer credit are ordinarily informed of their transfer credit awards prior to enrolment, and have the opportunity to review and discuss their proposed academic plan of study with the Registry Services staff members who have evaluated their courses and 'pre-advised' them. Where necessary and upon request, students are referred to academic advisers/faculty members for more specific advice.

All students registered for Richmond Bachelor degrees are required to complete a minimum of 60 US upper division credits at Richmond, of which a maximum of 15 US credits may be transferred in – in UK terms, this equates to a maximum of 60 UK credits at Level 5 that may be transferred in. This equates to a maximum of 60 UK credits at Level 5.

All 6000-level courses must be completed at Richmond, and equivalents to Richmond's courses coded 6000-6999 are therefore not considered for transfer.

The chart below illustrates permissible transfer credit levels at Richmond in both US and UK terms, and in the larger context of overall credit requirements at the University:

Credit Totals	Credit Breakdown			
Total Minimum Credit Required for BA/BS Degree	120 US credits / 480 UK credits			
Minimum Credits Required at Each <i>FHEQ</i> Level	Lower Division / <i>FHEQ</i> 3&4		Upper Division / <i>FHEQ</i> 5&6	
	LD / <i>FHEQ</i> 3	LD / <i>FHEQ</i> 4	UD / <i>FHEQ</i> 5	UD / <i>FHEQ</i> 6
	30 US 120 UK	30 US 120 UK	30 US 120 UK	30 US 120 UK
Maximum Transfer Credit Allowed	30 US 120 UK	30 US 120 UK	15 US 60 UK	0 US 0 UK
Minimum Credit Required to be completed at Richmond			45 US / 180 UK consisting of: 15 US / 60 UK at Level 5 30 US / 120 UK at Level 6	
Min Credit Required in Major completed at Richmond			33 US / 132 UK	

Transfer students, as well as those who elect to study at other institutions after enrolling at Richmond, must work with their academic advisers from the outset to ensure that these requirements, along with all other degree requirements pertaining to their course of study, are taken into account. Questions about transfer equivalents, as well as queries and requests for explanatory information on specific transfer decisions, are made directly to Registry Services by email at: registryservices@richmond.ac.uk. Responses sent to students are also sent to the academic adviser or faculty member concerned.

The Head of Registry Services makes the final decision regarding the Richmond course equivalent of courses offered by other institutions.

See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 22 “Recognition of Prior Learning”.

For further information about studying at other institutions whilst enrolled at Richmond, please see *Studying at Other Institutions* on page 38.

Orientation

The Orientation programme, which takes place each semester during the week before classes begin, includes a number of activities specifically designed to ease the transition of new students into Richmond’s academic programmes and to life in London. It is very important that any students who are new to study at Richmond attend the full Orientation period. Most new undergraduates take English and Mathematics placement assessments, unless they have received exemption from the Head of Registry Services.

The academic features of Orientation include an introduction to the academic policies and procedures of the University, its technology and Library systems, and academic advising and registration. Compliance with UKVI requirements is also addressed (see page 32 for more information about Orientation).

Graduate students receive an academic induction to the requirements specific to their course of study from the Postgraduate Associate Dean of their Masters programme.

Academic Advising

The Coordinator of Academic Advising is located in the Student Hub, and while available to all students, specifically supports new and transfer students at the University for the first and second semesters. The aim is to develop self-reliance so that at the end of their first year students understand relevant University academic policies and procedures, are competent in using University IT systems, and are well-prepared for meaningful interactions with their faculty academic advisors.

At their initial registration, the Coordinator of Academic Advising introduces undergraduate students to the requirements of the Liberal Arts core curriculum and the student’s programme of study, and assists with their initial registration. She helps to develop an academic plan for any student who has not decided on a major. She reviews students’ academic progress, helps them to choose courses for the following semester (during priority registration), and assists them to plan their initial study progress.

At an appropriate time in their academic progression (normally at the end of the first year), students are transferred to a faculty academic advisor, who takes over the functions previously provided by the Coordinator of Academic Advising, and also offers more specialist subject-related advising. Students may at any point in their academic progression request an advising meeting with a subject specialist via the Associate Dean or Head of Department.

Academic Advisors welcome the opportunity to help students to gain the maximum benefit from their educational experience. General advice on University policies and procedures related to student progression is available from the Co-ordinator of Academic Advising in the Student Hub, and from Registry Services.

The Dean of International Programmes, who is also a Richmond faculty member, acts as the academic advisor for all Study Abroad/Visiting students.

The Postgraduate Associate Deans act as academic advisors for all graduate students in their academic Schools.

Registration

New students

New students register for classes during the Orientation period at the beginning of their first semester of attendance. If, for reasons acceptable to the Admissions Office and Registry Services, a new student must arrive late, the last day to register is the Thursday of the first week of classes. All fees must be paid, placement assessments undertaken, and registration for classes completed by 5:00 pm on that day. Students with credit for prior qualifications and/or exemption from English language and mathematics placement assessments may register in specified sessions where these are offered as part of the Orientation process. To ensure timely evaluation of prior study, all documents required for the evaluation of transfer credit must be presented to Admissions Officers during the application process wherever possible. Late receipt of the documents required for transfer credit evaluation may result in delays to registration or the need for course changes during Add/Drop week.

Study Abroad/Visiting students

Study Abroad students are registered as their course selections are received by the International Programmes office, beginning the seventh week of the semester before the intended semester of study. It is the responsibility of the student to make sure that the courses submitted have been approved by their home institution, and in particular that any pre-requisites have been met. Study Abroad students must indicate at least ten course preferences on their application forms (five first choices and five alternatives) in case they are unable to take one of their first choices due to scheduling conflicts or full or cancelled courses.

Continuing students

Continuing students are those in current attendance who plan to study in the next semester. Priority registration for continuing students takes place during the sixth week of the semester for the semester following (see the Academic Calendar on pages 4–6 for dates). Students are strongly advised to register at this time to ensure that they are accepted into the courses needed to complete their degree. A late registration fee is charged for registration after the Priority Registration period. Failure to pay tuition fees by the deadline date will result in the cancellation of registration. Late payment of fees, including applicable penalties, will restore registration to courses originally chosen, but only if spaces are still available.

Students returning from Leave of Absence

Returning students are those on an approved Leave of Absence (*see page 39 of this catalogue*) who wish to resume their studies before their leave of absence entitlement expires. Returning students may register for the semester in which they plan to return during the Priority Registration period of the previous semester by contacting their advisor or Registry Services.

Readmitted students

Re-admitted students are those who have officially or unofficially withdrawn from the University or allowed a Leave of Absence to expire and now wish to return to complete their Richmond degree. Once their application for re-admission is approved by the Head of Registry Services students will be helped to register for classes by Registry Services, provided this is after the Priority Registration period.

Re-admitted students are required to pay deposits and fees in advance. Please see also Readmission to the University on page 41.

Note that international students admitted to the UK on Tier 4 visas must maintain full-time status while studying in order to be compliant with UK immigration regulations. The University is required to report students who do not register for a full-time programme of study to the Home Office, who will curtail their visa. Students returning from an approved Leave of Absence or who are permitted to re-admit to study must apply for a new visa before they are allowed to re-enter the UK. The Office of Student Affairs can help with visa applications and will issue new CAS numbers for sponsorship. Students should note that Tier 4 visas cannot be issued for more than five years of study at degree level. The 5-year cap is strictly enforced by UK Visas and Immigration (UKVI).

Student Status

US credit is earned on a semester-hour basis, and is calculated according to formal instructional time, apart from internships and the graduate thesis. For more information on both US credit and Richmond's mapping of US credit in terms of EU and UK structures, please see under Courses (*page 35 of this Catalogue*) and Academic Standing (*page 41 of this Catalogue*).

A full-time undergraduate student is one taking at least 9 US credits (36 UK credits) in a semester. Richmond degree-course students on internships are the exception to this rule; they are categorized as full-time students due to the hours spent in the work place, and the additional academic work required.

A part-time undergraduate student is one taking fewer than 9 US / 36 UK credits in a semester.

A freshman is a student who has earned fewer than 30 US / 120 UK credits.

A sophomore has earned between 30 US / 120 UK credits and 59 US / 236 UK credits.

A junior has earned between 60 US / 240 UK credits and 89 US / 356 UK credits.

A senior has earned 90 US / 360 UK or more credits.

A graduate student is subject to the requirements of the graduate programme in which they are enrolled. See page 51 of this Catalogue for specific graduate academic policies and procedures.

A Study Abroad student is a student matriculated for a degree in another college or university. The classification as a Visiting Student/Study Abroad student may be held for a maximum of one calendar year.

It is assumed that Study Abroad students have the approval of their home institutions to take the courses for which they are registered at Richmond. A Study Abroad student who wishes to transfer to Richmond as a degree-seeking student must apply for admission through the Admissions Office. Study Abroad students who are at Richmond through the American Institute for Foreign Study (AIFS) are not eligible to apply for admission as degree-seeking students until they have entered their second semester as a Study Abroad student. If accepted on to a degree programme, the student will be required to take the English and Mathematics placement assessments, unless granted an exemption by the Head of Registry Services.

An applicant may wish to be admitted as a non-degree-seeking or visiting student through the normal admissions process (i.e. not through AIFS admissions). Such students are not usually required to take the English and Mathematics placement assessments before registration.

The maximum number of semester credits a student may accumulate while enrolled under non-degree status is 15 US /60 UK credits, and all visiting students take full responsibility for their choice of courses. If a visiting student wishes to apply for degree-seeking status after completing a semester at Richmond, they must contact the London Admissions Office and follow the usual admissions process for entry to the university.

NOTE: International students admitted to the UK on a Tier 4 visa must be studying full-time in order to remain in compliance with UK immigration regulations. The attendance of visa-holding students is rigorously monitored. The University is obliged to report any Tier 4 visa-holding students who fall below full-time enrolment to UK Visas and Immigration (UKVI). The University reserves the right to alter its policies and procedures in order to meet any changes in UKVI regulations.

Attendance requirements

A demonstrably regulated attendance policy is required both by UK immigration law and by the University's accreditation bodies. Attendance is also of key pedagogical importance. Successful progress towards a degree depends on the full cooperation of both students and faculty members. Most courses at Richmond utilize lectures and classroom discussions, which means that regular attendance and active participation in classes are essential parts of the educational process. Attendance is required in all courses and students are expected to make themselves aware of the requirements of the Attendance Policy and the Lateness to Classes and Examinations Policy at the beginning of the semester. See page 57 of this Catalogue for the detailed requirements of both policies.

Course and Programme Structures

Declaring a Major

When applying for admission, students are given the opportunity to indicate an area of interest for study by choosing one of the undergraduate degree programmes offered at Richmond and will be registered in that major upon entry. Students not declaring a major when they apply will be categorized as undeclared majors. Following entry, students may declare or change their majors at any point, but must be aware that this may impact upon their time-to-completion. Students should discuss plans to change their major with their advisor so that any alteration to their progression can be explored. Once the decision is made, students should complete a Declaration/Change of Major/Minor form located on the portal, have their advisor sign it, and submit this to Registry Services. A new academic advisor will be assigned, if necessary, at this time. Students who have not declared a major by the time they have completed 60 US /240 UK credits, will be asked to declare one. Students will normally follow the major requirements in effect at the time of their admission to the University. Students declare a Minor using the Declaration of Major/Minor form located on the portal.

Double majors

A student may complete the requirements of two majors and receive one degree with those two majors. The student's official academic transcript will indicate one degree conferred with two majors, and the student will receive one diploma. Only one of the majors will be validated by The Open University. Where students are completing a double major, at least 15 US/60 UK Level 6 credits must be unique to each major (i.e. they cannot be shared between majors). These credits must include Senior Seminar 1 and 2 *for each major*. Students completing two majors will need to complete more than 120 US/480 UK credits. Students may not be registered for more than two majors.

Minors

Students have the option of adding a second field of specialization, called a minor, to their major degree programmes (see pages 99–104). Students pursuing a minor may need to complete more than the minimum 120 US/480 UK credits required for graduation. Students wanting to pursue a minor should consult with their academic advisor.

Courses

Course Numbering

From 1972 to 2012, course numbering at Richmond followed a conventional US model. During academic year 2012/13 a revision of Richmond's course coding was undertaken. Courses were re-coded according to the basic principles listed below, and these changes apply to undergraduate courses from January 2013 onwards. New coding structures for MA courses began from Fall 2013 onwards.

Course Numbering System

(1972 to Fall 2012/From January 2013)

000-099/2000-2999

Developmental courses; no credit given

100-199/3000-3999

Lower-division courses (UK QCF Level 3) normally taken in the first year of the US undergraduate degree, but sub-HE in the UK system

200-299/ 4000-4999

Lower- division courses (UK FHEQ Level 4) normally taken in the second year of the US undergraduate degree

300-399/5000-5999

Upper- division courses (UK FHEQ Level 5) normally taken in the third year of the US undergraduate degree

400-499/6000-6999

Upper- division courses (UK FHEQ Level 6) normally taken in the fourth year of the US undergraduate degree

500-699/7000-7999

Postgraduate-level courses (UK FHEQ Level 7) normally taken in a US Masters degree

A list cross-referencing the changes to the course codes can be found in a Course Code Comparison Chart published in the 2012-2013 catalogue and located in the Richmond catalogue archive on the website at: <http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>

Students should take the level of a course into account when they are registering, and undergraduates should normally expect to complete lower-division requirements (including the liberal arts core curriculum requirements, explained in detail on page 82) before registering for upper-division courses.

Course Load

Most undergraduate courses offered by the University carry 3 US /12 UK credits. The normal course load for a full-time undergraduate student is five such courses (15 US credits/60 UK credits) per semester. The minimum course load for a full-time undergraduate student is three such courses (at least 9 US /36 UK credits). The maximum course load is six courses. Only students with a cumulative GPA of 3.4 or higher at the end of the previous semester of study are normally permitted to take six courses. Where courses carry 4 US/16 UK credits, the course load restrictions remain the same, although the number of credits will vary. However, where a single course carries 6 US/24 UK credits, such a course is treated as two courses in overall course load terms.

Note that international students admitted to the UK on Tier 4 visas must maintain full-time status while studying in order to be compliant with UK immigration regulations.

Course Scheduling

Students should be aware that some courses at Richmond are scheduled to be offered only once in each academic year. Degree-seeking students should work with their advisors to ensure that they enrol in classes in the proper sequence to make certain that they meet their graduation requirements in a timely manner.

Adding or Dropping a Course

Students may add or drop courses on a space-available basis during the official Add/Drop period of each academic semester (the first five days of Fall and Spring semesters, and the first two teaching days of Summer). Visa-holding students must take care to ensure that they remain compliant with the requirements of their immigration status if dropping courses will take them below the level designated as full-time study. Students should make themselves aware of the University Attendance Policy outlined on page 57 of this Catalogue.

Students must add or drop courses in their PowerCAMPUS Self-Service accounts, and are advised to make any changes in good time, including letting their academic advisor know that courses are awaiting approval in the student's account.

In the summer sessions, the add/drop period is truncated to the first two days of the semester. Students are strongly advised to finalize their summer course arrangements (including payment of summer fees) well in advance.

Changing Sections of a Course

Students may change sections of a course if space is available, following the same procedure as for adding or dropping a course.

Withdrawing from a Course

After the end of the official add/drop period and until the last day to withdraw (*see Academic Calendar for dates*), and providing that they remain compliant with the terms of their immigration status, students may withdraw from a course by sending an email with the names of the course/s to be dropped and those to be added to the Registry Services, copied to their advisor or with confirmation of agreement to the change sent from the advisor's e-mail account.

Students enrolled on the Internship Programme should note that if they terminate their internship before the end of the placement, official withdrawal is not normally permitted and a grade of "F" is recorded for the entire internship.

In cases where a grade of F is assigned because of academic misconduct the student may not withdraw from the course, although the policy for repeating a course applies.

Repeating a Course

A student may repeat a course for which a grade of F or FA has been awarded. The failing grade will remain on the student's official academic transcript even if the course is subsequently repeated and passed. If the course is repeated and passed, the passing grade will be recorded on the transcript and only this grade (not the original F/FA) will be used in computing the cumulative GPA.

In exceptional cases, and only with the permission of the Academic Progress Committee, a student may repeat a course for which a passing grade has been earned. Such a repeat may occur only once, and only the second grade earned is used for the GPA.

Repeating a course may have US financial aid implications and students petitioning to repeat a course who are receiving financial aid should seek advice from the Finance Office.

A course may not be repeated more than ten times.

See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 17 "Determining Progression and Qualification Outcomes".

Auditing a Course

A student may choose to register for a course on an audit basis. The student is normally expected to attend and to participate in all class activities, assignments, and assessments, except for the final examination which is optional. As an auditor, the student will not receive a final grade for the course. The student's academic record will show a grade of AU for audit.

The following regulations apply to registering for a course as an auditor:

- a. Approval from the student's advisor must be obtained in advance in order to audit a course;
- b. A student's status in a course may be changed between audit and credit no later than the end of the add/drop period;
- c. Audited courses may not count towards the student's course load for UK Visas and Immigration (UKVI) requirements;
- d. A student taking a course for audit will be subject to the usual course load policies, with the audited course counting towards the total maximum allowed number of courses;
- e. If a course becomes oversubscribed, students registered as auditors may be subject to deregistration;
- f. Audited courses may not be used to satisfy prerequisite, major, degree, or Masters degree exemption requirements.

Summer Sessions

The Academic Calendar normally includes one six-week intensive summer session. Students with a GPA of at least 2.5 may enrol in a maximum of three courses in this semester. Students with a GPA of less than 2.5 may enrol in a maximum of two courses in this semester. Classes meet for 90 minutes each day, Monday through Friday. Due to the intensive nature of the summer sessions, students may not miss more than two class meetings, (*see page 57 of this Catalogue under "Richmond Attendance Policy"*.)

Summer school tuition is charged on a per-credit basis. Students must arrange for payment of all summer course fees before the summer session begins. Some students may be eligible to study in summer at no additional cost to their Fall/Spring tuition fees. Please consult the Finance Department for details of summer tuition fees and eligibility for summer credits.

The Richmond International Summer School (RISS) operates over the course of the summer in three sessions. It offers Study Abroad students the opportunity to study in London for a shorter period of time than a full semester. For more information on RISS programmes and courses please see www.aifsabroad.com.

Richmond's degree-seeking students may take RISS courses to count towards the total number of credits they require to graduate. RISS courses cannot be used, however, as part of the required upper-division (*FHEQ* Level 5 and 6) courses submitted to The Open University for degree validation.

Incomplete Courses

In cases where students believe they have a legitimate reason for missing a final examination or failing to complete course work by the final deadline for grade submission in a semester, they may petition the Academic Progress Committee for a re-sit examination opportunity and/or an extension to course work deadlines.

If the petition is approved, an interim grade of I (Incomplete) is assigned, and the final grade for the course is then revised by the instructor upon completion of the course requirements. Re-sit examinations are held on the fourth weekend of the semester following the original exams. They must be completed in the official re-sit period; further rescheduling of examinations is not ordinarily permitted. Students given an extension to their coursework submission deadlines are normally required to submit the coursework in the same timeframes as students permitted a re-sit opportunity (i.e. no later than week 4 of the following Fall or Spring semester).

Failure to meet these deadlines will result in the incomplete grade reverting to the original grade submitted by the instructor, or to an F grade if no work was submitted, by the beginning of Week 8 of the same semester. Incomplete grades are not left on a record beyond this point. If a graduating senior is awarded an incomplete grade in a spring semester course, she or he will not receive a diploma dated that May. The diploma will be awarded the following December provided the work is completed by week 4 of the following Fall semester.

See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 24 "Extenuating Circumstances".

Independent Study

Independent study is an individual research, laboratory, or creative arts project, taken under the direct supervision of a full-time faculty member, that does not duplicate the curriculum of a currently-offered course. Independent study requires in-depth academic work on a specialized topic, and this involves research, reading, writing, and where appropriate, experimentation. Students wishing to pursue independent study must have a minimum of 60 US/240 UK credits and a GPA of at least 3.0. Practical considerations mean it is unusual for students to complete more than two independent study projects in the course of a degree, and such projects may not be undertaken in the summer semester. Independent study is not available to Study Abroad/visiting students.

To arrange for an independent study course, the student must find a full-time faculty member willing to supervise the work, define the project, and obtain the approval of the topic before the end of the preceding semester. The faculty member and the Dean of the relevant School must approve the project in order for the student to be permitted to register for the course. Approval is based on a written application using forms available online or from School administrators or the Academic Registry.

Applications will require evidence of:

- the academic merit of the study;
- the availability of resource material; and
- the student's own capacity to undertake the work.

Students who need help in gaining approval may discuss their proposal with the Dean of the relevant School. Once approved, a student normally meets with her or his supervisor once each week for a minimum of two hours, although in some cases the nature of the subject matter may dictate less frequent meetings of longer duration. The minimum number of tutorial hours in any given semester must be 15 and attendance at meetings must be recorded in the PowerCAMPUS record. The course is graded and carries one, two, or three US credits (4, 8 or 12 UK credits) based primarily upon formal instructional time but also taking into consideration the nature and quantity of student work assessed. The results from Independent Study may not be used towards the requirements of The OU-validated degree.

Studying at Other Institutions: Transfer Credit Approval

Degree-seeking students wishing to take courses at other institutions and transfer the credit towards their Richmond undergraduate degree must request course equivalent evaluations from Academic Registry as well as official verification of the institution's accreditation or recognition status in its own country, prior to registering for or undertaking the study.

Transfer Credit Approval applications are made on the Transfer Credit Approval form (found on the Portal) Students initially consult with their academic adviser regarding their plans to take courses elsewhere, so that they have a starting point from which to search for courses.

Registry Services publishes listings of transfer credit equivalences previously assessed at a variety of other institutions and available to query on the Self-Service home page under Transfer Credit Evaluation. If study is to be undertaken at an institution not previously assessed then decisions are considered on a case-by-case basis. In some institutions with which Richmond has a partnership or exchange arrangement, recommended courses may be available.

Students may not register concurrently at Richmond and at another institution and receive transfer credit for work taken at the other institution, except in cases where their Richmond course load allows for the other work to be completed. In such cases, the student's specific situation should be discussed with the academic adviser and Registry Services.

If courses are taken at other institutions during winter intersessions or summer sessions at other institutions, students must ensure that the term or semester dates do not overlap with the Richmond ones for which they are enrolled, or intend to enrol.

If students intend to take courses at other institutions during summer sessions, the course load permitted will be determined by the course load policy of the institution awarding the credit. Students should apply as visiting students to the other institution and seek advice on permitted course load. If students intend to study at another institution for an entire semester, they should request a Leave of Absence from Richmond in order to suspend their studies: please see Leave of Absence on page 39.

On completion of the course(s), students must have a final, official transcript sent to Registry Services. If the other institution offers official, electronic transcripts, one should be sent to: registrieservices@richmond.ac.uk.

If the facility for electronic transcripts is not available, a student may provide a sealed, hard copy, or have the other institution's Registrar send an official hard copy directly to:

Transfer Credit Processing Academic Registry
Richmond, the American International University
in London
Queen's Road
Richmond-upon-Thames Surrey
TW10 6JP
United Kingdom

See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>) Section 22 "Recognition of Prior Learning".

Course Changes or Cancellations

While every effort is made to ensure that the content of courses corresponds with the descriptions in the Catalogue, some variation may take place. Students should note that the instructor's detailed course syllabus will describe the exact content and methodology of a particular course more authoritatively.

The University reserves the right to cancel or replace courses for which there is insufficient enrolment.

After the Priority Registration opportunity available to all degree-seeking students in the previous semester, students may only make any subsequent changes to their course selections during the add/drop period. Changes to registration outside add/drop week are usually only possible when a student requires a particular course to graduate at the end of the semester and, for a compelling reason, was unable to select it during the Priority Registration period.

Leave of Absence (LoA)

Students wishing to withdraw temporarily from the University may apply to Registry Services for a leave of absence from study for one semester (which may be extended to a maximum of two semesters). Students applying for a leave of absence normally must be in good academic, social, and financial standing. Approved leaves of absence provide students with the right to return to the University and to register for a future semester or summer session without applying for readmission.

When considering whether taking LoA is an appropriate course of action, students should note that the University is obliged to report to UK Visas and Immigration (UKVI) any student who is in the UK on a Tier 4 visa but who is not attending classes, and this obligation also applies to students who are taking an approved Leave of Absence from their studies. The University's granting of a LoA should not be interpreted as granting permission for a student on a Tier 4 visa to remain in the country. Students who take a Leave of Absence will have their current visa curtailed and will need to apply to the University for a new CAS, and make a new visa application, before they can return to study. There are additional implications for students in receipt of US financial aid. Students considering an absence of more than six months (ie one semester) who are receiving financial aid should seek advice from the Financial Aid Officer before making an application for LoA.

Leave of Absence must be applied for and approved by the Head of Registry Services in advance of the semester in which it is to be taken. Students registered for and attending classes are not permitted to apply for a Leave of Absence retrospectively. They must withdraw from any courses in which they are enrolled in the usual manner.

On returning from an approved Leave of Absence, students continue under the same degree requirements that were in force when they began their leave. Those granted a Leave of Absence for medical reasons may be required to provide confirmation from their health-care provider that they are medically fit to resume their studies. Students failing to return from a Leave of Absence within one calendar year must apply for re-admission. If they are re-admitted, they will be governed by the degree requirements in effect at the time of re-admission.

For purposes of Leave of Absence only, “good academic standing” may include academic probation. If a student on academic probation applies for a Leave of Absence, however, the University may need to assess whether that student is a candidate for dismissal. Academic dismissal takes precedence over Leave of Absence.

Students who have left the University without being granted a Leave of Absence, or who have been away from the University past the expiry date of their Leave of Absence may apply for readmission to the University via the processes outlined on page 36 of this catalogue.

See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 8 “Interruption of Studies”.

Students Completing Graduation Requirements Elsewhere

Students are normally expected to complete their graduation requirements at Richmond. In exceptional circumstances, however, a student may apply to the Head of Registry Services for permission to complete graduation requirements elsewhere under an official Leave of Absence. Please see under “Leave of Absence” for more information on this status, including the university’s obligation to report students on LoA to UK Visas and Immigration (UKVI).

As with all courses taken elsewhere after matriculation at Richmond, the student must obtain the prior approval of the Head of Registry Services of both the institution and the courses to be taken.

If official transcripts confirming completion of the approved courses with grades of C or better are received by Registry Services in Richmond before the end date of the Leave of Absence, the student’s diploma will be awarded at the next Richmond Congregation ceremony following actual completion of the degree requirements, together with The Open University validation of the degree.

If official transcripts confirming completion of the approved courses with grades of C or better are not received by the Richmond Head of Registry Services before the expiry date of the Leave of Absence, the student’s OU registration will lapse with no possibility of renewal.

Students may also make arrangements to return to Richmond to complete degree requirements, provided the arrangements are finalized before the Leave of Absence expires.

Students who do not return to study at the end of an approved Leave of Absence may subsequently apply for re-admission to Richmond. If the application is successful, the student will be re-admitted under the graduation requirements in effect at the time of re-admission (which may be substantially different than those under which the student was originally admitted) and may continue studying towards completion of a Richmond degree. If the student subsequently satisfies the degree requirements, a Richmond diploma will be awarded at the next Richmond Congregation ceremony following actual completion of the degree requirements. If the student’s OU registration has lapsed, this degree will not be OU-validated.

Withdrawing from the University

Students withdrawing from Richmond University must complete the online withdrawal process available through Student Affairs. They should also consult the relevant procedures required by the Finance Department.

Students on Tier 4 visas who withdraw from the University, and those who do not officially withdraw but who do not return to the University to complete their studies (and who have not requested an official Leave of Absence) are reported to UK Visas and Immigration (UKVI) as having ceased studying. Their right to remain in the UK will be withdrawn by UKVI on receipt of the University’s report.

Readmission to the University and re-registration

Students who have officially or unofficially withdrawn from the University, or who have been away from the University past the expiry date of an approved leave of absence, must apply to Registry Services for readmission, using the form at <http://www.richmond.ac.uk/request-re-admission/>.

Applications for re-entry to either full-time or part-time study must be made at least 60 days before the semester begins, and additional material may be requested to inform the University's decision to re-admit. Confirmation deposits are required. Students dismissed from the University on academic grounds are not normally permitted re-admission. Re-admitted students may register for classes with the assistance of Registry Services at any time after the re-admission is approved and the requirements completed, provided this is after the Priority Registration period for the semester of entry.

Academic Standing

To be in good academic standing, undergraduate students must have a cumulative GPA of at least 2.0 (C) and have earned at least 18 US/72 UK credits over the two most recent consecutive semesters.

A graduate student is in good academic standing if maintaining a cumulative Grade Point Average (GPA) of 3.0 (B).

Grades

Grades are assigned by instructors at the end of every semester or summer session. All grades being used for OU-validated degrees are subject to confirmation at Richmond's Formal School Exam Boards and University Exam Board, and The OU Final Assessment Boards.

Each letter grade is assigned a numerical equivalent on the following scale for **undergraduate** study:

A	4.0	Excellent work
A-	3.7	Excellent work
B+	3.3	Above satisfactory work
B	3.0	Above satisfactory work
B-	2.7	Above satisfactory work
C+	2.3	Satisfactory work
C	2.0	Satisfactory work
C-	1.7	Below satisfactory work
D+	1.3	Below satisfactory work
D	1.0	Below satisfactory work
D-	0.7	Below satisfactory work
F	0.0	Fail
FA	0.0	Fail (Attendance)

Additional grades that do not have a numerical equivalent and are not used in GPA calculations are:

AU	Audit
I	Incomplete
P	Pass (non-credit only)
TR	Transfer Credit
TRP	Transfer Credit (Provisional)
W	Withdrawn

The **graduate mark scale** is as follows:

A	4.0	Excellent
A-	3.7	Very Good
B+	3.3	Above Satisfactory
B	3.0	Satisfactory
B-	2.7	Redeemable Fail
C+	2.3	Fail – Poor
C	2.0	Fail – Deficient
C-	1.7	Fail – Seriously Deficient
F	0.0	Fail

Detailed grade descriptors appropriate to individual subjects are located within the Programme Specifications of the degree in question, located at: <http://www.richmond.ac.uk/programme-and-course-specifications/> These are also reproduced on syllabi for individual courses.

Grades submitted to the Head of Registry Services are considered final for the purposes of submission to the Richmond and Open University Examination Boards. If an instructor discovers that an error has been made in calculating or recording a grade, this must be reported in writing to the appropriate School's Dean or Associate Dean, who will advise the Head of Registry Services and authorize the grade change.

A student who wishes to appeal a grade must first ask the instructor to explain how the grade was calculated. If the student is dissatisfied with the explanation then an appeal may be made to the Associate Dean and the University's Academic Appeals policy followed subsequently.

Under no circumstances will changes to a grade be considered more than one year after the time the grade was issued.

See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 15 "Determining Module Outcomes", and additional information below under "US/UK Grading Translation".

Midsemester Warning

A warning is issued by the Academic Progress Committee at mid-semester to students whose work is unsatisfactory (below C) in any course. A copy of the warning is also sent to the Registry Services, Student Affairs and to the student's advisor so that remedial measures can be put in place to help the student to improve their academic standing.

Grade Point Average

A grade point average (GPA) is calculated each semester and summer session and recorded on the student's transcript. A cumulative GPA, including all courses taken at Richmond, is also calculated. The numerical equivalent for the grade of each course is multiplied by the number of credits for the course to give the number of quality points for that course. The GPA is then the sum of the quality points for all courses, divided by the total number of credits of all courses attempted. Transfer credit is not included in this calculation.

A GPA is also calculated in the student's major, and is used both to determine a student's eligibility for graduation, as well as for US graduation honors (see page 49 of this Catalogue). The GPA in the major is the GPA for all lower and upper division major requirements, as listed in the section of this Catalogue on undergraduate degree requirements. In cases where there is a choice of courses that satisfy the major, the courses with higher grades will be used in calculating the Major GPA.

A further GPA calculation is made based on the upper-division (FHEQ Levels 5 and 6) courses recommended by Richmond's Formal School Exam Boards and confirmed at the Richmond University Exam Board, which is presented to The Open University exam board in order to determine the equivalence for the student's UK degree classification. The GPA for the Level 5 courses represents 33.3% of this final calculation, whereas the GPA for the Level 6 courses will represent 66.7%. See below under "Open University Validation" for more details.

A separate cumulative GPA is calculated for any student taking a Masters degree following successful completion of a Bachelors degree at Richmond. See "Graduate Academic Policies and Procedures" on page 51.

Reporting of Grades

After instructors have submitted final grades via PowerCAMPUS, students may access their final grades in their Self-Service accounts. The grades of students on financial hold may be delayed until an arrangement has been made with the Finance Department. Study Abroad students will have their official academic transcripts sent directly to their home institutions by AIFS upon authorization from the University's Finance Department.

Dean's List

Any degree-seeking, Visiting or Study Abroad student who achieves a 3.4 GPA in any one semester while taking three or more courses (9 US/36 UK credits or more) will be placed on the Dean's List for that semester. This recognition of academic achievement is noted on the student's academic transcript.

US Letter Grade	Absolute Grade Pt Value per letter grade (graded activity)	Univ GPA Borderlines for Overall Course Grades and Degree Classification	OU Performance Standard	OU % Scale Score	US Percentage range	Degree Classification
A	4	>=3.85	Excellent Pass		94-100	1
A-	3.7	3.84-3.55	Excellent Pass	70-100	90-93	1
B+	3.3	3.54-3.15	Very Good Pass		87-99	2.1
B (to pure B)	3	3.14-3.0	Very Good Pass	60-69	85-86	2.1
B (borderline B)-	3	2.99-2.71	Good Pass		83-84	2.2
B-	2.7	2.7-2.55	Good Pass	50-59	80-82	2.2
C+	2.3	2.54-2.15	Third (Pass)		77-99	3
C (to pure C)	2	2.14-2.0	Third (Pass)	43-49	75-76	3
C (to borderline C)	2	1.99-1.85	Pass (non-Hons)	40-42	73-74	Pass (non-Hons)
C-	1.7	1.84-1.55	Fail		70-72	Fail
D+	1.3	>=1.15	Fail		69 and lower	Fail
D	1	>=0.85	Fail	Fail		
D-	0.7	>=0.55	Fail	Fail		
F/FA	0	<0.55	Fail	Fail		

US/UK Grading Translation

Richmond and The Open University have agreed a US/UK grading translation which allows Richmond's US grading practices to continue to be implemented, whilst offering a translation of those grades in line with the requirements of the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>). See particularly Sections 10-17 of these regulations, dealing with "Assessment, Progression, and Award of Credit".

The agreed chart is reproduced above. This will be implemented on a rolling basis over four years, and in 2015-2016 it applies to QCF Level 3 and FHEQ Level 4 courses only. It appears on Level 3 and Level 4 syllabi accordingly. Instructors will continue to use US grading in all courses and US grades will appear on all grade report and transcripts. The agreed chart is also available on the myAcademics page of the University Portal (<https://my.richmond.ac.uk/myacademics/default.aspx>).

Students with Special Educational Needs

The University is legally obliged to provide reasonable adjustments for students with diagnosed and documented learning disabilities. The offices of Student Affairs and Registry Services work together to make sure that all students receive appropriate support and consideration. In order to do this, all students are asked to inform the Vice-President for Student Affairs about their needs at an early stage of their registration, and to provide all the necessary official documentation to allow the University to put appropriate strategies in place as soon as possible.

Students who want to let the University know that they have a diagnosed, documented learning disability and will require special consideration should complete the form on the Student Affairs web pages. They must attach supporting documentation in the form of an educational psychologist's assessment (or indicate that this assessment is to follow). This should be dated within the last two years, and include the full name and address of the

assessor. Further guidance is available at <http://www.richmond.ac.uk/student-life/support-for-students-with-disabilities/>. See also the University's policy on Special Educational Needs Provision at page 62.

Students with learning or other disabilities may be entitled to special arrangements in the classroom, for mid-term and in-class assessments and in final examinations. In order to make the best arrangements for a student's individual needs it is important to let the University know as soon as possible, and in any case by the end of Add/Drop Week, in order for the student to be able to benefit from such special arrangements in final exams.

All information relating to a disability is held in confidence in the University's student records system, which has appropriate secure access protocols in place. If an award of extra time in examinations is decided, or if other practical arrangements need to be made, faculty members are informed about these so they can help students manage their study. Questions about the procedures should be directed to the Office of Student Affairs or Academic Registry.

Conduct of Examinations

See the full Examination and Assessment policy requirements on page 64 of this Catalogue under *Academic Regulations and Policies relating to Students*.

Examination periods and timetabling

The final examination timetable is centrally-administered by Registry Services and final examinations are scheduled over a five-day period following the last day of classes in the Fall and Spring semesters (Week 14/15 of Fall and Spring). Mid-term assessments are held in Week 7 of the Fall and Spring semesters. Summer semester mid-term assessments take place on the Friday of Week 3 of the semester, and exams are held in Week 6 of Summer. Resit examinations take place in Week 4 of the Fall and Spring Semesters. Final examination arrangements on the University's Italian campuses follow the Summer session model.

Exams are not held in the same timeslots as class sessions. The official exam period for each year is published in advance in the academic calendar (see page 4 of this Catalogue). Students are responsible for remaining in London until the end of the official examination period. Although specific exam timings are published by Registry Services in advance, the University reserves the right to make any necessary changes to the schedule. Students who make travel plans based on their personal exam schedule do so at their own risk. Travel arrangements are not accepted as a reason supporting a re-sit request unless there are other mitigating circumstances, in which case students should petition the Academic Progress Committee as soon as such circumstances arise, and preferably in advance of booking (wherever possible).

Materials allowed in examinations

Students may have the following items on their desk during an examination.

- i) University ID card
- ii) A clear pencil case or clear plastic bag, containing:
 - Pens
 - Pencils
 - Eraser
 - Pencil sharpener
 - Ruler
- iii) University- approved calculator (where identified on the examination paper)
- iv) A **small** bottle of water
- v) Additional items identified as acceptable by the examiner and detailed on the front of the examination paper

Any additional unacceptable material brought to the examination will be removed by the invigilators.

Mobile phones must be switched off as students enter the room, and left at the front or back of the room with jackets, coats, hats, gloves and bags. Students may not have mobile phones with them during an exam.

All exams are written in the official answer booklets unless the format of the exam makes this impossible. Extracting pages from official answer booklets is regarded as academic misconduct, as is removal of blank answer books from the examination room.

Entering and leaving the examination room

Students are permitted to enter the examination room up to 30 minutes after the start of a University examination, provided that no other exam candidate has already left the room.

Entry to the examination more than 30 minutes after the exam has begun is permitted entirely at the discretion of the senior invigilator and taking account of the effect that such entry may have on the students already present in the examination.

Any candidate allowed to enter the examination late must finish their examination with the other candidates at the scheduled time.

No student may leave an examination earlier than three-quarters of an hour after the start of the examination except with the permission of the invigilator.

No student may leave and re-enter the examination room unless escorted by an invigilator throughout the period of absence.

Students may not leave the examination room during the last 15 minutes of an examination.

Petitions, Academic Appeals and Complaints

Situations may arise where students are dissatisfied with an aspect of their academic experience at Richmond. The University welcomes feedback from students – if there is a genuine problem, Richmond officials need to be informed about it in order to respond.

There are several procedures in place for specific academic situations that have been outlined throughout the University's policies and procedures. Students can see the full regulatory and policy requirements on page 57 of this Catalogue under *Academic Regulations and Policies relating to Students*. To help students in selecting the appropriate route to address an issue, these are summarised below. If in doubt about the correct avenue to follow, students should consult with their academic adviser, the appropriate Associate Dean of their School, the Vice President for Student Affairs or the Head of Registry Services.

Academic Progress Committee (APC)

The Academic Progress Committee considers and acts upon student petitions for exceptions to academic policy, and monitors the academic standing of students. The APC petition form is available on the university website. Petitions must be submitted in good time for consideration by the APC and decisions will be communicated to petitioning students via email. Students may appeal decisions of the APC to the Provost.

Academic Appeals Committee (AAC)

The Academic Appeals Committee resolves the academic grievances and appeals of registered undergraduate and postgraduate students of Richmond. A grade challenge is a formal or informal request for the re-evaluation of academic work in a course. This may include, but is not limited to, a grade, attendance, or compliance with course guidelines. An academic appeal is the challenge to the outcome of a grade challenge.

Only the student about whom a decision has been made can lodge a grade challenge or an appeal against that decision. Grade challenges or appeals made by third parties are not accepted. Students may appeal decisions of the AAC to the Provost.

Office of the Provost

Appeals against decisions of AAC and APC may be made in writing to the Provost and can be based on the following grounds only:

- 1) Mitigating circumstances exist, that for good reason could not have been presented at the appropriate time, and that, if they had been known, it is reasonably likely would have changed the decision that was made. Mitigating circumstances claims must be supported by medical or other documentary evidence;

or

- 2) a procedural irregularity took place in the implementation of the appeals process.

or

- 3) there are reasonable grounds to believe that a decision was manifestly unreasonable or influenced by prejudice or bias on the part of the decision-makers.

The results of the appeal will be reported in writing by the Provost to the student and the AAC or APC. The Provost's decision is final.

Further appeals

On completion of the academic appeals procedures of Richmond University, students who remain dissatisfied may appeal to or register a complaint with The Open University (if they are registered for an OU-validated major) and, finally, with The Office of the Independent Adjudicator for Higher Education (OIA).

Academic and Academic-Related Complaints Procedure (AARCP)

The *Academic and Academic Related Complaints Procedure for Matters Not Related to Grading (AARCP)* applies when a student has a complaint or concern about an academic matter **not** related to a specific grade or set of grades for a course or programme or to academic progression (these are addressed through the Academic Appeals Procedure, details of which can be found on the portal at <https://my.richmond.ac.uk/myacademics/default.aspx>). Academic and academic-related complaints may include, but are not limited to:

- Issues or complaints related to the design, content, or organisation of a specific class or programme;
- Issues or complaints related to official University academic policies or procedures;
- Issues or complaints related to course or programme delivery, such as unprofessionalism, including lateness or absence; late return of work; inadequate or insufficient academic support; inappropriate behaviour; poor classroom conduct; lack of attendance at established office hours etc;
- Issues or complaints related to resources, including classrooms, academic facilities, library resources, IT support;
- Issues or complaints related to academic advising and/or personal tutoring;
- Issues or complaints related to University academic offices, including Registry Services, the Library, the Department of Quality Assurance and Accreditation, School Offices, the Provost's Office.

Complaints and Appeals for Non Academic and Non Academic-Related Matters

This policy applies when a student has a complaint or concern about a matter related to the broad context of the non-academic student experience at Richmond. In line with the Office of the Independent Adjudicator, a complaint is understood as, "an expression of dissatisfaction by one or more students about a university's action or lack of action, or about the standard of service provided by or on behalf of the university".

Non Academic and Non Academic-Related complaints may include, but are not limited to, issues associated with:

- Admissions, Marketing and Recruitment
- Estates and Facilities, including accommodation and catering
- Financial matters
- Computing and information technology
- Careers
- Student Affairs
 - i. Issues or complaints related to official university policies or procedures
 - ii. Other matters

Completion of Study and Graduation

In order to graduate with a Bachelors degree a student must earn a minimum of 120 US/480 UK credits, with 90 US/360 UK credits at FHEQ levels 4-6. Usually this means taking five courses (15 US credits) per semester for four academic years. Regardless of the number of credits earned, students must satisfy all graduation requirements specified in this Catalogue. The course requirements are summarized in the Academic Plan for the year of entry, which is attached to a student's Self-Service record for an individual major in the qualification sought. Programme Specifications are available from the University webpages (<http://www.richmond.ac.uk/programme-and-course-specifications/>) and all Academic Plans are available from the Self-Service pages <https://selfservice.richmond.ac.uk/SelfService/Search/DegreeRequirements.aspx>.

Students must submit an "Application for Graduation" form to Registry Services, endorsed by their academic advisor, in the semester before they plan to complete their degree requirements. The Registry will conduct an audit at this time to ensure that graduation requirements will have been fulfilled upon completion of the courses for which the student has registered. Changes to a student's registration may be required at this point. A final audit is carried out after grades have been submitted for the final term of enrolment. Students may not graduate without having a complete 'Graduation Audit' conducted by Registry Services.

A graduation timeline is posted on Registry Services page of the Portal each academic year, and an email is sent to all students informing them of their responsibilities in this regard.

To be eligible for graduation, students must also achieve a cumulative GPA and a major GPA of at least 2.0. (*For information on GPA calculation, please see page 42 of this Catalogue.*)

Students who have completed Richmond graduation requirements at any of the three points in the year at which diplomas are issued are reported to the UKVI as completing their studies. Students completing requirements outside of the Spring semester, who wish to return and participate in the annual Congregation ceremony in May, are welcome to do so under a general visitor visa.

Course Requirements at each FHEQ Level

As demonstrated on the chart on page 28 of this catalogue, in addition to core curriculum and major requirements, students must complete at least:

Lower-division requirement:

30 US/120 UK credits at QCF Level 3
(courses coded 3000-3999)

30 US 120 UK credits at FHEQ Level 4
(courses coded 4000-4999)

Upper-division requirements:

30 US/120 UK credits at FHEQ level 5
(courses coded 5000-5999)

30 US/120 UK credits at FHEQ level 6
(courses coded 6000-6999)

A maximum of 15 US/60 UK credits at Level 5 are permitted to transfer towards degree requirements. Students must complete a minimum of 15 US/60 UK credits at Richmond.

Courses at Level 6 will all be in the area of the student's major, and must be completed at Richmond. There is no transfer credit permitted at Level 6.

Students with 75 or more transfer credits

No more than 75 US/300 UK transfer credits may be applied towards a Richmond degree, since at least 45 upper division US credits (60 UK Level 5 and 120 UK Level 6 credits) must be taken at Richmond. See the chart on page 28 of this catalogue. Regardless of the amount of transfer credit awarded, students must complete all Richmond proficiency, Core Curriculum, and Major requirements that are not covered by equivalent transfer credits or authorized exemptions.

Please also see the Regulations for *Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 17 "Determining Progression and Qualification Outcomes".

Congregation Ceremony

The University holds one ceremony each year at the end of the spring semester to recognize students' achievements. This ceremony is known as "Congregation". Normally only those students who have completed their graduation requirements (as certified by the Head of Registry Services) and who have met all financial obligations to the University (as certified by the Finance Office) are permitted to take part in the ceremony. Further details on graduation certification, forms, and deadlines are available from Registry Services and on the University website.

For the convenience of those students completing degree requirements in the Summer or the Fall terms, US diplomas are not held back until the next Congregation ceremony, but are issued at three points in the academic year. Students completing in the Summer term will receive diplomas dated in the relevant year. All students, no matter in which semester they complete their studies, are entitled to participate in the next Congregation ceremony following their completion of requirements.

Academic transcripts and the Diploma Supplement

A transcript is an official and complete record of all courses attempted at Richmond, The American International University in London. Courses attempted will not be removed from the transcript under any circumstances. Official academic transcripts may be requested from Registry Services at <http://www.richmond.ac.uk/request-a-transcript/>

With their UK degree parchment, students gaining The OU-validated award also receive the European Diploma Supplement, compliant with the Bologna Agreement 1992. The Diploma Supplement shows attendance dates at the University, the titles, marks gained and credits awarded for courses studied, and the programme and award granted. The Diploma Supplement acknowledges the need for recognition and evaluation of qualifications in the global employment market that Richmond's students will join. European HE institutions produce the Supplement according to a template jointly developed by the European Commission, the Council of Europe and UNESCO, and it contains an agreed description of the national higher education system within which the individual named on the original qualification graduated.

See also the Regulations for *Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Sections 35-37 "Transcripts, Diploma Supplements, and Certificates".

The Data Protection Act, FERPA, and the release of data to third parties

The University complies with FERPA, the Family Educational Rights and Privacy Act, and the UK Data Protection Act 1998. The University's Privacy Policy is posted in full on its web pages.

Academic data, ID photos, contact information and student activity information are examples of information contained in an individual student's record during progress through the academic programme at Richmond and beyond. All personal data concerning current or former students is held securely in the University's electronic and paper records, and on secure systems in the United States, and is treated confidentially and with sensitivity.

Requests for the release of information from a third party (for example, from a sponsor, parent or guardian) about any aspect of a student's academic or social record must be formally approved by the student. Compliance with the UK Data Protection Act means that such information is not normally be released by the University without the informed and written consent of the student in question. Students may complete a Data Release form to authorize full or partial release of their personal information to a third party.

For the same reason, academic transcripts cannot be released without a signed request from the student.

Alumni data is also kept in compliance with the Data Protection Act. It is used for the purposes of delivering services and promoting closer links between Richmond and its former students. This includes mailings, developing local alumni chapters and activities, publications, promoting services to alumni, university fund raising, the Alumni Directory and profiles of alumni for publications. Students and alumni are able to request that any piece of their data not be shared in public directories or lists at any time; all such requests should be made in writing.

The Student Privacy Policy

The University has a Student Privacy Policy at <http://www.richmond.ac.uk/about-richmond/privacy-policy/>. This concerns the information we collect about students (prospective, current and former), how we use it and who we share it with – all students should have read and understood this before registering.

Open University Validation

Full details of Richmond's accreditation can be found on *page 8* of this Catalogue. Richmond's undergraduate degree programmes are validated by The Open University (OU). Validation of its degrees by The OU means that Richmond's BA and BS degrees are certified as being of comparable standard to the Bachelors degree with Honours (denoted BA (Hons) or BSc (Hons) in the UK) awarded to students directly registered with The Open University and other UK universities. The benefits of validation include enhanced recognition of Richmond degrees throughout the European Union and in other parts of the world where British influence is significant, and this association may also assist with specific financial benefits (grants and loans) for citizens/residents of European Union countries.

Students are registered with The Open University in the first registration period following their admission to Richmond. Full-time students are normally expected to complete their course of study leading to an OU-validated award over a period of four years (see section on Course Load (page 36 of this Catalogue). A student will remain registered with The Open University for the maximum period of the award or until they have achieved the award or the registration has been terminated, whichever comes first. See the *Regulations for Validated Awards of the Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 7 "Period of Registration for Open University Awards.

Please also see the section of this Catalogue entitled "Students Completing Graduation Requirements Elsewhere".

An integral part of validation by The OU is the appointment of external examiners for each degree programme. External examiners, who are normally experienced academics from other British universities, review the content and structure of the degree programmes at the 5000-, and 6000- levels. They also review samples of assessed academic work from a broad cross-section of students in the programme, comment on academic standards of the work and the programmes, make recommendations for enhancement or comment on good practice, and, in particular, offer information about how Richmond's degrees compare with the same or similar awards at other universities in the UK.

Completion of Richmond degree requirements results in the award of a Richmond diploma signifying completion of the US-accredited degree program and, normally, a degree parchment from The Open University signifying validation of the degree obtained.

Students on the RIASA programme do not receive an OU-validated degree. Their degrees are certified by the US accrediting body only. Likewise, Richmond's MA degrees are not OU-validated. Other exceptions to this policy are outlined in the sections on Leave of Absence and Completing Requirements Elsewhere, as well as in the description of Bachelors Degree Programmes from page 88 of this Catalogue (referencing those students who permit their OU registration to lapse).

Graduation Honors

Graduating students whose cumulative GPA is at least 3.4 may graduate with US Latin honors: *cum laude* if their major GPA is at least 3.5, *magna cum laude* if their major GPA is at least 3.6, or *summa cum laude* if their major GPA is at least 3.7. This recognition requires outstanding overall performance over the four-year degree programme while placing somewhat greater emphasis on performance in the major.

UK Degree Classification

British Honours degrees at undergraduate level are classified as first class (1st), upper second class (2.1), lower second class (2.2) and third class (3rd). Pass degrees are not classified as Honours degrees.

Classification of the degrees awarded to Richmond graduates are based upon an UK GPA calculated by Registry Services (see page 42 under Grade Point Average). The UK GPA is derived from grades awarded in a minimum of 30 US /120 UK credits completed at Level 5 (excluding any L5 transfer credit) and 30 US/120 UK credits completed at Level 6.

Where more than 30 US/120 UK credits are required at these levels for completion of requirements in the major, the UK GPA will include those additional credits. Unlike other GPA calculations at the University, the UK GPA is weighted, with grades awarded at Level 5 counting for 33.3% of the UK GPA and grades awarded at Level 6 counting for 66.7% of the UK GPA. For a full list of detailed observations regarding the UK GPA calculation, please consult the University Examination Policy and Procedures, particularly the Conduct of Moderation and Examination Meetings and Boards document found on the University Organization page of the portal.

All undergraduate students must obtain a major GPA of 2.0 and an overall cumulative GPA of 2.0 (3.0 at Masters level) in order to be awarded a US Richmond degree and be considered for OU validation (see Grade Point Average on page 42). Students whose overall cumulative GPA is 2.0, but whose UK GPA is between 2.0 and 1.85 will be awarded an Open University pass degree.

Exam Boards are not permitted to raise or lower the GPA of any candidate that is close to a boundary, as borderlines between classifications are already built-in, as outlined in the chart below and the the Degree Classification Document located on the myAcademics page of the University Portal ([https:// my.richmond.ac.uk/myacademics/default.aspx](https://my.richmond.ac.uk/myacademics/default.aspx))

Revision of grades is only permissible at the level of an individual course when based on clear evidence that the grade does not accurately reflect the candidate's performance.

The conversion table between the UK Honours degree classification and the UK GPA calculated as above and awarded to students who have also obtained the minimum required cumulative and major GPAs is summarized below:

Grade	UK GPA	Class
A/A-	4.000-3.550	1st
B+/B-	3.549-3.000	2.1
B/B	2.999-2.550	2.2
C+/C	2.549-2.000	3rd
C-	1.999-1.850	Pass
D+ to F	1.849-0.0	Fail

See also the Degree Classification Document, on the myAcademics page of the University Portal ([https:// my.richmond.ac.uk/myacademics/default.aspx](https://my.richmond.ac.uk/myacademics/default.aspx)) and the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>) Sections 11-22, Assessment, Progression, and Award of Credit.

Undergraduate Exit Awards

An exit award is defined as a lower award than one for which the student is registered. Such an award may be conferred if a student completes part, but not all, of the requirements of the programme for which he or she is registered. *Students may not enter the University registered for an exit award.*

Boards of Examiners may recommend the award of one of the three exit awards possible at the undergraduate level, for students meeting the criteria given below. Full details of the requirements are outlined in the Programme Specification relevant to the degree programme for which the student is registered. Students may not be awarded more than one exit award (notwithstanding dual accreditation of the AA/CertHE) and Boards will recommend the most relevant one for the individual student circumstance for any student meeting the criteria for an award to be made.

Associate of Arts Degree in General Studies

The US Associate of Arts (AA) degree can be awarded as an exit degree for those students completing the following minimum requirements.

30 US / 120 UK credits at QCF Level 3
30 US / 120 UK credits at FHEQ Level 4

Of the total number of credits required for the AA degree, 30 US/120 UK credits must be completed at Richmond. Students must obtain a minimum cumulative GPA of 2.0 and a major of 2.0 in order to qualify for this degree. Latin Honours are not applied to the AA Degree.

Certificate of Higher Education (CertHE)

The UK Certificate of Higher Education (CertHE) can be broadly aligned with the US Associate of Arts Degree, but the CertHE does not require the completion of 30 US/120 credits at QCF Level 3. Students who qualify for the AA degree will automatically have this degree validated as the CertHE. But students may qualify for a CertHE without fulfilling the requirements for a US Associate of Arts degree if they have not completed all of the QCF Level 3 requirements necessary to obtain the Associate of Arts.

The UK CertHE can be awarded as an exit award for those students completing the following minimum requirements.

120 credits at FHEQ Level 4 with a minimum GPA of 1.85

Of the total number of credits required for the CertHE, 15 US/60 UK credits must be completed at Richmond. A minimum GPA of 1.85 is required.

Diploma

The UK Diploma of Higher Education (DipHE) has no US equivalent. The UK DipHE can be awarded as an exit award for those students completing the following minimum requirements.

120 credits at FHEQ Level 4
120 credits at FHEQ Level 5

Of the total number of credits required for the DipHE, 15 US/60 UK Level 4 credits and 15 US/60 UK Level 5 credits must be completed at Richmond. A minimum GPA of 1.85 is required.

Further information on undergraduate Exit Awards

Please consult the individual programme specification for the relevant degree. See the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 20 “Provision for Exit Awards”.

Posthumous and Aegrotat Awards

The University makes provision for posthumous awards and, in certain cases, for *aegrotat* awards. For full details of these awards and the circumstances under which they may be awarded, please see the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 21 “Posthumous and Aegrotat Awards”. These policies and procedures apply to students on the University’s Masters programmes: (*see pages 95–98*)

GRADUATE ACADEMIC POLICIES

These policies and procedures apply to students on the University's Masters programmes: (see pages 95–98)

Application and Admission

Admission to the MA in Art History and Visual Culture, MA in Visual Arts Management and Curating, MA in International Relations, MA in International Development, MA in Advertising and Public Relations, and MA in Public Relations and Journalism normally requires a US bachelor's degree with a major in the discipline of focus or a related field from an accredited institution, or a UK bachelor's degree in the discipline of focus or a related field with minimum second class honours, or an overseas equivalent as determined by the University. Relevant work experience is welcomed and may on occasion be accepted in lieu of a first degree, but is not required. Admission to the Masters of Business Administration normally requires a first degree with a major in any discipline or equivalent.

Applicants to the Masters programmes who hold other undergraduate majors are evaluated individually and may be required to take one or more senior level undergraduate courses as prerequisites.

Further details of all of the above, including procedures for registering an appeal or complaint against an admissions decision may be found via the Admissions page of the University website, where a comprehensive *Admissions Policy and Summary of Practice* document is located (<http://www.richmond.ac.uk/admissions/>).

Degree Requirements

Students on the following Masters programmes

- MA in Art History and Visual Culture
- MA in Visual Arts Management and Curating
- MA in Applied Linguistics: Language Teaching (Chinese and English Pathways)
- MA in Language Education Leadership and Management (Chinese and English Pathways)
- MA in International Relations
- MA in International Development
- MA in Advertising and Public Relations
- MA in Public Relations and Journalism

must complete an approved programme of 36 US/180 UK credits, including a 4 US/20 UK-credit internship and an 8 US/40 UK-credit thesis/ professional research project (10,000 to 12,000 words).

Students unable to take the internship complete an extended thesis or extended professional research project of 15,000–20,000 words for 12 US/60 UK credits.

Students on the MBA must complete an approved programme of 36 US/180 UK credits, and may elect to undertake a Summer internship with an 8 US/40 UK-credit research project (10,000–12,000 words). Students who choose not to take an internship complete an extended thesis (15,000–20,000 words) for 12 US/60 UK credits in the Summer semester.

Details of all Richmond University's degree programmes, including approved Programme Specifications for each programme, Course Specification Descriptions (CSDs) and detailed degree planners are held in an official repository by academic year, available at <http://www.richmond.ac.uk/programme-and-course-specifications/>

All students on Masters programmes are required to be in London from early May to mid-June for thesis/ professional research project supervision and seminars, unless their internship takes them outside London.

The thesis/professional research project for all Richmond's Masters programmes must be submitted no later than the first day of the following Fall semester and the student must be registered with the University at this time if the work is to be accepted for marking.

Academic Standing

A graduate student is in good academic standing if maintaining a cumulative Grade Point Average (GPA) of 3.0 (B).

Graduate students with a cumulative (GPA) of less than 3.0 (B) risk dismissal from the University (see below under "Grade Point Average" and "Academic Probation").

- | | | |
|----|-----|---|
| A | 4.0 | Excellent |
| A- | 3.7 | Very Good |
| B+ | 3.3 | Above Satisfactory |
| B | 3.0 | Satisfactory (<i>also cumulative GPA required for the award of the degree</i>) |
| B- | 2.7 | Redeemable Fail |
| C+ | 2.3 | Fail – Poor (<i>may be awarded at graded activity level, but not at course level</i>) |
| C | 2.0 | Fail – Deficient (<i>may be awarded at graded activity level, but not at course level</i>) |
| C- | 1.7 | Fail – Seriously Deficient (<i>may be awarded at graded activity level, but not at course level</i>) |
| F | 0.0 | Fail (<i>may be awarded at graded activity level, and is awarded at course level for any course grade calculated to be lower than B-</i>) |

See programme specifications for detailed grade descriptors.

Grade Point Average

A grade point average (GPA) is calculated each semester and summer session and is recorded on the student's transcript. A cumulative GPA, including all graduate courses taken at Richmond, is also calculated. The numerical equivalent for the grade (see above) of each course is multiplied by the number of credits for that course to give the number of quality points for the course.

The GPA is then the sum of quality points for all courses divided by the total number of credits of all courses attempted.

- Students achieving a minimum cumulative GPA of 3.7 and above will be awarded the degree with Distinction.
- Students achieving a minimum cumulative GPA of 3.30 to 3.699 will be awarded the degree with Merit.
- Students achieving a minimum cumulative GPA of 3.0 to 3.299 will be awarded a Pass.
- Students achieving a cumulative GPA of less than 3.0 will fail the degree.

Students who choose not to submit the thesis / professional research project, or who do not obtain a minimum grade of B (3.0) on the thesis / professional research project, but complete all other degree requirements with a cumulative GPA of B (3.0), thereby accumulating 24 US credits may receive a (US) Postgraduate Certificate.

Academic Integrity

Academic honesty is fundamental to the integrity of the University community and Richmond is committed to making sure that assessment procedures are fair for all and are not compromised by the actions of students who engage in academic misconduct.

The University expects that its students studying at Masters level understand what constitutes academic integrity and have mastered the academic practices that will help them to avoid academic misconduct.

Academic misconduct is defined as:

Any action by which a student seeks to claim credit for the intellectual or artistic work of another person or uses unauthorized materials or fabricated information in any academic situation

Examples of actions that constitute academic misconduct, such as plagiarism, collusion, cheating, fabrication, impersonation, include but are not limited to, cases in which students:

- a) receive from or give help to another student in class tests and examinations;
- b) provide or make unauthorized material accessible to another student during an examination, even if this material is not used by that student;
- c) deliberately interfere with or damage the academic work of others;
- d) submit another person's work as their own, or give their own work to someone else for this purpose;
- e) submit work as if it is their own when it has been purchased from an essay mill or a ghost-scholar service or an e-tutor;
- f) submit work of their own that has been substantially edited and/or revised by another person, or provide an unauthorized editing service for others;
- g) submit work of their own that contains material from a source (books, articles, internet sites) without proper citation and bibliographic reference;
- h) re-submit substantially the same piece of work for more than one course;
- i) collude with one or more others to produce work that is submitted individually as one's own;
- j) fabricate the results of, e.g. research, interview data, experiments; and/or
- k) help other students in committing any of the above acts.

The University's instructors have their own strategies for monitoring the originality of work submitted for assessment (for example, design of assessments, consistency of writing style, awareness of key texts) and also routinely make use of electronic plagiarism detection software (SafeAssign). Citation and referencing conventions for particular subject areas and courses are given in course materials and students are expected to make themselves familiar with the convention required.

Students who are academically dishonest will receive a failing grade on the work in question or a failing grade for the course as a whole, depending on the importance of the work to the overall course grade and the judgment of the instructor. Appeals against allegations of academic misconduct and against penalties applied may be made through the Academic Appeals process.

The Head of Registry Services formally advises any student where a case of academic misconduct is upheld against them. Students who commit a second confirmed case of academic misconduct will normally be dismissed from the University.

Please see the general University regulations on Academic Integrity found on page 60 of this Catalogue and in the Portal at <https://my.richmond.ac.uk/myacademics/default.aspx>.

Academic Probation

Several University processes ensure that graduate students are aware of the level of their academic progress throughout their study. Graduate students performing below B (3.0) in any course will be alerted to this at mid-semester. Graduate students with an overall GPA of less than 3.0 (B) at mid-semester will be placed on academic probation.

The Postgraduate Associate Dean of the School and the Convenor of the Masters programme will evaluate the academic record of any graduate student on probation who has been unable to raise his or her cumulative GPA to 3.0 (B) by the end of the semester. The Associate Dean may consult with the Academic Progress Committee in coming to a decision. Graduate students in this situation risk dismissal from the University.

Students on academic probation who are permitted to continue remain on academic probation until the following semester when the record will be re-evaluated. Two consecutive semesters on academic probation will normally result in dismissal from the University.

Courses

Courses offered at graduate level are at Level 7 on the FHEQ and are designated by course numbers 7000-7999. Undergraduates are not permitted to enrol in graduate-level courses.

Graduate course offerings are strictly scheduled across the academic year, and students must normally enrol for a full academic year beginning in the Fall semester (Fall/Spring/Summer). Certain courses are only offered in a specified semester, and some options are subject to student demand. Please see the student handbooks for more details.

Late submission of coursework

Graduate students at Richmond are expected to submit all coursework on time. Meeting deadlines is important to ensure fairness and ensure that all students are treated equally. Any student may request an extension to a coursework submission deadline from the instructor before the published deadline has passed.

Graduate students who submit coursework late without requesting an extension in advance will receive a grade of F.

Where students have mitigating circumstances for the late submission, the instructor should be informed in advance by email or telephone (where possible), and evidence of good cause should be provided to the instructor in writing when the coursework is submitted.

Students may challenge any grade following the Academic Appeals procedures.

Resubmission of failed coursework

Within the Masters programmes, a B- (2.7) grade is regarded as a 'redeemable fail'. Graduate students receiving this grade for a component of a course may re-submit the work to a time-frame agreed with the course instructor. Marks for the re-submitted material are capped at B. Students must advise the instructor of their intention to re-submit and obtain a revised submission date within seven (7) working days of receiving the grade.

Repeat of a Course

Any repeats of courses in the taught elements of Masters programmes are subject to availability (course scheduling and course cycling).

Any graduate student who receives a grade lower than B (3.0) on a course may repeat it in any subsequent semester (subject to availability and within the "time for completion" restrictions outlined below). Graduate students must be particularly aware of the practical restrictions placed upon their return to studies posed by cycling and scheduling of courses in the Masters programmes.

Incomplete Courses and Re-sits

Where graduate students believe that they have a legitimate reason for missing a final examination or failing to complete coursework, they may appeal to the relevant School's Postgraduate Associate Dean in the first instance, to be permitted a re-sit opportunity or an extension to coursework deadlines beyond the end of semester.

The Associate Dean may consult with the Academic Progress Committee in coming to a decision. If the appeal is approved an interim grade of I (incomplete) is assigned. Incomplete grades have no quality points and are not factored into a graduate student's semester or overall GPA.

Re-sit examinations are completed in the official re-sit period, which is the fourth weekend of the semester following the original exam date. Re-sits are not normally permitted at any other time.

Graduate students given an extension to their coursework submission deadlines beyond the end of semester are normally required to submit the coursework in the same timeframes as students permitted a re-sit opportunity (i.e. week 4 of the following Fall or Spring semester).

The final grade for the course is revised by the instructor on completion of the course requirements. Failure to meet these deadlines will result in the incomplete grade reverting to the original grade submitted by the instructor, or to an F grade if no work was submitted, by the beginning of Week 8 of the same semester. Incomplete grades are not left on a record beyond this point.

Leave of Absence

Graduate students wishing to withdraw from the University may apply to the Postgraduate Associate Dean of the School for a Leave of Absence for one semester (which may be extended to a maximum of two semesters). The Associate Dean will consult with the Masters programme convenor and Head of Registry Services in considering all Leave of Absence requests. Normally, students applying for a Leave of Absence must be in good academic, social, and financial standing. Approved Leave of Absence provides students with the right to return to the University under the same degree requirements that were in place when they began their leave, and to register for a future semester or summer session without applying for readmission. Graduate students must be particularly aware of the practical restrictions placed upon their return to studies posed by cycling and scheduling of courses in the Masters programmes.

Leave of Absence must be applied for and approved in advance of the semester in which it is to be taken. Students registered for and attending classes are not permitted to apply for a Leave of Absence retrospectively. They must withdraw from any courses in which they are enrolled in the usual manner.

Any graduate student granted a Leave of Absence for medical reasons may be required to provide confirmation from their health-care provider that they are medically fit to resume their studies. Students failing to return from a Leave of Absence within one calendar year must apply for re-admission. If re-admitted, they will be governed by the graduation requirements in effect at the time of their re-admission.

Note: The University is obliged to report to UK Visas and Immigration any student who is in the UK on a Tier 4 visa but who is not attending classes. This also applies to students who are taking a Leave of Absence. The University's granting of a LoA should not be interpreted as granting permission for a student on a Tier 4 visa to remain in the country.

Accreditation by Middle States Commission on Higher Education (MSCHE)

All Masters degrees are accredited by the Middle States Commission on Higher Education (MSCHE) <http://www.msche.org/>. They are not OU-validated.

External examiners, who are normally experienced academics from other British universities, review the content and structure of the degree programme at the 7000-level. They also review samples of assessed academic work from a broad cross-section of students in the programme, comment on academic standards of the work and the programme, make recommendations for enhancement or comment on good practice, and, in particular, can offer information about how Richmond's Masters degrees compare with the same or similar awards at other universities in the UK.

The results of students achieving Masters of Arts degrees from Richmond equates to British Masters degrees awarded with Distinction (A and A- grades), Merit (B+) and Pass (B). The degrees awarded to Richmond graduates are determined by the Richmond faculty members on the University Examination Board with the ratification of the University's external examiners.

Graduation Requirements

Full graduation requirements for Masters degrees are found on pages 95 –98 of this Catalogue. All Masters students must complete an approved programme of 36 US /180 UK credits.

US Credits and UK Credits

Richmond is an American university and all credits are normally expressed throughout this Catalogue in US terms. The table below explains US credits at Masters level in UK terms. For more details, see the relevant student handbook.

1 US Masters credit	=	5 UK credits at FHEQ Level 7
4 US Masters course credits	=	20 UK credits at FHEQ Level 7
8 US Masters course credits	=	40 UK credits at FHEQ Level 7
36 US credits for the US Masters degree	=	180 UK credits at FHEQ Level 7 for the OU-validated UK Masters degree

Time to Completion

Graduate students are normally expected to complete all requirements in one academic year (Fall, Spring and Summer semesters). Students must complete all requirements for the award of the degree within three years of the date of their first registration.

Courses at Other Institutions

Graduate students are not normally permitted to transfer in credit from courses taken at other institutions.

Coursework Regulations

1. In order to be awarded the Masters degree students must successfully complete all coursework, maintain good academic standing (a cumulative GPA of 3.0 [B]), and obtain a minimum grade of B (3.0) for the thesis/professional research project and the internship..
2. A student must normally maintain good academic standing in order to progress to the next semester (see above under “Academic Probation”).
3. Students failing to achieve a minimum GPA of 3.0/B average in a semester will be placed on official academic probation, and informed of their status and of their right to appeal. Appeals should be made to the Postgraduate Associate Dean in the first instance. In borderline cases the Associate Dean may consult with the Academic Progress Committee, and the final decision will be made at the University Examination Board.

Thesis/Dissertation and Internship Regulations

1. Students who do not submit the thesis/dissertation will receive an F grade for the thesis/dissertation component.
2. Students with exceptional circumstances supported by official documentation (eg medical certification), may petition the Postgraduate Associate Dean, who may consult with the Academic Progress Committee, for an extension to the deadline for submission of their thesis/professional research project.
3. In cases where an extension to the submission deadline is approved, the due date will be decided upon on a case-by-case basis by the Postgraduate Associate Dean in consultation with the Head of Registry Services and the Academic Progress Committee.
4. Students must pass the internship and the thesis/ dissertation with a minimum grade of 3.0 in each element to qualify for the Masters.
5. In cases of thesis/dissertation resubmission, the thesis/dissertation will be considered at the Assessment Board of the following academic year. The award parchment, if granted, will therefore be dated one academic year later than if the thesis/ dissertation had been submitted on time.

Postgraduate Exit Awards

Postgraduate Certificate

The Postgraduate Certificate is accredited in the US by the Middle States Commission on Higher Education.

The Postgraduate Certificate is an option available to students registered on a Richmond MA who have successfully completed at least 24 US credits/120 UK credits from the required coursework components and are in good academic standing (with a 3.0 GPA / B average / Pass but who:

- a) choose not to submit the thesis, or
- b) fail to submit the thesis (without extenuating circumstances eligible for resubmission), or
- c) fail to pass the thesis and who do not apply to submit it towards the MA qualification, or
- d) whose result following thesis resubmission is insufficient for the award of the MA.

Such students may choose to transfer onto and be considered for the award of the Postgraduate Certificate. The Certificate is conferrable as an exit award in recognition of successful completion of graduate coursework; it is not possible, however, for students to register directly onto these awards.

Note that some students in receipt of Title IV funding may not be eligible to receive an exit award.

Postgraduate Students with Special Educational Needs

The University is legally obliged to provide reasonable adjustments for students with diagnosed and documented learning disabilities. The offices of Student Affairs and Registry Services work together to make sure that all students receive appropriate support and consideration. In order to do this, all students are asked to let the Dean of Students know about their needs at an early stage of their registration, and to provide all the necessary official documentation to allow the University to put appropriate strategies in place as soon as possible.

Students who want to let the University know that they have a diagnosed, documented learning disability and will require special consideration should complete the form on the Student Affairs web pages. They must attach supporting documentation in the form of an educational psychologist's assessment (or indicate that this assessment is to follow). This should be dated within the last two years, and include the full name and address of the assessor. Further guidance is available at: <http://www.richmond.ac.uk/student-life/support-for-students-with-disabilities/>

Students with learning disabilities may be entitled to special arrangements for course tests, examinations, and in the classroom. In order to make the best arrangements for a student's individual needs it is important to let the University know as soon as possible so the student is able to benefit from special arrangements.

All information relating to a disability is held in confidence in the University's student records system, which has appropriate secure access protocols in place. If an award of extra time in assessment is decided, or if other practical arrangements need to be made, faculty members are informed about these so they can help students manage their study. Questions about the procedures should be directed to the Office of Student Affairs or Academic Registry.

Student Appeals

Situations may arise where students are dissatisfied with an aspect of their academic experience at Richmond. The University welcomes feedback from students – if there is a genuine problem, Richmond officials need to be informed about it in order to be able to respond. If in doubt about the correct avenue to follow, students should consult with their Postgraduate Associate Dean. The full University policy on Academic Appeals is outlined elsewhere in this Catalogue and on the portal at <https://my.richmond.ac.uk/myacademics/default.aspx>, and on the website at: <http://www.richmond.ac.uk/about-richmond/policies/>

ACADEMIC REGULATIONS AND POLICIES RELATING TO STUDENTS

Attendance and Lateness

1. Principles

- 1.1 Richmond University believes that class attendance is a core value of a US liberal arts approach to higher education and that it also forms an integral part of meeting the learning outcomes of every taught course.
- 1.2 On this basis, the University expects its students to attend ALL classes, and requires attendance to be taken and recorded in all scheduled course sessions. Mandatory course sessions may take place on or off campus, in classrooms, laboratories and workshops, and at different times of the day or evening, as specified in the course syllabus or other course materials distributed to all students registered on the course.
- 1.3 A demonstrably regulated attendance policy is also required both by UK immigration law and expected by the University's accreditation bodies. The award of US credit carried by each Richmond course relates in part to the number of weekly hours of contact between individual students and instructors.
- 1.4 Notwithstanding the expectation that students will attend all classes for which they are registered, the University accepts that perfect attendance may not always be achievable.

2. Attendance Requirements

- 2.1 The policy of the University is that absence from more than six classes [*adjusted for course length and size as per the table below*] is not permitted and the student will receive a fail after the 6th missed class from the point of enrolment. The six permitted absences are built-in to allow for times when making it to class is not possible. It is up to students to manage their time responsibly and to allow for unforeseeable circumstances (such as hospital appointments that cannot be rescheduled, the common cold).
- 2.2 Any absence from a class session does not exempt a student from the completion of all required work for a course. The student is responsible for taking the initiative to make up any missed academic work, and for covering the material delivered in any missed class session.
- 2.3 Students are expected to make themselves aware of the requirements of the Attendance Policy, the Lateness to Classes and Examinations Policy, and the Late Submission of Coursework Policy at the beginning of the semester.

Frequency of classes in the semester	Permitted absences
Courses that meet twice a week	No more than six absences
Courses that meet once a week	No more than three absences
Courses that meet three times a week	No more than nine absences
Summer courses	No more than two absences (<i>due to the intensive nature of the classes</i>)

3. **Attendance Recording and Assignment of Grades**
 - 3.1 Attendance is taken by instructors in on-line registers within the University's student records system during each course session and entered into the Self-Service record within 24 hours of each class.
 - 3.2 Registers are updated as students add and drop courses, and attendance in all courses is taken from the first day the student registers for that course, including Add/Drop week.
 - 3.3 Attendance is recorded at the beginning of the class session (see the University policy on Lateness to Classes). Any student not present in the class when attendance is taken is officially late for the session and must be marked as absent.
 - 3.4 A student who enters within the first 20 minutes of a teaching session, but after attendance has been taken and an absence has been registered, is responsible for alerting the lecturer to their presence and negotiating a change to an attendance entry. Changing an entry is entirely at the discretion of the instructor, and such a change will not be considered at any other time than on the actual date of the class.
 - 3.5 Students will be marked as "absent" from any class if they arrive more than twenty minutes after teaching has begun, but will not be excluded from attending the remainder of the session or any subsequent sessions. See also Section 5 of the Policy on Lateness to Classes and Examinations below.
 - 3.6 Students may review their attendance record for their courses at any time in their Self-Service accounts and are expected to remain alert to the dangers of exceeding the permitted absences from their courses.
 - 3.7 Every absence from class, regardless of reason, is recorded as Unexcused.
 - 3.8 Students do not need to provide instructors with medical evidence of illness or absence since the instructor will be assessing only the student's ability to complete the work academically, notwithstanding any illness suffered. Students are encouraged, however, to contact Student Affairs if they are ill so that necessary strategies to mitigate for illness can be put in place, and to provide appropriate care, advice and support.
 - 3.9 A student whose exceeds 6 absences from class will receive an FA (failure attendance) which *cannot* be revised on the basis of learning outcomes, but which may be appealed based on mitigating circumstances. A student who exceeds 6 absences may withdraw from the course before the last day to withdrawal in order to receive a "W" on the transcript. Students who have received an attendance grade of FA for a course may continue to attend the class, submit assignments and sit the final exam. .
4. **Appeals and mitigating circumstances**
 - 4.1 Grade challenges may not be made when absences from the course exceed 6 and a failure has been assigned. Where mitigating circumstances exist, however, students may appeal to the Academic Appeals Committee for consideration of their situation.
 5. **Reporting requirements**
 - 5.1 The University is obliged to report to UK Visas and Immigration (UKVI) any student who is in the UK on a Tier 4 visa but who is not attending classes. Visa-holding students who have been issued with attendance failures that take them below the level of full-time study will be reported to UKVI and it is the student's responsibility to report any mitigating circumstances to Student Affairs or Registry Services in good time to prevent this.
 - 5.2 Some scholarship and funding bodies also require the University to report attendance as a condition of the award.

Policy on Lateness to Classes and Examinations

1. Introduction

- 1.1 Richmond University is committed to promoting professional behaviour, academic responsibility and a serious approach to conduct on the part of its student body and faculty.
- 1.2 Attendance is of key pedagogical importance to successful progress through the Richmond degree and regular attendance and active participation in classes are essential parts of the educational process. In addition, the University is required to report poor or non-attendance of any student on a Tier 4 visa to UK Visas and Immigration (<https://www.gov.uk/government/organisations/uk-visas-and-immigration>).
- 1.3 Students are expected to attend all classes and their attendance at each session is recorded and monitored in the University's record system. The University's attendance policy is outlined above.

- 1.4 Classes are taught in timetabled slots that allow time for students to reach their new class from the previous session, and to have left at the end of the session in sufficient time for the next class to enter the room and be seated. Teaching begins at the published start time of the session and must finish promptly at the published end-time. This allows faculty and students 10 minutes for the changeover between classes. Attendance is taken in the first five minutes of a new session.
2. **Late arrival to University classes**
 - 2.1 Entering classes after a session has begun disturbs other students who have made the effort to arrive in good time. It also disrupts the prepared flow of academic information about the topic that the faculty member is presenting. Such unprofessional behaviour is discourteous to the tutor and the other students.
 - 2.2 Students arriving late to class (see also 2.5) should enter the room with minimum disruption to the faculty member and other students, and make an apology and explanation to the lecturer at the end of the session. Negotiation to make up any lost content should take place at the end of the session and outside the classroom in which the session took place.
 - 2.3 Attendance is recorded at the beginning of the class session. Any student not present at the start of class when attendance is taken is officially late for the session and must be marked as absent.
 - 2.4 A student who enters within the first 20 minutes of a teaching session, but after attendance has been taken and an absence has been registered, is responsible for alerting the lecturer to their presence and negotiating a change to an attendance entry. Changing an entry is entirely at the discretion of the instructor, and such a change will not be considered at any other time than on the actual date of the class.
 - 2.5 Students will be marked as ABSENT from any class if they arrive more than twenty minutes after teaching has begun, but will not be excluded from attending the remainder of the session or any subsequent sessions.
3. **Late Arrival to University Examinations**
 - 3.1 Students will be permitted to enter the examination room up to 30 minutes after the start of a University examination, provided that no other exam candidate has already left the room.
 - 3.2 Entry to the examination more than 30 minutes after the examination has begun will be permitted entirely at the discretion of the senior invigilator and with consideration of the effect that such entry may have on the students already present in the examination.
 - 3.3 Students permitted to enter the examination late must finish their examination at the scheduled time.
 - 3.4 No student may leave an examination earlier than 45 minutes after the start of the examination except with the permission of the invigilator.
 - 3.5 No student may leave and re-enter the examination room unless escorted by an invigilator throughout the period of absence.
 - 3.6 Students may not leave the examination room during the last 15 minutes of an examination.

Policy on Late Submission of Coursework

Students at Richmond are expected to submit all coursework on time. The ability to provide work on time and to manage competing demands is a vital life skill. Providing the opportunity to develop this skill, and to encounter the consequences for not delivering, is part of the educational experience at Richmond. Meeting deadlines is also important to ensure fairness and that all students are treated equally. In addition to support and advice from faculty, the Office of Student Affairs offers regular time management workshops.

1. Deadlines (specified by day and time) for submission of coursework will be provided to students by faculty in writing, either in the syllabus, on the course home page, or via email during the semester.
2. Any item of work submitted late will be subject to an automatic deduction of one increment on the letter grade scale (e.g. the grade will be reduced from B to B-, or from C- to D+) per day.
3. Any coursework submitted more than one week (seven days) after the original deadline will receive a grade of F. In a three-week course (e.g. RISS) any coursework submitted more than twenty-four hours later than the original deadline will receive a grade of F.
4. Where there may be mitigating circumstances (sometimes referred to as 'good cause') for the late submission the instructor must be informed in advance, by email, and evidence should be provided to the instructor in writing when the course work is submitted. Mitigating circumstances normally refer to documented illness or detrimental personal circumstances beyond an individual's control. For issues of sensitive personal circumstances a student may choose to provide the information through the Office of Student Affairs who can ensure that reasonable steps are taken to ensure privacy.

5. Please note that the following are some things that DO NOT constitute mitigating circumstances:
 - Computing or IT issues (unless these are because of a clear and demonstrable failure by the University)
 - Having other items of course work due on the same day or in close proximity
 - Having visits from friends or relatives
6. Students with Special Educational Needs who are entitled to some form of special arrangement (e.g. additional time in exams) should discuss this with Registry Services or the Office of Student Affairs at the start of the semester to ensure that the instructor is informed of any allowances for coursework or in classes.

Appeals against the Late Submission of Coursework Policy should follow the standard Academic Appeals process <https://my.richmond.ac.uk/myacademics/default.aspx>

Please also see the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 13 “Submission of Assessed Work”.

Exceeding Word Limit and Question Choice Policy

Word Limit

This policy covers written assignments that have been given a word limit. It covers all types of coursework, including essays, reports, learning logs, dissertations, etc.

The word limit is defined as the uppermost word limit in a range given to an assignment. Assessments are designed to enable the student to answer the assignment without going over the word limit.

The word count needs to be clearly and correctly stated on the title page of the assignment by the student. Tables, illustrations, abstract, title page, and contents page would normally be included in the word count. Appendices, bibliographies, references as footnotes, reference lists and citations should not be included in the word count.

Penalties will be given for work that excessively exceeds the word limit. There is a 10% leeway before penalties apply.

Excess of more than 10% and including 20%:
one mark deduction (A to A-, B+ to B, etc)

Excess of more than 20% and including 30%:
two mark deduction (A to B+, B+ to B-, etc)

Excess of more than 30% and including 40%:
three mark deduction (A to B, B- to C-, etc)

More than 40%: the assignment receives a zero

Assignments under the word count, including the 10% leeway, will still be accepted. Note that the grade could be affected if not all areas of the assignment are fully covered.

Question Choices

This policy covers a set amount of questions the student is expected to answer in an assignment or exam. When an assignment or exam calls for answering x out of y questions and the student exceeds x, the first of the required amount will be scored.

Academic Integrity

Academic honesty is fundamental to the integrity of Richmond University and the global academic community. Richmond is committed to making sure that assessment procedures are fair for all and are not compromised by the actions of students who engage in academic misconduct. Such students will receive a failing grade on the work in question or a failing grade for the course as a whole, or an amendment to their degree classification, depending on the importance of the work to the overall course grade and the judgment of the instructor.

Appeals against allegations of academic misconduct and against penalties applied may be made through the Academic Appeals process.

When academic misconduct is the cause of a failing grade for a course, the student may not withdraw from the course, although the normal policy for repeating a course applies.

The University aims to educate its students about what constitutes academic misconduct and to teach them to master the academic practices that will help them to avoid it. Students who are struggling to grasp the concepts can obtain support from the free Writing Workshops, and may be required to undertake a tutorial programme to ensure they understand what is required of them in an academic context.

The Head of Registry Services formally advises any student where a case of academic misconduct is upheld against them. Students who commit a second confirmed case of academic misconduct will normally be dismissed from the University.

The University’s instructors have their own strategies for monitoring the originality of work submitted for assessment (for example, design of assessments, consistency of writing style, awareness of key texts) and also routinely make use of electronic plagiarism detection software (SafeAssign). Citation and referencing conventions for particular subject areas and courses are given in course materials and students are expected to make themselves familiar with the convention required for particular pieces of work, as these may not be the same for all courses.

Academic misconduct is defined as:

Any action by which a student seeks to claim credit for the intellectual or artistic work of another person or uses unauthorized materials or fabricated information in any academic situation

Examples of actions that constitute academic misconduct, such as plagiarism, collusion, cheating, fabrication, impersonation, include but are not limited to, cases in which students:

- a) receive from or give help to another student in class tests and examinations;
- b) provide or make unauthorized material accessible to another student during an examination, even if this material is not used by that student;
- c) deliberately interfere with or damage the academic work of others;
- d) submit another person's work as their own, or give their own work to someone else for this purpose;
- e) submit work as if it is their own when it has been purchased from an essay mill or a ghost-scholar service or an e-tutor;
- f) submit work of their own that has been substantially edited and/or revised by another person, or provide an unauthorized editing service for others;
- g) submit work of their own that contains material from a source (books, articles, internet sites) without proper citation and bibliographic reference;
- h) re-submit substantially the same piece of work for more than one course;
- i) collude with one or more others to produce work that is submitted individually as one's own;
- j) fabricate the results of, e.g. research, interview data, or experiments;
and/or
- k) help other students in committing any of the above acts.

The Study Abroad Advisor or the Registrar of the home institution of a Study Abroad student and the Senior Vice President of AIFS will be notified in writing if a Study Abroad student has committed a proven act of academic misconduct. This information may be passed to the necessary university officials (such as student advisors or disciplinary bodies) in accordance with the home institution's policies and procedures.

Procedural steps in dealing with a suspected case of academic misconduct

Step 1

An instructor who suspects a student of academic misconduct will give the student a written summary of the case, possibly using an Academic Integrity Incident Report and a report from SafeAssign. The instructor will have described the incident of academic misconduct and indicate the disciplinary action to be taken if the academic misconduct is confirmed. The summary report will be given to the student, accompanied by the academic integrity flowchart summarising the procedure. The instructor will discuss the incident with the student, allowing the student to respond to the charge. There are four possible outcomes:

- 1.1 The instructor may accept that no academic misconduct has occurred. In this case no action is taken and the summary report is destroyed.
- 1.2 The student may admit to academic misconduct. In this case, the instructor notes the disciplinary action to be taken, and both the instructor and the student sign the report, which is then sent to the Head of Registry Services, with the instructor retaining a photocopy to be kept securely. The Head of Registry Services will record the incident and take further action if this is a second incident of academic dishonesty involving the same student.
- 1.3 The student denies misconduct or the outcome of the meeting is inconclusive. In this case, the instructor signs and forwards the summary of the case and the discussion to the Associate Dean. The instructor retains a copy of the report. The student is invited to sign the report, but may choose not to.
- 1.4 The student does not respond to the instructor nor challenges the grade assigned. After 15 working days, the instructor forwards the summary report to the Head of Registry Services.

Step 2

The Associate Dean will arrange meetings with the instructor and the student, separately or together, at which time both will present their views of the reported incident. The instructor and the student will have five working days to respond to the meeting invitation, and five working days after that to present themselves to the Associate Dean. If an initial meeting does not take place within ten working days of the Associate Dean's original invitation, then the Associate Dean has the right to rule on the case based on the original evidence presented. The Associate Dean may call as many meetings as he or she feels is necessary to investigate the case thoroughly (the time limits given above apply only to the first meeting).

There are three possible outcomes:

- 2.1 The Associate Dean may decide that no academic misconduct has occurred. In this case, no further action is taken, and the summary report is destroyed.
- 2.2 The Associate Dean may decide that the student has been academically dishonest. In this case, the Associate Dean will send the report to the Head of Registry Services, together with a written statement of the findings. The Head of Registry Services will record the incident in the student's file, and take further action if this is a second incident of academic misconduct involving the same student.
- 2.3 In case the Associate Dean is unable to make a decision, the report will be sent to the Academic Appeals Committee (AAC) for a decision.

Step 3

The Academic Appeals Committee will review the incident report and make a decision. There are two possible outcomes:

- 3.1 The AAC may decide that no academic misconduct has occurred. In this case, no further action is taken, and the report is destroyed.
- 3.2 The AAC may decide that the student has been academically dishonest. The AAC will instruct that the incident is recorded in the student's file, and take further action if this is a second incidence of academic misconduct involving the same student.

Step 4

Following completion of Step 3.2, a student who is dissatisfied with the outcome of the process has the right to appeal to the Provost, on two grounds only:

- 4.1 Evidence of material administrative error in the implementation of the above steps in this procedure,
or
- 4.2 A claim of new documentary evidence material to the case that was not available to the University at the time the decision in 3.2 was made. The appeal must explain why it could not have been made available at the time of the decision.

Appeals to the Provost must be made in writing within ten working days of the student receiving advice of the decision in Step 3.2. The results of the appeal will be reported in writing by the Provost to the student and the AAC. The Provost's decision is final. The Richmond appeal procedures have been completed at this point and the University will issue the student with a Completion of Procedures letter.

Further Information

Please see the detailed Academic Integrity guidance via the my Academics page of the University Portal (<https://my.richmond.ac.uk/myacademics/default.aspx>) and on the website at: <http://www.richmond.ac.uk/about-richmond/policies/>

See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 23 "Academic Misconduct".

Disability and Individual Specific Arrangements in Assessment

Policy on Special Educational Needs Provision

1. Overview

- 1.1 Richmond University aims to ensure that assessment and examination policies, practices and procedures provide students with diagnosed disabilities or special educational needs with the same opportunities as their peers to demonstrate the achievement of learning outcomes, which may, in some cases, include alternative assessment and examination arrangements.
- 1.2 Applications to study at Richmond are assessed on the basis of academic suitability for the programme of study. The criteria and procedures for admitting students relate to the academic requirements of the programme and will not disadvantage or debar applicants with SENs.
- 1.3 The University will foster an environment within which students feel able to disclose their disability, whether short-term or of long-standing, at an early stage of their studies and will put in place reasonable adjustments or other support that may be needed as soon as practicable. The University cannot make adjustments, however, if such disclosure is not made.
- 1.4 Richmond will ensure that students with SENs have access to the full range of its support services that are available to their peers, and where indicated will make reasonable alternative services and arrangements available.

- 1.5 Richmond aims to make reasonable adjustments for any registered student with disabilities within the particular requirements of study on the Richmond campuses, taking account of the University's status as a private institution.
 - 1.6 The University will make information available about access to buildings and support facilities to enable disabled students to make an informed choice about studying at Richmond.
 - 1.7 The University operates this policy under the requirements of the Data Protection Act 1998 and will ensure the needs of students with diagnosed disabilities or special educational needs are not compromised by the competing requirements of this legislation with that of the Equality Act 2010.
- 2. Learning and Teaching**
- 2.1 In approving the design of new programmes and courses, Richmond will ensure that the needs of students with special educational needs are taken into consideration and any indicated changes are made.
 - 2.2 Faculty will plan and employ teaching and learning strategies which make it possible to incorporate adjustments to accommodate SEN students' individual requirements where reasonable.
 - 2.3 Faculty will be provided with professional support for teaching design and access to expert and informed advice on implementing arrangements in the classroom.
 - 2.4 The University will ensure that, wherever possible, students with SEN have equal opportunity to access academic and internship placements, including field trips and study abroad.
 - 2.5 Assessment and examination policies, practices and procedures will be designed to allow SEN students to demonstrate their achievement of course learning outcomes, and these may include consideration of alternative assessment and examination arrangements.
 - 2.6 Where a student's academic progress is interrupted as a direct result of a disability-related cause, arrangements will be made, in consultation with the student and taking account of the particular requirements of their SEN, to mitigate the effect on the student's academic progress.
- 2.7 Where disclosure or diagnosis of a disability or SEN is made after students have begun to study, or have left the University, retrospective adjustment will not be made, providing that the University did not know, and could not reasonably have been expected to know, that the student had a disability when they enrolled for their course.
 - 2.8 Students submitting false claims for adjustments to be made on the basis of disability will be subject to the requirements of the University's Academic Integrity Policy (<http://www.richmond.ac.uk/about-richmond/policies/>)
- 3. Academic Appeals**
- 3.1 The University's policy on Academic Appeals is designed to allow students to raise concerns arising directly or indirectly from a diagnosed disability/SEN.
 - 3.2 Issues should first be raised at departmental level, and if a satisfactory resolution is not agreed, may be referred to the Vice-President for Student Affairs and the Head of Registry Services.
 - 3.3 Students wishing to pursue a concern further should enter the formal Appeals process at Stage 2 as outlined in the Policy.
- 4. Monitoring and Review**
- 4.2 Aspects of this policy will be subject to ongoing review and amendment by the Academic Board.
 - 4.3 These include, but are not limited to, the following:
 - 4.3.1 Student take-up of SEN examination arrangements
 - 4.3.2 The range and extent of SEN examination arrangements
 - 4.3.3 The consistency, range and extent of SEN support in classes.
 - 4.3.4 The breadth and effectiveness of provision for support of Faculty implementing SEN classroom arrangements
 - 4.3.5 The take-up of support provision made for Faculty.

5. **Supporting information**
- Office of Student Affairs web pages at <http://www.richmond.ac.uk/content/student-affairs/students-with-disabilities.aspx>
 - Academic Appeals Policy at <http://www.richmond.ac.uk/student-life/admitted-students/student-complaints-and-appeals/.aspx>
 - Academic Integrity Policy at <http://www.richmond.ac.uk/about-richmond/policies/>
 - Policy on Accommodation and use of public spaces <http://www.richmond.ac.uk/content/student-affairs/accommodation/policies-and-procedures.aspx>
 - Policy on health and safety available from Richmond HR Department.

- 1.4 Examinations are normally scheduled in four time slots between 9.00 am and 9.00 pm, although they may be scheduled up to 10.00 pm where necessary.
- 1.5 The final examination timetable is posted in the Portal and on the timetable page of the website.
- 1.6 Instructors may not make changes to assigned invigilation arrangements nor alter the time of a scheduled exam. If there are difficulties with exam time slots or locations, instructors should contact their Head of Department or Dean of School, copying in Registry Services, to resolve these.
- 1.7 Instructors may not agree special arrangements for any student with difficulty with an exam's timing. Such students should be referred to the Head of Registry Services who may refer the issue to Academic Progress Committee.

Examination Policy & Procedures

1. Examination scheduling and timetabling

- 1.1 The final examination schedule is centrally-administered by Registry Services. Exams are held over a five-day period following the last day of classes in the Fall and Spring semesters. Final exams are not held in the same timeslots as class sessions. The official exam period is published in advance in the official academic calendar (see the Academic Calendar on page 4 of this catalogue). Students are responsible for remaining in London until the end of the official examination period. Although specific exam timings are also published by the Registry Services in advance, the university reserves the right to make any necessary changes to the schedule. Students who make travel plans based on their personal exam schedule do so at their own risk. Final examinations in the summer take place on a single day following the last day of classes and final examination arrangements on the university's Italian campuses follow the Summer session model.
- 1.2 University mid-term assessments are held in Week 7 of the Fall and Spring semesters. Summer semester mid-term assessments take place on the Friday of Week 3 of the semester. Resit examinations take place in Week 4 of the Fall and Spring Semesters. Final examinations are scheduled in Week 14/15 of Fall and Spring, and Week 6 of Summer.
- 1.3 Examinations may be timetabled for any day falling within a semester, including Saturdays.

2. Conduct of Examinations

2.1 Invigilation

- 2.1.1 The ratio of invigilators to students in examinations is two invigilators for between 2 and 50 students; three invigilators for between 51 and 100 students.
- 2.1.2 Variation of these ratios is at the discretion of the Head of Registry Services, in consultation with the Chair of the Academic Board if appropriate.
- 2.1.3 Invigilators are responsible for the enforcement of the regulations and policies for the conduct of the University's invigilated examinations.
- 2.1.4 One member of Faculty acts as senior invigilator in each examination session, to take overall responsibility for the conduct of the examination and the invigilation process, including ensuring that the number of examination scripts collected matches the total number of students examined.
- 2.1.5 Guidance on invigilation is sent to all invigilators in advance of the examination session and copies are available in each examination room. A copy is also available on the Faculty tab of the Portal.
- 2.1.6 All invigilators must be present in the examination room at least fifteen minutes before the start of the examination.

2.1.7 All full-time and part-time faculty may be required to invigilate final examinations. All faculty members are expected to invigilate exams equal to the number of sections (not courses) they teach. Faculty members who teach courses for which final exams are not given are expected to assist with the invigilation of multiple-section exams or other exams. Invigilation duties may occur over weekends.

2.1.8 If they are not assigned to invigilate, the exam paper setters are expected to be present in the examination room for the first 15 minutes of the examination session. If they are unable to be present for any reason, they must advise their School Administrator or Registry Services in advance of the examination and ensure that they have provided appropriate contact details so that any issues arising in the examination can be resolved immediately.

2.2 Venue set-up and starting an examination

2.2.1 The furniture in the examination room will be laid out by University support staff according to agreed conditions (see Standards for Examination Venues) and the room locked. On arrival, invigilators lay out question papers and answer booklets. At the end of the examination the staff of Registry Services or Security lock the room immediately after the invigilators leave.

2.2.2 Students are not allowed in the room until the invigilator has invited them into the room. If invigilators arrive to find the students have entered the room, they must be asked to leave immediately and invigilators must ensure that all desks and chairs are checked carefully for any extraneous material before the students are permitted to re-enter and the examination can begin.

2.2.3 Where seats have not been pre-assigned in an examination session, students should be randomly assigned seats by the invigilators and not permitted to choose their seat independently. Seats closest to the door should be kept free for late-arriving students.

2.2.4 The senior invigilator must read the standard announcements at the beginning of the examination. Students may not begin writing until told they may do so by the invigilators.

2.3 Conduct during examinations

2.3.1 Anomalies arising during an examination session should be recorded on an Examination Report Form (available in each examination venue for each occurrence) and returned to the Registry Services after the examination. These may include, for example, a mobile phone going off that causes a disruption, a student becoming ill, a student arriving late or leaving early, etc.

2.3.2 Invigilators must remain in the examination room for the entire period of the exam and patrol the examination room at intervals to address the risk of cheating and to check that students are using only the additional materials permitted.

2.3.3 Faculty and staff should be aware of the potential misuse of small data storage units. Students are not permitted access to electronic devices (iPads, laptops, mobile phones etc.) during an exam. Invigilators must ensure that any such devices brought into an examination room are made inaccessible to students during the examination.

2.3.4 Students should be made aware of the consequences of and understand the regulations relating to academic misconduct, particularly in relation to the possession and use of electronic devices and mobile phones in an examination context.

2.3.5 Absentees should be noted on the examination report; students who do not attend will be given a grade of F for the exam. An 'incomplete' grade may be assigned for cases deemed to be legitimate absences.

2.3.6 Students who are taken ill during an examination, or who cannot take a final exam for medical reasons, should obtain supporting documentation from a doctor and submit this to the Academic Progress Committee along with a petition to take a re-sit the following semester. Students have the right to appeal assigned grades in cases of illness (see also 2.3.5). Travel issues are not normally accepted as the basis for a petition for a re-sit. (See also the Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Section 24, "Extenuating Circumstances".)

2.3.7 All rooms have clocks, and the invigilator will also announce the times at key points.

- 2.3.8 If a fire alarm sounds during the exam, the invigilator should make a note of the time and ask students to stop writing. All participants should leave the building following usual guidelines. Students must be instructed that they are still under exam conditions and must not talk to each other. Invigilators must monitor students and keep the group together. Before restarting the exam, students must be asked to draw a line under the work that they had already completed before the alarm. The occurrence must be recorded on the Examination Report Form
- 2.3.9 Individual arrangements are made by Registry Services for students with special educational needs during the final examination period. These are centrally-administered. SEN students may not make their own arrangements with examiners, and may not use their own laptop computers to take exams.
- 2.3.10 In a large examination session, it is important that the one-to-one relationship between the student and their script is maintained. Students who finish early may not leave before their script has been collected by an invigilator. At the end of the examination, students must stay in their seats until all the scripts have been collected by the invigilators and the Senior Invigilator gives them permission to leave.

2.4 Student identification

- 2.4.1 Students must place their Richmond student ID cards face up on their desktops as soon as they enter the exam room and are seated. Cards must remain on their desks throughout an examination. Photographs on the cards will be checked by invigilators during the examination to establish that the ID card belongs to the student at that desk.
- 2.4.2 Richmond's small class sizes mean that instructors invigilating know many students personally. If the student does not have their ID card, and the invigilator is confident in their knowledge of the student's identity, they may be permitted to continue with the exam.

- 2.4.3 Where an invigilator is not confident of their identity the student must supply their full name so a check can be made of their name and photograph against their record in PowerCAMPUS, using the terminal in the examination room (a printed photo register may also be requested from Registry Services during the examination).
- 2.4.4 If the invigilators still have concerns the student should be excluded from the exam and advised to petition the Academic Progress Committee for permission to re-sit.

2.5 Materials allowed in examinations

- 2.5.1 The invigilators will identify where students must leave jackets and bags, usually at the front or back of the room as appropriate for the venue.
- 2.5.2 Mobile phones must be switched off as students enter the room, and left at the front or back of the room as appropriate. Students may not have mobile phones with them during an exam.
- 2.5.3 Students may have the following items on their desk during an examination.
- i) University ID card
 - ii) A clear pencil case or clear plastic bag, containing:
 - Pens
 - Pencils
 - Eraser
 - Pencil sharpener
 - Ruler
 - iii) University- approved calculator (where identified on the examination paper)
 - iv) small bottle of water
 - v) Additional items identified as acceptable by the examiner and detailed on the front of the examination paper
- Any additional material brought to the examination should be removed by the invigilators.
- 2.5.4 Calculators are not permitted in an exam unless identified on the examination paper. Mobile phones may NOT be used as calculators.

- 2.5.5 All exams will be written in the official answer booklets unless the format of the exam makes this impossible. Additional booklets and sheets of paper will be supplied by the invigilators if required.
- 2.5.6 Extracting pages from official answer booklets is regarded as academic misconduct, as is removal of blank answer books from the examination room.
- 2.5.7 The security of unused answer booklets must be maintained. All blank answer books must be retained at the end of the exam and unused booklets returned to Registry Services with the Examination Report Form.
- 2.6 Behaviour during examinations**
- 2.6.1 Students will be permitted to enter the examination room up to 30 minutes after the start of a University examination, provided that no other exam candidate has already left the room.
- 2.6.2 Entry to the examination more than 30 minutes after the exam has begun will be permitted entirely at the discretion of the senior invigilator and with regard to the effect that such entry may have on the students already present in the examination.
- 2.6.3 Students permitted to enter the examination late must finish their examination at the scheduled time.
- 2.6.4 No student may leave an examination earlier than three-quarters of an hour after the start of the examination except with the permission of the invigilator.
- 2.6.5 No student may leave and re-enter the examination room unless escorted by an invigilator throughout the period of absence.
- 2.6.6 Students may not leave the examination room during the last 15 minutes of an examination.
- 2.6.7 Silence must be maintained in the Halls before, during and after examinations in order not to disturb other students under examination in nearby rooms. Students have been informed of the consequent requirement for quiet in the corridors and immediately outside of exam venues. Invigilators will assist in enforcing these requirements and ask for quiet from students who are making excessive noise.
- 3. Academic Integrity**
- 3.1 Academic misconduct is any action by which a student seeks to claim credit for the intellectual or artistic work of another person or uses unauthorized materials or fabricated information in any academic situation
- 3.2 In an examination context it includes the following actions, whether intentional or not:
- i. Copying from or giving help to another examination candidate during an exam;
 - ii. Bringing unauthorized material into the exam room, or using such material during an examination (e.g. notes in any format, blank paper, accessing information on any type of electronic device, including a mobile phone or smart watch);
 - iii. Communicating in any way with any other candidate or person except an invigilator;
 - iv. Removing examination scripts or booklets, blank or otherwise, from the exam room;
 - v. assisting other candidates in any of the above acts.
- 3.3 Students who engage in academic misconduct will receive a penalty for the examination in question or the course as a whole, depending on the importance of the assessment to the overall course grade and the judgment of the instructor and the Academic Appeals Committee.
- 3.4 The procedure for dealing with suspected academic misconduct in an examination is as follows:
- 3.4.1 Document the reasons on an Academic Integrity incident report. This form, together with an academic dishonesty incident report will be included in the invigilation Exam Information folder. It is important that the student's name and ID number are recorded.
 - 3.4.2 If the student is using "cheat notes" these must be confiscated and retained as evidence.
 - 3.4.3 If the student is suspected of copying from another student, the student should be moved immediately to a different desk, even if it means swapping with another student.
 - 3.4.4 Allow the student to complete the exam.
 - 3.4.5 At the end of the exam, ask the student to remain behind. Follow the procedural steps outlined in the Academic Integrity Policy found at: <http://www.richmond.ac.uk/about-richmond/policies/>

- 3.4.6 If the student denies the accusation and refuses to sign the form, and the incident occurs in a final exam, then the student must be advised that the meeting with the Associate Dean may need to take place in the following semester, or remotely.
- 3.4.7 The examiner should mark the script as though no incident had occurred, and if the subsequent formal process finds the student responsible for academic misconduct, submit a change of grade form.

See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>) Section 23 “Academic Misconduct”.

Moderation Meetings and Examination Boards

The Conduct of Moderation and Examination Meetings and Boards describes in detail the appointment, membership, authority and responsibilities of these boards. It is located on the University Organization page of the University Portal. See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Sections 25-30 “Boards of Examiners”.

Interventions and Probation

Policy on Academic Probation and Dismissal

At the end of any full semester (fall or spring), full-time degree-seeking students who have attained a cumulative grade point average (GPA) of less than 2.0 will be identified by the Academic Progress Committee and be advised that they have been placed on academic probation.

While on academic probation students are limited to studying a maximum of our courses per fall or spring semester. This limit to the number of courses for which a student may register allows the student more time to concentrate on each course in the hope that academic performance and grades will improve. Students on probation will work closely with their academic advisor to choose the most appropriate four courses to study and also to retake courses they may have failed in the past in order to replace any grade of ‘F’ with a higher grade, in order to improve their GPA.

Students whose GPA is still below 2.0 at the end of the first semester on probation may continue on

academic probation provided significant academic improvement has been made. Failure to raise the GPA to 2.0 by the end of a second full semester on academic probation may result in dismissal from the University for failure to progress academically. Note that courses taken in the summer sessions will not normally result in the lifting of probationary status. Students on probation achieving a cumulative GPA of 2.0 or above in a summer session will remain on academic probation in the following semester (with a reduced courseload as above) until they have demonstrated sustained progression over a full 15-week semester. Students on probation taking summer school courses must be aware that performance in such courses will not normally influence dismissal decisions. Dismissal decisions are made annually, at the University Examination Board.

The Academic Progress Committee informs students on probation of the following:

- 1) that the student is in academic jeopardy and at risk of dismissal if their GPA is below 2.0 for two consecutive full semesters;
- 2) that the student will be restricted to studying a maximum of four courses per full semester until the end of the period of academic probation;
- 3) that the student will remain on academic probation until a cumulative GPA of 2.0 or high is achieved in a full semester, or a recommendation for dismissal is upheld;
- 4) that the student should consult regularly with their academic advisor or the Co-ordinator of Academic Advising to obtain advice on the most effective way to make academic progress;

Students admitted to the University on academic probation are treated according to the above policy as if their first semester of attendance is their first semester on academic probation.

Full-time students who do not earn 18 credits over the two most recent consecutive semesters are placed on first semester Academic Progress Probation (APP). After two semesters or more on APP, students who have been unable to earn 18 credits over the two most recent consecutive semesters, risk dismissal from the University. Students in the UK on a Tier 4 visa risk withdrawal of their right to remain if they fail to make acceptable academic progress.

Students who are dismissed from the University for academic reasons have the right to appeal the decision to the Provost within ten working days of receiving the emailed decision letter.

The University is obliged to report any student who is dismissed from the University and who is in the UK on a student visa, to UK Visas and Immigration

(UKVI). Reporting is done after the time period for the appeals process has expired, or after an unsuccessful appeal.

Students dismissed from the University on academic grounds are not normally permitted to reapply for admission.

Policy on Substitutions and Exemptions

At key points during their studies Richmond students and advisers may find that patterns of study or changes of major indicate that an exemption from or substitution for a course requirement might be appropriately applied to an individual student's Academic Plan.

Such interventions should not be applied after a student has entered their penultimate semester of study in order to address poor academic planning earlier in the student's studies.

1: Substitution

- 1.1 In consultation with their academic adviser, students may request a complete replacement of a course that is required in their degree programme structure, with another Richmond course. The credits and grade earned from the substituted course directly replace the credits and grade that would have been earned from the original course required in the degree structure.
- 1.2 All courses undertaken at Richmond may be used to substitute for courses built into Richmond Programme Specifications, provided academic justification can be established. Credit for courses completed at other institutions are dealt with through the transfer credit evaluation procedures. Experiential learning is not appropriate for substitution.
- 1.3 Course substitutions may only be made where there is a clear academic relationship between the two courses. They must belong to the same area of study and be at the same FHEQ level, so that, for example, a course in the General Education Programme will not substitute for a higher level Politics or Mathematics course.
- 1.4 Both courses must be of equal credit value, so a course of 3 credits may not substitute for a 4-credit course, nor vice versa.
- 1.5 The case for substitution must be made on the approved form, available in the Portal, and from Registry Services and the School Offices.
- 1.6 Requests are evaluated and authorised by the Dean or Associate Dean of the relevant School. A case must be clearly established for justification or alignment of how the intended learning

outcomes of the course to be substituted have been achieved in the substituted course.

- 1.7 Only the course to be substituted is considered; no re-evaluation of the originally-required course may be made.
- 1.8 A course substitution will not exempt students from the need to meet specific pre-requisites for other required courses in the major.
- 1.9 Requests for substitution should be made before the student enrolls in the course they wish to substitute, in case academic equivalence cannot be established. Requests will therefore only be considered in the period between the end of Priority Registration in one semester and Add/Drop week of the following semester (excluding Summer semester).
- 1.10 The substituted course must be successfully completed in order for the substitution to be fulfilled. It may be used towards graduation requirements in only one instance.
- 1.11 Changing major or taking a break in study of more than two semesters may invalidate a substitution.
- 1.12 Substitutions are applied to students' Academic Plans at the end of each academic year, and are cross-checked in the final semester before degree completion.

2: Exemption

- 2.1 Where a request is made for a student to be exempt from studying a required course in their degree plan, in addition to any allocations of transfer credit already made, then the effect is to release the student from the requirement to complete the course in progressing towards completion of their degree.
- 2.2 Both the course and any credit attaching to it are included in the exemption so the student may be required to make up the lost credits elsewhere in order to complete degree requirements.
- 2.3 Exemptions must be approved by the Dean, Associate Dean or Head of Department in the School responsible for the major in which the student is registered, and copies of the email authorising the exemption must be sent to the student, the academic adviser and Registry Services at the point at which the exemption is approved.
- 2.4 Exemptions are applied to students' Academic Plans at the end of each academic year, and are cross-checked in the final semester before degree completion.

Academic Appeals and Grade Challenges Policy and Procedures

1. Introduction and Principles

- 1.1 The policy and procedures outlined in this document are only for the resolution of *academic appeals and grade challenges* of registered undergraduate and postgraduate students of Richmond, The American International University in London. In line with the QAA Code of Practice, at Richmond “An academic appeal is defined as a request for the review of a decision of an academic body charged with decisions on student progression, assessment and awards.”
- 1.2 At Richmond University, a **grade challenge** is a request for the re-evaluation of academic work in a course. This may include, but is not limited to, a grade, attendance, or compliance with course guidelines. Whenever a grade is changed as a result of a grade challenge, an explanation of the re-evaluation and outcome must be documented (Formal Procedure Stage I).¹ An **academic appeal** is normally the challenge to the outcome of a grade challenge.
- 1.3 Note that this is distinct from the petitions made to the Academic Progress Committee, which deals with requests for exceptions to University Academic Policy. This includes standard categories such as petitions for re-sit exams, permission to exceed the normal courseload restrictions, etc. APC decisions are appealed directly to the Provost, and not via AAC.
- 1.4 Academic-related complaints not covered by this policy must be progressed using the “Academic and Academic Related Complaints Procedure for Matters not Related to Grading” <http://www.richmond.ac.uk/student-complaints-and-appeals/>
- 1.5 Appeals not related to academic matters (for example, those related to housing, financial services, disability services, and so forth) must be addressed using the “Complaints and Appeals for Non-Academic and Non-Academic-related Matters” (<http://www.richmond.ac.uk/student-life/student-complaints-and-appeals/>).
- 1.6 All undergraduate and postgraduate students enrolled in courses offered by Richmond University may request reconsideration of any academic matter in which they believe they have been treated unfairly, and may appeal any grade challenge outcome.
- 1.7 Only the student about whom a decision has been made can lodge an appeal against that decision. Challenges or appeals from third parties are not accepted.
- 1.8 Decisions which may be appealed:
 - a. a rejected grade challenge (see 1.2)
 - b. Termination of study for failing to comply with attendance or submission requirements;
 - c. Exclusion from an examination, assessment, resubmission opportunity, placement, internship;
 - d. The result of a non-APC decision that prevents transfer, progression, or results in suspension of studies;
 - e. Termination of study for academic dishonesty or professional misconduct;
 - f. Termination of study for failing to satisfy an examiner or Board of Examiners, including where a request for mitigation has been rejected.
- 1.9 Grounds for appeal:
 - a. mitigating circumstances exist, that for good reason could not have been presented at the appropriate time, and that, if they had been known, it is reasonably likely would have changed the decision that was made. Mitigating circumstances claims must be supported by medical or other documentary evidence acceptable to the Appeals Committee (AAC);
 - b. a procedural irregularity occurred in the conduct of the assessment process;
 - c. that a decision was manifestly unreasonable or influenced by prejudice or bias (or perception of prejudice or bias) on the part of the decision-maker(s)
- 1.10 Students may not use the appeal procedures to bring frivolous or vexatious matters to the University’s attention;
- 1.11 In a review of any academic case, policies stated on a course syllabus and in Course Specification Documents will be understood to have been viewed and accepted by the student concerned;

¹ Quality Code - Chapter B9: Complaints and appeals

- 1.12 Guidance and support for students making a grade challenge or appeal is available from the Office of Student Affairs and Registry Services. A student may withdraw his or her grade challenge or appeal at any time, thereby halting the process. Once a grade challenge or appeal has been halted it cannot be reinstated on the same grounds.
- 1.13 The University pledges that students studying at all levels have the opportunity to raise matters of concern without the risk of disadvantage.
- 2. Time Frames for Filing a Grade Challenge or Appeal**
- 2.1 All challenges and appeals must normally be settled within the semester of filing the Stage 1 grade challenge with the instructor or Associate Dean of the School.
- 2.2 Students wishing to file a Stage 1 grade challenge relating to a Fall semester course must normally do so by Week 3 of the semester following the end of the given Fall semester.
- 2.3 Students wishing to file a Stage 1 grade challenge relating to a Spring semester course or a Summer session course must normally do so by Week 3 of the Fall semester of the same calendar year in which the courses were taken.
- 2.4 Students wishing to appeal a decision of the University Exam Board related to the final degree classification (or the recommendation for a final degree classification to the Open University) must do so, in writing, to the Academic Registry within three months of notification.
- 2.5 Students are reminded that *all Open University grades are provisional until they are confirmed by the relevant examination board.*
- 2.6 Students cannot normally appeal grades after they have been awarded the degree.
- 3. About the Academic Appeal and Grade Challenge Procedures**
- 3.1 When a student indicates a grade challenge may be made, a link to the electronic copy of the Academic Appeals policy and procedures in the Portal <https://my.richmond.ac.uk/myacademics/default.aspx> will be provided to the student by the relevant School or Associate Dean. Hard copies are also available from the Academic Registry and can be downloaded from the Richmond University website (<http://www.richmond.ac.uk/student-life/student-complaints-and-appeals/>).
- 3.2 The informal and formal Academic Appeal and Grade Challenge procedures operate on the basis of the balance of probabilities, sometimes referred to as the preponderance of evidence. It is important for students, staff and faculty to remember that grade challenges and appeals are not considered as if they were ‘criminal’ cases to be proved ‘beyond a reasonable doubt’, but rather that a preponderance of the evidence simply means that one side has more evidence in its favour than the other, even by the smallest degree, so that there is a higher probability of the truth of a disputed fact.
- 3.3 All documents and evidence submitted by a student in support of an appeal or grade challenge will be treated with respect for the privacy of the student, and will be confidential to those members of staff concerned with the matters raised in the challenge or appeal within Richmond University.
- 3.4 Further guidance and support on using the Academic Appeal and Grade Challenge policy and procedures can be obtained from the Office for Student Affairs, the Head of Registry Services or the relevant Associate Dean.
Note that for the purposes of the delivery of the appeals policy, in the absence of Associate Deans at Richmond’s additional locations, the Director of the RIASA Programme on the Leeds campus, and the Deans of the Rome and Florence campuses act as the Associate Deans do on the main Richmond campuses.
- 4. Negotiating an Informal Resolution**
- 4.1 The University aims to bring about an informal resolution of any grade challenge wherever possible and/or reasonable, and this procedure does not affect a student’s right to insist on following the procedures laid out in this policy in full;
- 4.2 Any student may request an explanation of how a grade has been calculated for any piece of assessed work from their instructor. Such an explanation does not form part of the grade challenges and appeals procedures;
- 4.3 A student who wishes to make a query relating to a request for re-evaluation of a grade (following on from steps in 4.2) should contact the instructor of the course and ask for specific clarification on the issue concerned. If that instructor is no longer in the employ of Richmond University or is unavailable for other reasons, the student will meet with the relevant Associate Dean, or an alternative (Subject Leader, MA Convener) designated by the Associate Dean.

- 4.4 If the parties are able to reach an agreement about the dispute, they will write and sign a document showing the steps each party will take to resolve it where a grade has been changed (see section 1.3).
- 4.5 Copies of the email produced after a resolution agreed at step 4.4 will be distributed to the student and the instructor. A copy will also be sent to Registry Services so that the University can maintain an overview of cases.
- 4.6 The University expects that normally informal grade challenges will be resolved within seven (7) calendar days. If no resolution can be found, the student may file a formal grade challenge in accordance with Stage 1 of the Academic Appeals and Grade Challenge Procedures, as described below.
- 5. Formal Procedure Stage I: The Grade Challenge**
- 5.1 The student presents a written statement outlining the grounds for the grade challenge to the Associate Dean of the relevant School, or their designee, for consideration;
- 5.2 The student's statement will be provided to the faculty member concerned;
- 5.3 The Associate Dean, or their designee, will review the information submitted and, where the case is straightforward, may make a decision that will resolve the case at this point. This will be provided in writing to all parties within seven (7) calendar days;
- 5.4 If the Associate Dean or designee believes a meeting of all parties is required, arrangements will be made to meet with the student and the faculty member within seven (7) calendar days of the receipt of the completed grade challenge from the student;
- 5.5 A student may be accompanied to the meeting by a supporter or a registered student of the University. The supporter may prompt or provide advice directly to the student, but may not address the group members unless invited to do so by the Associate Dean;
- 5.6 The Associate Dean, or a designee, will make a determination as to the merits of the grade challenge and attempt a resolution. He/she will prepare a written record of the meeting, and this will be provided to all parties, in writing, within seven (7) days of the meeting;
- 5.7 All documents and related correspondence are regarded as confidential and will only reside in the Academic Registry file if the grade challenge does not proceed to Stage II.
- 6. Formal Procedure Stage II: The Appeal**
- 6.1 If the grade challenge is not resolved to the student's satisfaction, the student will indicate this in writing on the Academic Appeal form <http://www.richmond.ac.uk/student-life/student-complaints-and-appeals/> to the Chair of the Academic Appeals Committee (AAC) within seven (7) calendar days from the date of the Stage 1 meeting outcome (see 5.6). The form must be accompanied by the Associate Dean's response. This begins Stage II.
- 6.2 At this point, the student, the instructor of the course, and the Associate Dean may provide additional supporting materials, and/or the Committee may request that additional materials are provided;
- 6.3 The Academic Appeals Committee (AAC) is a sub-committee of the Academic Board. Its membership comprises a senior member of academic staff (Chair), the Head of Registry Services, four members of faculty and student representation. Student representatives do not take part in appeal procedures relating to specific students;
- 6.4 The AAC will decide whether a case should be heard by the full Committee, i.e. that a prima facie case exists. Wherever possible, an appeal will be resolved before a hearing if all parties can reach agreement on a solution;
- 6.5 An appeal may be dismissed if there is no substantive case for the Committee to hear or if there is no valid remedy open to the Committee. The outcomes of all appeals will be recorded in the reserved minutes of the AAC;
- 6.6 At a formally instituted hearing, the student and faculty member may offer explanations of the situation to the Academic Appeals Committee, and the Committee members may ask questions of each. Explanations and other material may be submitted electronically. The Committee may also call upon other faculty members, staff or students to ask questions of them that will clarify any additional aspects of the case indicated;
- 6.7 A student may be accompanied to the meeting by a supporter. The supporter may prompt or provide advice directly to the student, but may not address the hearing committee unless invited to do so by the Chair;
- 6.8 The Chair of the AAC will prepare a written report on the AAC's decision made at the hearing;

- 6.9 A copy of the Committee's written report will be provided to the student, faculty member, Associate Dean and the Head of Registry Services, within seven (7) calendar days of the AAC hearing (see overall timeframe in 6.5 above).
- 6.10 The Stage II process must be completed within twenty-eight (28) calendar days of the date of filing the Stage II appeal;
- 6.11 The AAC makes an annual report of its activities to the Academic Board to assist the University in developing and improving its policies, procedures and conduct. As the report may allow the identification of individual students it is considered on the reserved agenda of Academic Board.
- 7. Formal Procedure Stage III: Further Appeal to the Office of the Provost**
- 7.1 A student who chooses to appeal the decision of the AAC may appeal to the Office of the Provost (a 'Further Appeal'). Only after all methods for settlement at the level of the Academic Appeals Committee have been exhausted can the student appeal a decision to the Office of the Provost;
- 7.2 The Office of the Provost will receive information from parties involved in an appeal and conduct any further investigations or convene hearings deemed necessary;
- 7.3 The grounds for an appeal to the Provost are those provided in 1.9 above;
- 7.4 Further Appeal procedures are as follows:
- The student must file an appeal letter to the Office of the Provost requesting a review of the initial grade challenge and the appeal. This letter must be received within seven (7) calendar days of the date of the letter informing the student of the Stage II decision. A copy of the student's original grade challenge statement, the Associate Dean's response, the completed Academic Appeal form, and the evidence supplied to date must accompany this letter.
 - The Chair of AAC will forward copies of all previous proceedings to the Office of the Provost for review and provide a written report on the original AAC decision to the Office of the Provost.
 - The Office of the Provost will make a final determination within seven (7) calendar days and the student will be informed of the outcome, in writing, in a formal Completion of Procedures letter from the University.
- 7.5 At this point the University's institutional procedures for grade challenges and appeals have been completed. The student will receive a clear written statement, confirming that all internal procedures have reached completion and the outcome that has been reached (a Completion of Procedures letter) and be further informed of the role of The Open University and the Office of the Independent Adjudicator.
- 8. Appeals and Complaints submitted to The Open University and the Office of the Independent Adjudicator for Higher Education**
- 8.1 If, upon the conclusion the University's institutional procedures the student is dissatisfied decision, they may take their appeal to the Office of the Independent Adjudicator for Higher Education (<http://www.oiahe.org.uk/>). Students must first have exhausted all appropriate internal procedures at Richmond, including the formal grade challenge and appeals procedures, before approaching the OIA.
- 8.2 Students undertaking The Open University validated awards have an opportunity to submit appeals to The Open University if they are dissatisfied with the conclusion reached through Richmond University's procedures. Students must first have exhausted all appropriate internal procedures at Richmond, including the formal grade challenge and appeals procedures, before approaching The Open University.
- 8.3 If, upon the conclusion of an appeal to The Open University, the student is dissatisfied with The Open University's decision, they may take their appeal to Office of the Independent Adjudicator for Higher Education (<http://www.oiahe.org.uk/>).
- 8.4 All of these policies and procedures are outlined in section H3 of the OU's Handbook for Validated Awards (<http://www.open.ac.uk/cicp/main/validation/about-ou-validation/handbook-validated-awards>), which is also available in the Richmond library.
- See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Sections 31-34 "Academic Appeals and Complaints".

Academic Related Complaints Procedure (for matters not related to grading)

OVERVIEW

1. Situations may arise where students are dissatisfied with an aspect of their academic experience at Richmond. The university welcomes feedback from students – if there is a genuine problem, Richmond officials need to be informed about it in order to respond.
2. The Academic and Academic Related Complaints Procedure for Matters Not Related to Grading (AARCP) applies when a student has a complaint or concern about an academic matter not related to a specific grade or set of grades for a course or programme or to academic progression.
3. When a question or issues related to a grade or progression arises this must be addressed through the Academic Appeals Procedure, details of which can be found at <http://www.richmond.ac.uk/student-life/student-complaints-and-appeals/>
4. Please note that ‘attendance failure’ is treated as a grading issue and as such must be addressed according to the procedures laid out in the Attendance Policy.
5. The information in this document outlines the procedure to follow should you have an issue or a complaint. This document does not override the wider legal obligations of the University or to employees under contract, or the obligations of students and employees to the University.
6. All issues or complaints will be treated in strict confidence and the University confirms that bringing a complaint or raising an issue will not have a negative impact on your academic treatment.
7. The University welcomes input from students as this enables us to develop and improve our academic offerings and the academic support we provide to students. However if the University receives a formal complaint which is demonstrably false or vexatious it reserves the right to take action under the Student Code of Conduct.

7.1 Academic and academic-related complaints may include, but are not limited to:

- i) Issues or complaints related to the design, content, or organisation of a specific class or programme
- ii) Issues or complaints related to official University academic policies or procedures
- iii) Issues or complaints related to course or programme delivery, such as unprofessionalism, including lateness or absence; late return of work; inadequate or insufficient academic support; inappropriate behaviour; poor classroom conduct; lack of attendance at established office hours etc.
- iv) Issues or complaints related to resources, including classrooms, academic facilities, library resources, IT support
- v) Issues or complaints related to academic advising and/or personal tutoring
- vi) Issues or complaints related to University academic offices, including Registry Services, the Library, the Department of Quality Assurance and Accreditation, School Offices, the Provost’s Office.

OTHER MATTERS

1. Courses and Programmes of Study

- 1.1 If you have an issue related to the design, content, or organisation of a specific class or programme you are advised to raise this the instructor in the first instance, who will attempt an informal resolution of the issue.
- 1.2 If you do not wish to speak with the instructor or are not satisfied with the instructor’s response, you should arrange to meet with the relevant Head of Department or Associate Dean.
- 1.3 Remember also that all degree programmes hold regular meetings where issues of programme design can be discussed, and the Student Government will also provide support with issues which may arise.

1.4 If you wish to make a formal complaint about a specific course or programme this should be made to the Dean of School, in writing. The complaint should provide a detailed description of the issues and, where possible, provide evidence to support the complaint. You should also indicate what outcome you are looking for by making a complaint: are you raising the matter for information, are you looking for a change of some kind to the curriculum or the assessment methods etc. The Dean will acknowledge receipt of your complaint, normally in 10 working days, and provide a provisional response to the issues you raise. This response may also indicate what formal action, if any, the School will take. (Note that if the complaint concerns the Dean, it should be referred to the Provost.)

1.5 If you are not satisfied with the Dean's response you should resubmit your complaint, along with the response of the Dean, within five working days of receipt, to the Office of the Provost. The Provost will review the complaint and, where necessary, make recommendations for further action at the relevant University committee or board.

1.6 Should an error, an example of bad practice, or failing be identified the University will take timely action to resolve the issue.

2. Academic Policies and Procedures

2.1 If you have an issue related to a formal University policy or procedure (such as attendance policy, grading policy, graduation requirements) you are advised to raise this Registry Services in the first instance. Registry Services will provide you with advice on the formal University appeals procedures if your issue or complaint relates to a specific case.

2.2 If your issue or complaint is a general matter you will be advised to raise this at a degree programme meeting, a School meeting, and/or with the Student Government representative to the Academic Board.

2.3 If you are not satisfied with the outcome of this you may arrange a meeting with the Provost. The Provost will review the complaint and, where necessary, make recommendations for further action at the relevant University committee or board.

2.4 Should an error, an example of bad practice, or a failing be identified the University will take timely action to resolve the issue.

3. Teaching, course and programme delivery

3.1 If you have an issues or complaint related to course or programme delivery, including, but not limited to: unprofessionalism, including lateness and unpreparedness; late return of work, inadequate or insufficient academic support and advice, inappropriate behaviour, poor classroom conduct, or other matters related to the conduct of a faculty member you are advised to raise this with the instructor in the first instance, who will attempt an informal resolution of the issue.

3.2 If you do not wish to speak with the instructor or are not satisfied with the instructor's response, you should arrange to meet with the relevant Associate Dean of School who will attempt an informal resolution of the issue.

3.3 If you are not satisfied with the response at the informal stage, if you wish to make a formal complaint about teaching and/or course or programme delivery, or you believe there has been an incident of gross misconduct you should inform the Dean of School, in writing. Note: if your formal complaint relates to a Dean of School who is the instructor for the course or programme, then you should consult the Head of Registry Services who will identify an appropriate person to progress your complaint. You should not submit details of the complaint to the Head of Registry Services.

The complaint should provide a detailed description of the issues and, where possible, provide evidence to support the complaint. You should also, if possible, indicate what outcome you are looking for by making a complaint. You may also wish to speak with Student Government for support. The Department of Student Affairs and Registry Services will advise you and offer guidance on this process, but note that it is not their role to offer you formal support.

3.4 The Dean will acknowledge receipt of your complaint, normally in 10 working days, and provide a provisional response to the issues you raise. This response may also indicate what formal action, if any, the School or the University will take. The Dean may involve the Vice President for Human Resources and Administration. Please remember that the University has a duty of care to its employees as well as to its students and that addressing complaints is a sensitive matter.

An 'academic officer' is a faculty member (full time and adjunct), a Dean, and any staff member reporting to the Provost, including Academic Registry, DAQAA, the Provost's Office, Library, and the School support offices.

3.5 If you are not satisfied with the Dean's response you should resubmit your complaint, along with the response of the Dean, to the Office of the Provost within five working days of receipt. The Provost will review the complaint and respond to you, normally within five working days and, where necessary, make recommendations for further action.

4. Resources and facilities

4.1 If you have an issues or complaint related to classrooms, academic facilities, library resources, IT support or related matters you should speak with a member of faculty or library staff to determine the appropriate individual or office to hear your concern. Issues related directly to your academic experience, including learning and teaching, will be considered by the School or the Library in the first instance for an informal resolution.

4.2 Remember also that all degree programmes hold regular meetings where issues of facilities and resources can be discussed, and the Student Government will also provide support with issues which may arise.

4.3 If you are not satisfied with the response at the informal stage, or if you wish to make a formal complaint about resources and facilities you should inform the Dean of School, in writing. The complaint should provide a detailed description of the issues and, where possible, provide evidence to support the complaint. You should also, if possible, indicate what outcome you are looking for by making a complaint. The Dean will discuss the matter with relevant colleagues and provide you with written feedback, normally within 10 working days. The matter may also be referred to the relevant University committee for further consideration.

4.4 Should a significant issue be identified the University will take timely action to resolve the issue.

5. Academic Advising

5.1 If you believe that you have been given inaccurate or inappropriate advice by a faculty member or a member of staff with regard to course or programme selection which has had a detrimental impact on your ability to proceed with your programme of studies you should raise this with your faculty advisor or the Registry Services in the first instance. They will attempt to resolve the issue informally.

5.2 If you are not satisfied at the informal stage, and can demonstrate that your academic progression has been negatively impacted by advice provided by a faculty member or another member of academic or academic-related staff, you are entitled to make an academic appeal on the basis of a university error. For further information see the Academic Appeal procedures, but remember that you will need to provide evidence of the error.

5.3 If you have an issue or complaint about the service you have received with regard to advising which is NOT related to the academic aspects of your programme of study, you should raise this under Section 6 (below).

6. Academic Support Offices

6.1 The following are understood as Academic Support Offices (ASO) in terms of the Academic and Academic-Related Complaints Procedure:

- (i) Registry Services:
the Head of Registry Services
- (ii) The Department of Academic Affairs and Quality Assurance: the Dean of Quality Assurance
- (iii) The Department of International Programmes: the Dean of International Programmes
- (iv) The Internship Office: the Internship Director
- (v) The Library: the Library Services Librarian
- (vi) The School Offices (General Education, Richmond Business School, CASS): the Dean of School
- (vii) The Provost's Office: The Provost

6.2 If you believe that you have not been provided appropriate support or advice by an ASO or a member of staff or faculty working in an ASO, you should raise this with the staff member concerned in the first instance, who will attempt an informal resolution of the issue.

6.3 If you do not wish to speak with the staff member directly, or are not satisfied with the staff member's response, you should arrange to meet with the relevant line manager who leads that Department or Section. Details of your issue or complaint should be provided in writing within 15 working days of the incident about which you are concerned. You should also, if possible, indicate what outcome you are looking for by making a complaint. You will receive a written response from the line manager within 15 working days of receipt of your written complaint. The Student Government will also provide support with issues which may arise, and you may speak with the Department of Student Affairs for advice.

6.4 If you are not satisfied with the line manager's response you should resubmit your complaint, along with the response of the manager, to the Office of the Provost within five working days of receipt. The Provost will review the complaint and, where necessary, make recommendations for further action. Complaints about the Provost's Office should be made to the President.

6.5 Should an error, an example of poor practice, or a failing be identified the University will take timely action to resolve the issue.

7. Advice and Support

A student may ask for informal advice and support at any time, on a range of issues, academic and non-academic. If you would like more information, contact the Department of Student Affairs, your academic advisor, the Student Government, or the Registry Services.

Policy on Student Conduct: Academic Areas

The values of Richmond University are freedom of thought and expression, inclusiveness, diversity, professionalism and integrity, and responsibility. Richmond expects all students to live up to these values, and to demonstrate this by conducting themselves in a polite and civil manner in all interactions with fellow students and with the staff and faculty of the University.

The University will not accept behaviour which it regards as aggressive, threatening or violent or demonstrating prejudice, or which disrupts the learning of others: behaviour of that kind directly contradicts our shared values. This applies to all students, and to friends and family members of students who may interact with the University.

Issues of student behaviour are addressed in the Student Code of Conduct, which also provides further definitions of the terms used here (see Section X (10) of the SCOC). Should an issue arise with regard to behaviour in a classroom, in an interaction with a faculty member, or an academic support office (including the Provost's Office, Registry Services, the Library, the Department of Quality Assurance, and the three School offices) these may be addressed under Student Code of Conduct: Academic Areas.

- Where there is a breach or alleged breach of the Code of Student Conduct: Academic Areas, the Provost (Deputy Vice Chancellor: Academic) usually assumes the responsibilities of the Vice President for Student Affairs under the Student Code of Conduct.
- The determination of which area of the Student Code of Conduct will apply lies jointly with the Provost and the Vice President for Student Affairs.

CATEGORY ONE: Inappropriate behaviour

Rudeness, swearing, inappropriate language, disorderly conduct, and/or verbal or physical intimidation, repeated lateness, and related behaviour

An academic officer is authorised to determine whether a student's speech or behaviour constitutes a 'Category One' offence. Where an academic officer believes a student has committed a category one offence the student will be given a verbal warning and is required to end the inappropriate behaviour immediately. This will be followed up by a written warning. Failure to follow these instructions may be treated as a separate violation of the Student Code of Conduct.

- Should the behaviour occur during a class, a faculty member may exclude a student from the remainder of that particular session.
- Should the behaviour take place in an academic office or outside class, the staff or faculty member may end the meeting and discontinue supporting the student until another appointment can be made.
- A student is required to provide a written apology to the relevant individual on receipt of the written warning. Failure or refusal to apologise will accrue a second a warning.

Should any individual student accrue three category one warnings during their time at Richmond they will be subject to a disciplinary hearing under Student Code of Conduct Section VII (Judicial Hearings) with a Dean replacing the Vice President for Student Affairs. Appeals under Section VIII will be heard by the Provost. Repeated inappropriate behaviour may lead to suspension and dismissal of the student.

CATEGORY TWO:

Serious inappropriate behaviour

Actions or statements deemed to be of a racist, sexist or homophobic nature and related behaviour; threats of violence and related behaviour

An academic officer is authorised to determine whether a student's speech or behaviour constitutes a 'Category Two' offence, in the first instance. Where an academic officer believes a student has committed a Category Two offence they will be given a verbal warning and are required to end the inappropriate behaviour immediately. Failure to follow this instruction may be treated as a separate violation of the Student Code of Conduct. The verbal warning will be followed up by an investigation of the incident by the Provost's Office, and the University may suspend a student while the investigation takes place. The review may result in a written warning and/or further action may be taken under the Student Code of Conduct.

- Should the serious inappropriate behaviour occur during a class, a faculty member will exclude a student from the remainder of that particular session. The student may be excluded from the class for the remainder of the semester pending a review and investigation, and further action may be taken under the Student Code of Conduct Section XI, including the possibility of suspension or dismissal from the University.
- Should the behaviour take place in an academic office or outside class the staff or faculty member will end the meeting and discontinue supporting the student until another appointment can be made. Following review and investigation or further action taken under Student Code of Conduct Section XI, including the possible suspension or dismissal from the University.
- A student is required to provide a written apology to the relevant individual on receipt of the written warning.

Should any individual student accrue two Category Two warnings during their time at Richmond they will be subject to a disciplinary hearing under the Student Code of Conduct Section VII (Judicial Hearings) with a Dean replacing the Vice President for Student Affairs. Appeals under Section VIII will be heard by the Provost. Repeated serious inappropriate behaviour may lead to suspension and dismissal.

The University takes a zero tolerance approach to sexist, racist, and /or homophobic behaviour, and to threats of violence. The University may report cases to the police and will take legal action when this is appropriate.

CATEGORY THREE:

Acts of violence

An academic officer is authorised to determine whether a student's behaviour constitutes a 'Category Three' offence, in the first instance. Where an academic officer believes a student has committed a category three offence the student will be suspended from all classes immediately, pending a formal review of the incident as explained in the Student Code of Conduct Section VII (Judicial Hearings) with a Dean replacing the Vice President for Student Affairs. Appeals under Section VIII will be heard by the Provost.

The University takes a zero tolerance approach to violent behaviour. The University may report cases to the police and will take legal action when this is appropriate.

HEARINGS AND APPEALS

Any hearing arising from cases under "Student Conduct: Academic Areas" will be conducted according to the Student Code of Conduct Section VII, with a Dean replacing the Vice President for Student Affairs

University Assessment Norms

All Richmond courses comply with the Richmond University assessment norms in relation to expectations about the quantity of assessed work at each level. The standard assessment norms chart is reproduced below.

Excluding all atypical courses, the following should apply to all courses:

Excluding all atypical courses, the following should apply to all courses:

- All undergraduate courses should include one 2-hour final exam, with exceptions approved by the department.
- Final exams should normally be no less than 25% and no more than 50% of the overall final grade.
- Instructors may not fail a student solely for failing the final exam if all graded activities result in a passing grade for the course.
- Midterm exams are not obligatory.

- At Level 3, the normal length per item should be between 500-1000 words, or equivalent (not including finals).
- At Level 4, the normal length per item should be between 1000-1500 words, or equivalent (not including finals).
- At Level 7, word count will need to take into account the inclusion of a final exam.
- Attendance and participation cannot be assessment activities.
- Formative assessments are at the discretion of the instructor and do not count toward the number of items or toward the total word count.

See also the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards* (<http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>), Sections 14-15 “Assessment Scores” and “Determining Module Outcomes”.

FHEQ Level	Richmond/ UK Level	Normal Number of Items (including final exam)*	Total Assessment
QCF Level 3	R3000 UK A-level	3–4	1 two-hour final exam plus 2000–2500 words
FHEQ Level 4	R4000 UK Year 1	3–4	1 two-hour final exam plus 2000–3000 words
FHEQ Level 5	R5000 UK Year 2	2–3	1 two-hour final exam plus 3000–4000 words
FHEQ Level 6	R6000 UK Year 3	2–3	1 two-hour final exam plus 3000–4000 words
FHEQ Level 7	R7000 UK MA	2–3	5000–7000 words

**Reasonable adjustments should be made for assessment activities such as midterm exams, in-class presentations, group assignments, tests, etc. Any summative assessment activities must be reflected in the final overall assessment count.*

Separate charts outlining norms for special programmes, writing-intensive courses, language teaching, dissertations and atypical courses (primarily ADM, MTH, IJM, and THR) can be found on the University’s portal.

University Feedback Norms

1. Characteristics of Effective Feedback

- 1.1. Effective feedback is defined by the QAA as a combination of information that “enables students to understand the strengths and limitations of their past performance, and... to recognise how future performance can be improved”. (QAA, QC, B6, 18).
- 1.2. Feedback on assessed work can take many forms. It can range from informal feedback, such as an office-hours discussion of a graded activity, through to formal written comments on a template grading sheet. It is important that students be made to understand the nature of feedback, and its importance in improvement of future academic performance.
- 1.3. Feedback at Richmond should be both stated clearly and related to clear criteria. It should be directly related to learning outcome expectations. It should be concise and focused, legible and clear.
- 1.4. Many instructors are already using feedback sheets for graded activities. The university encourages this good practice – templates that are appropriate to the subject material should be made available by the Academic Schools, so that instructors who wish to adopt them have a model. Feedback forms give faculty a better understanding of what is expected in terms of feedback, and give students a clearer view of the consistency of expectations, as well as a clear view of how these expectations develop across FHEQ levels.

2. Timeliness of Feedback

- 2.1 Timeliness of feedback on assessed work at Richmond is a key element of the student learning experience. Effective feedback must allow sufficient time for students to reflect upon it, consider how to make use of it, and provide opportunities for discussion based upon it.

- 2.2 Although feedback expectations exceed mere grade entry, grading of individual “activities” is obviously an important indicator for students of their performance. Faculty are expected to complete their set-up of graded activities within PowerCAMPUS prior to the start of the semester, so that students have a clear view of the assignments and their relative weightings. Any official activity grades must be entered into PowerCAMPUS within the timeframes outlined below. It is not acceptable to enter all grades into the system at the end of the semester. Effective continuous assessment requires the prompt and on-going logging of any grades given.
- 2.3 Richmond has established that the normal maximum turnaround time for feedback on assessed work will be ten working days (excepting final exams – see below). This expectation should be communicated to students in all classes. It will form a section of the updated syllabus template to be released for Sept 2014.
- 2.4 Richmond has additional feedback requirement timings:
 - i. Final exams must be assessed in a more compacted timeframe than the ten-day period, normally in 4 working days (96 hours). The Head of Registry Services confirms the grading schedule each semester. This is necessary to accommodate the requirements of the US semester structure. Richmond students’ grades must be confirmed prior to the start of the following semester so that the registration is acceptable (all pre-reqs completed). Likewise, this is necessary to maintain a Congregation ceremony at Richmond where those who participate in Congregation are those who are confirmed as having fulfilled requirements. Study Abroad students must also have their grades confirmed in this timeframe either for the purposes of registration or graduation.

- ii. Students should be given some indication of their performance in the course by midpoint in the semester. This will normally take the form of a summative assessment point, but can in exceptional cases take the form of a formative assessment or notification to the student of substandard performance (attendance issues, skipping of scheduled supervision, etc.). Standard university mid-semester alerts may be sent out by the Academic Progress Committee to those students performing below C at midterm. This encourages students to seek assistance from their instructor or advisor, or to make use of the writing centre or math assistance workshops to improve their academic performance.
 - iii. Students must normally have received an official grade on at least one assessed piece of work prior to the withdrawal deadline, so that they have the option of withdrawing from a class without academic penalty. The withdrawal deadline is set for two weeks prior to final exams in semesters, and one week prior to the end of the summer sessions, so this should normally allow for plenty of time for feedback to students. Standard exceptions to this requirement are the senior seminar and senior project courses, where extensive formative assessment takes place throughout the course.
- 2.5 A balance needs to be achieved between faculty workloads and their ability to meet the defined maximum turnaround time, and the need of the student for effective feedback. In achieving this balance, faculty should consider varied means of assessment.
 - 2.6 Feedback to students will only be expected on exams awarded an F grade (non-attendance resulting in such a grade will not require feedback).

ACADEMIC PROGRAMMES

Undergraduate Programmes

School of General Education

The School of General Education has the liberal arts at its heart and includes the following Centres and programmes:

- Liberal Arts Core Curriculum
- The Centre for Modern Languages
- The Centre for Learning and Teaching
- The Richmond Foundation Year
- Freshman in London
- First Year Programme
- Academic Literacies Programme
- English for Academic Purposes
- The University Writing Centre

The role of the School is to provide stimulating non-degree-specific learning and skill development that contextualizes and creates links between disciplines. Its curriculum provides the mortar between the disciplinary bricks and helps to build them into a coherent piece of intellectual architecture.

These programmes are designed to empower Richmond students to communicate effectively and proficiently within the University and beyond, reflecting Richmond's mission as an international, liberal arts institution. This is achieved by enhancing the students' written and oral communication skills in tandem with the development of creative and critical thinking, critical analysis, and evaluation skills. Students will learn to transfer core skills within the University and beyond; to monitor their individual progress towards becoming responsible, independent learners; and practice strategies for effectively engaging with and negotiating contemporary debate.

The Liberal Arts Core Curriculum

Historically, the Liberal Arts were comprised of seven subjects which were deemed essential for a free person to be able to successfully reason, understand and participate in civic life. Those subjects were grammar, rhetoric, logic, arithmetic, geometry, music, and astronomy. Although some of the subjects have changed, the concept has remained a cornerstone of a liberal education.

The Liberal Arts Core Curriculum (see <http://www.richmond.ac.uk/undergraduate-programmes/richmond-core-curriculum/>) must be completed by all students. It promotes an approach to learning that encourages an understanding of the interconnectedness of knowledge between and amongst disciplines while also preparing students for life during and after university.

Richmond's Core Curriculum programme is

comprised of ten 3-credit-hour courses, seven of which are specified, one of which is chosen from a list of humanities and social sciences courses, and two of which provide a wider breadth of optional courses from all discipline areas of the University. Those Option courses may also form part of a student's programme of study towards a Minor.

Courses in research and writing provide students with key academic skills of critical reading and thinking and include the interpretation and construction of arguments, research methods, and referencing. They include an information literacy component that introduces students to concepts and skills that enable them to become confident and competent in their retrieval and application of information in a technological and global society. Students are introduced to the variety of resources available for research, both those provided by the University library and London-based archives, enabling optimum use of the resources by constructing effective search strategies using a variety of techniques. Students are encouraged to think critically about the nature of the information they are receiving, to evaluate its relevance and usefulness, and to appreciate their role in the information community by introducing them to various styles of citation.

Transitions: London Calling I & II (Transitions I and II on campuses outside London), are first year courses designed to help students in preparing to become active participants in their academic career and engaged citizens in their communities. Particular emphasis is devoted to developing a sensitive and acculturating understanding of diverse multicultural and international communities.

Courses in quantitative reasoning, scientific reasoning, creative expression, and the humanities and social sciences, provide students with a range of learning opportunities across the disciplines.

The programme provides a broad base of knowledge applicable to the contextualisation of the student's major and develops skills and abilities that can be expected to impact positively on the quality and sophistication of oral, written, and visual communication including presentations.

All of the GEP-coded courses are designed to develop creative and critical thinking and they reflect the importance of challenging and supporting students in the all-important first year of study.

An increased emphasis on digital skills and exposure to a range of technologies further contributes to the prospects of future employability.

Liberal Arts Core Curriculum Courses

		US Credits	UK Credits
General Education Requirements (Total)		27*/30	108*120
<i>Level 3</i>			
GEP 3180	Research and Writing 1	3	12
GEP 3100	Transitions I	3	12
GEP 3101	Transitions II	3	12
GEP 3140	Scientific Reasoning	3	12
GEP 3160	Creative Expression	3	12
GEP 3120	Quantitative Reasoning <i>(for students without a MTH requirement in their major; *students WITH a MTH requirement in their major substitute that requirement for GEP 3120)</i>	3	12
<i>FHEQ Level 4</i>			
GEP 4180	Research and Writing II	3	12
plus one of the following from Humanities and Social Sciences (may not overlap with a course used to fulfil a major requirement):		3	12
AMS 3100	Foundations of American Studies		
COM 4100	Intercultural Communications		
DEV 3100	Development and Culture		
DEV 4100	Rich World/Poor World		
ECN 3200	Foundations of Economic Ideas		
ECN 4100	Introduction to Economics of Development		
ECN 4115	Modern Economic History		
ENV 3100	World Regional Geography		
HST 3200	World Cultural History		
HST 3205	The Global Cold War		
HST 4100	When Worlds Collide		
HST 4105	Versailles To Vietnam: US & the World		
INR 4100	Introduction to International Relations		
LIT 4200	Introduction to World Literature		
PHL 4100	Introduction to Philosophy		
PLT 3100	Foundations of Politics		
PLT 4100	Major Political Thinkers		
SCL 3100	Foundations of Sociology		
plus two options outside the student's major at 3000, 4000, or 5000 level (may not overlap with a course used to fulfil a major requirement). When choosing these courses, students and advisors must take into account the overall University degree requirement that 120 UK credits must be completed at each of the FHEQ levels 4, 5 and 6. Courses taken at a higher level will not be permitted to “dip down” to satisfy credit requirements at a lower level.		6	24

NB. Students with a MTH requirement in their major will be exempt from GEP 3120 Quantitative Reasoning and therefore will be required to complete 27 US /108 UK credits in the General Education Programme. Students without a MTH requirement in their major will be required to complete GEP 3120 Quantitative Reasoning and therefore will be required to complete 30 US /120 UK credits in the General Education Programme.

Level	Courses
QCF Level 3	GEP 3180 Research and Writing GEP 3100 Transitions I GEP 3101 Transitions II GEP 3140 Scientific Reasoning GEP 3160 Creative Expression GEP 3120 Quantitative Reasoning
FHEQ Level 4	GEP 4180 Research and Writing II
QCF Level 3 and/or FHEQ Levels 4 and 5	Humanities & Social Sciences Option (<i>see list</i>) Option I * Option II ** * Cannot be double-dipped with major requirements. ** Any 3000, 4000, 5000 course not used to fulfil a major requirement

The Centre for Modern Languages

Language is the key to understanding another culture, as “languages play a key role in expressing the cultures and identities of the places in which they are used” (Languages and Related Studies, 2007, AQQ). Language also forms an essential part of intercultural competence that is increasingly vital in the present multicultural and multilingual world.

The Centre currently offers courses in Mandarin and Arabic combined with related cultural studies, with an aim to foster not only the awareness but also the competencies of the course participants in intercultural communications. As an interface between the University and its neighbouring communities, the Centre also provides language and related courses as well as occasional public lectures to the communities and institutions in the surrounding areas of the University. The Centre plans to introduce additional global modern languages over the next few years.

Chinese Language and Culture is an introductory course to modern Mandarin Chinese, with an integrated approach to the learning of Chinese language and Chinese culture. The primary focus of the course is on oral communication on everyday life topics based upon essential structures and vocabularies, but students also learn and read Chinese characters which hold a tremendous amount of cultural information in them.

The course helps participants to develop basic communicative competencies in modern Mandarin Chinese in all four linguistic skills of listening, speaking, reading and writing. It integrates the language learning with an understanding not only of how Chinese language is structured but also how it relates to the Chinese cultural traditions in contrast to the common working language of English. By the end of the course, participants should be able

to fulfil some basic communication functions with confidence in a range of routine topics concerning daily life situations.

Richmond’s Centre for Modern Languages also supports the University’s existing Internship Programmes in Beijing and Shanghai.

The Centre for Learning and Teaching

The Centre for Learning and Teaching is dedicated to offering support to faculty and staff in all aspects of their professional pedagogic performance. It seeks to encourage and develop innovative approaches to learning and teaching, to researching and disseminating best-practice within all disciplines taught at Richmond University and to introduce faculty members to new technological developments that may be relevant to the delivery of their courses.

In conjunction with the Academic Schools, the Centre assists in the acculturation and nurturing of newer faculty members and assists all faculty to deliver an educational experience that fully engages students, is intellectually challenging, achieves the highest standards of academic excellence, and at the same time offers a rewarding and professionally developmental vehicle for faculty.

The Centre provides a platform for sharing best practice in teaching and learning not only for faculty in Richmond but also with colleagues from other Higher Education Institutions via regular conferences, seminars, workshops, and focused training sessions.

Richmond has a primary commitment to being a teaching-intensive institution and is sensitive to, and benefits from, the wide range of cultures within its diverse student and faculty body. The culturally diverse classroom requires innovative pedagogical approaches, flexibility of teaching style and a care with language beyond what is normal in a culturally

homogeneous educational environment if all members of the student cohort are to achieve at the optimum level.

The Centre assists in encouraging and enabling faculty to enhance levels of student engagement through effective teaching. This includes interdisciplinary and other approaches that introduce students to current developments within their chosen fields of study, enhances their study techniques, advances their academic skills, amplifies their powers of critical analysis, cultivates their creativity and entrepreneurship, acquaints them with global perspectives, and provides them with the skills that allow them to prosper in Richmond's international and multi-cultural context and eventually the world.

The Richmond Foundation Year

Students come to Richmond University from many countries and backgrounds. Sometimes, students need extra preparation with academic English language, academic orientation, study skills or subject knowledge before they are ready to join our undergraduate BA programmes. Students may choose to follow the Foundation programme which is designed for students looking to improve their academic English language proficiency and/or gain academic entry qualifications to a degree-level programme. This one-year programme is spread over 3 semesters (Fall, Spring and Summer) of which the first semester may be completed on the English for Academic Purposes programme.

Course Structure

With guidance from their personal Academic Advisor, students will typically take courses from among the following:

- Fundamentals of Conceptual Thinking (3 US/12 UK credits)
- Fundamentals of Academic Research (3 US/12 UK credits)
- Fundamentals of Academic Communication (3 US/12 UK credits)
- Fundamentals of Mathematics
- Transitions: London Calling I and II
- PLUS courses from the Liberal Arts core curriculum selected from the student's intended degree

Freshman in London

The Freshman in London programme is designed for anyone who is considering a university education in the American liberal arts tradition, but who is not yet ready to commit to enrolling for a full undergraduate degree programme at Richmond in London, or who already has future plans to study in the United States.

Course Structure

With guidance from their personal Academic Advisor, students will typically take courses from among the following:

- Transitions: London Calling I and II
- Research and Writing I /II
- Creative Expression
- Scientific Reasoning
- Additional courses from the Liberal Arts core curriculum and courses selected from discipline specific areas.

First Year Programme

Whether you have lived and studied in a number of different countries or this is the first time you have studied abroad, we recognize the importance of your "First Year Experience". We have designed a programme to help all new students adjust successfully to the academic, social and cultural demands of university life. You will work closely with an Academic Advisor, with faculty in the Transitions: London Calling I & II courses and with other students, called Peer Mentors, involved in our Student Leadership Programme where you will gain knowledge and develop transferable skills that will serve you well in your future. The Programme includes the New Student Orientation. Although students inevitably explore central London on their own, many activities are organized through the classes and the available clubs. Students have the opportunity to get involved in various kinds of community service and experiential learning activities. London is a stimulating and diverse city that is a rich academic and cultural resource for whichever major degree programme chosen. Students also have the opportunity to visit other parts of Britain and the European continent.

Academic Literacies Programme

Academic Reading & Writing Diagnostic Assessment

All degree-seeking students entering Richmond take the Academic Reading and Writing placement assessment during the Orientation period at the beginning of their first semester, assessing competence in language, reading comprehension and essay writing. Students are then placed in one of the following according to their assessed level:

EAP Programme

GEP 3180 Research and Writing I

GEP 4180 Research and Writing II

Note: Once a student has tested into a particular level it is not possible to enrol subsequently in the classes at a lower level.

The Academic Literacies Programme is designed to enable all students to operate proficiently within the University and beyond by enhancing their competencies in critical thinking and reading, effective academic writing, and information literacy. The Programme aims to convey to students that the ability to write effectively within the academic community is empowering, that it is based upon reading, thinking and due process, and that it requires both perseverance and discipline. Students learn the value of critical thinking within and beyond academic practice, as well as strategies that allow them to engage with and negotiate contemporary debate effectively and thoughtfully.

Students are provided with the techniques for reading critically and for evaluating sources incisively, and a sense of responsibility in the use and presentation of their academic research is fostered, while enhancing their ability to write effectively and insightfully across a range of academic contexts in accordance with accepted academic standards and expectations.

The Programme consists of two 3-credit courses - GEP 3180 Research and Writing I and GEP 4180 Research and Writing II. Students must pass GEP 3180 with a minimum grade of C- to progress to GEP 4180.

Note: New students eligible to take GEP 3180 have four semesters from their first semester of entry to pass both GEP 3180 and GEP 4180. New students eligible to take GEP 4180 have two consecutive semesters, starting no earlier than their second semester of entry, to pass this course. Students who are not able to complete these courses within the required time frame may be dismissed from the University for failure to progress academically.



English for Academic Purposes

The EAP programme is a one semester programme and consists of three linked 3 US credit courses, studied together with Transitions: London Calling and a fifth course chosen from the Liberal Arts Core Curriculum:

- EAP 3255 Fundamentals of Conceptual Thinking
- EAP 3260 Fundamentals of Academic Research
- EAP 3265 Fundamentals of Academic Communication

The Programme is designed to enable students to become proficient in using academic English at a university level, and to equip them with the reading, writing and thinking skills that they will need to succeed in subsequent courses.

The courses look at a range of topics drawn from across the University curriculum and draw on students' own experiences to enable rapid but focussed development of their academic language and skills. They are taught by experienced specialists in EAP, with a track record of successfully helping first year students.

The University Writing Centre

The University Writing Center (UWC) operates at both the Richmond and Kensington campuses. It is staffed by instructors with experience and expertise in the demands of University-level writing and research. The UWC offers a free service to all students that focuses on helping students to generate ideas, to find relevant sources, to organize their research, to structure their writing, to improve their written style, and to cite sources appropriately. All UWC sessions consist of private meetings between an individual student and the UWC tutor.



Bachelors and Masters Degree Programmes

Details of all Richmond University's degree programmes, including approved Programme Specifications for each programme of study, Course Specification Descriptions (CSDs) for all courses offered, and detailed degree planners are held in an official archive by academic year, from academic year 2013-14 onwards, available at <http://www.richmond.ac.uk/programme-and-course-specifications/>

Searches for programme or course details offered before September 2013 should be conducted in the Catalogue archive <http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>

The archive of degree offerings outlines the major requirements and indicates the additional courses (at FHEQ levels 3, 4, and 5) that must be completed to fulfill core curriculum requirements (see page 47).

Electives outside the major may also be taken at FHEQ levels 3, 4, and 5 with the possibility of leading to a minor (see pages 99–104). Students normally complete a minimum total of 30 US/120 UK credits in each academic year.

Brief descriptions of all Richmond's programmes of study are outlined below:

Bachelor of Arts Degrees

BA in American Studies

This degree is validated by The Open University as BA (Hons) American Studies with Combined Studies

As the UK's only American Studies programme based in an American Liberal Arts university, Richmond's BA in American Studies aims to develop an understanding of the United States of America from an international perspective. The programme enables students to take courses in American history, politics and foreign policy alongside courses on film, literature, popular music, globalisation and contemporary popular culture – sharing courses with students majoring in International Relations, Politics, History, Communications, Journalism and other disciplines. Students studying American Studies will have the opportunity to benefit from the numerous exchange possibilities offered at Richmond with universities and colleges in the United States and Canada, including an optional semester or year in the United States.

BA in Art History & Visual Culture

This degree is validated by The Open University as BA (Hons) Art History & Visual Culture with Combined Studies

Richmond's Major in Art History and Visual Culture focuses on the study of art and other forms of visual culture (eg; film, photography and fashion) from an international perspective and in historical, sociological and political context.

It aims to graduate students with a broad yet focused understanding of art history and visual culture, with specific knowledge of:

- the key thinkers, theories, methods and contemporary issues and problems facing art history;
- conceptual frameworks within which to evaluate the role of visual arts and cultures today, and
- a variety of Western and non-Western arts and visual cultures, from prehistory to the present.

This knowledge and understanding is complemented by a strong element of professional practice, with opportunities to explore careers in visual arts institutions and the creative cultural industries. The Major provides a broad base of historical knowledge in the first two years, upon which is built a gradually more complex and more specific understanding of key historical periods and themes in the final two years. The programme places particular emphasis on art and visual practices across cultures and encourages students to use the University's campuses in London, Florence and Rome as learning resources, including for their professional careers. It aims to be intellectually rewarding for its own sake, to prepare students for postgraduate study, and especially by way of the internship programme, to enable students to pursue careers in visual arts institutions and the creative cultural industries.

BA in Business Management: Entrepreneurship

This degree is validated by The Open University as BA (Hons) Business Management: Entrepreneurship with Combined Studies

This concentration combines the best elements of practical training in business, management and entrepreneurship with the very latest academic thinking within the field. Students graduating from Richmond's Entrepreneurship program will be ready to engage with a variety of activities such as the taking on and development of successful commercial projects for small, medium and large enterprises; or venturing out on their own commercial endeavours.

BA in Business Management: Finance

This degree is validated by The Open University as BA (Hons) in Business Management: Finance with Combined Studies

Finance is an exciting and dynamic field. Because financial institutions are continually inventing new ways to manage and invest funds, they are constantly seeking talented individuals who can help a company grow. Successful financial experts are quantitative, competitive, and articulate. The fundamental concepts in finance are risk, return, and value. To attract investors, the company must create and increase its value. Finance includes the study of corporate financial management, as well as financial institutions and capital markets, and the raising and investing of funds. The finance concentration focuses on concepts, principles and practices that investigate the ways in which risk return and value interact in the global business world.

BA in Business Management: International Business

This degree is validated by The Open University as BA (Hons) in Business Management: International Business with Combined Studies

The International Business major addresses issues such as setting organizational mission and goals, how to allocate a company's resources, meeting business obligations and fostering social responsibility. It focuses on managing people, diversity in culture, and ways of conducting business in a global marketplace. This concentration prepares students for managerial positions in international profit and non-profit organizations. Courses cover human and organizational behaviour in the workplace, global financial markets, global marketing, entrepreneurship, social responsibility, and multinational management strategy.

AA in Business Administration: International Business

This degree is offered only on the RIASA campus and is not validated by The Open University.

The RIASA campus also offers students a two-year US Associate of Arts degree providing an initial examination of the theory and practice surrounding management and business, with elements of sports management in various parts of the world. Operating from a firm theoretical base, the degree provides an exploration of the central role and functions of sports management and gives students a comprehensive and critical grounding in business management principles. It allows students to gain the liberal arts core curriculum credits, alongside some major and sports concentration credits.

BA in Communications: Marketing Communications and Public Relations

This degree is validated by The Open University as BA (Hons) Communications: Marketing Communications and Public Relations with Combined Studies

The over-arching aim of the Communications programme is to prepare students to work within the technologically-driven, global communication revolution of the 21st Century. The degree provides an interdisciplinary, multimedia approach to the study of communications through the study of the relationship between communications theory and its practice. Students study the three main components of communication: personal, corporate and mass. This is referred to through the concepts of globalisation and intercultural issues.

During the first two years of the BA Communications degree, students take the same core courses. During the third and fourth years students specialise, and those pursuing the specialisation in Marketing and Public Relations will learn how to write across different media and explore the relationship between Public Relations within the business and media context.

BA in Communications: Media Studies

This degree is validated by The Open University as BA (Hons) Communications: Media Studies with Combined Studies

The overarching aim of the Communications programme is to prepare students to work within the technologically-driven, global communication revolution of the 21st Century. The degree provides an interdisciplinary, multimedia approach to the study of communications through the study of the relationship between communications theory and its practice. Students study the three main components of communication: personal, corporate and mass. This is referred to through the concepts of globalisation and intercultural issues.

During the first two years of the BA Communications degree, students take the same core courses. During the third and fourth years students specialise, and those pursuing the specialisation in Media Studies will focus on the study of how photography, cinema and new media are utilised to portray society: its religion, identity and power. Students also have the opportunity to pursue a credit-bearing internship.

BA in Communications: Media Production

This degree is validated by The Open University as BA (Hons) Communications: Media Production with Combined Studies

The overarching aim of the Communications programme is to prepare students to work within the technologically-driven, global communication revolution of the 21st Century. The degree provides an interdisciplinary, multimedia approach to the study of communications through the study of the relationship between communications theory and its practice. Students study the three main components of communication: personal, corporate and mass. This is referred to through the concepts of globalisation and intercultural issues.

During the first two years of the BA Communications degree, students take the same core courses. During the third and fourth years students specialise, and those pursuing the specialisation in Media Production will focus on the study of video production, photography, cinema and scriptwriting. The aim of the programme is to equip the students with a complete working knowledge of media production from the writing of a script to the implementation of a screen play. Students will have the opportunity in their third or final year to pursue a credit-bearing internship.

BA in Contemporary Literature and Creative Writing

This degree is validated by The Open University as BA (Hons) Contemporary Literature and Creative Writing with Combined Studies

The Contemporary Literature and Creative Writing BA aims to graduate students with an in-depth understanding of contemporary literature, with the added experience of producing a substantial creative writing portfolio. Students gain knowledge of the historical contexts, theories and key writers in contemporary poetry, prose and drama; conceptual frameworks within which to evaluate the role of literature and other forms of writing across a variety of cultures today, and familiarity with different creative writing practices and their applicability to today's culture industries informed by critical reading. This knowledge and understanding is complemented by an element of professional practice, with opportunities to explore careers in the creative cultural industries.

A broad base of historical and cultural knowledge is established in the first two years, across a range of genres, upon which is built a gradually more complex and more specific understanding of key writers, themes and practices in subsequent study. The programme places particular emphasis on literature and writing practices across cultures and encourages students to use the University's internship opportunities to develop professional experience. Richmond's numerous connections with the variety of writers, publishers and other media people based in London, as well as the city itself, provide a valuable learning resource that is enhanced by accompanied visits to the theatre and other London events, and participation in trips outside London. Students are encouraged to attend lectures, seminars and workshops at other London universities and institutions as appropriate.

The major aims to be intellectually rewarding in its own right as well as to prepare students for postgraduate study or work in the creative industries. It also provides opportunities for students to specialise in writing for the screen, stage or other media as preparation for professional employment.

BA in Development Studies

This degree is validated by The Open University as BA (Hons) Social Sciences: Development Studies with Combined Studies

Development Studies at Richmond offers students the opportunity to study and understand the complexities underlying contemporary global inequalities of wealth and poverty. The degree focuses on the analysis of wide range of political, economic and sociological factors which face policy makers, development agencies and ordinary citizens in developing countries. This major requires students to engage with the history, theory, and practice of development, including a focus on international actors such as UN agencies, national donors, and global civil society groups as well as policy makers, social coalitions and civil society groups in the developing world.

Taught as an interdisciplinary social science, students in Development Studies will take courses from Political Science, International Relations, Economics, Sociology, International Business and History. Students are offered a range of thematic and specialised regional courses pertaining to the developing world. Richmond has a strong internship program, in which students on the Development Studies majors are encouraged to participate. Richmond currently offers internships in China, as well as with development NGOs and other organisations in London.

BA in Economics

This degree is validated by The Open University as BA (Hons) Economics with Combined Studies

A degree in Economics prepares students for career opportunities as professional economists in business, banking and finance, public administration and government service, as well as in the international financial institutions and the NGO sector. The degree also provides a solid foundation for graduate work in economics. A key aim of the program is to create a sense of awareness of economic issues that have both national and international importance, and to provide students with an opportunity to engage in a major individual research project that provides a solid base for gaining research experience in economics.

BA in Fashion Management and Marketing

This degree is validated by The Open University as BA (Hons) Fashion Management and Marketing with Combined Studies

The fashion industry is a complex, growing and strongly competitive business sector that requires individuals to possess an array of managerial skills, a high degree of planning capabilities, assertive interpersonal communications abilities and a creative approach to problem solving. The degree course offers a fashion business management and marketing focus with several new courses planned in such high demand areas such as fashion communication, fashion retailing, fashion product development and also in psychology of fashion and luxury goods. It is designed to provide a unique blend of theoretical and practical learning that is focused on the principal career opportunities and employability within the global fashion industry. Students will follow the business administration programme but take a particular focus in fashion. This means that those graduating will not only gain insights and a competitive edge needed for a career in the world of fashion, luxury markets and retailing, but will also develop a strong grasp of several other relevant areas such as accounting, finance, economics and operations. What makes this concentration particularly strong are the opportunities for doing a relevant internship in either London, Beijing, Shanghai, Bangalore, Mumbai, Cape Town, Florence or Rome.

BA in Film Studies

This degree is validated by The Open University as BA (Hons) Film Studies with Combined Studies

The Film Studies major is a vibrant, cross-disciplinary programme that focuses upon historical, critical and theoretical approaches to the study of film, including television and new media. Through a close analysis of particular national and international examples, and with a specialist emphasis on the history of film, third world/postcolonial cinema and particular themes (including gender, horror, fantasy and science fiction), the degree examines the historical, political, artistic and cultural aspects that go into cinema production. A strong technical and practical element of the degree complements the academic component, with classes on a range of topics such as video production, acting and screen writing. The programme prepares graduates for work in film criticism, journalism, teaching, writing for film, and film production and directing.

BA in Financial Economics

This degree is validated by The Open University as BA (Hons) Financial Economics with Combined Studies

Richmond's BA in Financial Economics combines the best elements of a degree program in Finance with one in Economics. Students are educated in both theoretical and practical aspects, and are trained to be highly numerate and analytically skilful. The University's emphasis on good writing and cultivation of research skills produces students with a breadth of knowledge and expertise, excellent report writing and presentation skills, and an overall practical approach to problem solving who are prepared to make valuable contributions to working environments in Finance, Economics, and allied fields in both the private and public sector, as well as to move on confidently to post-graduate study.

BA in International and Development Economics

This degree is validated by The Open University as BA (Hons) International and Development Economics with Combined Studies

Richmond's BA in International and Development Economics provides students with the opportunity to develop their interests in a number of lively and current areas in the operation of the world economy. Today's complex economic environment is captured by course content that seeks to integrate and combine elements of 'international' economics with those of 'development' economics. The international aspects of economics deal with commodities, trade, finance, international agreements, etc. Those aspects of development economics generally focus on the role of international institutions in alleviating poverty; the connections between political instability and famine; the root causes of migration; and measuring the impact of primary education on economic development. These are issues that provide challenges to policy makers and students will be encouraged to think about ways to assess and design approaches and solutions to these challenges.

BA In International History

This degree is validated by The Open University as BA (Hons) International History with Combined Studies

The International History major at Richmond aims to demonstrate how the past has impacted upon, and shapes, the present, by making use of the intercultural and international resources provided by faculty and students, as well as the museum and archival collections of London itself. The major provides a broad base of contemporary and classical knowledge in International History in the first year, upon which is built a gradually more complex and more specific understanding of key themes and periods. The curriculum emphasizes varied methodological, interdisciplinary and comparative approaches, ranging from ancient to contemporary facets of International History, with a strong focus on empires and imperialism, flows (of peoples, cultures and goods), the international order (including the rise of nations and nationalism), war and peace, and the international significance of cultural and visual history. Within this focus, the major strives to foster research and scholarship in historical enquiry and to teach key critical and transferable skills. By responding to the interests of the students and by providing a supportive, fair and intellectually challenging cultural environment, the major aims to be rewarding for its own sake while simultaneously preparing students, especially by way of the internship programme, for careers and postgraduate study.

BA in International Journalism and Media

This degree is validated by The Open University as BA (Hons) International Journalism and Media with Combined Studies.

The International Journalism and Media major prepares students to work within the technologically-driven, global media environment of the 21st Century and helps students develop as leaders in their careers and communities. The major provides an interdisciplinary, multimedia approach to the study of several aspects of journalism, media and public relations, and through its core courses and special programs develops an intercultural and global awareness within the framework of the liberal arts tradition.

BA in International Relations

This degree is validated by The Open University as BA (Hons) Social Sciences: International Relations with Combined Studies.

The major in International Relations examines the historical, ideological, economic and political aspects of international affairs. The program familiarizes students with the central concerns of international relations – foreign policy analysis, international organizations, strategic studies, diplomacy, international political economy, international law and international relations theory. Classroom-based instruction is supplemented by opportunities to participate in comprehensive overseas research and discussion trips. The major provides an excellent foundation for careers in international organizations, government agencies, the diplomatic service, international business and finance and international media. It also prepares students for more specialized graduate studies in international relations.

BA in International Sports Management

This degree has MSCHE accreditation leading to a US degree but not to a UK-validated degree, and is offered only on the RIASA campus.

The International Sports Management BA provides an applied and critical examination of the theory and practice surrounding the management and business of sports in various parts of the world. The degree programme is delivered within the framework of a US Liberal Arts undergraduate degree programme where students are provided with a broad range of skills in the key functional areas of business as well as an opportunity to develop a specialism in sports management.

Operating from a firm theoretical base, the degree provides an exploration of the central role and functions of sports management and provides students with a comprehensive and critical grounding in business management principles. It encourages the application of this grounding to practical and realistic settings in sport and leisure contexts and enables specialism in areas of particular interest such as sport marketing, healthy lifestyles, sport event management and coaching.

BA in Marketing

This degree is validated by The Open University as BA (Hons) Marketing with Combined Studies

The Marketing major provides students with an in-depth understanding of how to achieve customer satisfaction and a sustainable competitive advantage through the use of appropriate marketing skills. Students will become familiar with analytical models and techniques used in both consumer and business-to-business marketing and will develop the ability to examine, diagnose and appraise real world marketing problems, develop innovative solutions and effectively communicate them. Students who complete the major will have an understanding of the nature, role and significance of marketing as one of the most important drivers of business success in a variety of firm contexts and marketplaces.

BA in Performance and Theatre Arts

This degree is validated by The Open University as BA (Hons) Performance and Theatre Arts with Combined Studies

The Performance and Theatre Arts major at Richmond provides students with practical acting experience and with a comprehensive knowledge of theatre history, playwriting (for stage, television and film) and current performance and theatre practices. Approximately two thirds of classes are practice-based, including classes and performances at Shakespeare's Globe and a final year showcase at a London theatre.

Richmond's London campuses are within easy reach of the commercial and subsidized London theatres and certain courses have a built-in theatre attendance component, affording students the opportunity to attend the very best productions of texts they are studying in their courses. Students become familiar with traditional naturalistic acting techniques for theatre and for film, and with a variety of alternative approaches to devising theatre and performance work, using physical theatre and performance art practices as well as contemporary processes for devising theatre in the community. The programme is designed to develop students' creative skills as actors, performers, directors, writers and devisors, and their critical analytical skills to enable them to appreciate drama, both as text and in performance. Our performance facility affords students the opportunity to act in a wide range of plays, from the classical repertoire to contemporary plays and performance pieces, as well as devising their own scripts and creating new and imaginative theatre and performance work, crossing genres.

BA in Political Science

This degree is validated by The Open University as BA (Hons) Social Sciences: Political Science with Combined Studies.

The political science major provides a basis for careers in law, public administration, corporate and current affairs, and journalism, as well as graduate study in the field. The program includes a foundation in political theory and comparative politics, followed by studies of a range of political phenomena (democracy, nationalism, and citizenship) and institutions (the British parliamentary system, the European Community, etc.). The capstone course involves analysis and discussion of both classical and contemporary political theory.

BA in Psychology

This degree is validated by The Open University as BA (Hons) Social Sciences: Psychology with Combined Studies.

Richmond's Psychology programme promotes the acquisition and demonstration of conceptual knowledge in the core areas of the Psychology discipline of development, language, phenomenology, personality theory and individual differences, covering biological psychology, social psychology, psychopathology, cognitive science, and the development of robust research methods. Psychology students are expected to integrate theoretical perspectives and empirical findings progressively, use a variety of research approaches appropriately and apply psychological principles in professional settings such as clinical, counselling, educational and legal. The Psychology major familiarizes students with the main theoretical approaches and content of contemporary psychology, and prepares students for successful postgraduate study, applied professional training after graduation, and/or counselling, child guidance, teaching and other educational and management careers. Students with a GPA of 3.0 or above are eligible for the graduate basis of registration (GCB) with the British Psychological Society (BPS), provided that half of their overall credits are psychology, psychology-related or required courses.

Bachelor of Science Degree

BS in Accounting and Finance

This degree is validated by The Open University as BSc (Hons) Accounting and Finance with Combined Studies

The Bachelor of Science programme in Accounting and Finance is designed to provide students with a comprehensive and practical knowledge and an understanding of accountancy and finance related topics, including financial and managerial accounting, audit and assurance, taxation, law, financial reporting, corporate finance and financial management. Students will also gain a broad range of additional skills in the key areas of economics, mathematics, information technology and statistics.

Students will develop the knowledge, professional and transferrable skills to help them achieve their intellectual potential and to maximise their career and postgraduate study opportunities.

The programme is primarily designed for students who are interested in following a career in accountancy or in obtaining professional accounting qualifications at the start of their business careers, and completion of the programme may allow graduates to gain appropriate exemptions from professional accountancy examinations by application to the relevant accounting body (the level of these exemptions will depend, of course, on the courses taken and the grades obtained).

Our BS degree enjoys several distinctive features. The programme is staffed by an international faculty delivering courses to an international student body, and students benefit from small class sizes across our curriculum and a strong emphasis on the liberal arts tradition. This allows students to follow courses from the arts, humanities, social and natural sciences at levels running all the way from foundation (freshman) to third (junior) years.

Many of our students also make a decision to embark on a full-time, semester-long internship programme and by the time they graduate, are prepared for challenging careers in Accounting and Finance and related sectors, as well as for entry to postgraduate study.

Masters Degrees

Master of Arts in Applied Linguistics: Language Teaching (Chinese and English Pathways)

This degree is accredited in the US by the Middle States Commission on Higher Education.

This degree aims to provide a high quality professional education and it has been designed to prepare candidates for a career as competent and reflective language teachers/researcher in the UK and internationally. For this purpose, the programme brings academics, applied linguists, and language teaching practitioners together to: 1) offer a thorough grounding in theoretical and methodological issues related to the learning and teaching of language, and in the impacts that language policy and technologies have on language learning and teaching, 2) equip students with professional language teaching skills and experience that prepare them for a rewarding future career, and 3) develop in students an enhanced awareness and practical competence in conducting applied research to solve problems encountered in their teaching in multilingual societies today. Students are encouraged to complete an internship by which to gain more practical skills and to apply their knowledge in the workplace.

Master of Arts in Advertising and Public Relations

This degree is accredited in the US by the Middle States Commission on Higher Education

This one year programme based in central London gives students a global and critical perspective on the thriving, rapidly evolving and increasingly competitive global industries of Advertising and PR.

The degree provides an in-depth academic examination of the advertising and PR industries, their histories, how they function in the contemporary world and the role they play in international society and economic life - especially in relation to the media and the full panoply of marketing disciplines. Practical skills in both advertising and PR will be developed from the outset, with students developing and presenting their own bodies of professional work.

The practical aspect of the course will culminate in a professional research project, including live PR work and associated advertising materials and, at its end, a critical reflection that will require students to relate their work to wider thinking about these industries. Students will also be required to complete an internship or, failing that, additional assignments. A broad education of this kind equips graduates for a wide range of careers internationally while enabling them to develop specialist expertise in areas of particular interest, preparing them for challenging leadership roles in a world of diversity and rapidly changing opportunities. The MA is distinctive in engaging both advertising and public relations, in practice and theory, with a strong element of professional practice including an internship, taught by faculty who are world leaders in the industry, in an attractive central London location that is the hub of the advertising and PR world.

Master of Arts in Art History and Visual Culture

This degree is accredited in the US by the Middle States Commission on Higher Education.

Richmond's MA in Art History and Visual Culture equips students with the knowledge and skills required to critically engage with global visual cultures of the twenty-first century and become leaders in their fields, preparing students for careers and scholarship in the arts and creative cultural industries. Students acquire knowledge of the key theoretical and methodological considerations required for working with the visual arts in the 2010s, applying this knowledge to key examples, especially those held in the world class collections of the museums and galleries of London. These rigorous academic apparatus are balanced by training in the conceptual professional practices required for working in the arts and creative industries, as students apply their conceptual knowledge on professional practices to practical, working examples. After completion of the coursework, students undertake an internship at a gallery, museum or other arts institution and complete their dissertations.

The program has a rigorous academic curriculum embodying Richmond's mission of fostering intercultural awareness and we recognise the importance of applying this knowledge beyond the seminar room, in students' daily lives and their perspectives on the world.

Master of Arts in International Development

This degree is accredited in the US by the Middle States Commission on Higher Education.

The MA in International Development at Richmond promotes a critical engagement with the key concepts, practices, theoretical innovations, and contemporary paradigms in this field. The programme is grounded in the recognition that development is inherently international, and inherently political: a concept that cannot be separated from core questions of global governance, from international conflict, attempts at conflict resolution, and post-conflict reconstruction, or from issues of human development and human security.

The programme is designed to ensure that students understand the history of international development from post-war modernization to the Millennium Development Goals, with particular emphasis on building a conception of the impact of global governance on political and economic processes in the developing world. Students engage directly with core issues of the international flows (legal and illegal) of people, both between developing states and into the developed world, refining analytical and practical skills that facilitate continued learning in this dynamic field. Courses examine the inter-disciplinary literature on the subject and Spring semester electives allow students to pursue further specialised knowledge in an area of their choice, with an optional internship opportunity.

Master of Arts in International Relations

This degree is accredited in the US by the Middle States Commission on Higher Education.

The MA in International Relations aims to equip students with in-depth knowledge of the discipline of international relations, together with key analytical and research skills, and an opportunity to gain practical experience through an optional internship.

A rigorous curriculum encompassing theoretical and practical developments in the dynamic field of global politics, in an international environment that gives graduates distinct advantages in the development of inter-personal and intercultural communication skills. The programme examines a range of theories and approaches to international relations, questions of international political economy, and international diplomatic practice, international law and institutions, studies of specific regions, international migration, and media. Core courses deconstruct conventional views of post-Cold War and post-9/11 international politics by advancing an interdisciplinary understanding of global politics and employing critical narratives and tools across the sub-disciplines of IR, geared towards innovative interpretations of central questions in the discipline, such as conflict, security, development, agents, structures, power and influence. Students are well-prepared for further graduate study in the discipline or for careers in the fascinating world of local, national, regional, and international politics, and in governmental and non-governmental organisations. A broad range of electives reflects the interdisciplinary nature of international relations and provides students with an opportunity to explore a field of interest in greater depth.

Master of Arts in Language Education Leadership and Management (Chinese and English pathways)

This degree is accredited in the US by the Middle States Commission on Higher Education.

This degree aims to provide a high quality professional education and it has been designed to prepare candidates for a career as future leaders and senior managers in the field of language education and language services in the UK and internationally. For this purpose, the programme brings academics, applied linguists, business and management professionals and language teaching practitioners together to 1) offer a thorough grounding in theoretical and methodological issues related to the learning and teaching of language, and a solid foundation in strategic leadership and management of language education and language service business, 2) equip students with professional skills and experience that prepare them for rewarding management roles in their future career, and 3) foster an enhanced awareness of the changing needs and contemporary issues in language education and language services in multilingual societies today. Students are expected to complete an internship by which to gain the practical skills and to apply their knowledge in the workplace.

Master of Arts in Public Relations and Journalism

This degree is accredited in the US by the Middle States Commission on Higher Education.

The MA in Public Relations and Journalism at Richmond provides a combination of practical and theoretical education equipping students with the intellectual and personal skills they need to succeed in rapidly evolving and increasingly competitive global industries.

The degree provides an in-depth academic examination of the PR and media industries, their histories, how they function in the contemporary world and the role they play in international society and economic life - especially in relation to advertising and the full panoply of marketing disciplines - examining the issues these industries face and exploring a range of different views of both PR and journalism.

Practical skills are developed from the outset, with students devising and presenting their own bodies of professional work. The practical aspects of the course culminate in a professional research project, including live PR work and journalism and, at its end, a critical reflection which requires students to relate their work to wider thinking about these industries. There is a range of optional courses in the second semester of the programme, allowing development of knowledge and skills in specific areas of interest, and the opportunity to complete an internship. In addition, students are encouraged to attend meetings, lectures – including visits to some of the many firms and media organisations that are based in London - and events at other London universities, as well as invited presentations from a wide range of external guest speakers.

This broad education equips graduates for a wide range of careers internationally while enabling them to develop specialist expertise in areas of particular interest. Ensuring that they are critical and reflective practitioners prepares them for challenging leadership roles in a world of diversity and rapidly changing opportunities, in keeping with the University's wider mission.

Master of Arts in Visual Arts Management and Curating

This degree is accredited in the US by the Middle States Commission on Higher Education.

Richmond University's new MA in Visual Arts Management and Curating equips students with the professional knowledge, skills and experience required for career placement in visual arts institutions and the creative cultural industries. The programme builds on the success of the MA in Art History and MA in Art History and Visual Culture, and offers sustained engagement, from an intercultural perspective, with professional practice in both non-profit and public institutions, and the commercial sector of private galleries and auction houses, with a strong emphasis on curating.

Students will take courses in arts management and marketing; arts policy; arts education, social inclusion and urban renewal; the international art market; and curating, alongside an internship.

The programme brings art and design historians, theoreticians, professional practitioners and studio artists together to offer a thorough grounding in the interdisciplinary theoretical and methodological issues related to the study of the visual, and equip students with the professional skills and experience to work successfully in a variety of arts and cultural industries.

Master of Business Administration

This degree is accredited by the Middle States Commission on Higher Education.

The Richmond MBA is ideal for students who have recently completed their undergraduate studies, offering a values-led curriculum focused on leadership, innovation and best practice. The programme equips students with the key technical competencies companies expect and the critical skills that global organisations value above all: the ability to work with, and lead multi-disciplinary and multi-cultural teams; to think creatively about complex problems; and engage and create personal knowledge networks to generate innovative solutions.

Our faculty benefits from global industry experience and provides students with a solid foundation in strategic business management. Students are challenged to relate classroom situations to the workplace, make contacts which may prove valuable to their future employment prospects, and gain confidence in their capabilities, creativity and communication skills. An Internship Programme, designed to be both demanding and rewarding, integrates theory with practice and is conducted in the summer months, providing an opportunity to deploy the skills learned on courses in a real world setting in the production of an assessed record of experience. Candidates who wish to opt out of the internship choose a more extensive dissertation in the Summer semester.

MINORS AND CERTIFICATE PROGRAMMES

Minors

Students may select an optional minor subject of specialization to complement their major field. Both the major and minor will be recorded on the student's transcript at graduation.

At least three of the upper division courses required for a minor must be taken at Richmond. No more than three courses may overlap within a degree between a student's major and any minor. Minors comprise 18 US credits/72 UK credits. The Certificate in British Studies is 15 US credits/60 UK credits.

Minor in Accounting

(not open to students majoring in Business Administration: Finance)

ACC 4200 Financial Accounting

ACC 4205 Managerial Accounting

plus TWO 5000-level course with ACC prefix

plus TWO 6000-level courses with ACC prefix

Minor in Accounting and Finance

(not open to students majoring in Business Administration: Finance)

ACC 4200 Financial Accounting

ACC 4205 Managerial Accounting

FNN 5200 Corporate Finance

plus ONE 5000-level course with ACC prefix

plus TWO 6000-level courses with FNN or ACC prefix

Minor in American Studies

Any TWO of the following:

AMS 3100 Foundations of American Studies

HST 4100 When Worlds Collide: Race and Empire in the Americas 1607-1865

HST 4105 Versailles to Vietnam: US and the World

FLM 4205 Film in the Americas

plus any FOUR of the following, two of which must be at 6000 level

AMS 5200 Power in the Americas

AMS 5400 American Television Drama

COM 5105 Modern Popular Music

FLM 5200 Mainstream Cinema: Studies in Genre

FLM 5400 Science Fiction Film: Cowboys & Aliens

INR 5400 US Grand Strategy

PLT 5401 Politics Goes to Hollywood

PLT 5400 Politics in the USA

AMS 6200 Contemporary American Culture

AMS 6205 The American Presidency

AMS 6400 From Pop to Present

HST 5405 US/UK Comparative History

HST 6220 American History Since 1972

LIT 6200 American Writers Abroad

PLT 6430 Democracy and Democratization

Note: appropriate 5000-level courses taken during a semester abroad in the USA/Latin America/Canada will also be considered. All normal course approval processes must be followed.

Minor in Art History and Visual Culture

COM 3100 Foundations of Mass Media and Communication

AVC 4200 Introduction to Art Across Cultures

AVC 4205 Introduction to Visual Culture

plus TWO 5000-level courses with AVC prefix chosen from the core list for the major

plus ONE of the following

AVC 6405 New Media & Visual Power

AVC 6410 Visualising People and Place

Minor in Chinese Studies

MCL 4100 Chinese Language and Culture 1

MCL 4105 Chinese Language and Culture 2

MCL 5100 Chinese Language and Culture 3

MCL 5105 Chinese Language and Culture 4

MCL 5205 Chinese Philosophy and Chinese Society

PLT 5425 Modern China

Minor in Communications

COM 3100 Foundations in Mass Media and Communications

COM 5200 Mass Communications and Society

COM 6391 Senior Project in Communications

plus ONE of the following

COM 4100 Introduction to Intercultural Communications

AVC 4205 Introduction to Visual Culture

plus TWO level 5000 or 6000 courses from any of the following Communications degree concentrations:

Marketing and Public Relations

Media Production

Media Studies

Minor in Contemporary Literature

ONE of the following:

LIT 3200 Foundations of English Literature

LIT 3100 The City: Imagination and Experience

plus LIT 4200 Introduction to World Literature

plus FOUR level 5000 or 6000 courses with LIT prefix

Minor in Creative Writing

CRW 3200 Writing from the Creative Impulse

CRW 4200 Writing London

CRW 5200 Scriptwriting

CRW 5205 Reading and Writing Short Stories

LIT 5100 Travel Writing

CRW 6200 Advanced Creative Writing Workshop

Minor in Development Studies

DEV 3100	Development and Culture
DEV 4100	Rich World Poor World
DEV 5100	Global Development Politics

plus THREE of the following courses:

AMS 5200	Power in the Americas
DEV 6200	Sustainable Development
DEV 6205	Postcolonial Theory and Development
ECN 5100	Economics of Transition
ECN 5105	Economic Problems of Developing Countries
INR 5405	Miracle To Meltdown: East & SE Asia
PLT 5100	Politics of the Middle East
PLT 5410	Islam and the West
PLT 5415	Politics of Sub-Saharan Africa
PLT 5420	Russian Politics and History
PLT 5425	Modern China

Minor in Economics

ECN 4105	Introduction to Microeconomics
ECN 4110	Introduction to Macroeconomics

plus TWO level 5000 courses with FNN or ECN prefix

plus TWO level 6000 courses with FNN or ECN prefix

Minor in Environmental Studies

ENV 3125	Foundations in Environmental Studies
ENV 5100	Environmental Ethics

plus TWO of the following courses:

ENV 3100	World Regional Geography
ENV 3120	Energy: A Global Perspective
ENV 3135	Endangered Species: Ecology and Conservation
DEV 4100	Rich World, Poor World

plus TWO of the following courses:

ECN 5200	Public Economics
DEV 6200	Sustainable Development
PLT 6410	Politics of Environmentalism
INR 6420	Global Energy Politics

Minor in European Studies

Any TWO of the following:

HST 4110	The Birth of the Modern World: The Enlightenment
INR 4105	The Evolution of International Systems
PHL 4100	Introduction to Philosophy
PLT 4100	Major Political Thinkers

plus any FOUR of the following:

AVC 5405	The Renaissance: New Perspectives
HST 5205	Rome and the East: Culture and Faith in Late Antiquity
HST 5110	Nationalism and Conflict
INB 6210	European Business Environment
PHL 5400	Modern European Mind
PLT 5405	The EU in the New International System

Minor in Film Studies

FLM 4200 Introduction to Film Studies
FLM 5200 Mainstream Cinema: Studies in Genre

plus any FOUR of the following:

ADM 5200 Video Production
ADM 6450 Animation and Motion
CRW 5200 Scriptwriting
FLM 5400 Science Fiction Film: Cowboys and Aliens
FLM 5405 Adaptations: Literature and Cinema
FLM 5410 Gender in Film
FLM 6200 Transnational Cinema
FLM 6220 Documentary Theory and Production
FLM 6230 International Cinema
FLM 6400 From Script to Screen
HST 6205 Pictures of Power: History, Image
HST 6215 History on Film
PLT 5401 Politics Goes to Hollywood
PSY 5415 Psychology and Cinema
THR 5215 Screen Acting Techniques

Minor in Finance

(not open to students in Accounting and Finance)

ACC 4200 Financial Accounting
ACC 4205 Managerial Accounting
FNN 5200 Corporate Finance

plus ONE 5000-level course with FNN or ECN prefix

plus TWO 6000-level courses with FNN or ECN prefix

Minor in Gender Studies

SCL 4110 Gender and Culture
COM 5110 Masculinities and Feminisms
FLM 5410 Gender in Film
LIT 5410 Gender and Sexuality in Contemporary Literature
PLT 6420 Gender, Politics and International Relations

plus ONE of the following:

DEV 5100 Global Development Politics
THR 6205 Contemporary British Theatre: Lost Boys and Bad Girls

Minor in International Business

(not open to students majoring in Business Management or Marketing)

ONE of the following:

MGT 4200 Introduction to Business
ENT 4200 Introduction to Entrepreneurship

plus ONE of the following:

ECN 4105 Introduction to Microeconomics
ECN 4110 Introduction to Macroeconomics

plus TWO 5000-level courses with MGT prefix

plus TWO 6000-level courses with INB prefix

Minor in International History

ONE of the following:

HST 3200 World Cultural History
HST 3205 The Global Cold War

plus ONE level 3000 or 4000 course with HST prefix

plus FOUR level 5000 or 6000 courses chosen from the core list for the History major with HST prefix

Minor in International Journalism and Media

COM 3100	Foundations in Mass Media and Communications
JRN 4200	Introduction to Writing for Media and Journalism
JRN 5200	Feature Writing
JRN 6205	Media Ethics and Law

plus ONE of the following:

JRN 5205	Reporting and Investigative Journalism
ADM 6425	Photojournalism

plus ONE of the following:

COM 6200	New Media
JRN 5300	International Journalism
JRN 6200	Publications Layout
JRN 6210	Global News Analysis
JRN 5400	Arts and Entertainment Journalism

Minor in International Relations

INR 4100	Introduction to International Relations
INR 4105	The Evolution of International Systems

plus FOUR level 5000 or 6000 courses with INR prefix

Minor in Marketing

(not open to students majoring in Business Management or Fashion Management and Marketing)

MGT 4200	Introduction to Business
ECN 4105	Introduction to Microeconomics
MKT 5200	Principles of Marketing
MKT 5205	Consumer Behavior
MKT 6200	Advertising Management

plus ONE 6000-level course with MKT prefix

Minor in Mathematics

MTH 4100	Calculus with Applications
MTH 4120	Probability and Statistics I

plus FOUR of the following:

MTH 5100	Calculus and Analytical Geometry
MTH 5120	Probability and Statistics II
MTH 5130	Game Theory and Decision Methods
MTH 5140	Linear Algebra and Real Analysis
MTH 6110	Advanced Differential Calculus
MTH 6120	Financial Mathematics

Minor in Philosophy

PHL 4100	Introduction to Philosophy
PHL 5400	The Modern European Mind

plus ONE of the following:

HST 4110	The Birth of the Modern World: The Enlightenment
PLT 4100	Major Political Thinkers
PSY 4205	Conceptual and Historical Issues in Psychology

plus THREE of the following:

COM 5100	Language and Society
COM 5110	Masculinities and Feminisms
COM 5205	Cultural Theory
ENV 5100	Environmental Ethics: Green Principles
HST 5210	Of Myths and Monsters: A History of History
INR 6200	International Relations Theory
MCL 5205	Chinese Philosophy and Chinese Society
MGT 5220	Legal and Ethical Concepts in Management
PLT 5200	Political Economy: Capitalism and its Critics

PLT 6200	Liberty, Justice, Equality: Contemporary Political Theory
PLT 6405	Citizenship: National and Global
PLT 6410	The Politics of Environmentalism
PSY 6405	Existential-Phenomenological Psychology
RLG 5100	Comparative World Religions

Minor in Political Science

ONE of the following:

PLT 3100	Foundations of Politics and Government
PLT 3105	Comparative Political Systems

plus

PLT 4100	Major Political Thinkers
PLT 5205	British Politics: Inside Parliament

plus THREE level 5000 or 6000 courses with PLT prefix

Minor in Psychology

PSY 3100	Foundations in Psychology
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plus ONE of the following:

PSY 3200	History of Childhood
PSY 4210	Developmental Psychology

plus ONE course from any level with PSY prefix

plus THREE level 5000 or 6000 courses with PSY prefix

Minor in Sociology

SCL 3100	Foundations of Sociology
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plus ONE course from level 3000 or 4000 with SCL prefix but which can include:

COM 4105	Worlds of Music
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plus any FOUR level 5000 or 6000 courses with SCL prefix but which can include TWO of the following:

COM 5200	Mass Communications and Society
DEV 5100	Global Development Politics
INR 5100	Critical Globalization Studies
PLT 6400	Political Sociology: Power, State and Society
PLT 6410	Politics of Environmentalism
PLT 6415	Ethnicity and Identity
PLT 6425	Religion, Identity and Power
PSY 5100	Human Development

Minor in Theatre Arts

THR 3100	Foundations of the Performing Arts
THR 4100	Beginning Directing

plus any FOUR level 5000 or 6000 courses with THR prefix

Certificate in British Studies

The Certificate requires students to successfully complete five courses in British civilization, and is evidence of having completed a systematic and intensive study of British culture. Upon completion of the five courses with a GPA of at least 2.0, the student's transcript will indicate the Certificate has been conferred.

Choose FIVE from the following:

AVC 5200, AVC 5400, HST 5400, HST 5405,
HST 6415, LIT 5405, PLT 5205, SCL 5400,
THR 5405/5410, THR 6200, THR 6205

International Internship Programme

An internship is a full-time work-based learning placement for which the student is awarded academic credit. These placements are academically supervised, providing career-related work experiences combined with reflective, academic study that help students to apply theoretical knowledge in the workplace.

This programme offers upper division undergraduate students the opportunity to take a full-time internship. The Internship Programme is open to degree students who have successfully completed 60 credits. A minimum GPA of 3.0 is required for students with between 60 and 74 completed credits; a minimum GPA of 2.75 is required for students who have completed 75 or more credits. For internships in Finance, Political Science and the World Internship Programme, the minimum GPA required is 3.0, and for Psychology 3.2.

Students work on a full-time basis, four or five days a week over 8–9 weeks. Students taking the internship may also be required to attend relevant seminars during the internship semester. Credit is awarded only after successful completion of all aspects of the programme. Students are subject to the specific rules and regulations outlined in the Internship Programme manual, and should particularly note the restrictions on withdrawing from an internship outlined in the Regulations section of the Catalogue. Internships are unpaid.

The programme benefits students by enabling them to:

- Apply academic training to practical situations in a professional setting
- Work alongside professionals and managers to develop new skills and techniques
- Relate work experience to classroom situations
- Enrich employment opportunities and establish a work record for their résumé
- Acquire valuable experience and skills in a professional setting
- Gain insight into a career area and contacts in a relevant job sector

The internship is supervised and monitored by the workplace supervisor and a Richmond faculty member. Students are expected to apply for an internship by the published deadlines. Applications for Summer and Fall internships are due at the end of February/early March; and for Spring internships, in early October.

Students complete an application, which should be sent to the Internship Office at 16 Young Street with a résumé and references from faculty to support the application. The application must be signed by the student's Academic Advisor. Students must also meet with a member of staff from the Internship Office.

The internship is offered in the following areas:

- AVC Art History and Visual Culture
- ADM Art, Design, and Media
- COM Communications
- ECN Economics
- FNN Finance
- HST History
- INB International Business
- INR International Relations
- MKT Marketing
- PLT Political Science
- PSY Psychology
- THR Theatre

PROGRAMMES BASED OUTSIDE LONDON

Florence and Rome Study Centres

Richmond University students have the opportunity to complement their studies in London with a semester, year, or summer at one of Richmond's two international Study Centres. The centres are in Florence and Rome, Italy. Although each centre has a specific academic focus, they both offer intensive study of Italian language and culture.

Over the 2015-2016 Academic Year, the study centres' academic offerings were closely evaluated as part of Richmond's "credit mapping" process (see page 27 of this catalogue) and all courses were assigned an equivalent UK credit value and defined in terms of the UK Framework for Higher Education Qualifications. Course coding changed (see under Course Numbering on page 35), and a Course Code Comparison document can be found on the Italy section of the Richmond website.

Eligibility

The programmes are open to Richmond degree students who have accumulated at least 45 credits, who have established a Richmond cumulative GPA of at least 2.5, and who have completed courses ARW 3195 and ARW 4195 (The Academic Research and Writing Programme). Note that for the 2014–15 academic year, courses completed at the Italian study centres cannot be applied to an OU-validated degree.

Fees

Tuition and other fees are comparable to those charged at the home campus. Further details are available from the Dean of International Programmes or the Finance Office.

The Florence Study Centre

The Florence Study Centre specialises in the study of fashion, studio and fine arts. Social Science and Business majors can also benefit from this outstanding educational opportunity. Situated in a major Renaissance city with a wealth of cultural resources, it is an ideal location for the intensive study of painting, drawing, sculpture, photography, and art history. It is also the perfect place to study fashion and its connection to history, media, and marketing. The semester begins with a 5-day intensive orientation on the coast in Marina di Pietrasanta in the Fall Semester and in Rome in the Spring Semester. With the exception of Italian language, which is a mandatory course, courses are taught in English.

The Florence Study Centre also offers an internship programme consisting of a one-semester unpaid internship in the Florence area for 6 credits, plus a 2-week intensive language course for 3 credits. Students are also required to take a related course for 3 credits and the regular Italian course for 3 to 4 credits. Internships are available in a wide range of companies and institutions in international business, marketing, international relations, media, museums and galleries, social services and education. Service learning is also available.

Facilities

The Centre is conveniently located in the Palazzo Michelozzi near the major cultural, historical and social attractions of this great Renaissance city, and consists of classrooms, art studios, offices, a library, and a student lounge. The Study Centre has cooperative links with a number of leading institutions, including the the University of Florence, the British Institute, the European University, and Palazzo Strozzi Foundation.

Accommodation

In Florence typical accommodations might be with an Italian host family (a single person or retired couple) in a residential section of Florence or in a carefully selected apartment shared with up to 9 other students. If in an apartment, approximately 325 euros for the semester should be paid directly to the landlord in cash upon arrival as a deposit for utilities. Housing is located within a 30-minute walk from the Study Center. Local standard wi-fi is provided in the apartments. Special rates have been negotiated for dinner at a number of excellent Florentine restaurants, a dinner voucher for each Monday to Friday night (five nights) and five breakfast vouchers are included in the cost of the programme. Vouchers can be used also at a supermarket giving the flexibility to cook in apartments.



Academic Programme in Florence

Students enrolled in the Traditional Academic Programme can choose between two options:

- the Regular option (open to all Italian Language levels students, from beginners to advanced and MANDATORY for students enrolled in the International Internship Program)
- the Basic option (only for Italian language beginners)

Regular option: students take a mandatory 2-level 6-credit Italian course throughout the semester, starting at the appropriate level following the entrance test and progressing to a higher level during the semester. All students can choose a maximum of three 3-credit courses. They may also choose an additional 1-credit optional introduction to Italian art course, taught primarily during the field trips to Rome and Venice.

Basic option(only for students who are beginners in Italian): students take a mandatory Italian Language course throughout the semester and can add a maximum of four 3-credit courses. They may also choose an additional 1-credit optional introduction to Italian art course, taught primarily during the field trips to Rome and Venice.

In order to confirm enrollment in any Italian language class higher than beginners (3821/3831 – Elementary Italian I) you will be requested to take and pass an online Placement Test.

For full details of courses offered in Florence, please see the course descriptions section at the end of this catalogue.

Italian Language

ITL 3821 (2 credits)	Elementary Italian I
ITL 3822 (2 credits)	Elementary Italian II
ITL 3831 (3 credits)	Elementary Italian I
ITL 3832 (3 credits)	Elementary Italian II
ITL 4831 (3 credits)	Intermediate Italian I
ITL 4832 (3 credits)	Intermediate Italian II
ITL 5830 (3 credits)	Advanced Italian Language

Art History

AVC 4800 (1 credit)	Introduction to Italian Art
AVC 4805 (3 credits)	Early Renaissance Florentine Art (Summer School only)
AVC 5815 (3 credits)	Central Italian Early Renaissance Art
AVC 5820 (3 credits)	Italian Renaissance Architecture
AVC 5825 (3 credits)	Masters of the Renaissance: Leonardo da Vinci
AVC 5835 (3 credits)	Italian Fashion
AVC 5855 (3 credits)	Museums and Galleries of Florence
AVC 5860 (3 credits)	Florentine Art in Context

Business and Economics

ECN 5805 (3 credits)	International Economic Relations
ENT 5805 (3 credits)	Italian Business and Entrepreneurship
MKT 5805 (3 credits)	Fashion Marketing & Retail
MGT 5810 (3 credits)	Human Resources Management

Communications

COM 5850 (3 credits)	Gender and Sexuality in Italian Opera
COM 5855 (3 credits)	News and the Media in Italy
COM 5860 (3 credits)	Made in Italy: Symbols of Italian Identity
COM 6805 (3 credits)	Fashion and Media
FLM 5800 (3 credits)	History of Italian Cinema & Society

History

HST 5810 (3 credits)	History of Florence
HST 5820 (3 credits)	History of the Italian Mafia
HST 5825 (3 credits)	Italian Food and Culture

Internships

6-credit internships are offered in Florence in the following areas:

Art History and Visual Culture
Communications
Economics
Education
History
International Business and Marketing

Literature and Philosophy

LIT 5800 (3 credits) Italian Literature in Translation
LIT 5805 (3 credits) Real and Imagined Journeys
LIT 5810 (3 credits) Dante in Translation: Text & Context
PHL 5805 (3 credits) Mysticism and Magic in Medieval Renaissance Italy

Social Sciences

INR 5800 (3 credits) Globalisation – A European Perspective
ISL 5800 (3 credits) Service Learning & active citizenship
SCL 5810 (3 credits) Women in Italian Society
SCL 5820 (3 credits) Sociology of Italian Soccer
SCL 5855 (3 credits) Culture & Style in Italy

Studio Art

ADM 3800 (3 credits) Drawing I
ADM 3855 (3 credits) Painting in Florence I
ADM 4800 (3 credits) Drawing II
ADM 4855 (3 credits) Painting in Florence II
ADM 5800 (3 credits) Drawing III
ADM 5855 (3 credits) Painting in Florence III
ADM 5860 (3 credits) Photography for the Media

The Rome Study Centre

The Rome Study Centre offers a programme that emphasises the study of Italian language and culture, art history, economics, and political science. Situated in one of the world's great capital cities, which is also the home of the Vatican and therefore holds a unique position in the Christian world, the Centre is the ideal location to experience the classical and cultural heritage of the Roman world. The Study Centre is located in Piazza Sant' Andrea della Valle in the very heart of Rome, a few steps away from Piazza Navona, Campo de' Fiori and the Pantheon.

The neighbourhood in which the Centre is located is one of the richest areas of Rome's historic centre. Within a short walking distance are some of the most well-known and best-loved of Rome's many sites – including sublime monuments, beautiful piazzas, bustling markets and lively cosmopolitan neighbourhoods.

Sites such as the Spanish Steps, the Trevi Fountain, the Colosseum, the Roman Forum, and Trastevere may also be reached on foot in a few minutes.

The semester programme begins with an intensive two-week Italian language and orientation course in Florence. Programme staff move to Florence to supervise all aspects of the two week Orientation. Students take intensive Italian language courses and are offered a variety of cultural and social activities which include lectures on health and safety issues, Italian culture, visits to famous museums, churches and palaces of Florence. Highlights are the day trips to visit the vineyards and experience wine tasting in the Chianti area, to Pisa to see the Leaning Tower, Cathedral and Baptistery, and to Siena to enjoy its medieval atmosphere, the famous shell-shaped piazza, the central cathedral and museums.

This is followed by twelve weeks of study in Rome, where the study of Italian continues as one course in the student's programme of four or five courses.

In alternative students may enrol in the International Internship Programme and earn 15 credits with an unpaid work placement in a variety of fields with institutions, national and international companies and organizations based in Rome.

A Music Programme taught in conjunction with Saint Louis College of Music is also available. Music classes are taught in Italian and students receive a Saint Louis College of Music certificate authenticating work completed.

With the exception of Italian language, courses are taught in English.

Extracurricular programme

Throughout the semester a variety of social and cultural exchange activities are organised with Italian students, visits to major art attractions in the city and in the Roman countryside, outings to concerts, operas, plays, art exhibits and sporting events. A small additional fee may be required to participate in some of the activities. Should students want to organise visits to other parts of the city or Italy the Richmond staff are available to help plan and advise.

Students can participate in the volunteer programme, experience wine tasting, learn to cook Italian recipes. Two faculty led weekend excursions to Venice and to Pompeii, Naples and Capri Island are included in the educational program at no extra cost for students.

Optional faculty-led weekend excursions to Krakow, Poland and to Palermo, Sicily are available to students at extra cost.

Facilities

In addition to classrooms, the Richmond in Rome Center houses administrative offices, a reference library, a computer lab with thirteen computers, eighteen hot spots, a laser printer and two student lounges. The Center has wi-fi, and students with their own laptops benefit from free internet access. Students and faculty regularly congregate in the welcoming spaces of the Study Center to study and socialize.

Accommodation

During the 2-week Orientation Programme in Florence, students stay in multi-bedded rooms in a centrally located hotel or residence.

In Rome, students live in supervised student apartments or with an Italian family. Apartments and Italian families are carefully inspected and contracted by the University for the exclusive use of Richmond in Rome students in central, safe, agreeable areas of the city within maximum 40 minutes by direct bus, underground or walking distance from the Study Center.

All accommodations include free internet access and weekly cleaning. Italian families usually denote a single lady or a professional couple.

Student apartments are normally available for 3 to 6 students, they are fully equipped with the essential furnishings, kitchen supplies, washing machine, linen, pillows and blankets. Towels are not provided.

Students choosing the apartment option are responsible for paying 300 euros in cash directly to their landlords to cover an average consumption of utilities per student per semester.

Meals

In Rome, students receive meal vouchers for five breakfasts and lunches (or dinners) each week. The vouchers are pre-paid and can be used in a large variety of selected cafes, restaurants, pizzerias, take-out and grocery stores. Typical meal facilities include family-run trattorias and pizzerias as well as deli and produce stores. The meal vouchers are meant as a supplement to students' own funds to purchase meals.

Semester and Academic Year Orientation Programme

Students are introduced to Italian life and culture and begin their Italian language studies with a two week intensive Italian Language and Culture course in the city of Florence.

For full details of courses offered in Rome, please see the course descriptions section at the end of this catalogue.

Italian Language

ITL 3821 – A1 (2 credits)	Elementary Italian language I
ITL 3822 – A2 (2 credits)	Elementary Italian language II
ITL 4821 – B1 (2 credits)	Intermediate Italian language I
ITL 4822 – B2 (2 credits)	Intermediate Italian language II

For the remaining twelve weeks of the semester students continue their studies in Rome by choosing two to five courses at choice among those offered in addition to one other Italian language course:

Italian Language

ITL 3810 – A1 (1 credit)	Basic Spoken Italian
ITL 3842 – A2 (4 credits)	Elementary Italian Language II
ITL 4841 – B1 (4 credits)	Intermediate Italian Language I
ITL 4842 – B2 (4 credits)	Intermediate Italian Language II
ITL 5830 – B2/C1 (3 credits)	Advanced Italian Language

Art, Design and Media

ADM 3800 (3 credits)	Drawing I
ADM 5860 (3 credits)	Photography for the Media

Art History

AVC 5810 (3 credits)	Introduction to Renaissance and Baroque Art in Rome
AVC 5830 (3 credits)	History of Ancient Art: Greece and Rome (<i>Spring only</i>)
AVC 5840 (3 credits)	Art and Culture in Rome: 800BC – 2000AD (<i>Spring only</i>)
AVC 5845 (3 credits)	Baroque Rome and Its Monuments
AVC 5850 (3 credits)	Michelangelo in Rome (<i>Spring only</i>)

Communications

COM 5845 (3 credits)	Fashion and Media in Rome
COM 5855 (3 credits)	News and the Media in Italy (<i>Fall only</i>)
COM 5860 (3 credits)	Made in Italy: Symbols/Italian Identity
FLM 5800 (3 credits)	History of Italian Cinema and Society (<i>Fall only</i>)

Economics

ECN 5805 (3 credits)	International Economic Relations
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History

HST 5805 (3 credits)	Rome through the Ages
HST 5815 (3 credits)	History of Food and Table Manners
HST 5820 (3 credits)	History of the Italian Mafia

International Relations

INR 5800 (3 credits)	Globalization: A European Perspective (<i>Spring only</i>)
INR 5805 (3 credits)	Human Rights (<i>Spring only</i>)
INR 5810 (3 credits)	Security Studies

Literature

LIT 5800 (3 credits) Italian Literature in Translation (*Spring only*)

Management

MGT 5810 (3 credits) Human Resource Management (*Spring only*)

MGT 5850 (3 credits) Project Management for the Arts and Culture

Political Science

PLT 5800 (3 credits) The Politics of Ethnicity and Identity

PLT 5805 (3 credits) Italian Society: From Fascism to the Present

PLT 5810 (3 credits) The European Union in the New International System (*Spring only*)

Religion and Philosophy

PHL 5800 (3 credits) Classical Mythology

RLG 5800 (3 credits) Religions and Cults of the Roman Empire (*Spring only*)

RLG 5810 (3 credits) Comparative World Religions (*Fall only*)

Service Learning

ISL 5800 (3 credits) Service Learning and Active Citizenship

Students may also choose to enrol in the International Internship Program and take:

Orientation Programme in Florence - Two Weeks

Intensive language classes (2 credits)

Orientation for your life in Italy

The Rest of the Semester in Rome – Twelve Weeks

Tailor-made Internship seminars

Language classes (4 credits)

One class of your choice (3 credits)

Internship placement and 270 hours of work (6 credits)

6-credit internships are offered in the following areas:

Art, Design & Media

Art History and Visual Culture

Communications

Economics

Education

Finance

History

International Business

International Relations

International Journalism

Marketing

Political Science

Or in the Music Programme:

Orientation Program in Florence - Two Weeks

Intensive language classes (2 credits)

Orientation for your life in Italy

The Rest of the Semester in Rome – Twelve Weeks

Italian Language classes (1 or 4 credits)

One to three classes of your choice from the regular Richmond in Rome academic offerings (3 to 9 credits)

One or two music classes at Saint Louis College of Music with other international students in the following:

Bass

Drums

Guitar

Percussion

Saxophone, Trumpet, Trombone

Vocals

The study of each instrument will focus on thematic developments and applications, combos for group practicing, history of jazz or rock, improvisation sessions.

J-Term and Summer Sessions in June and July are also offered at the Rome Center

Students may earn from 3 to 7 academic credits in the following disciplines:

Italian Language

ITL 3831 – A1 (3 credits) Elementary Italian Language I (*Summer II only*)

ITL 3832 – A2 (3 credits) Elementary Italian Language II (*Summer II only*)

ITL 4831 – B1 (3 credits) Intermediate Italian Language I (*Summer II only*)

ITL 4832 – B2 (3 credits) Intermediate Italian Language II (*Summer II only*)

ITL 5830 – B2/C1 (3 credits) Advanced Italian (*Summer I only*)

Art, Design and Media

ADM 5860 (3 credits) Photography for the Media (*Summer II only*)

ADM 5875 (3 credits) Sketchbook of Rome (*J-Term and Summer II only*)

Art History

AVC 4800 (1 credit) Introduction to Italian Art (*Summer II only*)

AVC 5810 (3 credits) Introduction to Renaissance and Baroque Art in Rome (*Summer I only*)

AVC 5840 (3 credits) Art and Culture in Rome: 800BC – 2000AD (*Summer II only*)

Communications

COM 5485 (3 credits) Fashion in Rome

History

HST 5805 (3 credits) Rome through the Ages (*Summer II only*)

HST 5815 (3 credits) History of Food and Table Manners (*Summer I only*)

HST 5820 (3 credits) History of the Italian Mafia (*Summer II only*)

Religion

RLG 5810 (3 credits) Comparative World Religion (*J-Term and Summer I only*)

Sociology

SCL 5855 (3 credits) Culture and Style in Italy (*J-Term and Summer II only*)



Richmond International Academic and Soccer Academy (RIASA)

The Richmond International Academic and Soccer Academy (RIASA) is located in the City of Leeds, about 200 miles north of London in the centre of Great Britain.

Skilled soccer players with a desire to achieve professionalism in the sport have the opportunity to gain a degree that brings together the best in American business education and British sports training. Successful completion of the strong undergraduate academic programme enables graduates to either pursue careers as professional sports persons or to gain employment in associated business professions. <http://www.riasa.org/home>.

Eligibility

To gain admission to the Academy, student athletes are evaluated academically and athletically. All applicants must first contact the Boston Office of Richmond, The American International University in London on usadmissions@richmond.ac.uk and +1 (617) 450-5617.

To be considered for admission students should have completed 11 or 12 years of schooling, depending on the education system in their country, with an equivalent of a minimum of C+ (2.5 out of 4.0 GPA) in the American high school grading system.

If applicants have advanced placement credit or have completed an International Baccalaureate they will be considered as advanced students. This may entitle them to University transfer credit that will reduce the number of courses that they need to complete in order to graduate. Other types of transfer credit will be individually evaluated on a case-by-case basis. RIASA students should note, however, that because of the particular and unique requirements of this four-year programme some credit may transfer as elective credit only.

Application Procedures

New RIASA students report to the Academy in September each academic year; returning students join in August. Classes begin in the first week of September. Priority deadline for application is 01 March for the Fall semester, with a deposit deadline of 01 May. Apply online at www.riasa.org

Fees

This is a 35-40-week programme inclusive of academic and sporting activities (August 1st to May 1st playing and training season) which includes playing, housing and food during the semester, and this differs from the typical 30-week program at U.S. universities.

The programme cost does not include special coaching programmes, summer school, books, or transport to and from the RIASA campus.

Students can apply for federal aid and student loans to attend the programme through Richmond, The American International University in London, and are eligible for Federal Aid and other loans as if attending an American university within the USA. Some scholarship awards based on academic ability may also be available.

Students must study full time (a minimum of three academic courses per semester) in order to meet UK visa requirements.

Because the degree programme is an accredited American degree recognized by the relevant US agencies, US citizens and eligible permanent residents of the US may apply for Federal direct and PLUS loans on satisfactory completion of a FAFSA at www.fafsa.ed.gov. The FAFSA deadline is 1st May. Richmond's school number is G10594. All of the Federal loan programme costs, attendance, satisfactory academic progress, and disbursement dates are associated exclusively with the academic programme. These loan conditions are the same as those for any other similar Richmond University degree programme. A complete list of financial aid options is available on pages 15–16 of this Catalogue.

Facilities

The RIASA programme is located in the modern and vibrant city of Leeds some 200 miles north of London. The RIASA academic and training program is delivered at Leeds Beckett University, Headingley Campus. The Leeds metropolitan area is home to over 100,000 university students from more than 190 nations and 8 institutions of higher education, making the location the ideal centre for international business study. The Soccer portion of the programme draws from one of the richest professional soccer areas in the world with major clubs and academies throughout the area: Leeds United, Bradford City, Manchester United, Manchester City, Liverpool, Everton, and other clubs and soccer organizations.

Accommodation

Students are housed in the Leeds Beckett University student accommodation. Standard accommodation includes single rooms, shared kitchen and lounge.

The Joint Academic Sports Programme

The degree programme reflects the main strands of Richmond University's mission, its commitment to liberal arts, multiculturalism, and to the employability of its graduates. Leadership is an integrating and unifying theme throughout the International Sports Management degree programme, which prepares students for careers in the global workplace.

The BA degree in International Sports Management provides a multidisciplinary approach to managing in the global economy, including an understanding of cultural diversity, the theory and political economy of international trade and foreign investment, the global monetary system, and the strategy of international business. Upper division sports courses allow students to focus the knowledge gained in the business courses to particular areas of sports interests.

The Liberal Arts Core Curriculum programme is based on the liberal arts educational philosophy that the most important aspect of becoming well-educated is to have a broad base of knowledge, and the first three semesters in this programme encourage exploration of a wide range of subjects and skills. It also includes a community involvement element which enables students to coach local youth teams there will be an opportunity to work towards a level 2 FA coaching qualification.

BA Degree in International Sports Management

The degree programme is delivered within the framework of a US Liberal Arts undergraduate degree programme, where students complete 40 courses over 3.5 to 4 years (approximately 10 courses per year, with summer courses allowing for accelerated progress in some cases). Most courses carry 3 US academic credits with a total of 120 US academic credits in order to complete the degree. Students are provided with a broad range of skills in the key functional areas of business as well as an opportunity to develop a specialism in Sports Management.

The International Sports Management BA provides an applied and critical examination of the theory and practice surrounding the management and business of sports in various parts of the world. The increasing commodification of sport as a 'product' and consequent changes in consumer behaviour, have resulted in a need to adopt a more professional and commercial orientation to the management of sport and to its business operations. Operating from a firm theoretical base, the degree provides an exploration of the central role and functions of sports management and gives students a comprehensive and critical grounding in business management principles. It encourages the application of this grounding to practical and realistic settings in sport and leisure contexts and enables students to study areas such as Sport Marketing, Healthy Lifestyles, Sport Event Management, and Coaching. The detailed components of the programme are given below.

LOWER-DIVISION REQUIREMENTS			
QCF Level 3		US Credits	UK Credits
MGT 3200	Foundations of Business	3	12
MTH 3111	Functions and Applications	3	12
SPT 3200	Sport and Society	3	12
	15 US/60 UK credits <i>(5 further courses)¹</i>	15	60
	6 US/24 UK credits <i>(typically 2 further courses)²</i>	6	24
QCF Level 3 CREDIT TOTALS		30	120

¹ Level 3 Gen Ed requirements: GEP 3100 Transitions I; GEP 3101 Transitions II; GEP 3140 Scientific Reasoning; GEP 3160 Creative Expression; GEP 3180 Research and Writing I.

² 6 US/24 UK credits to be completed at Level 3 consist of some elements of the following in combination: MTH 3000 (if the student must complete it); Gen Ed Humanities Social Science Option (if taken at Level 3); Gen Ed Option I and/or II (if taken at Level 3); Free elective(s)/Minor Requirements. For details of the Gen Ed options, please see *the Gen Ed Programme Specification*. (<http://www.richmond.ac.uk/programme-and-course-specifications/>) For the Leeds campus, HST 3111 A Social History of Yorkshire is offered as the level 3 option.

FHEQ Level 4		US Credits	UK Credits
ACC 4200	Financial Accounting	3	12
ACC 4205	Managerial Accounting	3	12
ECN 4105	Introduction to Microeconomics	3	12
SPT 4200	Introduction to Sports Psychology	3	12
MGT 4205	Computer Applications in Management	3	12
MTH 4110	Calculus with Applications	4	16
MTH 4120	Probability & Statistics I	3	12
	3 US / 12 UK credits (1 further course): General Education requirement³	3	12
	6 US/24 UK credits (typically 2 further courses)⁴	6	24
FHEQ Level 4 CREDIT TOTALS		31	124

1. Level 4 Gen Ed requirement: GEP 4180 Research and Writing II. For the Leeds campus, PHL 4100 Introduction to Philosophy is offered for the Humanities and Social Science option and SCL 4110 Gender and Culture as another level 4 Gen Ed option. Level 4 General Education requirement: GEP 4180 Research and Writing II

2. 6 US/24 UK credits to be completed at Level 4 consist of some elements of the following in combination: Gen Ed Humanities Social Science Option (if taken at Level 4); Gen Ed Option I and/or II (if taken at Level 4); Free elective(s)/Minor Requirements. For details of the Gen Ed options, please see the *Gen Ed Programme Specification*. (<http://www.richmond.ac.uk/programme-and-course-specifications/>).

UPPER-DIVISION MAJOR REQUIREMENTS			
FHEQ Level 5		US Credits	UK Credits
ECN 5200	Public Economics	3	12
FNN 5200	Corporate Finance	3	12
MGT 5210	Research Methods	3	12
MGT 5220	Legal and Ethical Concepts in Management	3	12
MKT 5200	Principles of Marketing	3	12
SPT 5205	Exercise Nutrition and Lifestyle Management	3	12
SPT 5210	Sports Events Planning and Promotion	3	12
SPT 5215	Sport Management	3	12
SPT 5225	Sports Journalism	3	12
COM 5415	Sport in Documentary Film	3	12
FHEQ Level 5 CREDIT TOTALS		30	120

FHEQ Level 6		US Credits	UK Credits
MGT 6297	Senior Project	6	24
SPT 6205	Sport Law	3	12
SPT 6210	Talent Identification: Principles and Practice	3	12
SPT 6215	Team and Leadership Dynamics in Sport and Coaching	3	12
SPT 6220	Sports Marketing	3	12
SPT 6225	Sports Finance	3	12
plus three of the following OR Internship and one of the following		9	36
COM 6205	PR and Self-Presentation in the Media		
INB 6205	Foreign Trade Policy		
SPT 6962	World Internship in Sport Management (6 credits)		
SPT 6972	Internship in Sport Management (6 credits)		
MGT 6200	Competition and Strategy		
MKT 6405	Marketing Planning and Strategy		
PLT 6205	Policy Making in the Globalized World		
FHEQ Level 6 CREDIT TOTALS		30	120

Associate of Arts Degree in Business Administration: International Business

This degree is a two-year US Associate of Arts (AA) degree providing an initial examination of the theory and practice surrounding management and business, with an examination of some elements of sports management in various parts of the world. Operating from a firm theoretical base, the degree provides an exploration of the central role and functions of sports management and provides students with a comprehensive and critical grounding in business management principles. It allows students to gain the liberal arts core curriculum credits alongside some major and sports concentration credits.

COURSE INFORMATION

A Guide to Course Designations

The following pages include descriptions of each of Richmond's active undergraduate and graduate courses. They are organized according to the list below. The letters in the first column indicate the discipline designation used as part of the course identifier. The School or Department sponsoring the programme - either the School of General Education (GenEd), or the Richmond Business School (RBS), or the School of Communications, Arts & Social Sciences (CASS), or the campus (RIASA; Italy) - is shown in the third column.

Courses at the 3000 and 4000 level are generally offered only at the Richmond Hill campus, and courses at the 5000 level and higher are generally offered only at the Kensington campus.

In 2011-2012, Richmond engaged in a major project of mapping its US degree requirements

onto UK regulatory frameworks. This involved defining every course in terms of UK CATS credits, and every course's level in terms of the Quality Assurance Agency's Framework for Higher Education Qualifications <http://www.qaa.ac.uk/Publications/InformationandGuidance/Documents/FHEQ08.pdf>

The course descriptions that follow are listed in alphabetical order of course designator. An explanation of the credit-mapping project can be found on pages 27 and 35 of this catalogue. A comparison of changes to course codes can be found in the 2012-2013 University Catalogue located at: <http://www.richmond.ac.uk/student-life/admitted-students/catalogues/>. In 2015-2016 the "credit mapping" process was extended to Richmond's Italian study centres.



ACC	Accounting	RBS
ADM	Art, Design and Media	CASS
AMS	American Studies	CASS
APR	Advertising and Public Relations	CASS
ART	Art	ITALY
AVC	Art History and Visual Culture	CASS
COM	Communications	CASS
CRW	Creative Writing	CASS
DEV	Development Studies	CASS
EAP	English for Academic Purposes	GENED
ECN	Economics	RBS
ENT	Entrepreneurship	RBS
ENV	Environmental Studies	GENED
FEC	Financial Economics	RBS
FLM	Film Studies	CASS
FNN	Finance	RBS
GEP	General Education Programme	GENED
HST	History/International History	CASS
INB	International Business	RBS
INR	International Relations	CASS
ITL	Italian	ITALY
IRN	International Journalism	CASS
LIT	Literature	CASS
LED	Language Education	GENED
MCL	Modern Chinese Language and Culture	GENED
MGT	Management	RBS
MKT	Marketing	RBS
MSC	Music	ITALY
MTH	Mathematics	RBS
PHL	Philosophy	GENED
PLT	Political Science	CASS
PSY	Psychology	CASS
RLG	Religion	GENED
SCL	Sociology	CASS
SPT	Sports Management	RIASA
THR	Performance & Theatre Arts	CASS
VAM	Visual Arts Management and Curating	CASS

COURSE DESCRIPTIONS – LONDON AND LEEDS CAMPUSES

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ACC 4200	Financial Accounting	BE	3	12	An introduction to the accounting model, the measurement and classification of data and terminology essential to effective interpretation and use of financial statements, balance sheets and income statements. Underlying concepts are stressed and they are made concrete with illustrations. While mechanical and procedural details are explored, measurement and communication of data to external parties are emphasized.	Prereq: MTH 4120 Lecture Min Grade: D- Min Credits: 2.33
ACC 4205	Managerial Accounting	BE	3	12	This course introduces students to the generation of cost data for the preparation of proper, representative financial statements, and for optimal planning and control of routine operations and long range organizational goals. It focuses on the uses of formal cost accounting systems and quantitative techniques to make managerial decisions. Topics include: direct absorption income statements, job and process costing, allocation and proration, pro-forma and capital budgeting.	Prereq: ACC 4200 Lecture Min Grade: D- Min Credits: 2.33
ACC 5200	Advanced Managerial Accounting	BE	3	12	The course builds on the principles covered in ACC4205, and develops knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation and control within an organisation.	Prereq: ACC 4200 Lecture Min Grade: D- Min Credits: 2.33 And ACC 4205 Lecture Min Grade: D- Min Credits: 2.33
ACC 5205	Advanced Financial Accounting	BE	3	12	This is a practical course aimed at students who would like to pursue a career in accounting or understand more about a number of issues that accountants face in the preparation of financial statements. The course focusses on issues in accounting and financial reporting which are the subject of current debate among the users and preparers of financial statements, together with an opportunity to further explore some of the key topics covered in ACC4200 (Financial Accounting).	Prereq: FNN 5200 Lecture Min Grade: D- Min Credits: 2.33
ACC 5210	Fundamental Analysis	BE	3	12	The primary focus of this case-based course is on the use of financial statements to make informed financial decisions, including whether or not to lend or invest in the equity of a firm. The course recognises that financial analysis is a process, which begins with analysis of strategy, leading through financial analysis and concluding with prospective analysis. While some devotion to bond and equity evaluation is considered, the ultimate emphasis is on company valuation, a prospective analysis.	Prereq: FNN 5200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ACC 6200	Taxation	BE	3	12	To equip students with the practical skills in core areas necessary for an entry level professional accountant. This requires the development of an understanding of relevant concepts, principles and techniques, the ability to apply these in realistic settings and the exercise of judgement in selecting and advising on the most appropriate treatment. This course tests both the understanding and the application of these skills and techniques.	
ACC 6205	Financial Reporting	BE	3	12	This course offers a theoretical and practical approach to the framework of regulations that influences financial reporting practice. Accounting techniques and methods that are adopted in practice will be covered and particular attention will be given to the conceptual framework for financial reporting and the preparation of financial statements that comply with International Accounting Standards (IAS), and provide a true and fair view.	Prereq: ACC 4200 Lecture Min Grade: D- Min Credits: 2.33 And ACC 5205 Lecture Min Grade: D- Min Credits: 2.33
ACC 6210	Audit and Assurance	BE	3	12	The course focuses on the concepts and techniques relating to the provision of audits under the various Companies Acts, and investigates the legal and ethical framework surrounding auditing. Students will become familiar with concepts and practices relating to the auditing profession and legal liability. Current issues with regard to auditing will be discussed throughout the course.	Prereq: ACC 4200 Lecture Min Grade: D- Min Credits: 2.33 And ACC 5205 Lecture Min Grade: D- Min Credits: 2.33 And ACC 5200 Lecture Min Grade: D- Min Credits: 2.33
ADM 3160	Foundations in Photography	CASS	3	12	This course concentrates on developing the student's visual intelligence via photography. Technically, students will learn to use digital Single Lens Reflex cameras and Photoshop for image workflow and editing. By looking at the work of a range of artists, students will be introduced to some of the theories that underpin photographic practice and consider photography's place and role in contemporary culture. Throughout the course students make images which finally result in an edited portfolio of photographic prints. A studio fee is levied on this course.	
ADM 4100	The Language of Art	CASS	3	12	A discursive topic based course designed to familiarize the student with the range of ideas, the varieties of form, the uses of imagery, and the nature of content in the visual arts. The material is considered from a practitioner's viewpoint. A studio fee is levied on this course.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ADM 5200	Video Production	CASS	3	12	A 'hands-on' video course involving most aspects of production from camera work and sound recording to editing and audio dubbing. The theory and practice of video technology are taught through a series of group exercises and out of class assignments. Students also study a range of classic videos and film as a means of understanding the language of the medium. A studio fee is levied on this course.	
ADM 5205	Off the Wall	CASS	3	12	'Off The Wall' is a penultimate year required course for Art, Design and Media students which examines the changes brought about in art production and display by the development and popularisation of Time-Based media (video), Sound Art, Performance Art and the Installation form. The course considers some of the works, including their conceptual underpinnings, created by a cross section of important artists who have been working in the areas listed above. Using that information as a spring board, students then make art which simultaneously develops their conceptual and practical skills in a selection of these areas.	
ADM 5297	Research & Writing Methods	CASS	3	12	This course prepares students to conduct significant, original research in the Art, Design and Media disciplines. Emphasis is placed on critical engagement with researched sources in conjunction with appropriate presentation and citation of sources used. A range of research processes are presented and discussed and opportunity provided to actively engage with these throughout the projects. Students are provided with input and feedback at all stages of their research and writing, both from the tutor and their peers.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 3.00 Or ARW 4195 Lecture Min Grade: D- Min Credits: 4.00
ADM 5400	Intermediate Drawing	CASS	3	12	Develops drawing skills and provokes and stimulates thinking about both the technical and intellectual aspects of the drawing process. A developing understanding of the vocabulary and syntax of drawing is encouraged through projects that feature observation, analysis and expression. Students work from studio subjects and on location and are expected to undertake museum study. A studio fee is levied on this course.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ADM 5405	Photography: Theory & Practice	CASS	3	12	This course is designed to familiarise students with skills which combine visual research, photographic composition, analogue camera operation and printing, together with conceptual ideas, especially those of narrative photography. Students provide their own film and photographic paper. A studio fee is levied on this course. The University has cameras for student use, although it is recommended that students provide their own manual 35mm SLR camera. A studio fee is levied on this course.	
ADM 5410	Exploring Paint Media	CASS	3	12	Combines study of pigments and various water, acrylic, and oil-based media, their uses and technical characteristics with studies of style, composition, colour theory and visual appearance. Students undertake a number of practical projects designed to enable them to explore aspects of theory and the potentialities of paint and colour, both as ends in themselves and as components integrated into work in other media. Discussion and the sharing of ideas and perceptions are an important part of this course. A studio fee is levied on this course.	
ADM 6391	Going Public	CASS	3	12	The focus of this course is on identifying and developing skills necessary to make the transition from being a student to becoming a practicing artist/designer engaged with the professional world. To this end, projects include CV writing, postgraduate applications and grant funding as well as the logistics and theoretical aspects of presenting work to a greater audience through curating exhibitions, projects and online portfolios.	Prereq: ADM 5205 Lecture Min Grade: D- Min Credits: 2.33
ADM 6392	Fourth Bridge	CASS	6	24	This course provides an opportunity for a senior student to bring his/her various skills and ideas together and focus on an ambitious self initiated personal project. The proposed project is expected to be conceptually sound, well designed and structured, and technically competent. Upon completion, the work is exhibited and serves as a capstone presentation. Each student works under the supervision of a course coordinator and may also be assigned to a specialist technical advisor. Students purchase their own materials.	Prereq: ADM 6391 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ADM 6400	Drawing on London	CASS	3	12	This course is designed to give students a deeper understanding of the role of drawing as an investigative process as well as an expressive means of communication. Drawing is used as a basic exploratory tool to examine London as the site for both subject – in particular, the river Thames - and as a research resource for the practice of drawing - especially the specialist departments at The Victoria and Albert and The British Museum. The course is divided between working in the studio and on location in London. The sketchbook is an essential aspect of the course in helping students to document the city, stimulate and develop ideas and as a reminder that drawing is a portable medium. A studio fee is levied on this course.	Prereq: ADM 4200 Lecture Min Grade: D- Min Credits: 2.33 Or ADM 4210 Lecture Min Grade: D- Min Credits: 2.33 Or ADM 5400 Lecture Min Grade: D- Min Credits: 2.33
ADM 6405	Printmaking Workshop	CASS	3	12	Intended for students who have acquired graphic skills in drawing, illustration, and computer graphics or who have experience of photographic printing. It aims not so much to give in-depth knowledge of particular printmaking processes as to stimulate a creative response to all areas of image making that involve printing. The course is practical in nature, although museum and gallery study, as well as some reading, is assigned relating to the techniques that are explored in class. A studio fee is levied on this course.	Prereq: ADM 4200 Lecture Min Grade: D- Min Credits: 2.33 Or ADM 4210 Lecture Min Grade: D- Min Credits: 2.33 Or ADM 5400 Lecture Min Grade: D- Min Credits: 2.33 Or ADM 5410 Lecture Min Grade: D- Min Credits: 2.33
ADM 6410	Book Art	CASS	3	12	This course enables students to produce their own book. The approach is focused on the book as an art object and students will explore the wide range of creative possibilities for book making as a serious form of personal expression and visual communication. Students will bring their own particular area of interest/specialism or they may develop an interdisciplinary approach. An integral component of this course is the study of the history of artists' books and students will actively engage with the key resource centres at The National Art Library in The Victoria and Albert Museum, The British Library and The Tate Library. A studio fee is levied on this course.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test English 5.0000 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
ADM 6425	Photojournalism	CASS	3	12	Concentrates on the reportage area of photography using digital equipment. Students learn about the history, nature, ethics, and techniques of photojournalism by studying the work of eminent practitioners and by shooting, printing and laying out a number of documentary style projects. This course is recommended for communications, journalism and social science students as well as photographers.	Prereq: ADM 3160 Lecture Min Grade: D- Min Credits: 2.33 Or ADM 5405 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ADM 6430	Communication Design: Type	CASS	3	12	This course focuses on the theory and practice of communication design, with emphasis on type-based solutions. It introduces students to the concept of graphic design as a social activity and projects include book design, grid systems and poster design. The course has an important theoretical component which includes visual culture and graphic design criticism.	Prereq: ADM 5210 Lecture Min Grade: D- Min Credits: 2.33
ADM 6435	Web Design	CASS	3	12	The course provides students with the core foundations and practical skills required to design a fully functional and interactive website. It offers a snapshot of the brief history and current status of the medium, and practitioners working within it. Web Design focuses on two main areas: preparation and design of a website, followed by the design/build ready for online publication. It is ideal for students who want to showcase a portfolio of work on the web.	Prereq: ADM 5210 Lecture Min Grade: D- Min Credits: 2.33
ADM 6440	Communication Design: Image	CASS	3	12	This course focuses on the study and application of image within the practice of communication design. Typical works include identity and logo design, pictograms/signage and poster design. The course has an important theoretical component which includes semiotics, visual culture and theory of image design.	Prereq: ADM 5210 Lecture Min Grade: D- Min Credits: 2.33
ADM 6450	Animation and Motion	CASS	3	12	Intended for students who want to create moving image work within an art and design studio environment. The course provides a foundation in animation practice, its history and theory, enabling progress in the further fields of time-based media, motion graphics and video art. A major focus of the course is practical; students will learn and develop key skills in both digital and hands-on animation production methods.	Prereq: ADM 5210 Lecture Min Grade: D- Min Credits: 2.33
AMS 3100	Foundations of American Studies	CASS	3	12	The course serves as a broad introduction to the interdisciplinary field of American Studies. The course aims to give the student a general understanding of key aspects of American history, politics and culture – stressing differences between the history, politics and culture of the United States and the rest of the Americas. Specific attention will be paid to the evolution of American Studies as a discipline.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AMS 5200	Power in the Americas	CASS	3	12	This course aims to look at how the Latin American region was shaped by and in turn helped shape the contours of the contemporary global order. It has three main inter-related objectives. The first seeks to understand what role the 'invention' of Latin America has had on the development of modernity, particularly in the North Atlantic region, but more generally at a global level. This will involve specifically looking at the emergence of European colonialism as implemented in the Latin American region, its role in the formation of modern capitalism and the resulting social impact this has had in indigenous and colonisers alike, particularly with regard to issues of social inequalities of class, race and gender. The second objective will involve looking at the nature of power structures within the region and how these have manifested themselves at an economic, political, and social level. Finally, the course will seek to assess Latin America's role in the contemporary global context, paying particular attention to the implementation of and responses to neoliberal globalization within the region and what these experiences can offer our own societies in terms of seeking alternatives to dominant economic, political and social models.	Prereq: DEV 4100 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 4100 Lecture Min Grade: D- Min Credits: 2.33
AMS 5400	American Television Drama	CASS	3	12	The new 'golden age' of television, which has emerged since the beginning of the 21st Century, has become a significant and influential part of contemporary American culture. The course explores a number of cultural and technological shifts that have shaped the medium, and considers the ways in which writers are engaging with contemporary social and political realities and examining the values and myths of a society 'conversing with itself.' The course studies the reinvention of a variety of different genres, from crime fiction to science fiction, and students will have the opportunity to analyse some ground breaking series that offer portraits of a society undergoing crisis and change.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
AMS 6200	Contemporary American Culture	CASS	3	12	This senior level American Studies course is international and interdisciplinary in scope. It focuses on 20th and 21st century questions of Americanization and culture, examining discourses that have influenced and continue to shape the United States and its complex relations with the rest of the world.	Prereq: COM 5205 Lecture Min Grade: D- Min Credits: 2.30

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AMS 6205	The American Presidency	CASS	3	12	This course studies the American presidency in a deliberately multi-disciplinary fashion, taking into account the history of the office, its place within the American system of government as well as its cultural impact. The course considers the origins, history and evolution of the presidency; addresses the powers and limitations of the office; examines the individuals who have sought and held the title and explore the continuing cultural impact of the American Presidency.	Prereq: PLT 5400 Lecture Min Grade: D- Min Credits: 2.33 Or INR 5400 Lecture Min Grade: D- Min Credits: 2.33
AMS 6296	Senior Seminar in American Studies 1	CASS	3	12	This research intensive course for the major is the first part of a two semester sequence taken in the Senior year. Students produce a research proposal, a literature review and a substantial draft that feeds directly into Senior Seminar 2 which culminates in a 8,000 - 10,000 word dissertation. Students are guided through the various stages of proposal and dissertation writing, and draft work is supervised regularly in a process of continuous feedback.	Prereq: SCL 5200 Lecture Min Grade: D- Min Credits: 2.33
AMS 6297	Senior Seminar in American Studies 2	CASS	3	12	Senior Essay 2 is second half of the research intensive course for the major. Building directly on the writing completed in Senior Essay 1, students produce a 8,000-10,000 word thesis driven research paper. Students are guided through the various stages of drafting and revising their final dissertation, and orally present their research according to conference standards as part of the formative process.	Prereq: AMS 6296 Lecture Min Grade: D- Min Credits: 2.33
AMS 6400	Pop to Present: Themes in Contemp. US Art	CASS	3	12	The course is an in-depth critical examination of the major themes in U.S. art from the 1950s until the Present. Key art movements and artists are investigated with reference to the cultural and socio-political milieus within which they emerged. The international influence of key movements and artists is emphasised throughout the course.	Prereq: COM 4200 Lecture Min Grade: D- Min Credits: 2.33
APR 7100	Advertising Practice	GRP	4	20	This course explores the fundamental principles and tools involved in the professional practice of advertising. It introduces students to the full range of techniques used in advertising and enables and encourages students to apply practical tools with confidence. This includes designing and presenting their own ideas for an advertising campaign. It relates the practice of advertising to contemporary issues and developments in the UK and internationally.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
APR 7101	Public Relations Practice	GRP	4	20	This course explores the fundamental principles and tools involved in the professional practice of public relations, with a particular focus on media relations and third party endorsement, although other PR specialisms are also covered. It introduces students to differences in key sectors in the practice of public relations including government and industry, politics and public sector, third and voluntary sectors, and reputational management for organisations and individuals. It offers a thorough critical overview of the typical practice of public relations across sectors, including their interrelationship, and enables and encourages students to apply practical tools with confidence. It relates the practice of public relations to international events and contemporary issues.	
APR 7102	Advertising & PR in Context	GRP	4	20	This course explores the public relations and advertising industries, examining their history and evolution and how they relate to each other, as well as investigating the political, economic, social and cultural contexts in which they practice and reviewing their relationship with the media. It relates the practice of PR and advertising to international events and contemporary issues and developments, including criticisms of the industries' role and a range of ethical debates.	
APR 7103	Adver&PR in the Global Marketing Com Mix	GRP	4	20	Explores how the disciplines of advertising and PR are brought together within the global marketing communications mix, both in theory and in practice. It provides an advanced critical understanding of the role of integrated communications – including all marketing techniques, public affairs, internal communications, brand management, and specialty services as well as advertising and public relations - in the development and dissemination of organisational communications strategy.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
APR 7104	Professional Digital Media Skills	GRP	4	20	The module is designed to enhance students' skills in the use of online media. It is split between two main assessments, one focused on research and development, the other on online media practice. For their practical assessment, students have to create an individual media project that sets out to use the potentials of the net and new media technologies in an informed and innovative way. Students will be able to focus on PR, advertising and/or journalism but will be expected to display an understanding of all these disciplines. For the more conceptual assessment, students have to do research and development work, coming up with an idea for an innovative online media product/strategy which they then sell via a short presentation. Students on this module are also required to keep a log documenting the work they do on their assessments. At the end of the module, they draw on the notes kept on their blog for a summary critical report, which evaluates the work done on the module and summarises the main things learnt.	
APR 7105	Advertising PR & Journalism in Context	GRP	4	20	This course explores public relations, advertising and journalism, examining their history and evolution and how they relate to each other, as well as investigating the political, economic, social and cultural contexts in which they practice and reviewing their relationships with the media industries. It relates the practice of PR, advertising and journalism to international events and contemporary issues and developments, including criticisms of the industries' role and a range of ethical debates.	
APR 7110	Political Communication	GRP	4	20	This course examines the influence of mass communications on the development of democratic politics. It provides an insight into the relationship between political actors, professional communicators and media personnel and institutions, and the way in which government advertising and public relations and political campaigning is undertaken.	
APR 7115	Fashion and Luxury Brands and the Media	GRP	4	20	This course examines the ways in which advertising and public relations are used alongside other marketing techniques within the fashion and luxury brand sectors, both in the UK and internationally. It relates this to the evolving characteristics of media coverage of fashion and luxury brands. It enables students to develop their own media plan for a specific fashion or luxury brand.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
APR 7120	Celebrities, Marketing and the Media	GRP	4	20	This module offers a critical exploration of the evolving role celebrities play in the media, public relations, advertising, other forms of marketing activity and in relation to wider contemporary culture. It examines different perspectives on and debates about the development of celebrity culture and its impact on society, in the UK and internationally, and relates them to contemporary issues.	
APR 7125	Fashion and Luxury Brands and the Media	GRP	4	20	This course examines both the ways in which advertising and public relations are used alongside other marketing techniques within the fashion and luxury brand sectors and the nature of fashion journalism and media coverage, both in the UK and internationally. It enables students to choose between creating their own media plan for a specific fashion or luxury brand and the creating a portfolio of journalism.	
APR 7500	Professional Research Project	GRP	8	40	For students working independently on their Masters professional research project. The professional research project (equivalent to 10,000-12,000 words) encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. Students apply their knowledge from across the fall and spring semesters to researching and developing a project, which may relate to the internship. This course is comprised of intensive and regular meetings on a group and one-to-one (by appointment) basis with a project supervisor to discuss the progress of research, development and writing.	
APR 7550	Extended Professional Research Project	GRP	12	60	For students working independently on their Masters professional research project. An extended project equivalent to a 15,000-20,000 word thesis is offered as an alternative to the internship. The professional research project encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. Students apply their knowledge from across the autumn and spring semesters to researching a topic on advertising and public relations, which may relate to their work experience. This course is comprised of intensive and regular meetings on a one-to-one (by appointment) basis with a project supervisor to discuss the progress of research, development and writing.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
APR 7902	Internship	GRP	4	20	A 3-5/days a week work placement of approximately three months (depending on the requirements of the organization in question; a minimum of 9 weeks) within an organization to enable students to participate in graduate level experiential learning and so develop hands-on skills and professional experience which will prepare them for work in the fields of advertising and public relations. Placements are supervised, career-related work experiences combined with reflective, academic study that help students 'learn by doing'. During the internship, the staff of the Internship Office and the MA internship faculty supervisor work closely with each student and the organisation to ensure that the placement is a successful one.	
AVC 4200	Introduction to Art Across Cultures	CASS	3	12	Throughout history and across cultures, humans have always found meaning and pleasure in translating their own natural, political and religious environment into images. This course focuses on key visual moments of this process, and explores their art-historical significance in relation to the specific societal context in which they were produced. It includes an examination of the most innovative and prolific artistic ideas of Western and non-Western cultures, and explores creative exchanges across and within artistic communities. Art-historical constructs, such as those of Tradition, the Primitive and the Orient, as well as the influences of non-European visual cultures on the development of modern European art are considered. Students will be encouraged to critically engage with various topics during in-class discussions and visits to London's rich offerings of museums and gallery collections.	
AVC 4205	Introduction to Visual Culture	CASS	3	12	This course explores images and representations across cultural and historical contexts: the way meaning and ideologies can be decoded from such cultural artifacts as advertising, photography, cinema, modern art, sculpture, architecture, propaganda and comic books. Through varied examples, it takes an introductory route through some of the most important cultural theories and concepts.	
AVC 5200	Museums and Galleries of London	CASS	3	12	Considers the nature of museums and art galleries and their role and function in our society and culture. Students study the workings of the art market and a variety of other topics that impinge upon it, such as conservation, restoration, the investment potential of art, and art world crime. Students visit many of the great London galleries and museums with their rich intercultural collections, as part of this course. A university-level survey of the history of international art is strongly recommended as a prerequisite.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 5205	Art in Context	CASS	3	12	This course critically engages with some of the major themes, methods, and approaches associated with the production, reception and interpretation of contemporary art. Beyond purely aesthetic considerations, students are encouraged to appreciate the historical narrative/s embedded within works of art. This course does not follow a standard art history chronological trajectory; rather, it is framed thematically in order to reveal the contextual interconnections that exist across time, space and media. Weekly visits to museums, galleries, and exhibitions, with their rich intercultural collections, provide an opportunity for students to engage directly with original art works and their display in order to exercise independent and informed critical judgement in analysis.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
AVC 5210	History of Design	CASS	3	12	This course examines the history of designed objects of all types and their place in material and visual culture studies. This includes product design, objects of technology, graphic design and typography, industrial design, textiles and spatial design. The course considers the relationship between people and the objects that comprise the fabric of the lived environment, the aesthetics of the built environment, and engages with critical perspectives on design-related debates	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
AVC 5215	Art History: Theory and Methods	CASS	3	12	Explores a range of theories and methods which situate art in its historical context, from the more traditional methods associated with formal analysis and connoisseurship (formalist, biographical, and iconographic) to more recent theoretical approaches (such as semiotics, feminism, psychoanalysis and deconstruction). Students examine a variety of thinkers and their theories and methods, and apply this thinking to visual examples, which may range from the Renaissance to the present.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
AVC 5400	British Art & Architecture	CASS	3	12	This course provides students with a broad knowledge and understanding of British painting, sculpture, architecture, and interior design from 1650 to the present day. The course enables students to study and discuss British art and architecture firsthand through regular visits to buildings and museums. Crucially, the course provides students with a critical understanding of the various historical, cultural, social and political contexts that have shaped British art and architecture from 1650 onwards. The works are considered through key themes which may include portraiture and the human body, land and environment, modernity and modernism, urbanism and nature, nationalism and identity.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 5405	The Renaissance: New Perspectives	CASS	3	12	This course challenges the common assumption that the Renaissance is a typically Italian phenomenon, paying particular attention to Northern Europe during the sixteenth and seventeenth centuries, with special reference to England, France, Germany and Flanders. Students are introduced to issues related to the Northern European interplay between political agendas, social structures and religious ideologies on the one hand, and visual art on the other. The course includes sustained engagement with the rich intercultural collections of museums and galleries in London.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
AVC 5410	Modern Art and Modernism	CASS	3	12	Introduces students to the history of modern art and modernism in Europe and America from the nineteenth century to the middle of the twentieth century. The course considers cultural modernity and how artists developed visual forms which attempted to capture their experience of this new social formation. Such themes as the nature of representation, realism and abstraction, the trajectory of the individual within the urban environment, the gendered nature of the experience of modernity, and the construction of national and cultural identities, may be examined in relation to a range of artistic movements, from Impressionism and Post-Impressionism to Fauvism, and from Surrealism and Abstract Expressionism to Pop and Minimalism.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
AVC 5415	Art of Prehistoric Europe	CASS	3	12	This course examines the art of prehistoric Europe in its social context, the history of archaeological thinking on the subject, and the representation of prehistoric art and society in museums, galleries and site-based heritage displays. Case studies will range from the Upper Palaeolithic to the Late Iron Age, and may include Upper Palaeolithic cave art, Early Neolithic megalithic art, Later Neolithic passage tomb art and architecture, Early Bronze Age symbols of power at the time of Stonehenge, and La Tène art of the 'Celtic' Iron Age. The museums and galleries of London with their world-class collections will be used as a learning resource and the course will involve field trips to sites which might include cave art at Creswell Crags and Lascaux, the Stonehenge and Avebury world heritage site, and megalithic art and architecture in the Orkney Isles and Malta.	Prereq: AVC 3200 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 5420	History of Photography	CASS	3	12	This course explores the relationship between photographs and the social, artistic and historical currents existing during their time of production. It also traces the evolution of the camera and the chemical and technological progress which enabled photography to advance. The course consists of lectures, discussions, visits to museums, galleries and collections which together will allow the student to explore the photographic image in terms of its style, subject, medium and authorship and to place it within its visual and social context.	Prereq: AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33
AVC 6200	Working in the Art World	CASS	3	12	This course engages students with a broad practical and theoretical appreciation of what it takes to work in the 21st century art market. Students will engage with current discourse related to curatorial practices, management skills, the international art market, arts policy, as well as the educative, social and regenerative potential of working within the arts. Making use of London as a 'second classroom', the course will involve analyses of and trips to a number of arts organizations; these include not for-profit arts institutions as well as commercial galleries, auction houses, and art fairs. The class will also integrate a number of guest lectures from leaders in the art market today as well as young and inspiring art world professionals.	Prereq: AVC 5200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 5205 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 5215 Lecture Min Grade: D- Min Credits: 2.33
AVC 6296	Senior Seminar in AVC 1	CASS	3	12	This research intensive course for the major is the first part of a two semester sequence taken in the Senior year. Working with faculty in their specific discipline, students produce a research proposal, a literature review and a substantial draft in the first semester. In the second semester (AVC 6297 Senior Seminar 2) students revise their draft and extend their work to produce the 8,000-10,000 word dissertation. Students are guided through the various stages of proposal and dissertation writing, and draft work is supervised regularly in a process of continuous feedback.	Prereq: AVC 5215 Lecture Min Grade: D- Min Credits: 2.33
AVC 6297	Senior Seminar in AVC 2	CASS	3	12	Senior Essay 2 is second half of the research intensive course for the major. Building directly from the draft chapter completed in Senior Essay 1, students must produce their final 8,000-10,000 word thesis driven research paper. Students are guided through the various stages of drafting and revising their final dissertation, and orally present their research according to conference standards as part of the formative process.	Prereq: AVC 6296 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 6400	Non-Western Visual Cultures	CASS	3	12	This course explores issues that relate to the interpretation, perception and representation of the visual arts in other ('non-Western') cultures, with a focus on indigenous ('ethnographic') and prehistoric ('archaeological') art. The course investigates issues that relate to engaging with art across cultures, considers colonial/neo-colonial encounters and the representation and display of other cultures. A range of case studies will be examined which usually range across Africa, Asia, Oceania and the Americas.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
AVC 6405	New Media & Visual Power	CASS	3	12	This course complements the work undertaken in AVC 6410 Visualising People & Place. Through theoretical and empirical insights into our image-based culture, this course deals with the multifariousness of contemporary visuality. Integrating traditional elements of visual analysis and visual methodologies with new media and transmedia approaches, the course enables students to develop a conceptual framework within which to evaluate the role of the visual in contemporary society and culture – moving from issues of production, image dissemination, to consumption (reception theory). The course is based around 4 broad themes: Practices of Looking (Research Methods); Reproduction and Commodification of Images; New Media Visions, Interactivity and the Cybermuseum; and Visual Power and Surveillance Culture. In a program of gallery visits and theoretical discussions, students learn about visual representation and various ways of encountering the complexity of imagery in the twentieth/twenty-first century.	Prereq: AVC 5215 Lecture Min Grade: D- Min Credits: 2.33
AVC 6410	Visualising People & Place	CASS	3	12	This course complements the work undertaken in AVC 6405 New Media & Visual Power. Through theoretical and empirical insights into our image-based culture, this course deals with the multifariousness of contemporary visuality. Integrating traditional elements of visual analysis and visual methodologies with new media and transmedia approaches, the course enables students to develop a conceptual framework within which to evaluate the role of the visual in contemporary society and culture – moving from issues of production, image dissemination, to consumption (reception theory). The course is based around 4 broad themes: Feminist Art History; Representing World Cultures; Visualizing the Other; Art & Space. In a program of gallery visits and theoretical discussions, students learn about visual representation and various ways of encountering the complexity of imagery in the twentieth/twenty-first century.	Prereq: AVC 5215 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 6415	Questioning Renaissance Art	CASS	3	12	This course aims to assess the main features of Renaissance art, and chart its popularity across the centuries. The steady progression of the Renaissance aesthetic ideal towards a widely accepted canon will be discussed, referring to texts such as Vasari's Lives Of The Artists and Burkhardt's The Civilisation Of The Renaissance In Italy. Through a number of case studies (Richard Hamilton, Candida Höfer, Michael Landy, Ai Wei Wei, and others) and recorded interviews, the course will then proceed to assess the survival of this canon in today's artistic practice. More specifically, does the distant existence of a Western Renaissance still matter to contemporary artists? And what is their relation, if any, to the art of the 15th- and 16th-centuries, in a globalised world where alternative non-Western aesthetic ideals have become a steady feature of the artistic discourse? Students will be encouraged to actively and critically engage with these questions both during in-class discussions and visits to London's rich offering of museums and gallery collections.	Prereq: AVC 5205 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 5215 Lecture Min Grade: D- Min Credits: 2.33
AVC 7100	Research Methods	GRP	4	20	Introduces students to the process of research, including the ability to work from libraries, exhibitions and institutional archives, and developing skills in visual literacy and academic writing. Students are encouraged to develop independence of thought by discovering, evaluating and making appropriate use of a wide range of approaches to research and writing. Complimenting the courses on theory, this course assists students with the identification of their own interests as they move towards choosing a thesis topic.	
AVC 7102	Art and its Histories	GRP	4	20	Explores a range of theories and methods which situate art in its historical context, from the more traditional methods associated with formal analysis and connoisseurship (formalist, biographical, and iconographic) to more recent theoretical approaches (such as semiotics, feminism, psychoanalysis, deconstruction, Foucault). Students examine a variety of texts as strategies for determining and analyzing different theories and methods, and their application to visual examples with a focus on the twentieth century: situating the modern and postmodern precursors to art of the twenty-first century.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 7103	World Arts	GRP	4	20	Addresses issues that relate to the interpretation, perception and representation of the visual arts in other ('non-western') cultures, globally, with a focus on indigenous ('ethnographic') and prehistoric ('archaeological') art, known as 'World Art'. Students are encouraged to investigate issues that relate to engaging with art across cultures, and consider critically colonial/neo-colonial encounters and the representation and display of other cultures. A range of case studies will be examined, which may include the representations and interventions of indigenous peoples and prehistoric art in the Americas, Africa, Oceania and Europe.	
AVC 7104	Contemporary Art	GRP	4	20	Engages students with the diversity of contemporary artistic practice in an international setting, situating this historically, conceptually and theoretically. Students will consider critically the diversity of and interface between contemporary visual practices on a global scale, situating these within current theoretical concerns, and examining a wide range of case studies and the social, cultural and political issues emerging from these. Extensive use will be made of London's galleries and thriving multicultural contemporary art scene, with examples drawn from such case studies as the Middle East, Africa, India, China, Russia, Europe and the USA.	
AVC 7105	Visual Cultures	GRP	4	20	This interdisciplinary course examines a range of contemporary debates around changes in new media and markets as they significantly impact visual forms in today's globalised world. Integrating traditional elements of visual analysis and visual methodologies with new media and transmedia approaches, the course enables students to develop a conceptual framework within which to evaluate the role of the visual in contemporary society and culture. Throughout the course students will examine a range of examples and case studies chosen from conceptual, performance and installation art, graphic novels, graphic design and comics, design history, film studies, television and moving images, advertising, corporate communication, public art and other contemporary visually-engaged practices.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 7106	Professional Practices in Visual Arts	GRP	4	20	Provides students with the concepts, knowledge, skills and experience required for successful placement in professional positions in a range of arts and cultural industries. Students develop their conceptual framework and knowledge, and topics may include the art market, gallery practice (management and administration), art law, museum education, private and public funding, curating, cataloguing, collections management, auction house procedures, press and marketing. Considerable use will be made of London's wealth of art galleries and museums, libraries and archives. Students will handle objects and this may involve site visits to museums, galleries, auction houses and related institutions.	
AVC 7500	Thesis Research	GRP	8	40	For students working independently on their Masters thesis. The dissertation encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. The course is comprised of independent research and writing, overseen by a thesis supervisor, resulting in production of a 10-12,000 word thesis. Collaborative and supportive dialogue with the supervisor and fellow 'junior research colleagues' will involve advice on the research and writing process, suggestions for resources and research directions, and comments on draft chapters of the thesis.	
AVC 7550	Extended Thesis Research	GRP	12	60	For students working independently on their Masters thesis. An extended thesis of 15,000-20,000 words is offered as an alternative to the mandatory internship. The dissertation encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. The course is comprised of independent research and writing, overseen by a thesis supervisor, resulting in production of a 15,000-20,000 word thesis. Collaborative and supportive dialogue with the supervisor and fellow 'junior research colleagues' will involve advice on the research and writing process, suggestions for resources and research directions, and comments on draft chapters of the thesis.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 7902	Grad Internship Art History Visual Cult	GRP	4	20	A part-time work placement of approximately three months (depending on the requirements of the organization in question; a minimum of 9 weeks) within an organization to enable students to participate in graduate level experiential learning and so develop hands-on skills and professional experience which will prepare them for work in a range of arts and creative cultural industries. Placements are supervised, career-related work experiences combined with reflective, academic study that help students 'learn by doing'. During the internship, the staff of the Internship Office and a faculty supervisor work closely with each student and the organization to ensure that the placement is a successful one.	
COM 3100	Foundatns in Mass Media & Communications	CASS	3	12	This course provides an introduction to the study of mass media in contemporary modern societies. The course will pay particular attention to the production and consumption of mass media, including newspapers and magazines, television, film, radio, and the internet. Thus the course will encourage students to critically analyse the strategies of media giants, the impact of media ownership over democracy, the effects of media over culture, identities and public opinion. Each topic of the course will be examined with reference to contemporary examples of mass media.	
COM 4100	Intro to Intercultural Communications	CASS	3	12	Reflecting strongly the mission of the University, this course provides a theoretical and practical foundation for the degree in Communications. It provides students with a strong sense of their own complex cultural identities before moving on to teach them the theories underlying the study of International Communication. There will be opportunities for practical applications of these theories in case studies, simulations, and project work.	
COM 4105	Worlds of Music	CASS	3	12	This course aims to introduce students to the study of contemporary non-western popular music. This music, often derived from traditional 'folk' forms and originating in cities such as Kingston, Havana, Sao Paulo or Kinshasa, is just as likely to be heard today on the streets and in the clubs of 'global cities' such as London and New York . This course investigates these urban, culturally hybridized forms of popular music as representative manifestations of 21st century cultural globalization.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
COM 4400	Introduction to Advertising Practice	CASS	3	12	This course explores the fundamental principles and tools involved in the professional practice of advertising. It introduces students to the full range of techniques used in advertising and enables and encourages students to apply practical tools with confidence. This includes designing and presenting their own ideas for an advertising campaign. It relates the practice of advertising to contemporary issues and developments in the UK and internationally.	
COM 4405	Advertising, PR and the Media	CASS	3	12	This course explores public relations, advertising and journalism, examining their history and evolution and how they relate to each other, as well as investigating the political, economic, social and cultural contexts in which they practice and reviewing their relationships with the media industries. It relates the practice of PR, advertising and journalism to international events and contemporary issues and developments, including criticisms of the industries' role and a range of ethical debates.	
COM 4410	Sonic Media Production	CASS	3	12	Radio has been called the first democratic medium, and the internet has enabled a new generation to share their message with a wide audience. This practical introductory course encourages students to work in groups on a thirty-minute audio package, whilst introducing them to concepts including social media, news programming, creative writing, interview technique and audience analysis. This course also seeks to explore the praxis between theories discussed in COM 3100 and the creative industries themselves, with a particular focus on PR and advertising.	Prereq: COM 3100 Lecture Min Grade: D- Min Credits: 2.33
COM 5100	Language And Society	CASS	3	12	The course examines the way language works in relation to communication and culture. Students study the systematic and structural aspects of language as a base for the exploration of broader questions, such as language and social class, identity, gender, technology, and bilingualism. The variety of languages spoken by students in the classroom provides a unique opportunity to explore language from international and intercultural perspectives.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test English 5.0000 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
COM 5105	Modern Popular Music	CASS	3	12	An interdisciplinary course examining the historical, sociological, aesthetic, technological, and commercial elements of contemporary popular music. It deals specifically with the origins and development of contemporary popular music; the relationship between culture, subculture, style and popular music; and the production and marketing of the music. Audio-visual resources are combined with lectures, and where appropriate, field trips to concerts in London.	Prereq: COM 3100 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 3100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
COM 5110	Masculinities and Feminisms	CASS	3	12	This course familiarizes students with current debates in cultural and media studies related to the social construction and enactment of gendered identities. The first part of the course explores the impact of feminist politics and postfeminist culture on the spectrum of masculinities. The second part adopts a cross-cultural perspective and considers the influence of global media on consumption practices and social change.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test English 5.0000 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
COM 5115	Soc Of Culture & Sub Culture	CASS	3	12	Introduces the field of cultural studies by examining various concepts of culture, the positions taken in cultural criticism, and the relationship between social and cultural transformation. Emphasis is placed on differences between US and UK culture and the theory of subcultures.	Prereq: SCL 3100 Lecture Min Grade: D- Min Credits: 2.33 Or MGT 3200 Lecture Min Grade: D- Min Credits: 2.33
COM 5200	Mass Communications & Society	CASS	3	12	In this course, "mass communications" is taken in its broadest sense, which may include cinema, television, newspapers, magazines, comics, and the Internet, as well as fashion and merchandising. "Society" involves the people who engage with those texts, from critical theorists to fans, censors to consumers. The course examines the relationship between texts and the people at various points during the twentieth and twenty-first centuries, from various cultural and national perspectives. Throughout the course, students are encouraged to test and debate established theories by bringing them to bear on everyday popular texts.	Prereq: COM 3100 Lecture Min Grade: D- Min Credits: 2.33
COM 5205	Cultural Theory	CASS	3	12	This course introduces key thinkers, topics, case studies and theoretical frameworks related to the field of cultural studies. Students will be exposed to different toolkits for analysing everyday cultural practices, with a particular focus on historical, geographical and personal identity. Films, fashion, art, graphic design, video, music and other media objects will be analysed in order to engage with the theoretical frameworks presented. In addition to in-class theoretical discussion, students are encouraged to apply cultural theory in practice, through activities including gallery visits and first-hand explorations of consumerist practices.	Prereq: COM 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
COM 5215	Political Communications	CASS	3	12	The course focuses on the role of political communications in the political process. It examines the relationship between governments, the media and the public in Western democracies, with emphasis on the UK and the US political systems. Starting with an overview of the role of the media in political theory, it moves to the examination of the origins and development of political marketing and public relations, the use of political advertising by political parties, and the representation of non-governmental actors in the media coverage. Furthermore, the course considers issues of national security and secrecy as well as changes in political communications brought about by the introduction of new technologies. Particular attention is given to the use of techniques and strategies during election campaigns. Prerequisite: At least one 4000-level COM, PLT or INR course	Prereq: COM 4100 Lecture Min Grade: D- Min Credits: 2.33 Or COM 4105 Lecture Min Grade: D- Min Credits: 2.33 Or COM 4200 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4105 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 4100 Lecture Min Grade: D- Min Credits: 2.33
COM 5218	Celebrity and Fan Culture	CASS	3	12	Charts the development and critical context of contemporary celebrity and fan cultures. Outlines key theoretical approaches. Explores the topic through a variety of media, from artists like Andy Warhol, Lady Gaga, Eminem, and Alison Jackson, to fanfic and other fan culture artifacts. Considers the creation and reception of celebrity texts: for example, around Harry Potter, and fanhood as a performative critique of celebrity. Examines relevant PR and media strategies.	Prereq: SCL 3100 Lecture Min Grade: D- Min Credits: 3.00
COM 5220	Communications for PR and Advertising	CASS	3	12	This course examines the theory and practice of writing for PR and advertising. Topics include: analyzing the target audience, considering the medium and the format, writing for product branding, evaluating successful writing, and writing promotional materials in business and not-for-profit sectors. Students will analyze real world examples of effective marketing and business communications and their assignments will reflect contemporary standards in these practices. Students will have a variety of assignments where they will try their hand at writing PR materials and advertising copy as well as a persuasive business proposal.	Prereq: COM 3100 Lecture Min Grade: D- Min Credits: 2.33
COM 5230	Creating Digital Images	CASS	3	12	How do we convey meaning through images? In this practical course using industry-standard design software, students first discuss the process of devising and critiquing creative ideas, and how these can be used to persuade and convince. Visual approaches to narrative and research are analysed before moving on to explore key design principles like colour, layout and composition. Training in Photoshop and Illustrator is provided, allowing students to produce images to a brief. No prior design or software experience is required.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
COM 5415	Sport in Documentary Film	RIASA	3	12	Sport in Documentary Film explores the relationship between sport and documentary filmmaking in order to analyze the representations generated in a distinctive genre of filmic production. Sport documentaries constitute a significant aspect of the documentary tradition and the course employs sociological, historical and cultural studies approaches to examine a wide variety of textual examples. Students are also encouraged use recent ideas in film theory to develop a critical understanding of ways in which intersections between sporting cultures and documentary practice produces divergent discourses about identity, politics, and aesthetics.	
COM 6200	New Media	CASS	3	12	This course traces the historical development of new media, emphasizing the social, political and cultural context of new media technologies. It introduces the students to a number of contemporary theoretical debates for understanding the role of new media in contemporary democracies and their impact on identity formation processes. Interfacing practical skills and critical thought, a number of key debates in digital culture are addressed through written texts and the investigation of internet sites and electronic texts.	Prereq: SCL 5200 Lecture Min Grade: D- Min Credits: 2.33 Or COM 5200 Lecture Min Grade: D- Min Credits: 2.33
COM 6205	PR and Self-Presentation	CASS	3	12	This course examines the theory and practice of contemporary public relations. Topics include: planning, the selection and use of appropriate public relations tactics, evaluation, how to handle media interviews and self presentation skills. As part of the course, students will examine and evaluate a real PR campaign and develop, budget, propose tactics for, evaluate and present a theoretical public relations campaign.	Prereq: COM 5200 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 5200 Lecture Min Grade: D- Min Credits: 2.33
COM 6296	Senior Seminar in Communications 1	CASS	3	12	This research intensive course for the major is the first part of a two semester sequence taken in the Senior year. Students produce a research proposal, a literature review and a substantial draft that feeds directly into Senior Seminar 2 which culminates in a 8,000 - 10,000 word dissertation. Students are guided through the various stages of proposal and dissertation writing, and draft work is supervised regularly in a process of continuous feedback.	Prereq: SCL 5200 Lecture Min Grade: D- Min Credits: 2.33
COM 6297	Senior Seminar in Communications 2	CASS	3	12	Senior Seminar 2 is second half of the research intensive course for the major. Building directly on the writing completed in Senior Seminar 1, students produce a 8,000-10,000 word thesis driven research paper. Students are guided through the various stages of drafting and revising their final dissertation, and orally present their research according to conference standards as part of the formative process.	Prereq: COM 6296 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
COM 6391	Senior Project in Communications	CASS	3	12	In this practice-orientated course, students work together as a group to develop a body of work for a client outside the University. Students are required to use both their individual academic and technical skills (e.g., visual, journalistic, graphic) and their interpersonal communication skills in this final year course for communications students.	Prereq: COM 5200 Lecture Min Grade: D- Min Credits: 2.33
COM 6400	Fashion And Media	CASS	3	12	This course traces the multiple connections between the fashion and media industries. It emphasizes the material realities, pragmatic and creative dynamisms, fantasy components, and essential visuality of fashion. It also highlights how cities in general function as creative agencies for fermenting style and fashion ideas and attitudes.	Prereq: COM 4200 Lecture Min Grade: D- Min Credits: 2.33 Or COM 5200 Lecture Min Grade: D- Min Credits: 2.33 Or MKT 5200 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 5200 Lecture Min Grade: D- Min Credits: 2.33
CRW 3200	Writing From the Creative Impulse	CASS	3	12	During interactive class sessions, student creative writing is instigated, developed and refined. As part of this process, similarities and differences between academic and creative writing are identified. Through a range of class activities that explore the creative impulse and foster engagement with a variety of texts as springboards, students are steered through multiple drafts of their work towards the attainment of a professional level of written presentation. Each student creates a portfolio of work during the semester and this is assessed at the end of the course.	
CRW 4200	Writing London	CASS	3	12	London continues to be a city that inspires all kinds of writers, both insiders and outsiders, hedonists and scholars. By exploring a number of well-known writers, as well as newer voices, across a variety of genres and media, students will continue to develop their creative writing skills using London as their primary source.	Prereq: CRW 3200 Lecture Min Grade: D- Min Credits: 2.33
CRW 5200	Script Writing	CASS	3	12	Students are guided through the creative processes of writing scenes for the stage, TV, and film. The building of character and plot is examined as well as the industry standard formats for writing in these media. Group and team work is encouraged as well as discussions, critique, and analysis of the narrative techniques used in existing stage plays and films.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
CRW 5205	Reading and Writing Short Stories	CASS	3	12	This course introduces students to a wide range of twentieth- and twenty-first- century short stories predominantly from Europe and America. It provides a critical framework for the understanding and analysis of short fiction, and introduces students to key authors and themes of the form. The approach is through creative writing practice: classes incorporate a writer's workshop, in which students explore the short story form in detail, through reading and writing, and students are encouraged to read as writers. Students regularly submit their work-in-progress for critical consideration by the instructor and other members of the class.	Prereq: CRW 3200 Lecture Min Grade: D- Min Credits: 2.33 Or ARW 4195 Lecture Min Grade: D- Min Credits: 2.33
DEV 3100	Development and Culture: Repts Film Lit	CASS	3	12	This course introduces students to key ideas relevant to the study of culture and development, with particular emphasis on how the global South is represented through film and literature. It provides students with a broad understanding of the debates and issues related to globalization and the politics of representation within various historical and cultural contexts. Relevant themes such as race, gender, identity, migration, wealth and poverty and the environment are explored across different regions including Africa, Latin America, Asia and the Middle East.	
DEV 4100	Rich World/ Poor World	CASS	3	12	Provides students with an introduction to development studies, seeking to explain both the existence of and persistence of a Poor World from a political, sociological, historical and economic perspective. The course addresses numerous issues as they affect the Poor World, and studies relations both within and between Poor World and Rich World. Topics include colonialism and post-colonialism, processes of industrialization, food security, inequality, nationalism, aid, democratization, and conflict, as well as an introduction to theories of development.	
DEV 5100	Global Development Politics	CASS	3	12	Examines the global politics of development and of developing states, and various social, economic and environmental themes surrounding post-war attempts to promote development. The course will consider both development theory and practice in the context of globalization, and provide an overview of the history of global development from economic miracles to failed states. A range of contemporary development debates and issues are addressed.	Prereq: PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 3100 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
DEV 5200	Research Methods & Practices: Social Sci	CASS	3	12	Engages students with key research methods and research practices used in the social sciences, with an emphasis on qualitative methods. Students will learn skills that translate directly into the workplace, specifically in an international NGO, charity, corporate, intergovernmental or development agency context. Students are prepared to undertake fieldwork, and learn principles of data collection and analysis. Writing research proposals, undertaking project costing, and writing funding applications are all addressed, and students are introduced to widely used approaches such as the Logical Framework Analysis/Approach, Stakeholder Analysis, and Participatory Approaches.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
DEV 6200	Sustainable Development	CASS	3	12	Examines the theoretical assumptions and practical outcomes of 'sustainable development'. The course explicitly focuses on the political, social and economic complexity of managing environmental issues in developing states. The tension between developmental and environmental issues is often a determining factor in the formation and implementation of policy at both national and international level, and sustainable development has provided a framework for managing these tensions.	Prereq: DEV 5100 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 5105 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 6410 Lecture Min Grade: D- Min Credits: 2.33 Or ENV 5100 Lecture Min Grade: D- Min Credits: 2.33
DEV 6205	Postcolonial Theory and Development	CASS	3	12	This course seeks to examine key arguments by theorists of postcolonialism and their implications for development studies. Postcolonial theory has offered some of the most profound critiques of Western modernity's self-representations and claims to truth and progress. Such critiques have significant potential to reconstruct dominant understandings of development, gender, social change and emancipation. Thinkers studied might include Edward Said, Gayatri Spivak, Frantz Fanon, Aime Cesaire, Aijaz Ahmad and Leopold Senghor. Themes studied might include empire, gender and sexual politics, representation, minorities in Europe and diaspora, decolonisation, resistance and liberation.	Prereq: DEV 5100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 5100 Lecture Min Grade: D- Min Credits: 2.33 Or PHL 5400 Lecture Min Grade: D- Min Credits: 2.33
DEV 6296	Senior Seminar in Development Studies 1	CASS	3	12	This research intensive course for the major is the first part of a two semester sequence taken in the Senior year. Students produce a research proposal, a literature review and a substantial draft that feeds directly into Senior Seminar 2 which culminates in a 8,000 - 10,000 word dissertation. Students are guided through the various stages of proposal and dissertation writing, and draft work is supervised regularly in a process of continuous feedback.	Prereq: SCL 5200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
DEV 6297	Senior Seminar in Development Studies 2	CASS	3	12	Senior Seminar 2 is second half of the research intensive course for the major. Building directly on the writing completed in Senior Seminar 1, students produce an 8,000-10,000 word thesis driven research paper. Students are guided through the various stages of drafting and revising their final dissertation, and orally present their research according to conference standards as part of the formative process.	Prereq: DEV 6296 Lecture Min Grade: D- Min Credits: 2.33
DEV 7100	Research Methodology	GRP	4	20	Introduces students to the process of research, including the ability to work from libraries and institutional archives, and developing skills in academic writing, with a focus on the fields of international history, international theory, current affairs and policy processes. Students are encouraged to develop independence of thought by discovering, evaluating and making appropriate use of a wide range of approaches to research and writing. Complementing the courses on theory and concepts, this course assists students with the identification of their own interests as they move towards choosing a thesis topic.	
DEV 7101	Theories of International Development	GRP	4	20	Theories of International Development engages students with the changing understandings of development in the post-war period. Donor, developing state and grassroots perspectives are taken into account as we explore theories of development in historical context, seeking to understand both how and why conceptions of development have transformed over this period. Students will address early debates (Modernisation and Dependencia), Market- and State-led models, and more recent approaches such as participatory development, good governance and the Millennium Development Goals. Key interventions by scholars such as Said and Sen will be considered. The course ensures that students have a solid grasp on the contemporary developing paradigm and its theoretical underpinnings.	Prereq: SCL 3100 Lecture Min Grade: D- Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
DEV 7102	International Organization	GRP	4	20	The course addresses international organization: the nature of the international system, the main mechanisms through which global governance occurs, and the institutional structures that are the centrepiece of the post-WWII world order. Students will consider the operation and relevance of key parts of the UN system, for example the Security Council and its role in Peacekeeping Operations and R2P, regional institutions, the IMF, World Bank, WTO and WHO. We will look at the strength and relevance of international law, particularly as it pertains to issues of security and conflict. The course also looks at key issues in global governance, such as the role of private actors, environmental concerns and the global economy. The course places special emphasis on developing states, their relationship to international organization, and their significance to international organization.	Prereq: COM 3100 Lecture Min Grade: D- Min Credits: 2.33
DEV 7105	Development Methodologies and Practices	GRP	4	20	This course explicitly seeks to provide students with experience in some of the key methods and practices of international development. Students will learn skills that are intended to translate directly into the workplace, specifically in an NGO, charity, corporate or development agency context. Students are prepared to undertake fieldwork, and learn principles of data collection and analysis. Writing research proposals, undertaking project costing, and writing funding applications are all addressed, and students are introduced to widely used approaches such as the Logical Framework Approach, Stakeholder Analysis, and Socio-Economic Activity Profiling. This course is designed as an ideal preparation for fieldwork in the form of a summer internship, but will also be of general advantage for MA graduates in terms of employability.	
DEV 7400	African Development Politics	GRP	4	20	Engages with African development politics in the post-colonial era. The ideologies and strategies of promoting development are assessed, along with the problems and difficulties faced in on this continent. Beginning with the colonial legacy, the course addresses social, political and economic structures and transformations that have taken place. Both domestic and international factors are considered, with empirical cases and theoretical concepts being given equal weighting in the exploration of these issues. The relationship between state and civil society, and the consequences of this for development, is a key theme of the course.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
DEV 7401	Gender and Development	GRP	4	20	This course seeks to critically examine how development processes affect women, men and gender relations. In particular, the course aims to analyse the differential locations of men and women in the processes of development; to understand what development is, the scales or levels at which it occurs, and the centrality of gender at every level. Accordingly, the course will examine concepts and theories of gender, development, reproductive and productive labor, and globalisation among others in order to reflect upon the relationships between the global economy and the gendered processes of development at both micro and macro levels.	
DEV 7402	Migration, Labour and Development	GRP	4	20	The course will debates around Labour, Migration and Development from the emergence of modern capitalism to the present day. Specific issues will be focused on including; the agents driving and restricting migration; the developmental outcomes for both places of departure and arrival; transcultural impacts and outcomes related to labour migration; women in this world of mass migration. Students will be expected to seek out and develop theoretical approaches to case studies they focus on. While the course will provide models of possible understanding students are encouraged to engage with other possible theoretical approaches to the same materials.	
DEV 7403	Imperialism and Post-Colonial Theory	GRP	4	20	This course seeks to examine key arguments by theorists of postcolonialism and their implications for development studies. Postcolonial theory has offered some of the most profound critiques of Western modernity's self-representations and claims to truth and progress. Such critiques have significant potential to reconstruct dominant understandings of development, gender, social change and emancipation. Thinkers studied might include Edward Said, Gayatri Spivak, Frantz Fanon, Aimé Césaire, Aijaz Ahmad and Leopold Senghor. Themes studied might include empire, gender and sexual politics, representation, minorities in Europe and diaspora, decolonisation, resistance and liberation.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
DEV 7404	Political Econ of Devel in Latin America	GRP	4	20	This course explores the dynamics, challenges and prospects of development practice and theory in Latin America, both historically and in the 21st Century. Beginning with the late 19th Century liberal belle epoch era the course maps the development trajectory of Latin America through the ISI period into the military dictatorships of the mid-20th Century into the return to democracy, and finally the rise of left and left-of-centre democratic regimes in the 21st Century. At each stage fine grained empirical analysis is complemented with the theoretical models and strategies of each development experience, combined with concrete case studies into specific Latin American countries.	
DEV 7500	Thesis Research	GRP	8	40	For students working independently on their Masters thesis. The dissertation encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. The course is comprised of independent research and writing, overseen by a thesis supervisor, resulting in production of a 10-12,000 word thesis. Collaborative and supportive dialogue with the supervisor and fellow 'junior research colleagues' will involve advice on the research and writing process, suggestions for resources and research directions, and comments on draft chapters of the thesis.	
DEV 7550	Extended Thesis Research	GRP	12	60	For students working independently on their Masters thesis. An extended thesis of 15,000-20,000 words is offered as an alternative to the mandatory internship. The dissertation encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. The course is comprised of independent research and writing, overseen by a thesis supervisor, resulting in production of a 15,000-20,000 word thesis. Collaborative and supportive dialogue with the supervisor and fellow 'junior research colleagues' will involve advice on the research and writing process, suggestions for resources and research directions, and comments on draft chapters of the thesis.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
DEV 7902	Internship	GRP	4	20	A 3-5/days a week work placement of approximately three months (depending on the requirements of the organization in question; a minimum of 9 weeks) within an organization to enable students to participate in graduate level experiential learning and so develop hands-on skills and professional experience which will prepare them for work in the field of international relations. Placements are supervised, career-related work experiences combined with reflective, academic study that help students 'learn by doing'. During the internship, the staff of the Internship Office and the MA internship faculty supervisor work closely with each student and the organisation to ensure that the placement is a successful one.	
EAP 3255	Fundamentals of Conceptual Thinking	GenEd	3	12	The focus of this course is on developing students' ability to deal with concepts. Students will be shown how concepts can be both assimilated and manipulated. This is an essential skill to master, as it lays the foundation for the critical thinking skills that form an integral part of degree level work. Practice will be given in using conceptual vocabulary in essays and discussions, and students will be expected to summarise different and sometimes contradictory theories and apply them critically. A minimum grade of C on this course and EAP 3260 and EAP 3265 is required for students to progress to GEP 3180, Research and Writing I.	
EAP 3260	Fundamentals of Academic Research	GenEd	3	12	This course focuses on the key academic reading skills that students need for university-level research. While developing these skills, students receive ample practice in reading a wide range of written texts, specifically chosen with their future studies in mind. Students are made aware of typical characteristics of academic texts and the need for citation to acknowledge the work of others. They are given regular, graded practice in comprehension, inference, vocabulary learning strategies, summary and synthesis work. The difference between intensive and extensive reading is emphasised. A minimum grade of C on this course and EAP 3255 and EAP 3265 is required for students to progress to GEP 3180, Research and Writing I.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
EAP 3265	Fundamentals of Academic Communication	GenEd	3	12	The emphasis of this course is on the development of students' academic writing skills. Students review the grammatical and syntactic structures that underlie clear, academic prose. They are given practice in structuring an essay in order to guide the reader. They use reading skills learnt in EAP 3260 to extract information from reading materials, drawn from a wide range of sources, in order to inform and give substance to their own written work. They are required to respond to the key terms in essay questions and implement the appropriate rhetorical model (comparison/contrast etc.) in order to fully address the task. Students must obtain a minimum grade of C on this course and EAP 3255 and EAP 3260 in order to be able to progress to GEP 3180, Research and Writing I.	
ECN 3200	Foundations of Economic Ideas	BE	3	12	The course introduces students to the history of economic thought and ideas. The course covers the time period of the early days until today's post-financial crisis period. This course is of value to students who pursue a course of study in business, finance or economics as well as in other disciplines as it covers a wide range of issues including sociology, political philosophy and international relations. The course intends to provide a wide perspective of ideas rather than a more closely focussed presentation of standard and mainstream theory as provided in Economics courses at higher levels.	
ECN 4100	Introduction to Economics of Development	BE	3	12	Both global in its emphasis and multicultural in its outlook, the course addresses issues of developing countries from the perspective of elementary economics. The course introduces you to reasons for a lack of economic development. This could for example be the type of product that low income countries export, the climate or geography of the nation or its political situation. We will investigate indicators for economic development and look at the distribution of wealth across the globe. The course intends to teach students to critically appraise means by which the less well off countries could improve their living standards. We draw heavily on country cases to exemplify situations, the material used is current and draws on an interactive study approach for its dissemination to students.	
ECN 4105	Introduction to Microeconomics	BE	3	12	An introduction to basic economic methodology. Within a framework of supply and demand analysis, the behavior of producers and consumers is examined in the context of the efficient allocation of scarce resources in society.	Prereq: MTH 3111 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 3100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ECN 4110	Introduction to Macroeconomics	BE	3	12	This course introduces students to a theoretical treatment of national income and its key component parts. Macroeconomic models are used to examine policy issues and contemporary problems relating to output, income, spending and employment as well as inflation and growth.	Prereq: ECN 3100 Lecture Min Grade: D- Min Credits: 2.33 Or MTH 3110 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test Mathematics 3.0000
ECN 4115	Modern Economic History	BE	3	12	This Course covers the development of the world economy since 1750, examining the process, causes and factors favouring industrialization, and later deindustrialization, in the major countries involved. Differences and similarities between countries are analyzed, along with institutional factors and government policies.	Prereq: MTH 3000 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test Mathematics 2.0000
ECN 5100	Economics of Transition	BE	3	12	This course takes a case study approach to the examination of the challenges of economic transition in its broadest sense. The progression of material covered on the course is from economic theory to the study of policy options adopted by the global multi-lateral lending agencies in the 1980s, 1990s and to the present day. The case studies used are intended to illustrate the theory and the policy framework discussed. Questions such as what priorities led to the changes in Eastern Europe and whether trade and price liberalization schemes can work and at what cost, will be studied.	Prereq: ECN 4105 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D- Min Credits: 2.33
ECN 5105	Economic Problem of Developing Countries	BE	3	12	This course discusses questions such as: 'Why does the level of economic prosperity vary between countries? How is the difference itself to be measured? What is the range of measures available to improve the lot of the world's poorest inhabitants? What role can organizations such as the IMF and the World Bank take in this process? On this course you will be exposed to a range of material designed to encourage you to link theory to the practical implications faced by policy makers and the policy choices they make.	Prereq: ECN 4105 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D- Min Credits: 2.33
ECN 5200	Public Economics	BE	3	12	This is a course in theoretical and applied public economics using microeconomic theory. The course addresses the theoretical analysis of market failure, public finance, taxation and expenditure systems in modern economies and discusses philosophical issues of economic welfare.	Prereq: ECN 4105 Lecture Min Grade: D- Min Credits: 2.33 And MTH 3110 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test Mathematics 3.0000

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ECN 5205	Intermediate Microeconomics	BE	3	12	This course offers an intermediate approach to of microeconomics with a greater emphasis on quantitative approaches to problem-solving. More attention is paid to imperfectly competitive market structures and the corresponding market outcomes. The course addresses imperfect market structures and alternative models to the traditional theory of the firm.	Prereq: MTH 4110 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4105 Lecture Min Grade: D- Min Credits: 2.33
ECN 5210	Intermediate Macroeconomics	BE	3	12	Relates macroeconomic theory to the problems of government and central banks, emphasizing the applicability of macroeconomic theory to the instruments and targets of macroeconomic strategy. Illustrative material is drawn from the UK economy and elsewhere. The problem-based approach enables students to gain an understanding of the techniques and relevance of conceptual analysis.	Prereq: ECN 4110 Lecture Min Grade: D- Min Credits: 2.33
ECN 5215	Econometrics I - Principles	BE	3	12	This course focuses on applications of statistical techniques to economic decision-making, both at micro and macro level. It examines case studies in economic analysis and business decision-making	Prereq: ECN 4105 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 And MTH 5120 Lecture Min Grade: D- Min Credits: 2.33
ECN 5400	Managerial Economics	BE	3	12	This course involves the application of microeconomic decision tools to managerial problems of the firm. Objectives and the determinants of those objectives are studied, including profit, demand, production and cost analysis. Specific topics include managerial decision-making, decision theory, break-even analysis, and price determination.	Prereq: ECN 4105 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 And MTH 4120 Lecture Min Grade: D- Min Credits: 2.33 And MTH 4110 Lecture Min Grade: D- Min Credits: 2.33
ECN 5405	Economic Policy Analysis	BE	3	12	To provide students with the opportunity to explore the way in which economic theory and evidence can be used to analyse important policy issues on the national, regional or global level.	Prereq: ECN 4105 Lecture Min Grade: D+ Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D+ Min Credits: 3.00
ECN 6205	Behavioural Economics	BE	3	12	Behavioral economics involves examining the assumptions underlying 'standard' economic theories and models and revising these assumptions and models to place them on a more realistic psychological foundation. The overall objective is to increase the explanatory power of economic theories and to enable more accurate predictions to be made from such theories.	Prereq: ECN 5205 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 5400 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ECN 6210	International Economics	BE	3	12	The course aims to familiarise students with the principles of international economics. The theories of international trade and international monetary economics will be considered. These concepts are essential for understanding and evaluating international economic situations and problems. In particular, the course considers international specialisation, the development of world trade, commercial policy, balance of payments, foreign exchange rates and payment mechanisms as well as current developments within the international economic framework.	Prereq: ECN 5205 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 5400 Lecture Min Grade: D- Min Credits: 2.33
ECN 6215	Econometrics II – Applied Econometrics	BE	3	12	This course is an applied course in modelling data particularly time series data as a practical guide to quantitative research in Economics, Finance, Development Studies, and areas of business such as Marketing. The focus of the course is to build on principal econometric techniques learnt and to extend them by dealing with real-world issues without adopting an excessively esoteric and/or mathematical approach.	Prereq: ECN 5215 Lecture Min Grade: D- Min Credits: 2.33
ECN 6297	Senior Project	BE	6	24	Following a literature survey in the early part of the semester, students will conduct individual research work. The instructor will facilitate the process through regularly scheduled meetings.	Prereq: MGT 5210 Lecture Min Grade: D- Min Credits: 2.33
ECN 7100	Economics for Business	GRP	4	20	This course aims to enable students to apply key economic principles and theories to business decision-making and strategy setting. In particular, focus is placed on how, in an ever-changing environment, Economics can help identify and analyze business opportunities and risks.	
ENT 4200	Introduction to Entrepreneurship	BE	3	12	This course provides an introduction to the concept and practice of entrepreneurship. The course intends to provide the ‘big picture’ on entrepreneurship, but to also cover a number of key micro issues relating to the more numerous small businesses that make up the majority of all business activity in societies everywhere. The course readily acknowledges that there is no single theory or model of entrepreneurship; but this lack of a distinct theoretical spine provides the course with its strongest advantage as this provides for an opportunity to present a multiplicity of case work and concepts. The emphasis is on comparing the diversity of approaches found within the world of the entrepreneur.	Prereq: MGT 3200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ENT 5200	Entrepreneurial Theory and Practice	BE	3	12	This course is designed to provide students with an understanding of enterprise at the individual, firm and societal level of inquiry. The Course will enable students to understand theories of entrepreneurial behaviour, innovation and wider societal issues and enable them to relate such theories to practice. They will also simulate an understanding of the behaviours of an entrepreneur placed within the dynamic of business. The purpose is to enable students to be aware of the importance of enterprise in the economy.	Prereq: ENT 4200 Lecture Min Grade: D- Min Credits: 2.33
ENT 6200	Entrepreneurship & Business Development	BE	3	12	This course discusses several key concepts in entrepreneurship and business development from a strategic viewpoint. It will also cover the different types of entrepreneurial approaches found such as social, serial and lifestyle. The course covers the role of business and the nature of uncertainty, innovation in the context of business, new business formation (measuring start-up activity, new entrepreneurs and social networks), business growth and business closure, all of which is given a strategic angle. Students also learn about finance and small business and development strategies designed to develop business.	Prereq: ENT 5200 Lecture Min Grade: D- Min Credits: 2.33
ENT 6205	Entrepreneurship and Family Business	BE	3	12	Family business makes up over three quarters of all business in Europe and the US and contributes significantly to GDP. Family firms can be small but some of the best known large-scale companies including Mars, Ford, Ikea and Wal-Mart - to name a few - are family controlled. This course provides analysis of, and insights into, the behaviours and dynamics of family firms run over time. The course is structured to enable students to confront theory with practice. Both the macro and micro family firm issues are considered and students will explore the long-term role of family firms in modern economies. These issues are confronted with case study material. The study of family business is naturally multidisciplinary, drawing a wide range of management disciplines as well as economics, finance, business history and sociology.	Prereq: ENT 4200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ENT 6210	Entrepreneurship Strategy	BE	3	12	Most of the literature and research on business development relates to the management of large, slow to change corporations. In a world where change is continuous and disruptive, such organisations and methods of development are being called into question and in this course attention is focused on the entrepreneurial organisation and how it needs to be managed and developed, strategically, if it is to compete successfully and retain its entrepreneurial drive and focus. Entrepreneurship, with its emphasis on innovation, is seen to be the means by which both businesses and economies achieve sustained competitive advantage.	Prereq: ENT 5200 Lecture Min Grade: D- Min Credits: 2.33
ENT 7100	Entrepreneurship Management	GRP	4	20	Entrepreneurship is not limited to small business start-up. In this course, students will explore the nature of entrepreneurial and innovative management within established organisations linked with organisational cultures and systems. This course provides all the perspectives on the creation and evolution of entrepreneurial ventures. It covers important aspects of launching a business from initial idea to growth and international expansion. It considers planning, marketing, financial, legal, control and human elements associated with the start up, acquisition or operation of a business from the entrepreneurial point of view. It also deals with the special considerations associated with the management of a family business. The course will address the need to manage effectively in environments that are uncertain and complex, and where appropriate strategic responses have to be crafted in recognition of limited resource and indeterminate outcomes.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ENT 7110	Entrepreneurship & Innovation Management	GRP	4	20	This course explores two related topics: innovation and entrepreneurship. For firms to achieve and maintain a competitive advantage, they need to innovate faster and more effectively than their competitors. This course provides an overview of innovation as a complex process which goes from the recognition of opportunities to the launch of new products, services or business models. The innovation process will be complemented with an analysis of the current trends regarding the evolution of the concept of innovation. Concepts beyond product innovation such as open innovation, disruptive innovation, creativity, business model innovation and ambidexterity will be encountered throughout the course. Innovation takes place within organisations large and small. The course will also look at entrepreneurship: the process of innovation within smaller firms. It will explore the nature of entrepreneurial and innovative management within small organisations as well as more established ones. A multidisciplinary approach: linking with organisational systems to cultures – will be adopted. The course provides a variety of perspectives on the creation and evolution of entrepreneurial ventures. It covers important aspects of launching a business from initial idea to growth and international expansion. It considers planning, marketing, financial, legal, control and human elements associated with the start up, acquisition or operation of a business from the entrepreneurial point of view. The course will address the need to manage effectively in environments that are uncertain and complex, and where appropriate strategic responses have to be crafted in recognition of limited resource and indeterminate outcomes.	
ENV 3100	World Regional Geography	GenEd	3	12	This course offers a basic introduction to regional and social geography through selected regions of the globe. The course will include historical and modern aspects of geography, basic geographical terminology, population patterns and demography, the influence of poverty and affluence, and basic medical geography. All topics will be approached from a cultural and environmental perspective.	
ENV 3110	Foundations of Geology	GenEd	3	12	A basic introduction to some of the major themes of the science of geology, this course covers the basic principles of the evolution, physical structure and composition of our planet. Topics include the internal structure of the earth, plate tectonics, earthquakes, volcanoes and volcanism, the three basic rock types (igneous, sedimentary, metamorphic), basic mineralogy, and weathering processes. The environmental implications of geological processes will be a unifying theme.	Prereq: MTH 3000 Lecture (May be taken concurrently) Min Grade: D- Min Credits: 2.33 Or Placement Test Mathematics 2.0000

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ENV 3120	Energy: A Global Perspective	GenEd	3	12	A basic introduction to the major themes of modern and historical energy use, this course covers the basic science of energy use and technology and the history and science of humankind's spiralling and sometimes insidious drive for new forms of energy. From pre-history through to the industrial revolution and beyond this course takes a historical, environmental and comparative approach to the development of animate power, windmills, watermills and traditional uses of biomass, through to the industrial revolution and the modern use of fossil fuels, including electricity generation. Investigations of more modern energy use such as nuclear fission and fusion, along with renewable technologies such as wind turbines, hydroelectrics, solar, geothermal, biomass and fuel cells allow the course to explore the possibility of managing energy sources for the benefit of all.	Prereq: MTH 3000 Lecture (May be taken concurrently) Min Grade: D- Min Credits: 2.33 Or Placement Test Mathematics 2.0000
ENV 3125	Foundations in Environmental Studies	GenEd	3	12	A basic introduction to the major themes of Environmental Studies, this course covers basic ecology, environmental ethics, and environmental science. Well known environmental issues such as global warming, ozone depletion, acid rain, pollution, and population issues are addressed from scientific, economic, politico-sociological and ethical standpoints. An awareness and appreciation of global, local, and personal environmental problems are developed, together with the implications of possible solutions. The concept of interrelatedness is a unifying theme throughout the course.	
ENV 3130	Natural Hazards and Environmental Change	GenEd	3	12	Natural hazards are becoming increasingly frequent and are exacting an increasing toll on our planet. This course aims to show how these hazards and environmental change are intimately linked. A combination of global warming and increased vulnerability seems that few parts of our planet will escape these effects in the coming years. The direct or indirect effects of flood, windstorm, wildfire, earthquakes, volcanic eruptions and other geophysical events will be examined in detail. However, until a hurricane obliterates Miami or wildfires obliterate London the dramatic influences on our environment will be continued to played down or even disregarded.	Prereq: Placement Test Mathematics 2.0000 Or MTH 3000 Lecture (May be taken concurrently) Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ENV 3135	Endangered Species: Ecology and Conserva	GenEd	3	12	This course will introduce students to the fundamentals of the science of ecology through a study of ecosystems, conservation, biodiversity, and selected endangered or threatened species. The course will address natural and anthropogenic causes of species' decline and extinction and possible conservation techniques that are, could be, or could have been, used to reverse the extinction or decline. As well as some typical 'poster species', other less well know but equally important species will be discussed.	
ENV 3140	Foundations of Ecology	GenEd	3	12	This course will examine basic themes in the relationship between organisms and the environment. Students will study the basics of natural history, ecology, geology, and plant and animal adaptations in selected habitats. This course will also provide students with a basic understanding of the science of both ecosystem and evolutionary ecology. Topics will include basic introductions to autoecology, sociobiology, the development, structure and dynamics of ecosystems, organism interactions, population dynamics, genetics and Natural Selection, energy in ecosystems, keystone species, biodiversity, and conservation.	Prereq: MTH 3000 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test Mathematics 2.0000
ENV 5100	Environmental Ethics: Green Principles	GenEd	3	12	This course is designed to develop students' understanding of the concepts of environmental ethics through an analysis of historical and modern issues. The role of humans within nature and anthropogenic effects upon nature will be discussed along with typical environmental issues such as climate change, pollution, population issues, energy issues, conservation, women in the environment, and animal rights.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
FLM 4200	Introduction to Film Studies	CASS	3	12	This course explores film as a medium across cultural and historical contexts. It covers films in its varied form, from the first projections in the late 19th century to online distribution today. Using examples of noteworthy films, it takes an introductory examination of the most important film theories and concepts, in the process examining how ideologies and meanings are imbedded in this vibrant medium.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
FLM 4205	Film in the Americas	CASS	3	12	This course introduces students to the theory and practice of transnational cinema, focussing specifically on film in the Americas. It begins with exploring Hollywood's changing representations of national, ethnic and gender differences and its historical domination of world film markets. A variety of counter hegemonic responses of filmmakers from former colonial and less developed countries in the region are considered. The course also examines the role that television and new media technologies have played in shaping contemporary film studies within the context of identity politics and trans-border narratives.	
FLM 4210	Introduction to Filmmaking	CASS	3	12	This course introduces students to key skills required for contemporary film making in its various contexts. Students learn how to use essential tools including video cameras, tripods and video editing software. Using these tools, students produce their own short videos and consider possible methods of distribution. By looking at noteworthy examples of film making, students are introduced to the breadth of contemporary film making practice and gain a basic introduction to relevant theoretical concerns.	Prereq: ADM 3160 Lecture Min Grade: D- Min Credits: 2.33
FLM 5200	Mainstream Cinema: Studies in Genre	CASS	3	12	This course investigates the development of genre films over a historical period. Students examine issues critical to genre studies, which can include iconography, key themes, authorship, and stardom. Specifically, through a study of film criticism and theory, students examine distinct genres from the 1920s to the present. The course also explores the idea that genre films necessarily retain basic similarities to reflect cultural concerns and to keep audience interest. In addition, the course provides an opportunity for students to examine and compare the perspectives of Hollywood and non-Hollywood genre films.	Prereq: FLM 4200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
FLM 5400	Science Fiction Film: Cowboys and Aliens	CASS	3	12	This course examines the important role that US science fiction (SF) film has played in the development of the genre as well as its wider significance politically, socially and culturally. It also recognises the influence that other cultures have had on the evolution of US SF film as well as the US's impact globally. The class begins by looking at SF's origins, defining features and some key theoretical concepts. It then examines SF's significance in the US and globally by focusing upon the genre's economic importance as well as a number of important themes, such as: (i) how SF film can be read as a means to analyse the social, cultural and political concerns of the day, including class/gender, Cold War/xenophobic anxieties and environmental threats; (ii) how SF film can be interpreted as a critique (and sometimes a champion) of American imperial hegemony; and (iii) finally the trans-national connections between American SF and other world SF literature and visual culture (including cinema and television). The course concludes by studying the role of the internet in marketing and re-shaping the genre. Where possible the class makes use of museum and archive collections in London as well as relevant film screenings.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
FLM 5405	Adaptations: Literature and Cinema	CASS	3	12	This course deals with adaptations from literary texts, in the broad sense – novels, plays and comic books – to cinema and television. It engages with issues around the transition from one medium to another, debating questions of authorship and the relative advantages of different forms. Adaptations are discussed in terms of their historical and cultural contexts, and 'faithful' versions contrasted with 'free' adaptations which retain the tone and spirit of the original while deviating from the letter of the text.	Prereq: COM 4100 Lecture Min Grade: D- Min Credits: 2.33 Or COM 4200 Lecture Min Grade: D- Min Credits: 2.33 Or FLM 4200 Lecture Min Grade: D- Min Credits: 2.33 Or FLM 4205 Lecture Min Grade: D- Min Credits: 2.33
FLM 5410	Gender in Film	CASS	3	12	This course explores key concepts that have shaped the study of gender in film in the past 50 years. It considers different spectators' viewing positions and analyses how historical and social changes in the construction of masculinities and femininities have shaped specific film genres. A variety of issues related to sexuality, race/ethnicity and non-western representations are also considered as students are encouraged to study film texts closely to make their own readings based on the semiotics of the film and the ideology behind it.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
FLM 6200	Transnational Cinema	CASS	3	12	This course explores a variety of the key concepts, debates and theoretical approaches to film studies which problematize the idea of 'national' and 'world' cinemas. The developing area of transnational film criticism engages with the shifting dynamics of global distribution and reception, and analyses the changes in film language, theme and form. In addition, the impact of how new media technologies have shaped cultural identities are examined within the context of several case studies.	Prereq: FLM 4200 Lecture Min Grade: D- Min Credits: 2.33
FLM 6210	Advanced Digital Video	CASS	3	12	The contemporary practitioner is often called upon to deploy media technologies (filming, sound recording and editing software) in a range of new and unexpected ways, and must understand not just the application of these tools but how to sophisticatedly exploit them in the service of a complex, often minimal brief. Building on theoretical and practical skills developed in previous courses, students are required to identify key industrial indicators and brand elements, developing these into a final year film project. The resulting work will be informally critiqued by a practising TV producer. Assessment is undertaken by the course tutor.	Prereq: ADM 5200 Lecture Min Grade: D- Min Credits: 2.33
FLM 6220	Documentary Theory and Production	CASS	3	12	This course introduces students to documentary film theory and gives students hand-on experience in producing their own short documentary. Students will examine some of the major works of the genre and explore how documentaries, like other types of "factual" texts, can present evidence, argue persuasively, shape public opinions, as well as entertain. We will also analyze many theoretical debates posed by the genre, including the blurring of fiction and nonfiction, the shifting definition of "documentary" through the last century and the problematic assumption of objectivity. Students therefore have the opportunity to try the different 'parts' of documentary film-making, including researching and developing topics for a documentary production, writing a treatment or proposal for the film, shooting and interviewing in the field, as well as crafting a story during the post-production and editing process.	Prereq: ADM 5200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
FLM 6230	International Cinema	CASS	3	12	This course examines global cinema while considering the extent to which cultural, political, and historical contexts have influenced the form and grammar of film during the last century. The overall focus of the course is broad, ranging across more than eight decades and many different countries; it aims to study a variety of approaches to and theories of narrative cinema. During the semester, many international film “movements” are covered, which can include the French New Wave, the Chinese Sixth Generation, and Italian Neo-Realism. In addition, the representations of non-Western cultures from an “insider” and a “Hollywood” perspective are compared.	Prereq: COM 5200 Lecture Min Grade: D- Min Credits: 2.33 Or COM 5205 Lecture Min Grade: D- Min Credits: 2.33
FLM 6296	Senior Seminar in Film Studies 1	CASS	3	12	This research intensive course for the major is the first part of a two semester sequence taken in the Senior year. Students produce a research proposal, a literature review and a substantial draft that feeds directly into Senior Seminar 2 which culminates in a 8,000 - 10,000 word dissertation. Students are guided through the various stages of proposal and dissertation writing, and draft work is supervised regularly in a process of continuous feedback.	Prereq: COM 5205 Lecture Min Grade: D- Min Credits: 2.33
FLM 6297	Senior Seminar in Film Studies 2	CASS	3	12	Senior Essay 2 is second half of the research intensive course for the major. Building directly on the writing completed in Senior Essay 1, students produce a 8,000-10,000 word thesis driven research paper. Students are guided through the various stages of drafting and revising their final dissertation, and orally present their research according to conference standards as part of the formative process.	Prereq: FLM 6296 Lecture Min Grade: D- Min Credits: 2.33
FLM 6400	From Script to Screen	CASS	3	12	From Script to Screen will explore the creative and practical aspects of script writing and advanced video production. The course is intended for students who have experience of video production and want to expand their knowledge and skills. Students will create and produce a video, starting from the inception of the idea through to the realization of the idea as a finished film to be screened at the end of the course. Focusing on the journey from having an idea for a film through to writing a high spec script, students will learn how drama is represented in the written form, analyze and explore scripts from existing films and other forms of drama, and learn more about the film and TV industry and the place of screenwriting in it. In doing so, students have the opportunity to try the different ‘parts’ of film-making, from the creative and theoretical – writing, story boarding, workshoping, casting and directing, to the technical – camera operation, sound recording and video editing. A studio fee is levied on this course.	Prereq: ADM 5200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
FNN 5200	Corporate Finance	BE	3	12	This course examines the financial needs of corporations and the range of mechanisms available to meet them. The key concept of the time value of money is studied and applied to several decision models in capital budgeting and investment valuation. Other basic theories of Finance examined include risk versus return, modern portfolio theory, and basic financial statement analysis. Different financial requirements are considered with some emphasis in comparing internal and external sources of funds, their relative availability, and costs. Other topics considered include capital structure and dividend policy.	Prereq: ACC 4200 Lecture Min Grade: D- Min Credits: 2.33 And ACC 4205 Lecture Min Grade: D- Min Credits: 2.33 And MGT 4205 Lecture Min Grade: D- Min Credits: 2.33
FNN 5205	Principles of Investment	BE	3	12	Focusing on financial investment, the course familiarizes the student with a range of financial instruments and capital market operations, including new issues, trading, and the role of financial intermediaries in the investment market. Investment companies are investigated. Fundamentals of portfolio theory are introduced and applied to investment management. Valuation of fixed-income securities, equity instruments, and common stock is discussed on the basis of modern capital market theory. The course introduces financial derivatives, including options, futures, forward rate agreements, and interest rate swaps, and relates the use of derivatives to fixed-income investment, portfolio analysis, and interest rate risk management.	Prereq: FNN 5200 Lecture Min Grade: D- Min Credits: 2.33
FNN 5215	Compliance and Regulation	BE	3	12	This course is designed to examine both the theory and practice of financial regulation, as well as the nature and role of compliance. The regulatory framework for the financial system is investigated, from both a theoretical perspective and empirically. This includes examining the roles of the regulatory bodies, primarily in the UK and USA, but with some consideration of other countries. Some consideration is given to potential future changes in regulation.	Prereq: ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 Or FNN 5200 Lecture Min Grade: D- Min Credits: 2.33
FNN 6200	Money and Banking	BE	3	12	This course focuses on the role of money and other financial instruments within the macro economy. The operations and behaviour of commercial banks and other financial institutions is examined from a strategic viewpoint, along with the role of central banks and regulators. Some of the controversies about the effectiveness of regulatory and monetary policies are also discussed.	Prereq: ECN 4105 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
FNN 6205	Quantitative Models in Finance	BE	3	12	This is a comprehensive course that focuses on model-building and quantitative methods used by professionals engaged in finance and investments. The course focuses on applying mathematical formulas utilizing Microsoft Excel across a broad range of financial and investment situations. The primary focus of the course is on corporate valuation and its utilisation.	Prereq: FNN 5205 Lecture Min Grade: D- Min Credits: 2.33 And FNN 6200 Lecture Min Grade: D- Min Credits: 2.33 And FNN 5210 Lecture Min Grade: D- Min Credits: 2.33
FNN 6210	Financial Institutions and Markets	BE	3	12	This course introduces the student to the spectrum of financial institutions that operate in the global economy—depository, contractual and investment institutions—and the wide array of markets in which they trade. The economic roles of the financial institutions and major trends in the financial system are analyzed within the existing regulatory environment. Significant focus is devoted to operational issues in the financial system, particularly regarding risk: interest rate risk, liquidity risk, market risk, credit risk, operations risk, technology risk, as well as foreign exchange, political and sovereign risks. The course discusses key regulatory issues, as well as introducing Islamic finance.	Prereq: ECN 4105 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 And (FNN 5200 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 5210 Lecture Min Grade: D- Min Credits: 2.33)
FNN 6400	Derivatives	BE	3	12	This course provides an analysis of financial economics of exchange-traded futures and options and selected over-the-counter derivatives. The course covers areas which include the market structures of the futures and options markets, the valuation of futures and options contracts, as well as their use in global risk management strategies.	Prereq: FNN 5200 Lecture Min Grade: D- Min Credits: 2.33 And FNN 5205 Lecture Min Grade: D- Min Credits: 2.33
FNN 6405	The Global Investor	BE	3	12	This course critically considers the tools and techniques available to the contemporary investor facing a near-global financial system. A consideration of the practical implementation of modern portfolio theory (MPT) across a broad range of instruments, including standards for individual instrument selection, leads to critical analysis of its conceptual foundations. Alternatives are considered, including APT, fundamental analysis and technical analysis.	Prereq: FNN 5200 Lecture Min Grade: D- Min Credits: 2.33 And FNN 5205 Lecture Min Grade: D- Min Credits: 2.33
FNN 6410	International Finance	BE	3	12	Taking a global perspective, the course focuses on the basics of multinational financial management from an international finance perspective. An understanding of multinational finance begins with a mastery of the principles of exchange rates – how they are determined, how they affect the prices of goods and services, and their relationship to interest rates. The course also covers foreign exchange markets, multinational accounting, foreign exchange risk, strategies and tools for managing exchange rate exposure, import and export finance, and multinational financial management.	Prereq: FNN 5200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
FNN 6415	Wealth Management	BE	3	12	This course is designed to enable students to build upon the knowledge gained in the prerequisite courses to be able to analyse in-depth the specific services offered by a wealth management company or division of a bank. They will learn the various methods and techniques necessary for the complex financial planning required by clients of significant net worth.	Prereq: FNN 5205 Lecture Min Grade: D- Min Credits: 2.33 Or FNN 6210 Lecture Min Grade: D- Min Credits: 2.33
FNN 7102	Financial Management	GRP	4	20	This course is designed to develop the student's ability to apply key concepts and tools in financial analysis to the needs of the modern corporation. Students will gain the key foundations for understanding, analysing and interpreting financial information, enabling application to financial decision making in modern business organisations.	
FNN 7400	International Financial Management	GRP	4	20	This course is designed to build on the foundations developed in Financial Management and apply the tools and techniques of financial analysis to international transactions, where changing exchange rates tend to complicate matters. While the use of various hedging tools for managing forex risk are considered, management of international portfolios and international capital budgeting are also examined.	Prereq: FNN 7102 Lecture Min Grade: D- Min Credits: 2.33
GEP 3100	Transitions: London Calling I	GenEd	3	12	This core course focuses on you as a student, an active citizen and a future employable graduate. How do you imagine yourself in a year's time? In five or even ten years' time? How will you use your University career to help you to become that person? In this course, students will discuss and respond to issues related to the transition to University, reflecting on how they can become independent learners. They will learn to use a range of digital platforms for individual and group project work, focussing strongly on effective communication, including oral presentation and taking into account issues of accessibility for all. They will research the context of and plan for service learning in the London area, all the time looking forward to a professional future in a digital world. This is the first course in the Richmond Transitions sequence.	
GEP 3101	Transitions: London Calling II	GenEd	3	12	This core course focuses on you as a student, an active citizen and a future employable graduate. How can you use London, with all its attractions and all its problems, to help others whilst helping yourself? In this course, students will make full use of the research undertaken last semester, and the full range of skills being developed, to get involved in service learning in London and reflect critically on the effects both on themselves and on others. This is the second course in the Richmond Transitions sequence.	Prereq: GEP 3100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
GEP 3102	Transitions I	GenEd	3	12	This course focuses on you as a student, an active citizen and a future employable graduate. How do you imagine yourself in a year's time? In five or even ten years' time? In this course, students will discuss and respond to issues related to the transition to University, reflecting on how they can become independent learners. They will research the context of and plan for service learning in the local area. They will learn to use a range of digital platforms for individual and group project work, focussing strongly on effective communication, including oral presentation and taking into account issues of accessibility for all. This is the first course in the Richmond Transitions sequence.	
GEP 3103	Transitions II	GenEd	3	12	This course focuses on you as a student, an active citizen and a future employable graduate. How can you use the local community to help others whilst helping yourself? In this course, students will make full use of the research undertaken last semester, and the full range of skills being developed, to get involved in service learning in the local community and reflect critically on the effects both on themselves and on others. This is the second course in the Richmond Transitions sequence.	Prereq: GEP 3102 Lecture Min Grade: D- Min Credits: 2.33
GEP 3120	Quantitative Reasoning	GenEd	3	12	This core course develops an understanding of basic mathematical concepts and their presence in a range of contexts and applications. Is it possible to use mathematics to predict the next new trends in music? How do you calculate the impact of an oil spill? Topics such as interest rates, interpreting graphs, probabilities associated with decision making and mathematics in the environment and the creative arts will be covered.	
GEP 3140	Scientific Reasoning	GenEd	3	12	What do you consider when you consider your carbon footprint? How do you evaluate the quality and conclusions of a double blind trial? This core course aims to provide a means by which the student can effectively communicate an understanding and appreciation of the impact of science on everyday life and academic enquiry. Scientific areas to be explored range from ethics to evolution, physics to physiology, climate change to conservation, and trials and testing to thinkers and innovators. This core course teaches students to reflect critically on information so that they may make informed personal decisions about matters that involve science and understand the importance of science in other areas of their studies.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
GEP 3160	Creative Expression	GenEd	3	12	This core course explores the ways we can interpret and appreciate different types of art across cultures. How can we make sense of an art installation that consists of a pile of stones on a gallery floor? How can we understand music and the creative expression behind it? Through examples from the fine arts, film, theatre, music and fashion, this class engages with broad themes concerning the value of artistic thinking and the role it plays in education, social relations, urbanism and the creative economy.	
GEP 3180	Research and Writing I	GenEd	3	12	This core course concentrates on developing the students' ability to read and think critically, and to read, understand and analyse texts from a range of genres. How do you successfully negotiate a path through a sea of information and then write it up? Using essential information literacy skills to help with guided research, this course develops the ability to produce effective and appropriate academic writing across the curriculum. This is the first course in the Richmond academic research and writing sequence.	
GEP 4180	Research and Writing II	GenEd	3	12	How do you train your critical research and writing skills to be effective in the academic and professional arenas? How do you design and structure an argument that is convincing? This core course focuses on the principles of good scholarship and academic practice that will be required throughout the students' studies and in the workplace. These skills are developed throughout the course so that students may, with increasing confidence, produce well-researched writing that demonstrates critical engagement with a self-selected academic topic. This is the second course in the Richmond academic research and writing sequence.	Prereq: GEP 3180 Lecture Min Grade: C- Min Credits: 3.00 Or Placement Test English 4.0000
HST 3110	A Social History of Yorkshire	RIASA	3	12	This course surveys the history of Yorkshire over the last 2000 years, from the end of the Roman occupation of Britain, to the present day. It will specifically explore the cultural and social legacy of the various invading groups such as the Romans, Vikings and the Normans, the legacy of the English Civil War, agricultural and industrial development, including the steel, coal and textile industries, urban development and the social, cultural and political upheaval of the late 20th century, including the interaction of different migrating cultures. As part of this course, visits will be undertaken to York, the Royal Armouries Museum in Leeds, the National Coal Mining Museum, Wakefield, and the Yorkshire Sculpture Park, Bretton.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 3200	World Cultural History	CASS	3	12	This is a survey course that examines a variety of ancient cultures of the Bronze and Iron ages, across the world. It aims to introduce students to the diversity and parallels that exist in human history. Students will learn about the interaction of politics, arts, ideologies and the economy in shaping the various cultures under study. Material culture and textual evidence will be used to explore how we can know about the past and begin to understand how to read secondary sources in a critical manner. Key areas of focus will be the development of early states, trade and economic development, war and diplomacy, the diverse role and status of women in the ancient world. We will explore the ideologies that acted as glue for these cultures and how they represented themselves.	
HST 3205	The Global Cold War	CASS	3	12	This course introduces students to the major events and themes of the Cold War, demonstrating how it shaped the modern world system. In addition to providing students with a foundational understanding of the major themes and events of the Cold War, this course explores the interpretive controversies surrounding them. Students are encouraged to engage the changing historiography of the multifaceted, multi-polar Cold War from a variety of challenging perspectives, with particular emphasis given to its global context. Students will examine the period in the light of changing historiographical interpretations and with reference to its economic, cultural, ideological, military, political and social dimensions.	
HST 4100	When World Collide: Race & Empire 1400 - 1888	CASS	3	12	The course follows the expansionist nature of colonial societies from the first contacts with sub-Saharan Africa to the abolition of slavery in Brazil. The overview is the effects these processes had on all the peoples involved, particularly around the growth of the slave trade and the consolidation of slave systems of labour. Emphasis will be placed on the factors involved in colonization and slavery: economic, cultural, racial, and religious.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 4105	Versailles To Vietnam: US & the World	CASS	3	12	Provides an understanding of some of the major issues and themes that underlie the development of the United States from WWI to the end of the Nixon presidency. Particular attention is paid to the emergence of the United States as a global superpower, the consequences of such a rise to dominance, including the means by which America has projected its newly acquired power globally: financially, diplomatically and militarily.	
HST 4405	History of Fashion	CASS	3	12	This course analyses the history of fashion from a sociological perspective – covering the period from the beginning of the modern period to the present. Relationships between dress, fashion, class, political power, ethnicity and gender are investigated. While the primary focus is upon the historical development of western fashion global interconnections are investigated throughout the course.	Prereq: ARW 3195 Lecture Min Grade: C Min Credits: 3.00
HST 5105	Rise Of The Right: History of Fascisms	CASS	3	12	This course is intended to be a comparative study of various forms of fascisms from the end of the nineteenth century through to the modern period. It explores the fundamental interpretative questions concerning the nature of fascism, namely: whether there is such a thing as 'generic' fascism; the characteristics of fascist regimes; and how useful the term fascism is for historical analysis. This is followed by a study of the historical origins of fascism as well as an examination of late nineteenth/early twentieth century proto-fascist movements. The focus then moves to the individual fascist movements themselves, including Italy (where the fascist prototype evolved), Germany (where it was taken to its extreme), and Spain (where a variant persisted until 1975). Where appropriate other fascist movements and regimes will also be discussed, both western and non western. The course concludes with a discussion about the 'return' of fascism, examining Neo-Nazi violence, immigration, 'ethnic cleansing' and the return of fascism under 'other names'. The course is intended to be interactive with guest speakers, class visits, films, and regular seminar sessions.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 5110	Nationalism And Conflict	CASS	3	12	This course is intended to be a comparative study of the various forms of nationalism, dictatorship and democracy that evolved and emerged across Central/Eastern Europe (CEE) during the 'short' twentieth century (1914-1990). It seeks to identify how CEE has been defined and how it came to take its present form. The main focus of this course will be on the various ideological currents that have shaped the region's history – in particular nationalism, democracy and Communism. In addition, it will explore the conflicting arguments and different historical interpretations with regard to the key events of the period, including the development of nationalism, the emergence of fascism and Communism, the causes and courses of the two world wars and the Cold War, and finally, the causes behind the 'reunification' of Europe after 1989.	Prereq: HST 3105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4110 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4105 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33
HST 5205	Rome & East: Culture & Faith Late Antiquity	CASS	3	12	The course covers the areas of the Roman and Sasanian Empires, their adjoining regions and that of their successor states from 200 AD until in 800 AD. The course looks at religious ideas that were rooted in these societies, Polytheisms, Zoroastrianism, Judaism and the newer religions of Christianity and Islam. Students will learn about different methods of critically analysing the material cultures of these peoples: including architecture, mosaics, texts, monuments, murals and the artefacts of both common and elite life. Links will be made from the ideological and cultural aspects of these societies to the political and economic systems in place around them. Historical debates will be explored about the nature of Late Antiquity and whether it can best be understood as a period of cross cultural interaction or as a set of distinct changes in highly localized societies.	
HST 5210	Of Myths and Monsters:History of History	CASS	3	12	The aim of this course is to engage students directly in the study of historiography – how history is written, by whom, when – by studying key issues, ideas, practitioners, methodologies, theories and texts which have shaped the history of history, from its earliest origins in Antiquity through to the Middle Ages, the Renaissance, the Enlightenment, and the nineteenth and twentieth centuries. A chronological survey of this kind will enable students the opportunity to read key historians while emphasizing a comparative approach which highlights both continuity and change.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 5400	History Of London	CASS	3	12	This course surveys the history of London from its Roman origins to the modern cosmopolitan metropolis that it is today. Through a variety of themes presented in lectures and complemented by field trips, students will explore social, political and architectural developments of this urban centre throughout the ages. Thus students will both read about and visit significant sites within London which illustrate aspects of the history of this great metropolis Note: Most visits require travel, a few require entrance fees.	
HST 5405	US and UK Comparative History	CASS	3	12	Focuses on shared themes from the 1880's to the present day, using a variety of approaches to enable students from different disciplines to participate in the course. Issues around popular culture, gender and ethnicity will be looked at, as well as peoples' responses to major events like the Depression and wars. Concepts from economic history will be used to analyze the booms and slumps that have occurred and the changes to the US/UK that have taken place as a result. The decline of Britain as a world power and the parallel rise of the US will be studied, and this will help put into context the current debates on the post Cold War world order and globalization.	
HST 5415	The Crusades	CASS	3	12	This course addresses evidence for crusader motivation and experience through sources relating to crusading activity in Europe, the Middle East and North Africa from the Early Middle Ages to the Modern Era. The students will seek to understand how crusaders saw themselves and their enemies, their experiences and activity on crusade and as settlers, and how this horrifying yet enduringly fascinating process has been interpreted historically. It also aims to show how the crusading theology that started the religious conflict between Europe and the Middle East evolved over time and developed into a mutual antagonism and fascination that exist to this day. Visits may require some travel and entrance costs.	
HST 5420	Comparative Monarchies: Games of Thrones	CASS	3	12	This course uses the theme of Monarchy to look at various issues in world history from the 9th century to end of the 18th century. Monarchical systems will be examined and compared from economic, political and cultural standpoints. The role of women within monarchies will be looked at across time and region. The importance of religion in the establishment of monarchical systems will be examined as well as the legitimization of kings and queens by religious beliefs. Challenges to monarchies worldwide have often arisen based on notions of democratization and these ideologies will be compared.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 5425	Historical London	CASS	3	12	This course surveys the history of London from its Roman origins to the modern cosmopolitan metropolis that it is today. Through a variety of themes, students will explore social, political and architectural developments of this urban centre throughout the ages. Students will both read about and visit significant sites within London which illustrate aspects of the history of this great metropolis.	
HST 5430	War of the Worlds? Empire & Civilisation	CASS	3	12	This course offers students a novel understanding of the empires and civilisations of Europe and Asia by viewing them as interactive elements of shared international systems. Students are encouraged to rethink the traditional assumption that they can be legitimately studied in isolation and are introduced to the multiple cultural, social, geopolitical and economic processes that shaped their respective historical trajectories. In doing so, the course seeks to displace eurocentric conceptions of European development that see it as 'unique and separate'. These themes are explored across a longer span of time, including the study of the Islamic caliphates, the pax-Mongolica, and Europe's maritime empires. A particular emphasis is put on the strategic importance of control of Western Asia and the Eurasian Steppe to the contending civilisations of Eurasia.	Prereq: INR 4105 Lecture Min Grade: D- Min Credits: 2.33
HST 5435	Crusades and Jihads	CASS	3	12	This course addresses evidence for crusader motivation and experience through sources relating to crusading activity in Europe, the Middle East and North Africa from the Early Middle Ages to the Modern Era. The students will seek to understand how crusaders and Jihadi warriors saw themselves and their enemies, their experiences and activity on holy war and as settlers, and how this horrifying yet enduringly fascinating process has been interpreted historically. It also aims to show how the crusading and Jihadi theology that started the religious conflict between Europe and the Middle East evolved over time and developed into a mutual antagonism and fascination that exist to this day. Note: Visits require some travel and entrance costs.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 5440	Saxon and Viking Culture in England	CASS	3	12	The aim of this course is to examine Saxon and Viking Society in England following the first Saxon invasions and settlement after the Fall of Rome. It concludes with the Battle of Hastings in 1066. This course will be taught as a series of lectures, seminars and workshops. In addressing the history in England from 409-1066 historical sources will include literary works, archaeology and art history. The majority of literary texts can be studied in translation and in the original (Anglo-Saxon, Latin, Old Norse and Anglo-Norman). Where possible classes will be supported by field trips, for example to the Saxon display at the British Museum.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
HST 5500	James Bond: International Cultural Hist	CASS	3	12	James Bond (007) is a global brand: for sixty years a hugely popular cultural icon, with around half of the planet having seen a Bond film. Bond is a quintessentially British creation; yet his adventures were set on a global stage and reflect the contemporary political milieu – from fighting communists with his American cousins to today battles with terrorists, media barons and assorted megalomaniacs. This course is therefore also a study of the second half of the twentieth century – particularly the special relationship between the US and the UK. Equally relevant are issues related to branding, class, race, gender, product placement and popular music. Students will visit key historical sites related to the history of Bond, using locations (particularly in London) as well as both the books and films as a means to study international history, as well as cultural and political change. Special note: site visits may change subject to availability and faculty expertise.	Prereq: GEP 4180 Lecture Min Credits: 3.00 Or HST 3205 Lecture Min Credits: 3.00 Or ARW 4195 Lecture Min Grade: D- Min Credits: 2.33
HST 5700	Centuries of Genocide: A History (TP)	CASS	3	12	The 20th century has been called ‘the century of genocide’, the attempt to systematically exterminate a whole group of peoples based on their religious, ethnic or national origins. This special ‘travelling’ course studies the evolution and significance of genocide, from the nineteenth century through to the twenty-first. Beginning with the near extermination of First Nation/indigenous peoples by European colonisers, it goes on to examine a wide array of regional and country specific case studies in Europe, Asia and Africa. Students will visit key historical sites in formerly Nazi-occupied Europe and make use of special collections as they explore specific case studies in the context of their locations. It will address key questions such as why genocide occurs and what we can learn from these historical examples to prevent future genocides. Special note: site visits may change subject to availability and faculty expertise.	Prereq: GEP 4180 Lecture Min Credits: 3.00 Or ARW 4195 Lecture Min Credits: 4.00 Or HST 3100 Lecture Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 6205	Pictures Of Power	CASS	3	12	The course aims to introduce students, by way of specific case-studies ranging from the ancient world to the modern day, to innovative methods of studying the past that utilise popular forms of visual culture and propaganda. While recognising the complexity of the propaganda process and the various influences that form and shape images, the course will focus on the historical relationship between propaganda (in architecture, cartoons, film, painting, pamphlets, photography, posters, sculpture, and television) and politics. The focus on the theme of propaganda and its relationship with various forms of media through the ages allows for the opportunity to compare and contrast particular case-studies over time and geographical space and therefore to distinguish elements of continuity and change, which will help students to 'read' historic images critically, both as vehicles for understanding the past and in order to identify the relationship between propaganda and power.	Prereq: COM 5200 Lecture Min Grade: D- Min Credits: 2.33 Or HST 5105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 5110 Lecture Min Grade: D- Min Credits: 2.33 Or HST 5210 Lecture Min Grade: D- Min Credits: 2.33
HST 6210	Of Myths & Monsters: History of History	CASS	3	12	The aim of this course is to engage students directly in the study of historiography – how history is written, by whom, when – by studying key issues, ideas, practitioners, methodologies, theories and texts which have shaped the history of history, from its earliest origins in Antiquity through to the Middle Ages, the Renaissance, the Enlightenment, and the nineteenth and twentieth centuries. A chronological survey of this kind will enable students the opportunity to read key historians while emphasizing a comparative approach which highlights both continuity and change.	Prereq: HST 3100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3105 Lecture Min Grade: D- Min Credits: 2.33
HST 6215	History on Film	CASS	3	12	This course examines the history of international film, its proactive role in society and its usefulness as a historical resource, with a focus on key moments and themes made important for aesthetic, economic, cultural, political, social and technological reasons. The course considers the ways in which films have been shaped by the societies and eras in which they were produced and how in turn have helped to shape those same societies. It additionally analyses the extent and accuracy with which the medium manages to retain and communicate these aspects to historians. Four main developmental eras are explored: the silent era, 'talkies', colour films and the emergent digital age, with examples drawn from different global regions, including Africa, Asia and the Middle East.	Prereq: FLM 4200 Lecture Min Grade: D- Min Credits: 2.33 Or HST 5210 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 5200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 6220	US History Since 1972	CASS	3	12	Provides an appreciation of the political, social and cultural developments that have defined the United States since 1972. Starting with the break in at the Watergate, the course considers the events, personalities and politics that contributed to make the ensuing 4 decades so turbulent and memorable. Particular attention is paid to issues of relative decline, the impact of Watergate and Vietnam on the national psyche, the rise of the new right and the new south, and the evolving role of minority groups. The course will address the manner in which the United States emerged from the Cold War but found little peace, domestically or internationally, in the aftermath.	Prereq: HST 4105 Lecture Min Grade: D- Min Credits: 2.33
HST 6225	Culture, Power and Empire	CASS	3	12	This course examines the causes, consequences and significance of empires throughout history from a broad range of comparative and international perspectives, including the economic, political, social and (by way of postcolonial theory) the cultural. It investigates why empires are significant, who are the empire-makers, how and why empires rise and fall, whether they are good or bad, how they are defined and how they can be resisted. The subject matter ranges from the earliest land superpowers of the ancient world to the 'New Rome' - the United States. The sources studied range from the visual to the virtual, including primary and historiographical. The course finishes by suggesting other potential contenders for imperial hegemony, including Multinational Corporations, individuals and religious organisations. It examines the question as to whether or not all history is essentially a history of empire, with the legacies of this imperial past (if not some of the empires themselves) still alive and well despite decolonisation. Where possible the course will make use of museums and collections within London.	Prereq: HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4100 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33
HST 6296	Senior Seminar History 1	CASS	3	12	This research intensive course for the major is the first part of a two semester sequence taken in the Senior year. Students produce a research proposal, a literature review and a substantial draft that feeds directly into Senior Seminar 2 which culminates in a 8,000 - 10,000 word dissertation. Students are guided through the various stages of proposal and dissertation writing, and draft work is supervised regularly in a process of continuous feedback.	Prereq: HST 5210 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 6297	Senior Seminar History 2	CASS	3	12	Senior Seminar 2 is second half of the research intensive course for the major. Building directly on the writing completed in Senior Seminar 1, students produce an 8,000-10,000 word thesis driven research paper. Students are guided through the various stages of drafting and revising their final dissertation, and orally present their research according to conference standards as part of the formative process.	Prereq: HST 6296 Lecture Min Grade: D- Min Credits: 2.33
HST 6410	Migrations and Diasporas	CASS	3	12	The course focuses on different phases of mass migration over the last millennium, examining the causes, effects and eventual outcomes of the relocations of these peoples. Among themes covered will be both the forced and voluntary movements of peoples by a variety of factors like forced labour, warfare, economic change, cultural conflict etc. The debate about the relative importance of Creolization and/or hybridity in the migrants' relationship with the societies they enter into will highlighted. The course will also examine different meanings of Diasporas by focusing on perceived diasporic communities and their creation and continuation over historic periods. Within the course particular attention will be paid to class, gender and race/ethnicity as modifiers of the experiences under study.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
HST 6415	Island to Empire: British Hist. 1707-1922	CASS	3	12	Surveys the history of modern Britain during its formative period of industrialization and empire building. An agrarian society ruled by a powerful aristocracy made way, not without moments of crisis, for an industrial society with a democratic franchise and organized political parties. The interaction between the old order and the new provides this course with its basic theme.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
HST 6420	Vis Enlightenment: Art, Ideas 1685-1800	CASS	3	12	This course considers the European Enlightenment through the cultural, visual and material transformations of the period. It enables students to reflect on how transformations in art, design and architecture were contemporaneous with changing conceptions of the public sphere, of the global as a space, of class, gender and race. The era saw a revolution in new consumer goods, critical debates about taste, and the corrupting influence of luxury. Students will engage with key works by Diderot, Mandeville, Rousseau, Shaftesbury, Voltaire and Wollstonecraft. Further, the course addresses engagements between Europe and the wider world. The course is designed to be interactive, with class visits to the British Museum and relevant exhibitions. It is international in focus, whilst taking advantage of London as a location.	Prereq: HST 4100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4405 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 4110 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 4100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INB 6200	Country Risk Analysis	BE	3	12	This course provides students with an overview of the history, methods, strengths, and limitations of economic and political risk forecasting. Economics and political risk forecasting is defined as a package of social science concepts and methods used by governments and multinational businesses to analyze the future economic and political environments in which they operate. A seminar format with extensive student participation is used.	Prereq: ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 And MGT 5210 Lecture Min Grade: D- Min Credits: 2.33
INB 6205	Foreign Trade Policy	BE	3	12	This course familiarizes students with the most important practical and legal aspects of the foreign trading operation. Financing, insurance, documentation, goods handling, and transportation are discussed within the context of an export contract and also under counter trade arrangements. Field trips to commodity exchanges and a research project form a part of this course.	Prereq: ECN 4105 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 And MTH 4120 Lecture Min Grade: D- Min Credits: 2.33
INB 6210	European Business Environment	BE	3	12	Focuses on the economic, political, social environment for business in Europe within this field, it examines the institutional interplay with the European Union, the dynamics between the different Member States and the different policies with direct relevance to businesses operating in the European Union.	Prereq: MTH 4110 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 And MGT 4200 Lecture Min Grade: D- Min Credits: 2.33
INB 6215	Managing the Multinational Corporation	BE	3	12	This is a final course for International Business students. It provides a managerial perspective into managing the structure and operations of multinational corporations (MNCs) in the global business environment. Major managerial issues are studied from the MNC's perspective and the problems of planning and executing business strategies on a global scale are analysed. A project in International Business is required.	Prereq: MTH 4120 Lecture Min Grade: D- Min Credits: 2.33 And INB 6205 Lecture Min Credits: 3.00 And INB 6200 Lecture Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 4100	Introduction to International Relations	CASS	3	12	This course is a broad introductory survey of international relations. It acquaints students with the fundamental concepts and theories used in the discipline that help us make sense of our political world, and are crucial for further analysis of the field. The course gives students a taste of the theoretical debates and practical dynamics of global politics. It further examines some of the major challenges that humanity faces in the 21st century. Students get a chance to learn about and take part in the major debates of the discipline, for example concerning actors in the international system, the sources of insecurity, the relevance of economics to international politics, the importance of fighting poverty and underdevelopment, questions about how best to address environmental challenges, whether the state is still important and if globalization is a phenomena of the 20th century.	
INR 4105	Evolution of International Systems	CASS	3	12	This course is designed to be a study of the evolution, and gradual development of, the European 'states' system. It will provide a comparative cultural, economic, historical, and political analysis of how international systems have evolved and functioned, illustrating the ways in which 'states' interact with one another within systems. It will begin with the fall of the Roman Empire in Western Europe, move through to the early European systems of the medieval period, on to the wars of religion of the sixteenth century, the defeat of Napoleon in 1813, and end with the Paris Peace Conference of 1919. This course will analyse the development of European international systems, the methods via which they were spread, and examine the elaborate rules and practices that regulate them.	Prereq: HST 3100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3105 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 5100	Critical Globalization Studies	CASS	3	12	This interdisciplinary course addresses the vitally important and complex phenomenon of contemporary globalization. The concept of globalization and the history of this phenomenon are interrogated. Political, social, economic and cultural aspects of globalization are discussed, and core themes of globalization debates are addressed, such as convergence, nationalism, and inequality. A range of global actors, agents and institutions are critically engaged with.	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 3100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4105 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4115 Lecture Min Grade: D- Min Credits: 2.33
INR 5200	Global Governance	CASS	3	12	This course investigates cooperation and discord in international organisation. While evaluating theoretical debates and examining a selection of inter-governmental organisation, the focus is on broader questions of how the global system is organised. Students interrogate the role that power and coercion play, the inequalities and marginalisations in the international system, the nature and role of non-state actors, and the content of the global political agenda. The course critically evaluates different forms of governance from grassroots to regional governance, from global multilateral negotiations to economic crisis management. Questions about the continuity and change of global governance are addressed both holistically and in the case of specific institutions.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4105 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 5205	Security Studies	CASS	3	12	This course examines enduring and contemporary questions of security and insecurity in the international system. Security has traditionally been defined in terms of strategic state politics and the use of military force to counter external military threats. The end of the Cold War and the ensuing conflicts of the late-20th century raised questions about the continued relevance of traditional theories of security. New security threats have been defined both in the academic literature and by state security strategies. This course critically evaluates these developments using IR and security studies theories, supplemented by practical case-studies. Students investigate the definition of the term security and threats to security, questions about the referent object of security, the root causes of insecurity and the methods of eliminating or lessening such threats. The course evaluates traditional and contemporary security concepts such as national security, conventional weapons systems, nuclear non-proliferation, human security, responsibility to protect, the poverty-security nexus in a post-Westphalian context.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33
INR 5400	US Grand Strategy	CASS	3	12	This course examines the major issues that underlie the development of United States' foreign policy. The course considers the theoretical and actual implementation of foreign policy, firstly by examining the constitutionally mandated practitioners of such policy and secondly by exploring the execution of policy in a series of case studies covering the latter half of the Twentieth Century and early Twenty-First Century. Individuals, structures and theories are examined and explained in a course designed to convey the complexities that contribute to the formulation of U.S. Grand Strategy.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33
INR 5405	Miracle To Meltdown: East & SE Asia	CASS	3	12	Follows the developmental trajectory of East and South-East Asian states in the post-colonial era. The course will address both the international context and the internal social, political and economic dynamics of these states. Particular emphasis is placed on different theoretical and empirical explanations for both the phase of rapid economic growth and development (the 'miracle') and the 1997/1998 Asian Economic Crisis (the 'meltdown'). The international relations of the region are addressed through a study of ASEAN, and of the political economic significance of the 'hot' Cold War in East and South East Asia.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4105 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 6200	International Relations Theory	CASS	3	12	The theories of international relations are best introduced through a study of the classic texts and debates in the discipline. This course examines most of the theories and approaches to international politics, as well as their historic foundations. It begins with some philosophical debates regarding the purpose of theorising, the importance of understanding ontological and epistemological assumptions and the difference between 'understanding' and 'explaining' in international relations theory. The course then critically evaluates the grand and middle range theories of IR, followed by a multitude of multidisciplinary approaches to conceptualising global politics and the post-positivist critiques. The course provides students with a set of conceptual and analytical tools in order to acquire a deeper and more nuanced understanding of international relations and global politics.	Prereq: INR 5200 Lecture Min Grade: D- Min Credits: 2.33 Or INR 5205 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 5200 Lecture Min Grade: D- Min Credits: 2.33
INR 6205	International Political Economy	CASS	3	12	Examines the revival of IPE since the 1970s through studying the contribution of key scholars to the discipline, then engages in a study of core problems of the contemporary international political economy. This course assumes that the separation of politics and economics is artificial and works toward a synthesis of the two to understand the globalizing world, and engages in a study of the state-of-the-art of the discipline.	Prereq: INR 5200 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 5200 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 5100 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 5105 Lecture Min Grade: D- Min Credits: 2.33
INR 6210	The Politics of International Law	CASS	3	12	This course examines the concept, scope and nature of Public International Law and its significance in the context of the international political system. It examines both the legal approach to international politics and the IR approach to public international law. The course explores key issues in international law such as: the nature of international laws, the significance of state practice, the sources and jurisdiction of law, the role of law in limiting the use of force, governing environmental politics and trade.. Questions of statehood are examined and case studies discussed to shed light on the controversies that characterise legal debates such as evaluation of the war in Iraq, the independence of Kosovo and South Sudan, the attitudes of the US towards international law, the role of International Tribunals and the United Nations. PLT MAJORS SHOULD NOT ENROL IN THIS COURSE.	Prereq: INR 5200 Lecture Min Grade: D- Min Credits: 2.33 Or INR 5205 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 5100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 6296	Snr Seminar in International Relations 1	CASS	3	12	This research intensive course for the major is the first part of a two semester sequence taken in the Senior year. Students produce a research proposal, a literature review and a substantial draft that feeds directly into Senior Seminar 2 which culminates in a 8,000 - 10,000 word dissertation. Students are guided through the various stages of proposal and dissertation writing, and draft work is supervised regularly in a process of continuous feedback.	Prereq: SCL 5200 Lecture Min Grade: D- Min Credits: 2.33
INR 6297	Snr Seminar in International Relations 2	CASS	3	12	Senior Seminar 2 is second half of the research intensive course for the major. Building directly on the writing completed in Senior Seminar 1, students produce an 8,000-10,000 word thesis driven research paper. Students are guided through the various stages of drafting and revising their final dissertation, and orally present their research according to conference standards as part of the formative process.	Prereq: INR 6296 Lecture Min Grade: D- Min Credits: 2.33
INR 6400	Conflict And Peace Studies	CASS	3	12	Starts with an overview of the different theories of international conflicts, discussing different factors like identity, material factors, security, and basic human needs as forces that underlie the outbreak and reproduction of international conflicts. Focus on theories of peace and the criteria for successful conflict resolution. Examines forms of outside interventions, ranging from humanitarian intervention to joint military actions, and develops criteria of success. Considers issues that arise in countries which have experienced civil wars, such as the power of war memories or the destruction of civil and political infrastructure. Case studies are used to highlight cultural differences in conflict resolution.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4105 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 6405	International Human Rights	CASS	3	12	This course will cover the evolution of international human rights and of the various regional and international treaties and institutions designed for their protection. It will interrogate the fundamental tension between state sovereignty and individual rights, guaranteed by international law. It will further examine the historic and theoretical foundations of the idea of human rights in various civilizations and cultures, evaluate their legacy within western and non-western traditions, and examine their meaning and relevance in thinking about international human rights in contemporary world politics. The class principally draws on the theories and methodological approaches of the following disciplines: Sociology, International Law and International Relations The course will address the classic debate regarding the universality of international human rights. Students will have an opportunity to critically evaluate a number of specific human rights regimes as illustration of the complex politics of contemporary human rights. The course further evaluates the pressures that developments in the broader field of global politics place on the protection of human rights.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4105 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33
INR 6410	Diplomatic Studies	CASS	3	12	This course offers an overview of the history and practice of contemporary diplomacy. It begins with analysis of what a modern diplomat currently does, both at home and abroad, set within the context of diplomatic history and theory. The normal practice of diplomacy and the various techniques of international negotiation will be addressed by using both historical and contemporary examples. It will familiarise students with the activities of a modern diplomat within a wider historical and theoretical context.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4105 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 4100 Lecture Min Grade: D- Min Credits: 2.33
INR 6415	Foreign Policy Analysis	CASS	3	12	Foreign Policy Analysis considers the manner in which a state arrives at its foreign policy decisions. It is, therefore, characterized by a focus on the roles of individuals in the decision-making process. The course considers the important interaction between international and domestic politics and the impact that the latter has on the implementation of foreign policy. The course addresses the manner in which individuals devise and implement policy on an international stage through a variety of comparative and case study driven approaches.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4105 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 6420	Global Energy Politics	CASS	3	12	Examines some of the contemporary geo-political, economic, technical, governance and environmental issue surrounding global energy issues. We look at supply and demand tensions, transit and pipeline issues, infrastructure problems, private companies and state monopolies, deregulation and markets, innovation policy, energy and development, international cooperation, environmental stress, and energy futures.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 Or ENV 5100 Lecture Min Grade: D- Min Credits: 2.33
INR 7100	Research Methodology	GRP	4	20	Introduces students to the process of research, including the ability to work from libraries and institutional archives, and developing skills in academic writing, with a focus on the fields of international history, international theory, current affairs and policy processes. Students are encouraged to develop independence of thought by discovering, evaluating and making appropriate use of a wide range of approaches to research and writing. Complimenting the courses on theory and concepts, this course assists students with the identification of their own interests as they move towards choosing a thesis topic.	
INR 7101	International Relations Theory Concepts	GRP	4	20	This course engages students with the theoretical and conceptual debates that characterise the field of International Relations. Students examine a range of primary texts, both classical (such as Thucydides and Machiavelli) and more contemporary (such as Morgenthau, Bull, Wendt, Mearsheimer, and Keohane). The scholars that are addressed have underpinned the schools of thought that define International Relations theory. The course also addresses broader questions of IR theory: the applicability of theory to contemporary events and the degree to which continuity and change characterise the subject.	
INR 7105	Global Political Economy	GRP	4	20	This course will examine the global political economy through a framework that goes beyond traditions of state-centrism, boundaries between politics and economics and the concept of globalisation as an overarching structural force. The course will study theoretical approaches to international political economy (IPE) and examine contemporary issues pertaining to processes of globalisation. Students explore the theories of leading analysts in the historical development of IPE, which may include Gilpin, Keohane, Cox and Kindleberger. Contemporary themes and issues are addressed, potentially including economic crises, trade, production and the role of International Financial Institutions (IFI's).	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 7120	Origins & Development of Inter Relations	GRP	4	20	This course considers the history of foreign affairs since the inception of International Relations as an academic discipline in the 1920s. Considering chronological and thematic approaches to history, the course examines in detail key events in the history of International Relations to assess the manner in which personalities, ideas, events as well as cultural and social change all helped to shape history and thus forge the modern world. Events ranging from the Treaty of Versailles, the Atlantic Charter, the rise and fall of the Berlin Wall, the impact of decolonisation, the emergence of BRICs, 9/11 and its impact on International Relations may be considered. Such incidents will be examined to provide an in-depth appreciation of the events that helped shape today's international community.	
INR 7121	International Relations and the Media	GRP	4	20	This course explores the relationship that exists between the media, the implementation and execution of foreign policy and the management of security and environmental threats. Covering a century's worth of media reports on politics, diplomacy and warfare, the course will address the fundamental issues pertaining to the role of the media in both free and command societies and the manner in which the media manipulate and is manipulated by governmental agencies. The course will consider the manner in which journalists gather information, the role of the PR industry in managing the news industry, and issues of bias, media ownership and agenda-setting. Drawing upon the experiences of international journalists, this course will challenge students to reflect upon the degree to which the media influences foreign policy.	
INR 7403	Global Environment Politics	GRP	4	20	This course explores the dynamics, challenges and prospects of global environmental governance. It introduces students to the history of global environmentalism and discusses relevant theoretical developments in this field, especially the competing perspectives of realism, liberalism, constructivism and Marxism. The normative concerns of global environmentalism are discussed along with key concepts of Green politics (sustainability, consumption, North-South relations, globalization, environmental justice, ethics and citizenship), while the processes of environmental policy-making are examined through case studies in areas such as whaling, ozone depletion, deforestation and especially climate change. The role of key actors in global environmental politics is analyzed, including states, intergovernmental organizations, international non-governmental organizations, business corporations and scientific experts.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 7422	Conflict and Post-Conflict Studies	GRP	4	20	Conflict and Post-Conflict Studies are central to the discipline of International Relations. This course addresses three core aspects of this subject area in both theory and practice. First, the dynamics and causes of conflict, including the changing character of war and its impact on contemporary societies and armies are addressed. Second, the course engages with the various strategies of conflict resolution and prevention utilised over the last twenty years. Third, the course examines post-conflict states and regimes and evaluates the difficulties of facilitating peace-building and reconstruction for international, state and non-state actors. Throughout the course, students engage with case studies of conflict, conflict resolution and post-conflict reconstruction, which are used to ground the theoretical and conceptual discussion in clear empirical contexts.	
INR 7423	Diplomacy	GRP	4	20	This course offers an overview of the historical evolution and practice of contemporary diplomacy. It begins with analysis of what a modern diplomat currently does, both at home and abroad, set within the context of diplomatic history and theory. The normal practice of diplomacy and the various techniques of international negotiation will be addressed by using both historical and contemporary examples. It will familiarise students with the activities of a modern diplomat within a wider historical and theoretical context.	
INR 7424	International Politics of East Asia	GRP	4	20	This course provides students with an advanced-level overview of the international politics of East Asia. Focusing on the post-war era, it examines the “East Asian Miracle”, from the rise of Japan and the Asian Tigers to the relatively more recent emergence of China on the world stage as a major industrial superpower. The course encourages students to locate East Asian development within the global context, examining the complex relationship of these states to US economic and political hegemony, the importance of the Asia-Pacific to the international balance of power, and the role that communism and the Cold War played in shaping the contemporary trajectories of these polities. Geographically the course focuses on China, Korea, Japan, and Taiwan, and appraises their relationship to the two major global actors that most shaped their historical evolution: the Soviet Union/ Russia and the United States.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 7425	Middle East and International Politics	GRP	4	20	This course considers the significance of the Middle East in contemporary International Relations and its regional and global significance. Focusing upon the great power struggles and the international ramifications of ideological and religious clashes in the region, students will explore the region's successes and inherent tensions to appreciate the difficulties they pose to any would be peacemakers. The challenges of nuclear proliferation in the region and the growing role of non-state groups will be addressed. Students will engage with the works of key researchers on a course that will explore state-formation, the role of non-state actors, the Arab-Israeli conflict and access to vital resources.	
INR 7426	US Foreign Policy	GRP	4	20	This course will examine the manner in which the foreign policy of the United States has evolved and the degree to which it is judged to have altered in recent decades. The course will provide an understanding of the motivating factors behind the nation's long-term foreign ambitions and the philosophy that drives it. Theories of US foreign policy will be considered, along with the views of officeholders to ascertain the philosophical and practical bases for America's global entanglements. Individuals from Kennan to Reagan, from McNamara to Obama and events from Korea to 9/11 will be addressed to discern the manner in which the United States alternates between excessive intervention and apparent disinterest in global affairs.	
INR 7500	Thesis Research	GRP	8	40	For students working independently on their Masters thesis. The dissertation encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. The course is comprised of independent research and writing, overseen by a thesis supervisor, resulting in production of a 10-12,000 word thesis. Collaborative and supportive dialogue with the supervisor and fellow 'junior research colleagues' will involve advice on the research and writing process, suggestions for resources and research directions, and comments on draft chapters of the thesis.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 7550	Extended Thesis Research	GRP	12	60	For students working independently on their Masters thesis. An extended thesis of 15,000-20,000 words is offered as an alternative to the mandatory internship. The dissertation encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. The course is comprised of independent research and writing, overseen by a thesis supervisor, resulting in production of a 15,000-20,000 word thesis. Collaborative and supportive dialogue with the supervisor and fellow 'junior research colleagues' will involve advice on the research and writing process, suggestions for resources and research directions, and comments on draft chapters of the thesis.	
INR 7902	Internship	GRP	4	20	A 3-5/days a week work placement of approximately three months (depending on the requirements of the organization in question; a minimum of 9 weeks) within an organization to enable students to participate in graduate level experiential learning and so develop hands-on skills and professional experience which will prepare them for work in the field of international relations. Placements are supervised, career-related work experiences combined with reflective, academic study that help students 'learn by doing'. During the internship, the staff of the Internship Office and the MA internship faculty supervisor work closely with each student and the organisation to ensure that the placement is a successful one.	
ISL 5000	Service Learning and Active Citizenship	GenEd	3	12	The Service Learning and Active Citizenship course is a student community placement that aims to provide students from all disciplines and majors with the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse community in London. In addition to the weeks of field work (typically 9-12 depending on the organisation), the student will also produce a written journal of their experience which provides critical reflection (learning log), a 'community action' portfolio (analytical essay), and a final oral presentation. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the service learning experience, and also to help them determine if their current career goals are the correct fit for them. During the service learning course, the staff of the Internship Office and a faculty supervisor work closely with each student to ensure that the community placement is a successful one.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
JRN 4210	History of Journalism	CASS	3	12	This course introduces students to the development of journalism from the 1600s to the present. It examines the political, social and economic forces which have both influenced and been influenced by journalism in Europe and North America, and sets the enduring debates around freedom of the press, professional 'objectivity', technological innovation and economic sustainability in an historical context. It examines journalism's integral relationship to democracy and power, and also examines the different discourses around this historical narrative. Watershed moments in specialist areas, such as investigative journalism, war reporting and 'muckraking' journalism, will also be examined to bring students towards a broad understanding of the different fields of journalism and their contribution to the complex whole.	
JRN 4220	Principles of Journalism	CASS	3	12	This course introduces students to journalism, its origins, principles and practices, and the enduring debates around its relationship to society. Recurring themes such as freedom of the press, professional 'objectivity', technological innovation and economic sustainability will be put into historical context. Watershed moments in specialist areas from investigative journalism to war reporting are explored, as well as the rise of participatory journalism and the so-called 'dumbing down' of journalism.	
JRN 4225	Introduction to Writing for Journalism	CASS	3	12	This course introduces students to the practice of journalism. Students will concentrate on acquiring basic news reporting and writing skills whilst learning about the demands of different media platforms, and the process of producing news in the converged newsroom. They will develop a news 'sense' and learn research and interviewing skills, as well as understand the legal and ethical dimensions of their practice.	
JRN 5200	Feature Writing	CASS	3	12	This course focuses in consolidating and developing journalistic writing skills. Particular attention is given to the development of different writing styles (hard news and features for newspapers and magazines) and genres (reportage, colour piece, service feature, human interest, reviews and profiles). Students are expected to be familiar with basic reporting skills as all writing will be based on independent reporting. The emphasis of this course is on developing independent writing skills.	Prereq: JRN 4200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
JRN 5205	Reporting and Investigative Journalism	CASS	3	12	This course concentrates in consolidating and developing journalistic reporting skills. Particular attention will be given to the teaching of specialized reporting skills (such as how to cover major incidents, political events, etc) and of investigative journalism techniques. Students will learn from case studies of complex and high profile investigations and acquire techniques of investigative reporting, so that they can plan, research and write an investigative feature of public concern or in the public interest. The emphasis of the course is on developing independent reporting skills.	Prereq: JRN 4200 Lecture Min Grade: D- Min Credits: 2.33 And JRN 5200 Lecture Min Grade: D- Min Credits: 2.33
JRN 5210	Advanced Reporting for Journalism	CASS	3	12	This course concentrates on consolidating and developing journalistic reporting and writing skills. Particular attention is given to the teaching of advanced reporting skills (such as covering major incidents, public affairs and the courts), and to specialist reporting in areas such as the environment, consumer affairs and health. The emphasis of the course is on developing independent reporting skills so that by the end of the course students can plan, research and write a longer feature on an issue of public concern.	Prereq: JRN 4200 Lecture Min Grade: D- Min Credits: 2.33 And JRN 5200 Lecture Min Grade: D- Min Credits: 2.33
JRN 5300	International Journalism	CASS	3	12	This course introduces students to international journalism as it is practised when reporting back from one country to another. Students learn about the changing occupational culture of the foreign correspondent brought about by the 24/7 culture and the rise of citizen journalism. They explore both practical and theoretical issues around news values, global news management, and reporting on the frontline, and – as they enhance their practical journalism multimedia skills - students develop an expertise in at least one country which is not their own.	Prereq: JRN 4200 Lecture Min Grade: D- Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
JRN 5400	Arts and Entertainment Journalism	CASS	3	12	Many young journalists dream of writing about the things that consume so much of their time – music, film, theatre, showbusiness and the arts. This course will give them the basic tools to do the job. It will outline the essential framework of criticism and the responsibilities and ethics of those who write it, and it will also provide context to help students understand that what they watch, read and listen to now is directly connected to everything that has gone on in the past. In other words, to write with authority about film they must know something about the great directors of earlier cinema whose influence is so readily acknowledged by today's film makers. Similarly, they need to know that the popular music they listen to now can trace its roots back to everything from bluegrass to The Beatles, and that it's possible to draw a straight line between the 17th century art of Claude Lorraine via Turner, Monet and Jackson Pollock to Damien Hirst and the Britart movement of the new millennium.	Prereq: JRN 4200 Lecture Min Grade: D- Min Credits: 2.33
JRN 6200	Publications Layout	CASS	3	12	This course prepares journalism students to understand and master publication layout for print and online publication. Students will be taught advanced layout skills and techniques using Adobe InDesign through three major assignments as well as a number of small individual presentations and readings. By the end of this course, graduating seniors will have a number of high-quality documents to include in both their online and printed portfolios to aid in the graduate job search. Work created in this course will also be professionally presented to a panel of faculty and hosted on the Richmond University website. Previous experience with other Adobe CS products is recommended as this course assumes basic Adobe and Apple Mac familiarity.	Prereq: ADM 6425 Lecture Min Grade: D- Min Credits: 2.33
JRN 6205	Media Ethics and Law	CASS	3	12	Media professionals, and in particular journalists, have a special role in democracies. This course examines the main legal and ethical issues which journalists of the digital age encounter in their working lives. Thus, the course will focus on the concepts of libel and defamation, copyright law, the public sphere, media ownership, objectivity and neutrality, freedom of the press, censorship, codes of conduct for journalists, privacy and public interest, reporting restrictions and national interest, propaganda, gender issues, and reporting in a multicultural society.	Prereq: COM 5200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
JRN 6210	Global News Analysis	CASS	3	12	This course introduces students to the main issues and key theoretical debates in the study of news produced by global media organizations. Students will explore the evolution of global news from the birth of world news agencies, through 24/7 satellite news and the so-called 'CNN effect', to the way that new global media producers are influencing news flow and contra flow between east and west. They will also look at how the internet and the 'networked society' are challenging the cultural hegemony of the global news producers and opening the way for 'glocalisation' of news media.	Prereq: COM 3100 Lecture Min Grade: D- Min Credits: 2.33
JRN 6391	Senior Project	CASS	3	12	This is a course of independent journalistic research and writing which uses the wide range of skills learnt throughout the degree, including reporting, investigating current affairs, writing a professional feature, editing, podcasting, photography and publications layout. In this course students are required to research and write a 4,000 words feature article on a topic of public interest. The journalistic piece will be supervised but the aim is to develop independent reporting and writing skills. The emphasis of this is course is on using the practical and theoretical skills learnt throughout the degree.	Prereq: JRN 5205 Lecture Min Grade: D- Min Credits: 2.33
JRN 6392	Senior Essay	CASS	3	12	In this course students are required to write a dissertation on a media ethics topic. It differs from the other courses in the degree in that students primarily work independently and meet for a weekly tutorial with the aim of researching and writing a thesis driven research paper related to media ethics. Students are also required to present orally their research according to conference standards.	Prereq: SCL 5200 Lecture Min Grade: D- Min Credits: 2.33
LED 7100	Language Learning and Language Teaching	GRP	4	20	The course is designed to familiarise the students with developments in theories of language learning and language teaching, most notably the evolution of second language acquisition theories and of language teaching methodologies. The course also examines the main issues in language learning and teaching in the European and global contexts of multilingualism and plurilingualism, the roles of teachers and learners, Chinese and English as International languages and lingua francas, as well as awareness of how such developments can contribute to learning and teaching practices.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
LED 7105	Course Design, Development, Assessment	GRP	4	20	This course prepares students to become professionals with leadership qualities in language education by developing knowledge and skills in designing and developing effective language courses and curricula that meet the needs of learners in an age of multilingualism and plurilingualism. The course covers curriculum design and development in the context of linguistic theory, changing learning environments and the need for intercultural communication competence. It examines the development of learning and teaching materials. It explores techniques and strategies of language assessment, taking into consideration the main frameworks of standards in Chinese and English and the development of intercultural communication competence.	
LED 7110	Language and Teaching I	GRP	4	20	The course forms a first stage of language teaching programme with a possible exit award of Postgraduate Certificate. The course content consists of three key elements: linguistic concepts and strata of analysis, analysis of the target language in the learning context, and teaching observation and peer teaching practice with an emphasis on the delivery of specific aspects of language in typical learning environments. These are examined in the context of different languages. The focus of the course is on the development of knowledge and skills in the analysis of language and competence in the delivery of planned and prepared teaching.	
LED 7115	Language and Teaching II	GRP	4	20	The course builds on LED 7110 by examining language and teaching at a more advanced theoretical level. It is the second stage of language teaching programme with a possible exit award of Postgraduate Diploma. The course consists of three key elements: firstly in-depth understanding of the schools of linguistics and applied linguistics, secondly their implications for the teaching and learning of languages in terms of curricula design, teaching materials and classroom practices and procedures and thirdly the development of teaching practice informed by theory. The course explores the interface between linguistic theory and language teaching and learning. Students develop their professional teaching skills in the target language in the context of a strong theoretical base, with the inter-cultural awareness and competence needed for language teaching in a multilingual world.	Prereq: LED 7110 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
LED 7120	Language Policies, Markets, Technologies	GRP	4	20	The course is designed to develop a deep and systematic understanding of the development of language policies in a multilingual age. It investigates issues of the provision of language services in the contexts of national and international markets and the deployment of technologies in language learning and teaching. The course also aims to develop understanding of pathways to influencing language policies and the effective application of modern technologies leading to more effective management and delivery of language programmes.	
LED 7125	Research in Language Learning & Pedagogy	GRP	4	20	The course is designed to develop a deep and systematic understanding of current theoretical and methodological approaches to research in language studies and language pedagogy and their impact on the interpretations of knowledge of the field. Students will critically apply advanced skills to conduct their own research in the field and understand the relationship between theoretical research and practical applications in language learning and teaching. They will develop the expertise to carry out problem based applied research in professional context.	Prereq: LED 7100 Lecture Min Grade: D- Min Credits: 2.33
LIT 3100	The City Experience & Imagntn	CASS	3	12	This course explores a variety of city experiences as reflected in fiction and film. These representations are placed in two contexts, the historical and the imaginative. Particular stress is laid on the city as a site of intercultural experience as well as on the cultural contrasts and comparisons between particular cities. Drawing on the students' own international variety of experience, the course offers the opportunity for some creative work on these topics in addition to their academic writing.	
LIT 4200	Introduction to World Literature	CASS	3	12	This course explores the ways in which we experience the literature of our time. Fiction, poetry and drama from a variety of different cultures are studied as we chart the intertextual connections of texts across languages, territories and histories. We will consider how texts circulate in print, in electronic forms and through audio-visual adaptations and develop a broad awareness of how contemporary literature moves across cultural and linguistic boundaries.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
LIT 5100	Travel Writing	CASS	3	12	The course exposes students to the scope and the power of modern travel writing. It endeavours to provide an intellectual framework for the understanding and analysis of this genre and introduces students to important critical texts. Students explore works taken mostly from within the parameters of literature, including fiction, non-fiction and poetry. Time is also spent on journalism, new media writing and film. Critical and theoretical responses to travel writing are explored, and an integral part of the students' responses to the works they encounter will be the production of their own creative writing.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test English 5.0000
LIT 5205	British Literature from 1945 to 2000	CASS	3	12	This course introduces the key writers, genres and movements from the immediate post-WWII period to the end of the twentieth century. Students consider a range of literary texts placed in relevant historical and cultural contexts and investigate how the writing of the period responds to changes in post-war and contemporary culture such as the decline of empire and the migrant experience, the impact of feminism, the development of media society and consumer culture. The legacies of Modernism, the challenges posed to the tradition of realism, as well as a variety of experiments and innovations in forms are explored, as students engage with the critical debates and emerging theories from the period.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
LIT 5400	Contemporary London Literature	CASS	3	12	London has become the focus of 'ferocious imaginative energy' since the rise of Thatcherism in the 1980s. Beginning with an overview of London's historical myths and fictions, this class exposes students to a variety of writers committed to exploring the many lives of a city undergoing complex transformations. From postmodern obsessions to multicultural landscapes and post 9/11 anxieties, different voices and visions, provide insights into our understanding of contemporary London.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test English 5.0000 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
LIT 5405	British Fantasy Writing	CASS	3	12	This course will explore the vibrant genre tradition of fantastic and non-realist writing using a range of critical approaches. The first half of the course will survey some of the major texts on which modern Fantasy literature draws, including Beowulf, Arthurian texts and selections from works by Shakespeare, Milton, Jane Austen and Lewis Carroll. The second half of the course will focus more intensively on a few major fantasies from the past 120 years and their filmed adaptations, including works by Bram Stoker, J.R.R. Tolkien, and J.K. Rowling, and will look at how these texts and their filmic counterparts repurpose and revision older ideas for novel purposes.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test English 5.0000 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
LIT 5410	Gender and Sexuality in Cont Literature	CASS	3	12	This course provides students with as variety of conceptual frameworks in which to understand gendered perspectives in contemporary world literature. The representation of sexual identities in texts will also be explored, as students consider the relationship between gender and genre, and situate the writings within their socio-cultural contexts.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
LIT 6200	American Writers Abroad	CASS	3	12	This course explores a variety of 20th-century writings primarily from the Lost Generation and the Beat Generation. American expatriate writers including Hemingway, Fitzgerald and TS Eliot, and the Beat Generation figures such as Kerouac and Ginsberg, who lived in various places in Europe, Mexico and Latin America, all expressed disillusionment with various aspects of American life. Representative texts will be studied within their socio-historical contexts along with the critical responses their works inspire. Students will be able to gain an understanding of the ways in which American literature interacts with and responds to foreign cultures and how these movements are interpreted in the 21st century.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
MCL 4100	Chinese Language and Culture 1	GenEd	3	12	This is an introductory course to Mandarin Chinese language, with an integrated approach to the Chinese language and Chinese culture. While the course primarily focuses on oral communication based upon key structures and vocabularies, reading Chinese characters and writing are integral parts of the course. The course will introduce fundamental speech patterns, key characters, essential vocabulary items and cultural and linguistic knowledge associated with the use of the language, with which students should be able to communicate in a limited range of contexts in everyday life situations.	
MCL 4105	Chinese Language and Culture 2	GenEd	3	12	This is an introductory course to Mandarin Chinese language, with an integrated approach to the Chinese language and Chinese culture. While the course primarily focuses on oral communication based upon key structures and vocabularies, reading Chinese characters and writing are integral parts of the course. The course will continue to introduce key speech patterns, important characters, essential vocabulary items as well as cultural and linguistic knowledge associated with the use of the language, with which students should be able to communicate in a more extended range of contexts in everyday life situations.	Prereq: MCL 4100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MCL 5101	Chinese Language and Culture III	GenEd	3	12	This course is a sequel at a higher level to Chinese Language and Culture I and II, based upon a very similar approach to integrating the Chinese language with the Chinese culture. The course covers a much broader scope of language use and most of the essential linguistic elements while continuing to develop students' communicative competence on the basis of key structures and vocabulary involving listening, speaking, reading and some writing in both oral and written interactions. The course continues to build the students' knowledge and skills in key speech patterns and characters, essential vocabulary items as well as cultural knowledge associated with the use of the language in topics and scenarios covered, enabling students to communicate in a wide range of contexts in everyday life situations.	Prereq: MCL 4105 Lecture Min Grade: D- Min Credits: 2.33
MCL 5110	Chinese Language and Culture IV	GenEd	3	12	This is the continuation of MCL 5101, with a similar integrated approach to the Chinese Language and Culture 3. The course covers a range of practical scenarios and topics as one would encounter in China so as to strengthen the application and understanding on the part of the students of the essential linguistic elements such as key structures and extended vocabularies and communicative competences thus acquired through the in both oral and written interactions. The course continues to expand the repertoire of the students in their essential Chinese characters and vocabularies as well as their cultural and linguistic knowledge associated with the use of the Chinese language in a Chinese speaking environment, with which students should be able to communicate confidently and effectively and cope with daily needs when studying or working in China or in communication with other Chinese speaking people.	Prereq: MCL 5101 Lecture Min Credits: 3.00
MCL 5200	Chinese Philosophy & Modern China	GenEd	3	12	The course will be based on critical reading and interpretation of selected texts available in English by influential Chinese thinkers and philosophers in ancient times such as Confucius, Lao Zi, Zhuang Zi etc. and analytical and critical commentary writings by both Chinese and European sinologists. With emphasis on a few fundamental concepts and ideas that impact on the Chinese way of thinking and behaviour, the course explores how the Chinese people and society interact with such key philosophies, ideas and events that construct the Chinese culture and underlines the structure and working of the Chinese society in the past and at the present.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33 And MCL 4100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MCL 5205	Chinese Philosophy and Chinese Society	GenEd	3	12	The course will be based on critical reading and interpretation of selected texts available in English by influential Chinese thinkers and philosophers in ancient times such as Confucius, Lao Zi, Zhuang Zi etc. and analytical and critical commentary writings by both Chinese and European sinologists. With emphasis on a few fundamental concepts and ideas that impact on the Chinese way of thinking and behaviour, the course explores how the Chinese people and society interact with such key philosophies, ideas and events that construct the Chinese culture and underlines the structure and working of the Chinese society in the past and at the present.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
MGT 3200	Foundations of Business	BE	3	12	An introductory survey course designed to introduce students to the principles and functions of a business. The various functional areas of business will be discussed, including economic systems, small business, management, human relations, marketing, accounting and finance. The course will also review the role of businesses in society and business ethics.	
MGT 4205	Computer Applications in Management	BE	3	12	This is an introductory course comprised of a broad overview of information systems and technology, as principally used in support of business processes and decision-making activities. An in-depth discussion of the relationship, between organizations and information systems is a fundamental element of the course. Topics include: computer hardware and software, operating systems, the use of excel in management practice, social issues related to information systems. The use of excel provides a common thread in the topics covered throughout the course.	Prereq: MTH 4120 Lecture Min Grade: D- Min Credits: 2.33
MGT 5205	Information Systems in Management	BE	3	12	MGT 5205 builds upon MGT 4205, Computer Applications in Management, and will provide the student with advanced study in the application of computing in the functional areas of management. In addition to advanced use of spread sheets and databases, this course will provide examples and applications of the design and implementation of management information systems and information technology in managing organizations.	Prereq: MGT 4205 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MGT 5210	Research Methods	BE	3	12	This course introduces the main concepts and techniques involved in research in the field of business and economics. The Course develops four main themes: research in context which puts the student as the researcher and as the user of research; research methodology which deals with the nature and limitations of different philosophies of research design e.g. deductive versus inductive approaches and qualitative versus quantitative approaches and the role of literature; research methods which deals with advantages and issues associated with the use of various data collection methods including observation, use of groups, interviewing techniques and questionnaire design; research proposal preparation which deals with issues of planning, literature review, topic selection, access to data, schedules, action plans, writing styles and referencing systems.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 And MGT 4205 Lecture Min Grade: D- Min Credits: 2.33 And MTH 4120 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
MGT 5220	Legal and Ethical Concepts in Management	BE	3	12	Concentrates on the legal framework within which most business takes place. Topics include corporate problems of raising and maintaining capital by shares; relationships of board of directors to shareholders; respective rights and obligations; relationships of companies to third parties; control and the principle of majority rule. Examples are used of the way statute and judge-made case law has dealt with these problems.	Prereq: MGT 5210 Lecture Min Grade: D- Min Credits: 2.33
MGT 5400	Organizational Behaviour	BE	3	12	This course explores the structure and nature of organisations and the contribution that communication and human behaviour makes to organisational performance. The course will address not only macro level issues relating to the environment and context within which organisations operate, but also the micro level influences of people as individuals and groups, their motivations and operating styles. The management of people for successful organisational performance will be emphasised by considering work environmental factors that facilitate or impede organisational success.	Prereq: MGT 5210 Lecture Min Grade: D- Min Credits: 2.33 Or PSY 5205 Lecture Min Grade: D- Min Credits: 2.33
MGT 5405	Operations Management	BE	3	12	Provides a theoretical and practical understanding of operations management, together with the ability to apply some of its major techniques to practical business problems. It includes operations strategy, materials management, production planning and simulation, network planning, variety reduction, quality assurance, quality circles, purchasing, and problems and opportunities of introducing new technology.	Prereq: ACC 4205 Lecture Min Grade: D- Min Credits: 2.33 And MGT 4205 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MGT 5410	Human Resource Management	BE	3	12	This course combines elements of different disciplines ranging from industrial relations, social psychology, personnel management, motivation, recruitment and selection, leadership, communication, manpower planning, aspects of training and development and related processes. It is appropriate for students seeking to follow a career in Human Resource Management or in other areas of functional management.	Prereq: MGT 5400 Lecture Min Grade: D- Min Credits: 2.33
MGT 5415	Governance and Sustainability	BE	3	12	The course provides students with an understanding of the concepts and key issues of corporate governance, corporate accountability, corporate social responsibility and corporate sustainability. It informs students of key policies and corporate governance mechanisms to investigate corporate failures in order to derive good corporate governance and accountability. The course identifies key stakeholders and evaluates the role that governance plays in the management of a business.	Prereq: ACC 4200 Lecture Min Grade: D- Min Credits: 2.33 And ACC 4205 Lecture Min Grade: D- Min Credits: 2.33
MGT 6200	Competition and Strategy	BE	3	12	The course focuses on strategic analysis and evaluation, long-range planning and policy implementation. Early lectures outline the basic strategic analysis models and case study analyses relate to both the firm's internal operations and the environment in which it operates. Prerequisite: Completion of the FNN, or INB, or MKT Core courses.	Prereq: FNN 5200 Lecture Min Grade: D- Min Credits: 2.33 Or MKT 5200 Lecture Min Grade: D- Min Credits: 2.33
MGT 6297	Senior Project	BE	6	24	The senior project forms the culmination of a student's studies in the business major. It consists of a research project and weekly seminars, in which a variety of issues, some topical, are discussed. Some discussions will relate directly to the project. The project requires a significant level of enquiry and research in business and management, and will typically investigate a hypothesis or issue on a relevant topic. Following a literature survey in the early part of the semester, students will conduct individual research work on an agreed topic. The supervisor(s) will facilitate the process through regularly-scheduled meetings.	Prereq: MGT 5210 Lecture Min Grade: D- Min Credits: 2.33
MGT 7101	Project Management	GRP	4	20	Project management is the basis on which all businesses and organizations run. To make products or deliver services, employees must work together on specific projects that have deliberate goals and must be completed to keep the business running. Students will learn how to break a project down into parts, focusing on the definition of the project and its execution. Students will define the goals of projects, lead groups of people and allocate appropriate resources to see the project through to completion	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MGT 7110	Managing Organisations and People	GRP	4	20	Organisations consist of the people who work within them. The objectives of this course are therefore to raise the student's awareness of the centrality of managing organisations and people to understanding organisational functioning and effectiveness. To show how an understanding of human behaviour via the disciplinary bases of psychology, sociology and anthropology profoundly deepen our analysis of organisations. To demonstrate the core value of an understanding of managing organisations and people to a manager's ability to achieve organisational goals.	
MGT 7120	Corporate Governance	GRP	4	20	The course defines Corporate governance, the set of policies, processes and customs by which an institution is directed, is a topic of increasing importance in strategic management. How a company is governed influences rights and relationships among organizational stakeholders, and ultimately how an organization is managed. This course teaches the fundamentals of Corporate Governance from a variety of angles – the board of directors, senior management, investors, the media, proxy advisors, regulator and other stakeholders – and focuses on assessing the effectiveness and execution of governance roles and responsibilities	
MGT 7125	Leadership and Corporate Strategy	GRP	4	20	This course contextualises organisational, behavioural and the people issues of change within a strategic leadership framework. It encompasses the core concepts of leadership and change to enable students to manage the more complex behavioural and organisational issues to deliver change across diverse cultural, functional, and hierarchal boundaries	
MGT 7130	Strategic Management	GRP	4	20	The course explores issues relating to the strategic management of organisations, focusing on strategic analysis and evaluation, long-range planning and policy implementation. The topics covered fall into two broad themes: corporate strategy ('in which industries should we operate?') and business strategy ('how should we compete in those industries?') The course covers the core strategic analysis models, and uses case studies to analyse the relationship between a firm's internal organisation and the environment in which it operates.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MGT 7135	Leadership & Strategic Change	GRP	4	20	This course contextualises organisational, behavioural and leadership issues of change within an integrated framework that synthesises strategy, leadership & organisational design. It encompasses the core concepts of leadership and strategic change to enable students to manage the more complex behavioural and organisational issues to deliver change across diverse cultural, functional, and hierarchal boundaries.	
MGT 7150	Research Methods	GRP	4	20	This course discusses the main concepts and techniques involved in research in the field of business. The course develops four main themes: research in context which puts the student as the researcher and as the user of research; research methodology which deals with the nature and limitations of different philosophies of research design e.g. deductive versus inductive approaches and qualitative versus quantitative approaches and the role of literature; research methods which deals with advantages and issues associated with the use of various data collection methods including observation, use of groups, interviewing techniques and questionnaire design; research proposal preparation which deals with issues of planning, literature review, topic selection, access to data, schedules, action plans, writing styles and referencing systems	
MGT 7500	Dissertation	GRP	8	40	This course will provide students with the learning opportunity of performing multidisciplinary research in business and management. Students will initiate, plan and execute an individually constructed piece of research and are expected to report on their findings. Students will identify issues within their programme to investigate with the use of appropriate research methods, either theoretical or applied, and participate in research activities which will include a literature search, the collection and analysis of data, (either primary or secondary data) and the preparation of a dissertation.	Prereq: ECN 7100 Lecture Min Grade: B Min Credits: 4.00 And MGT 7101 Lecture Min Grade: B Min Credits: 4.00 And FNN 7102 Lecture Min Grade: B Min Credits: 4.00 And MGT 7110 Lecture Min Grade: B Min Credits: 4.00 And MKT 7100 Lecture Min Grade: B Min Credits: 4.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MGT 7550	Extended Dissertation	GRP	12	60	This course will provide students with the learning opportunity of performing an extended and in depth multidisciplinary research in business and management. Students will initiate, plan and execute an individually constructed piece of research and are expected to report on their findings. Students will identify issues within their programme to investigate with the use of appropriate research methods, either theoretical or applied, and participate in research activities which will include a literature search, the collection and analysis of data, (either primary or secondary data) and the preparation of a dissertation.	Prereq: ECN 7100 Lecture Min Grade: B Min Credits: 4.00 And MGT 7101 Lecture Min Grade: B Min Credits: 4.00 And FNN 7102 Lecture Min Grade: B Min Credits: 4.00 And MGT 7110 Lecture Min Grade: B Min Credits: 4.00 And MKT 7100 Lecture Min Grade: B Min Credits: 4.00
MGT 7902	Graduate Internship in MBA	GRP	4	20	The MBA internship is a full-time work placement within an organization related to the world of business. The internship aims to provide students with a graduate level experiential learning opportunity in which they can develop intellectual, professional and personal skills that will enable them to function well in a culturally diverse working environment in all key job sectors. All internships are supervised by faculty, and all last a minimum of 9 weeks in length and are carried out full time Monday to Thursday/ Friday. Each student will also complete a series of assessments throughout the internship. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them.	
MKT 4200	Introduction to the Business of Fashion	BE	3	12	This course act as an introduction to the world of fashion from a business point of view. The course investigates the notion of what a customer is and separates this out from customers within the context of business-to-business relationships. The course further investigates notions of market segmentation, positioning, promotion and branding. The course ends with some introductory discussions on the role of business strategy within the fashion business.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MKT 5200	Principles of Marketing	BE	3	12	The course introduces students to the principles and operations of marketing. Course work includes an in-depth analysis of the strategic role marketing plays in contemporary business from new product development, marketing research and target marketing to consumer behavior analysis, advertising and promotion and personal selling activities. Each variable of the marketing mix will be covered in detail and the macro and micro business environment will be assessed for their impact on marketing planning. Lectures, discussion topics, case studies, videos and practical exercises are used to cover the course material. Prerequisite: For Business Administration majors: Completion of the Richmond core, MGT 4205, MTH 4120, and MGT 5210. For Communication majors: MGT 4200 with a minimum grade achieved of C, and COM 5200.	Prereq: MGT 3200 Lecture Min Grade: D- Min Credits: 2.33 And (MGT 5210 Lecture Min Grade: D- Min Credits: 2.33 Or COM 5200 Lecture Min Grade: D- Min Credits: 2.33)
MKT 5205	Consumer Behaviour	BE	3	12	The course will focus on the study of consumers and their behavioural patterns in the consumption and purchase of product/services as well as the impact of information technology (social media, digital media) on consumer behaviour. It examines behavioural and cognitive psychology and their application in order to measure and interpreting consumers' formation of attitudes and beliefs. The course provides a psychoanalytic perspective in order to inform the development of marketing strategy as well as to what motivates individual to purchase a specific branded products. It provides an in depth understanding of the consumption culture in modern and postmodern life and how marketers develop life style branding strategies to attract different group of consumers market segments.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33
MKT 5405	Fashion Marketing and Retail	BE	3	12	This course covers the fundamentals of fashion and the basic principles that govern all fashion movement and change. It examines the history, development, organization and operation of merchandising and marketing activities, trends in industries engaged in producing fashion, purchasing of fashion merchandise, foreign and domestic markets, and the distribution and promotion of fashion.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33
MKT 5410	Psychology of Fashion and Luxury Goods	BE	3	12	Consumer psychology within the context of the consumption of fashion and luxury products and services is complex and is influenced by many factors. A thorough analysis and understanding of these factors allows organizations to plan effective marketing activities suitable to their target markets. This course enables students to understand the importance of consumer behaviour in the process of marketing fashion and luxury goods and services.	Prereq: MGT 3200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MKT 5415	Corporate Reputation Management	BE	3	12	A strong and lasting reputation is an organization's greatest asset. Establishing, defending and enhancing this intangible asset is a complex and difficult process. This course will examine the process of building, enhancing and managing an organization's reputation. It will explore how organizations plan their reputation management efforts, through proactive and reactive programs and creating sustainable stakeholder relationships in the context of a responsible approach to corporate governance. The course covers the range of disciplines that can be construed as part of reputation management. While there may be some overlap with subject areas covered in other courses, the focus in this course is on how such disciplines as employee communications, media relations and social web strategies are used to enhance and defend reputation.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33
MKT 6200	Advertising Management	BE	3	12	The course provides an in depth study and application of advertising and its role in marketing strategies. Topics include: identification of relevant data to analyse the marketing situation; development of product/brand positioning; marketing and advertising objectives and strategies; creative strategy; media planning and evaluation; consumer motivation and advertising appeals; consumer buying behaviour; promotional communication opportunity analysis, branding and corporate image; target audiences; print and broadcast production; budgeting.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33
MKT 6210	Distribution and Retailing Management	BE	3	12	The course addresses the roles and processes of physical distribution, channel management, and retailing. Students study current practices in retail marketing strategy and its relevance to branding and positioning strategies (the store concepts, experiential marketing) the retail marketing mix decisions, the distribution channel function, and management. The relationship between the manufacturer and the end- user is analysed and the activities and functions of channels intermediaries are studied for their impact on market planning. Channels design and developments in contemporary retailing methods are covered, with the emphasis on retail store location, operations, and the influence of technology on distribution.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MKT 6215	Global Marketing Management	BE	3	12	Provides an insight into the strategic problems and opportunities companies face as they move from local to multinational to global markets. The problems and issues encountered in market entry are highlighted and standardization, contextualization and adaptation strategies are assessed for their appropriateness to new market situations. Students will be expected to understand and be able to implement an environmental approach to strategic international marketing planning.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33
MKT 6220	Digital Marketing and Social Media	BE	3	12	The Digital Marketing and Social Media course will provide insights into new marketing concepts, tools, technologies and business models to enhance the consumer value creation process. New technologies have created some radical changes in the way companies reach their markets and in particular the emerging phenomenon of social media. This course integrates ideas from the process of gaining traffic or attention the rapidly emerging and influential social networks including Facebook, Twitter, LinkedIn and Google+. It will provide an understanding of techniques and tools to understand and harness the opportunities provided by best practice social media marketing. Students will have the opportunity to learn about electronic commerce in action; the interplay between the technology and marketing applications; the changing scope and uses of the Internet, along with current management issues facing businesses attempting to use the World Wide Web.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33
MKT 6300	Fashion Buying and Merchandising	BE	3	12	The course seeks to produce creative learners who have a strong industry focus and awareness of contemporary issues, who can offer insight to the local, national and global marketplaces with an entrepreneurial outlook and considered critical perspective. The course emphasises the practical relationship between creative ideas and commercial practice that is central to successful fashion retailing. This unit addresses the complexity of this subject and aims to develop knowledge and understanding of the fashion industry, providing an exposition of the principles of the buying and merchandising functions within a retail organization. It will also focus on the sourcing and range planning aspects in order to achieve the company's positioning and budget objectives.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MKT 6305	Fashion Product Development	BE	3	12	Fashion professionals are often generating ideas, defining looks and moods a couple of seasons in advance. Product development and forecasting is an essential part of the way that the fashion industry organises and promotes itself. This course is designed to give students a systematic overview of product development and the trend cycle in fashion, its operation in relation to the industry's specialist sectors, and to introduce the creative and commercial functions of the fashion forecasting process within the fashion industry. It considers marketplace dynamics which affect and create the trends and impact on lifestyles and fashion products.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33 And MKT 5405 Lecture Min Grade: D- Min Credits: 2.33
MKT 6310	Luxury Brand Management	BE	3	12	Students will gain an insight into the structure of the luxury goods market, and the impact that market change may have upon future prospects and opportunities. This course considers the nature of the luxury product and the competitive advantage that it provides to the delivery of quality, design, image and distinctiveness. The luxury brand concept and definitions are critically examined in full and the various conceptual frameworks that link the luxury brand market to the market for normal goods is explored.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33
MKT 6400	Developing and Managing Sales	BE	3	12	This course examines the role of sales management skills including an analysis of selling practices with emphasis on the selling process and sales management, the development of territories, determining potentials and forecasts, setting quotas, analysis of customers and markets. The course will provide students with skills such as developing sales management strategies designed to help companies to design and organize sales forces, recruiting and selecting the right people, training and developing the sales force, motivating and rewarding salespeople. Lectures, projects and cases analyse all aspects of assessing the performance of the sales force necessary for the effective management of a sales team, whether in consumer goods, business-to-business, or service marketing.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33
MKT 6405	Marketing Planning and Strategy	BE	3	12	This Course provides the final experience for students concentrating in marketing. Using the case study approach, students integrate their knowledge from previous marketing courses and develop analytical and interpretive skills necessary for strategic and tactical decision-making. Marketing decisions are considered and students undertake a project as a major component of the course.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33 And MGT 5210 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MKT 7100	Global Marketing Strategy	GRP	4	20	This course sets forth principles of strategic marketing management and sets these principles within the framework of theory and practice. Students will gain a broad understanding of resource based theory from a global perspective, including the relevance and role of company resources and competitive strengths in constructing both single business and multi business strategies. Through critical appraisal of the subject, students will become aware of the role and importance of incorporating business ethics, values, and social responsibilities when creating and executing company strategy.	
MKT 7110	Marketing in a Digital World	GRP	4	20	The course will provide insights into new marketing concepts, tools, technologies and business models to enhance the value creation process. New technologies have created some radical changes in the way companies reach their markets and in particular the emerging phenomenon of social media. The course will provide an understanding of theoretical perspectives, techniques and tools to understand and harness the opportunities provided by best practice digital marketing. Students will have the opportunity to learn about electronic commerce in action; the interplay between the technology and marketing applications; the changing scope and uses of the Internet, along with current management issues facing businesses attempting to use the World Wide Web.	Prereq: MKT 7100 Lecture Min Grade: B Min Credits: 4.00
MKT 7400	Fashion Management	GRP	4	20	The Fashion industry is complex, global and highly competitive, and covers the full spectrum from luxury to value end markets. This course introduces the main concepts, principles and processes associated with the fashion industry and the discipline of fashion management. It enables you to gain an overview of the role and variety of management functions involved in the supply and demand chains and how these impact upon the structure and performance of the fashion industry in an international context. You will develop an understanding of the complex relationships between fashion businesses and its macro and micro- environment whilst stimulating debate around relevant strategic management issues such as sourcing and ethics.	
MTH 3000	Fundamentals of Mathematics	BE	3	12	This is a comprehensive course dealing with the ordinary processes of arithmetic and number theory, elementary algebra, basic concepts of data organisation and probability, functions and manipulation of functions (including graphing, inverse, exponential and logarithmic functions) and a simple introduction to basic calculus (derivatives of functions and simple integration).	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MTH 3111	Functions and Applications	BE	3	12	This course is designed to provide students with the necessary mathematical background for calculus courses and its applications to some business and economics courses. It covers the fundamentals of real-valued functions, including polynomial, rational, exponential and logarithmic functions and introduces students to the concepts of derivative and integral calculus with its applications to specific concepts in micro- and macro-economics	Prereq: MTH 3000 Lecture Min Grade: C Min Credits: 2.33 Or Placement Test Mathematics 2.0000
MTH 4110	Calculus with Applications	BE	4	16	This course provides a sound understanding of the concepts of calculus and their applications to business and economics. Emphasis in providing the theory side by side with practical applications and with numerous examples. Topics include co-ordinate geometry of straight lines, quadratic curves, exponential and logarithmic functions; elementary differentiation and integration; and applications to maxima, minima, and optimization. It also deals with differentiation and integration of trigonometric and inverse trigonometric functions.	Prereq: MTH 3111 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test Mathematics 3.0000
MTH 4120	Probability & Statistics I	BE	3	12	An introductory course in probability primarily designed for business economics and psychology majors. The course coverage will include: descriptive statistics, elementary probability theory, random variables and expectations, discrete probability distributions (Binomial and Poisson distributions), continuous probability distribution (Normal distribution), linear regression analysis and correlations, elementary hypothesis testing and Chi-square tests, non-parametric methods and SPSS lab sessions targeting applications of statistical concepts to business, economics and psychology and interpretations of hardcopies. All practical work will be produced using SPSS statistical software.	Prereq: MTH 3000 Lecture Min Grade: D- Min Credits: 2.33 Or MTH 3110 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test Mathematics 2.0000
MTH 4130	Game Theory	BE	3	12	This course provides an introduction to game theory. The course will specifically aim to study the core principles of game theory from a theoretical and practical perspective making use of game algebra. Areas to be studied will include the notion of game strategies, classification of games, game trees, the Nash equilibrium, and zero - sum games, mixed strategy games, the prisoner's dilemma and repeated games, collective action games, evolutionary games in the context of hawk-dove games. Applications to specific strategic situations such as in bargaining, bidding and market competition will be explored.	Prereq: Placement Test Mathematics 3.0000 Or MTH 3000 Lecture Min Grade: D- Min Credits: 3.00 Or MTH 3111 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MTH 4140	Mathematics of Argument & Reasoning	BE	3	12	This course provides an introduction to the mathematics of arguments and reasoning by introducing students to logic and discrete mathematics. It examines the nature of logic, in particular propositional and deductive logic, tautologies and contradictions, algebra of sets, relations, Boolean functions, graph theory and matrix algebra. The topics covered will include propositional calculus, methods of deduction, and quantification theory, leading to an introduction to first order logic, proof by induction and recursive relations. Valid and invalid argument forms and their tests will be performed. Applications of these concepts to logical networks, switching circuits and network analysis will be investigated.	Prereq: MTH 3000 Lecture Min Grade: D- Min Credits: 2.33 Or MTH 3110 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test Mathematics 2.0000
MTH 4150	The Art of Mathematics	BE	3	12	Explores the nature and diversity of modern mathematics through an examination of mathematical themes such as numbers, infinity, axioms, symmetry and space. The topics studied are placed in their historical and cultural context. Various philosophical questions may also be considered.	Prereq: MTH 3000 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test Mathematics 2.0000 Or MTH 3111 Lecture (May be taken concurrently) Min Grade: D- Min Credits: 2.33
MTH 5110	Calculus with Analytical Geometry	BE	4	16	This Course provides a detailed coverage of the analytical and geometrical properties of exponential functions, logarithmic functions, hyperbolic functions; complex numbers; Taylor-MacLaurin expansion; methods of integration; infinite series; and co-ordinate geometry of the conic sections and calculus of functions of several variables to include partial derivatives, solving linear differential equations of first order; multiple integrals, Jacobians, line and surface integrals and the theorems of Green and Stokes; and continuity and analyticity of functions of complex variables.	Prereq: MTH 4110 Lecture Min Grade: D- Min Credits: 2.33
MTH 5120	Probability & Statistics II	BE	3	12	Continuing MTH 4120, the course is concerned with inferential statistics. It covers sampling distributions, point estimations, interval estimations and estimating confidence intervals for populations and proportions, hypothesis and significance testing, goodness-of-fit test and Chi-square test, one-way analysis of variance (ANOVA), applications of non-parametric statistics, linear regression analysis. All practical work will be done on SPSS statistical software.	Prereq: MTH 4120 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MTH 5130	Game Theory and Decision Methods	BE	3	12	This course provides an introduction to game theory and its relation to decision methods in business. The course will cover the core principles of game theory and its role in the process of decision making in business. The use of game algebra and the analyses of the structure of various types of practical statistical decision problems as applied to business will be emphasized. The areas to be studied will include decision making under uncertainty, risk analysis, Baye's strategies, decision trees, linear programming, Markov Processes, game strategies, classification of games, game trees, the Nash equilibrium, zero-sum games, mixed strategy games, the prisoner's dilemma and repeated games, collective action games and evolutionary games in the context of hawk-dove games. Applications to specific strategic situation such as in bargaining, bidding and market competition will be explored. PREREQUISITES: MTH 218/5120 OR MTH 230/4130.	Prereq: MTH 4110 Lecture Min Grade: D- Min Credits: 2.33 Or MTH 4120 Lecture Min Grade: D- Min Credits: 2.33
MTH 5140	Linear Algebra and Real Analysis	BE	3	12	This course provides an introduction to Linear Algebra and Real Analysis. In Linear Algebra the course will cover: Systems of linear equations, the algebra of matrices, determinants and determinant functions, inner products, canonical forms, the theory of vector spaces, linear mappings and transformations, eigenvectors and eigenvalues. In Real Analysis the course will cover: Properties of real numbers (R), sequences and series, limits, properties of continuous functions, differentiability, The Riemann integral, Lebesgue integral, sequences of functions, infinite series, measure theory and Lebesgue measure, properties of vector, metric and topological spaces.	Prereq: MTH 4110 Lecture Min Grade: D- Min Credits: 2.33
MTH 6110	Advanced Differential Calculus	BE	3	12	This course provides an introduction to differential and integral calculus of several variables, functions of complex variables, ordinary and partial differential equations, infinite series and convergence, Fourier and orthogonal functions. Analysis of linear differential equations, non-homogeneous, boundary value problems, various methods of solving differential equations e.g. separation of variables, variation of parameters, Laplace transform, Inverse transforms, Power Series solutions and Fourier series. Methods studied will be shown how they can be applied to problem in business, finance and economics.	Prereq: MTH 5140 Lecture Min Grade: D- Min Credits: 2.33 Or MTH 5110 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MTH 6120	Financial Mathematics	BE	3	12	This course will cover: Essential mathematics (calculus, differential equations, linear algebra and elementary probability theory), mathematics in finance (Central Limit Theorem and Brownian motion, Stochastic calculus and random behaviour, Markov Processes and Martingales, Wiener process, Monte Carlo simulation of pricing and simple trading models), Binomial and Black-Scholes Models and their significance in asset pricing and analysis of financial derivatives.	Prereq: MTH 5140 Lecture Min Grade: D- Min Credits: 2.33 Or MTH 5110 Lecture Min Grade: D- Min Credits: 2.33
PHL 4100	Introduction to Philosophy	GenEd	3	12	This course introduces students to discipline of philosophy. It examines various branches of philosophy including logic, epistemology, ontology, ethics, political and religious philosophy. It takes a topic-based rather than historical approach, and looks at set of problems such as the mind-body problem, empiricism versus rationalism, and subjectivism versus naturalism. To this end, various important Western philosophers will be considered including Aristotle, Descartes, Locke, Hume, Kant & Russell.	
PHL 5400	Modern European Mind	GenEd	3	12	This Course examines the development of the European philosophical tradition from the Pre-Modern period, through the Modern Period, and considers some Contemporary philosophical trends. Students will study original texts from thinkers as diverse as Thomas a Kempis, Aquinas, Descartes, Locke, Hume, Kant, Hegel, Marx, Kierkegaard, Nietzsche, Wittgenstein, Sartre, Barthes, Foucault and Butler. Philosophical pairs such as rationalism and empiricism, idealism and materialism, and structuralism and poststructuralism will be examined. The influence of science and psychology on the 'modern European mind' will also be reviewed.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test English 5.0000 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
PLT 3100	Foundations of Politics	CASS	3	12	Introduces students to the study of politics by defining, exploring and evaluating the basic concepts of politics through the analysis of modern and contemporary ideologies. It outlines some of the central issues in the study of politics such as the nature of the political itself; power and authority in the state; political obligation; the rights and duties of the citizen; liberty and equality; economic systems and modes of production through the scope of central political ideologies such as liberalism, Marxism, conservatism, feminism, multiculturalism and environmentalism.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PLT 3105	Comparative Political Systems	CASS	3	12	Examines the political experience, institutions, behavior and processes of the major political systems. Analyses major concepts, approaches and methods of political science in order to produce comparative analyses of different states and governments and provide a critical understanding of political decision-making processes in modern states.	
PLT 4100	Major Political Thinkers	CASS	3	12	This course provides students with an introduction to political thought and political philosophy, as it has developed in the Western World. The origins of modern political thought and political ideologies are discovered and explored through the study of a range of major political thinkers, such as Machiavelli, Hobbes, Locke, Rousseau, Burke, Wollstonecraft, Marx, Mill, and Nietzsche.	
PLT 5100	Politics Of The Middle East	CASS	3	12	Deals primarily with the politics of the Arab world, although Iran and Turkey are discussed where appropriate. Deals with issues of political and economic development in the region, as well as with geo-strategic and international concerns. This course is thematic rather than national in focus, and addresses issues such as nationalism, religion, revolution, democratization, gender politics, the politics of oil, and external influences on the Middle East.	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3105 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33
PLT 5200	Political Economy: Capitalism and Critic	CASS	3	12	This course examines the historical development of political economy, from liberal, mercantilist and radical political economy in the 18th and 19th centuries, to a range of 20th century scholars of political economy. The object of study in the course is theories of capitalism, and addressed themes include the nature of market society, the relationship between state and market, economic growth and economic crises, market failure and government failure, and the relations between capitalism, democracy, authority, and the individual. The course focuses on the study of major thinkers with regard to the capitalist system, such as Smith, Marx, Keynes, and Schumpeter.	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 4100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4110 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4115 Lecture Min Grade: D- Min Credits: 2.33 Or PHL 4100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PLT 5205	British Politics: Inside Parliament	CASS	3	12	This course will introduce students to the main political institutions in the United Kingdom (the monarchy, the executive, parliament, political parties and electoral systems) and to important debates in contemporary British society, such as constitutional reform, Britain's relations with Europe, the power of the media, gender debates and multiculturalism. The class combines theoretical and empirical approaches. Classes are supplemented by 10 sessions in the House of Commons with a Member of Parliament.	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3105 Lecture Min Grade: D- Min Credits: 2.33
PLT 5400	Politics in the USA	CASS	3	12	Examines the nature of politics and political processes in the United States of America. The course considers the theoretical and actual implementation of policy. Constitutional mandates and constraints on the different branches of government are addressed, along with the impact of these on policy making processes. The course then examines and explores post-war policy practices, considering both internal and external influences on political processes in the USA.	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4100 Lecture Min Grade: D- Min Credits: 2.33
PLT 5401	Politics goes to Hollywood	CASS	3	12	Popular culture often reflects and shapes the political landscape of a given epoch. This course critically investigates the tensions between actual political conditions and events and their representations in popular culture, particularly in film. In using selected concepts and theories of political science this course seeks to identify and describe explicit and implicit political content in contemporary popular culture. The course will provide students with an opportunity not only to critically examine a variety of contemporary political analyses on key issues but also to independently assess the relevance and coherence of political concepts through the medium of film. Indicative themes studied may include changes in political economy, race and identity politics, contemporary warfare and ecological crises.	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 3.00 Or PLT 4100 Lecture Min Grade: D- Min Credits: 3.00 Or COM 4100 Lecture Min Grade: D- Min Credits: 3.00 Or COM 4200 Lecture Min Grade: D- Min Credits: 2.33
PLT 5405	The EU in New International System	CASS	3	12	Historical beginnings of the European Union, its institutions and its economic performance. The Single European Act, the European Monetary System, social, political and economic aspects of integration and foreign policy cooperation.	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4115 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PLT 5410	Islam and The West	CASS	3	12	The aim of this course is to focus on the historical, political and religious relationships between “Islam” and the “West”. Islam has for centuries been Europe’s neighbour and cultural contestant with a history of conflict and co-existence. Since September 11 there has been increasing talk of a “clash of civilizations”, but globalization has also created an interdependency of faiths which requires greater co-operation, understanding, and dialogue. A recurrent theme of this course will be whether it is possible to separate the world into monolithic entities called “Islam” and the “West”. Why is one defined in terms of religion and the other a geographical designation? Further, we are increasingly witnessing “Islam in the West”. Muslims are not confined to the Middle East but have spread in large numbers to Europe and the United States and there have been Islamic communities living in the Balkans and in parts of southern Europe for centuries. Another theme will be the relations between religion and state in Islam and Christianity. Is Islam inherently resistant to secularization as some scholars believe?	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3105 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4105 Lecture Min Grade: D- Min Credits: 2.33
PLT 5415	Politics Of Sub-Saharan Africa	CASS	3	12	Follows the attempt to promote stability, economic development, and democratic systems of government in sub-Saharan Africa, and engages with the core issue of the relationship between the state, civil society, and external interests in the region. The many social, political, economic and security problems that hamper the development project are addressed, by following a historical trajectory from the colonial era through to modern times.	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3105 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33
PLT 5420	Russian Politics and History	CASS	3	12	This course focuses on the political evolution of the world’s first Communist state - its birth, development, collapse and recent transformation. The course will introduce students to the major developments in Russian politics and history over the last century, from the revolution of 1905 to the First and Second World Wars, to the Cold War, the rise and fall of the Soviet Union and to its successor.	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3105 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PLT 5425	Modern China	CASS	3	12	Examines aspects of China's history such as the Opium Wars, the downfall of the Empire in 1911, the growth of nationalism and the ensuing civil war, the rise and decline of Maoism and the role of China in world politics, with particular reference to its increasing economic importance.	Prereq: PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3105 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 3100 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4115 Lecture Min Grade: D- Min Credits: 2.33
PLT 5700	Islam in Global Politics (TP)	CASS	3	12	The aim of this special travelling course is to focus on the historical, political and religious role played by 'Islam' in global politics. Particularly since the events of September 11, attention has been turned to the "clash of civilizations" with a particular focus on Islam and its neighbours. The rise of globalization has also created an interdependency of faiths which requires greater co-operation, understanding, and dialogue. A recurrent theme of this course, which will make use of key historical sites, guest speakers and special collections/archives/ museums in parts of the Muslim world, will be whether Islam really is a monolithic entity which can be separated from the rest of the world. As many non-Islamic state now have significant Muslim minorities, is this notion of Islam as a discrete civilization any longer tenable (if it was ever tenable)? Another theme will be the relations between religion and state in Islam. Is Islam inherently resistant to secularization and incompatible with democratisation, as some scholars believe? Special note: site visits and guest lectures may change subject to availability and faculty expertise.	Prereq: PLT 3100 Lecture Min Credits: 3.00 Or PLT 3105 Lecture Min Credits: 3.00 Or INR 4105 Lecture Min Credits: 3.00 Or HST 3105 Lecture Min Credits: 3.00 Or HST 3100 Lecture Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PLT 6200	Liberty Justice Equality: Contemp Pol Th	CASS	3	12	Investigates the central debates and concepts of 20th and 21st century political theory. Through a close examination of key texts representative of the spectrum of contemporary ideological positions, students will become familiar with a variety of key arguments around political concepts such as equality, freedom, democracy and justice. Students will become familiar with central ideas that have shaped political activity in the 20th and 21st centuries and will become familiar key issues discussed in contemporary political theory.	Prereq: PLT 4100 Lecture Min Grade: D- Min Credits: 2.33 Or PHL 4100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4110 Lecture Min Grade: D- Min Credits: 2.33
PLT 6205	Policy-Making in a Globalized World	CASS	3	12	This course investigates the process of policy-making in modern states. It explores how in the new globalized world governments “import” and “borrow” policy ideas from each other, while analyzing how the different actors – states, bureaucrats, think-tanks, policy-networks, lobby groups, citizens, etc – participate and influence the policy-making process. Through role-play activities (such as writing a political manifesto, advising a President on a foreign-policy issue, or enacting a policy-network in the policy process) students will understand the complexities of policy-making and the challenges that the modern state faces in the era of globalization.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33
PLT 6296	Senior Seminar in Political Science 1	CASS	3	12	This research intensive course for the major is the first part of a two semester sequence taken in the Senior year. Students produce a research proposal, a literature review and a substantial draft that feeds directly into Senior Seminar 2 which culminates in a 8,000 - 10,000 word dissertation. Students are guided through the various stages of proposal and dissertation writing, and draft work is supervised regularly in a process of continuous feedback.	Prereq: SCL 5200 Lecture Min Grade: D- Min Credits: 2.33
PLT 6297	Senior Seminar in Political Science 2	CASS	3	12	Senior Seminar 2 is second half of the research intensive course for the major. Building directly on the writing completed in Senior Seminar 1, students produce an 8,000-10,000 word thesis driven research paper. Students are guided through the various stages of drafting and revising their final dissertation, and orally present their research according to conference standards as part of the formative process.	Prereq: PLT 6296 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PLT 6400	Pol Sociology: Power, State and Society	CASS	3	12	At the heart of political sociology is a concern with the relationship between the state and society, a relationship that, as citizens, affects us all. This course explores the link between the people and the state in three interrelated respects: the concept of power, the theory and practice of revolution and the way politics affects the social fabric of daily life in technologically advanced, multi-media societies. In addition, a discussion takes place regarding the global significance of political and social change.	Prereq: PLT 4100 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 4110 Lecture Min Grade: D- Min Credits: 2.33 Or COM 5200 Lecture Min Grade: D- Min Credits: 2.33
PLT 6405	Citizenship: National and Global	CASS	3	12	Examines the theoretical, political and sociological conceptions of citizenship. Tracing the development of the concept from ancient societies to the present day, it examines both the theoretical constructs and the concrete political meanings of the term. The course therefore considers the development of the nation state and the establishment of both legal and social citizenship. The course also addresses the notion of global citizenship in the context of international governance as well as the globalization of both economies and environmental issues.	Prereq: PLT 4100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4110 Lecture Min Grade: D- Min Credits: 2.33 Or PHL 4100 Lecture Min Grade: D- Min Credits: 2.33
PLT 6410	Politics Of Environmentalism	CASS	3	12	Examines the political, economic, ideological, and social dilemmas associated with environmental issues. The first section of the course addresses the historical roots of environmentalism, its key concepts, and a range of key thinkers and paradigms for understanding environmentalism as an ideology. The second section of the course explores the role of key actors engaged in environmental policy making, and important issues in contemporary environmental politics. Topics addressed include environmental movements and parties, global environmental regimes, the impact of the media on environmental issues, and prospects for green technologies and employment.	Prereq: HST 4110 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or PHL 4100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 4100 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 4110 Lecture Min Grade: D- Min Credits: 2.33 Or ENV 5100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PLT 6415	Ethnicity and Identity	CASS	3	12	Examines the questions of whether ethnicity is a universal phenomenon, and if ethnic conflict is inevitable. Investigates why ethnicity became such an important tool of political organization in the 20th century. This course examines ethnicity, and to a lesser extent religion and nationalism, as bases of social and political belonging and differentiation and sources of both creativity and conflict. Starting with the premise that identity is socially constructed, the ways in which ethnic identity has been formed and used in different societies will be examined. Different theories of ethnicity will be explored during the course, as well as specific case studies. Key contemporary issues in the study of ethnicity and identity, such as immigration and multiculturalism, are also addressed.	Prereq: DEV 4100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4110 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 4100 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 4110 Lecture Min Grade: D- Min Credits: 2.33
PLT 6420	Gender, Politics and Intl Relations	CASS	3	12	Explores the field of gender and politics. It addresses both theoretical and practical concerns. Starting from an analysis of the concept of gender, the course moves on to a discussion of feminist theory, followed by feminist criticisms of political and IR theory. The main body of the course is comprised of the examination of a range of issues from gendered perspectives including: nationalism, democracy, security and war, development and political economy.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 4100 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 4110 Lecture Min Grade: D- Min Credits: 2.33
PLT 6425	Religion, Identity And Power	CASS	3	12	The recent emergence of a number of religious movements in many parts of the world has raised important questions about the role of religion in political and social life. This course explores the relationship between religion, political identity and its expression between and across nation-state borders. By focusing on a number of religious movements, such as various Islamic revivals and the new Christian right, this course will examine the various ways in which religious traditions are used as identity-building vehicles, particularly at times of cultural transition and social change. It examines how the internet and other communication networks serve as mediums for Religious identity formation.	Prereq: DEV 4100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4110 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or PHL 4100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 4100 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 4110 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PLT 6430	Democracy and Democratization	CASS	3	12	This course analyses the rise of democracy as an idea and as a practice using both theoretical and historical approaches, and processes of democratization in both theoretical and empirical terms. The course aims to (1) provide an introduction to the central models of democracy (namely classical democracy, republicanism, liberal democracy, deliberative democracy and cosmopolitan democracy); (2) to analyse problems associated with the practice of liberal democracy, namely political engagement, the advent of post-democracy and the rise of populism: and (3) to analyse the practice of democracy in Europe, Latin America, Africa, Asia, and its relation with Islam, particularly with reference to experiences with democratization.	Prereq: DEV 4100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 4100 Lecture Min Grade: D- Min Credits: 2.33 Or HST 4110 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4100 Lecture Min Grade: D- Min Credits: 2.33
PRJ 7101	Journalism Practice	GRP	4	20	This course introduces the fundamental principles and tools involved in the practice of journalism. Students will focus on core journalism skills, in particular research, reporting and writing for different journalistic purposes. Students will also explore the news media landscape, examining different forms of journalism and considering how technological change has affected journalistic practice across the full range of media. The course also explores the workings of the relationship between the media and public relations and introduces students to the legal and ethical issues which affect the practice of journalism.	
PRJ 7102	PR, Journalism and the Media	GRP	4	20	This course develops PR and journalism skills acquired in the first semester, giving the students the opportunity to work on PR and journalism projects and to explore the relationship between the two disciplines through role play, simulations (where for example students may at different times perform PR and journalistic roles in relation to other students) and other practical exercises while reflecting upon the relevant legal and ethical issues. Students' work will be related to an understanding of developments in these industries and the business imperatives which drive the media.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PRJ 7104	Professional Digital Media Skills	GRP	4	20	The module is designed to enhance students' skills in the use of online media. It is split between two main assessments, one focused on research and development, the other on online media practice. For their practical assessment, students have to create an individual media project that sets out to use the potentials of the net and new media technologies in an informed and innovative way. Students will be able to focus on PR, advertising and/or journalism but will be expected to display an understanding of all these disciplines. For the more conceptual assessment, students have to do research and development work, coming up with an idea for an innovative online media product/strategy which they then sell via a short presentation. Students on this module are also required to keep a log documenting the work they do on their assessments. At the end of the module, they draw on the notes kept on their blog for a summary critical report, which evaluates the work done on the module and summarises the main things learnt.	
PRJ 7500	Professional Research Project	GRP	8	40	For students working independently on their Masters professional research project. The professional research project (equivalent to 10,000-12,000 words) encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. Students apply their knowledge from across the fall and spring semesters to researching and developing a project, which may relate to the internship. This course is comprised of intensive and regular meetings on a group and one-to-one (by appointment) basis with a project supervisor to discuss the progress of research, development and writing.	
PRJ 7550	Extended Professional Research Project	GRP	12	60	For students working independently on their Masters professional research project. An extended project equivalent to a 15,000-20,000 word thesis is offered as an alternative to the internship. The professional research project encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. Students apply their knowledge from across the autumn and spring semesters to researching a topic on public relations and journalism, which may relate to their work experience. This course is comprised of intensive and regular meetings on a one-to-one (by appointment) basis with a project supervisor to discuss the progress of research, development and writing.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PRJ 7902	Internship	GRP	4	20	A 3-5/days a week work placement of approximately three months (depending on the requirements of the organization in question; a minimum of 9 weeks) within an organization to enable students to participate in graduate level experiential learning and so develop hands-on skills and professional experience which will prepare them for work in the fields of public relations and/or journalism. placements are supervised, career-related work experiences combined with reflective, academic study that help students 'learn by doing'. During the internship, the staff of the Internship Office and the MA internship faculty supervisor work closely with each student and the organisation to ensure that the placement is a successful one.	
PSY 3100	Foundations in Psychology	CASS	3	12	Introduces students to the major areas within the psychology discipline, through current empirical research and theoretical debate. Topics include: scientific methodology; brain functioning; sensation and perception; evolutionary theory; consciousness; development; personality; social psychology; psychopathology; language; and learning. Students discover how psychological research is conducted and how research findings can be applied to understanding human behaviour.	
PSY 3200	History of Childhood	CASS	3	12	The aim of this module is to explore childhood as a social construction. Students will explore how childhood has been portrayed across different societies and at different times. Students will also have the opportunity to examine how children are influenced by the cultures in which they live, learn and are cared for. Through the study of historical and social constructions of childhood, students will develop a fuller understanding of how ways of working with children can be shaped by external influences. These issues will be investigated through different theoretical perspectives which have been used as a framework by researchers in the field. Furthermore, a variety of cultural perspectives will be employed to interrogate the western perspectives on child development. In addition, some critical analysis of these frameworks will be undertaken, by examining how well these starting points 'panned out', and whether it is possible to integrate insights from these different perspectives. This analysis of cultural and historical perspectives of childhood will enable students to be more aware of issues and expectations linked to offering services to children in an era of globalisation and multiculturalism.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PSY 4200	Beginning Human Sciences Research	CASS	3	12	Beginning Human Science Research introduces students to the study and interpretation of lived experience. The course covers a range of qualitative models that govern human science research, with a special emphasis on the common features that distinguish them from natural science and quantitative research frameworks. One of the special features of the course is its practical emphasis, whereby students are encouraged to generate human science research questions, to carry out interviews and to complete a series of writing exercises that stimulate their capacity to interpret lived experience. The course also covers the relationship between writing and reflection, the value of narrative approaches, and research ethics in qualitative research. Students will be expected to reflect deeply about the experiential workshops, and to demonstrate their understanding by means of descriptive interpretations and thematic analyses on key topics.	Prereq: PSY 3100 Lecture Min Grade: D- Min Credits: 2.33
PSY 4205	Concept & Hist Issues Psychol	CASS	3	12	This course engages students in an overview of the main philosophical, scientific and social ideas that formulated psychology as we know it today. We will cover conceptual and methodological positions underlying different paradigms and research trends in the study of human behaviour. We will examine the following questions: what is science and to what extent is psychology permeated by the characteristics of science; what is the extent of social and cultural construction in psychology; is or can psychology be morally or politically neutral; what can we learn from the history of psychology so far? In addition this course will address the issues involved in acquiring knowledge through various scientific methodologies, the critique of traditional methods in psychology, the relationship between facts and values and the significance of the standpoint from which values are understood. Finally, we will discuss ethical issues in psychology, their origins, the moral underpinnings of theory, research and practice and how psychologists construct ethically responsible practices within a social environment.	Prereq: PSY 3100 Lecture Min Grade: D- Min Credits: 2.33
PSY 4210	Developmental Psychology	CASS	3	12	Developmental Psychology explores the child's developing experience of the world. Major theories and issues in development from conception to adolescence are examined with a particular emphasis on the nature-nurture issue and cross-cultural studies. Topics covered include: fetal development, physical development, cognitive development, social development and personality development. Students are encouraged to actively participate in class discussion and use their own experiences to help understand theoretical issues.	Prereq: PSY 3100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PSY 4215	Biological Basis of Human Behaviour	CASS	3	12	Exposes students to the relationship between biology and behavior. Students are expected to assess critically the extent to which biological explanations can be used to understand or explain human behavior. Topics covered are: motivational behavior; social behavior; sleep; perception; learning; and memory. Special discussion topics include: sexual behavior; eating disorders; emotions; and consciousness. In addition, the course also looks at perceptual and memory disorders. Prerequisite: PSY 3100 Foundations in Psychology and at least one other lower-division psychology course	Prereq: PSY 3100 Lecture Min Grade: D- Min Credits: 2.33 And PSY 3105 Lecture Min Grade: D- Min Credits: 2.33 Or PSY 4200 Lecture Min Grade: D- Min Credits: 2.33 Or PSY 4205 Lecture Min Grade: D- Min Credits: 2.33 Or PSY 4210 Lecture Min Grade: D- Min Credits: 2.33
PSY 4220	Scientific Reasoning in Psychology	CASS	3	12	Scientific reasoning underpins the vast majority of contemporary research in psychology. This course introduces students to scientific concepts, their development and impact on the field of psychology. Students will engage with critical reading and analysis of psychological scholarly work, and develop a working knowledge of the application of design principles and statistical reasoning within psychological research.	Prereq: PSY 3100 Lecture Min Grade: D- Min Credits: 2.33
PSY 5100	Human Development	CASS	3	12	This course is designed to explore in detail the way in which socio-cultural contexts influence the development of the self in infancy and childhood. Special emphasis will be given to the development of the self-concept and self-esteem, interpersonal processes and the application of psychoanalytic ideas to human development; including the work of Erik Erikson, Anna Freud and D. W. Winnicott. The course will also focus on the role of family processes on socialization, the effects of trauma in childhood, peer group dynamics and children's friendships; as well as a wide variety of theoretical perspectives on adolescence, and contemporary theories of the relationship between insecure attachment and psychopathology. Students will have the opportunity to engage in independent research projects examining a variety of topics, including the effects of parenting styles on the developing child, the long-term effects of solitude, and the effects of inter-parental conflict on the child's sense of security.	Prereq: PSY 4210 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PSY 5205	Quantitative Methods In Psych	CASS	4	16	This course is designed to introduce students to the various stages of quantitative research within the Psychology discipline. Students will gain experience doing research and deriving topic questions. In addition, students will learn to formally critique empirical work. The course is designed as a laboratory course; extensive student participation is required. Upon completion of this course, students will have mastered the basic steps for conducting independent research, with ethical and laboratory constraints following APA guidelines.	Prereq: PSY 3100 Lecture Min Grade: D- Min Credits: 2.33 And MTH 4120 Lecture Min Grade: D- Min Credits: 2.33 And PSY 4205 Lecture Min Grade: D- Min Credits: 2.33
PSY 5210	Experimental Methods In Psych	CASS	4	16	This course covers experimental design and testing methodology in the study of human behaviour. The course will elaborate on the content covered in PSY 5205 Quantitative Methods in Psychology. More advanced statistical analysis will be covered alongside the theoretical base for using different research methods and what are the advantages and disadvantages of each. Also we will discuss in depth ethical issues in psychological research and the way we report and present studies in psychology. Students are expected to be deliver their experimental work with limited direction building on what they learned in PSY 5205 in terms of designing, conducting and reporting an experiment according to APA standards.	Prereq: PSY 3100 Lecture Min Grade: D- Min Credits: 2.33 And MTH 4120 Lecture Min Grade: D- Min Credits: 2.33 And PSY 5205 Lecture Min Grade: D- Min Credits: 2.33
PSY 5215	Personality, Ind. Differences & Intelligence	CASS	3	12	The purpose of this course is to increase students' awareness of the variety of theoretical viewpoints that exist regarding the nature of human individual differences and the factors that influence human behaviour. We will examine the different theoretical viewpoints about intelligence, personality structure and its development, emotion, motivation, cognitive styles, the development of psychopathology, and clinical applications for personality change. Students will evaluate prominent theoretical perspectives critically and consider cultural variations in individual differences.	Prereq: PSY 4210 Lecture Min Grade: D- Min Credits: 2.33
PSY 5220	Social Psychology	CASS	3	12	Social psychological processes influence how we perceive, judge, remember, and behave toward people. These processes shape, and are shaped by, our social expectations, social roles, social goals, and social interactions. This course is designed to illustrate the relationship between the individual and society and to demonstrate the multiple ways that social psychology can be applied to the individual - society interface in specific topic areas. Students are encouraged to critically reflect on the strengths and weaknesses of various social psychology theories, to consider their research methods and their applications to real life situations.	Prereq: PSY 3100 Lecture Min Grade: D- Min Credits: 2.33 And PSY 4205 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PSY 5400	Mind & Language	CASS	3	12	This is an interdisciplinary course that introduces students to current research and debates in the areas of language and communication. Whereas similar courses have focused on the relationship between language and mind, this course aims to address a relatively neglected aspect of psychology: the relationship between language and self. Beginning with an overview of the biological basis of language and a review of the developmental research on language acquisition, the course will also examine the relation between gesture and language. Clinical models of communication will be covered, focusing on pathological forms of communication such as schizophrenia and autism. The second part of the course will examine structuralist and poststructuralist approaches to language, linguistic interpretations of psychoanalytic theory, narrative communication and narrative identity, as well as theories of reading and writing.	Prereq: PSY 4210 Lecture Min Grade: D- Min Credits: 2.33
PSY 5405	Psychopathology	CASS	3	12	Combines lectures, case studies, and audiovisual sessions to introduce students to the field of clinical psychology, psychiatry, and mental health work. An examination of the symptoms and treatment options for a range of mental and emotional disorders, including anxiety, depression, mania, and the schizophrenias, raising a number of important issues for discussion. These include: cultural variations in the definition and diagnosis of disordered states; the social psychological problems of the move from asylums to community care; and criticisms of the medical model of abnormality.	Prereq: PSY 4210 Lecture Min Grade: D- Min Credits: 2.33
PSY 5415	Psychology and Cinema	CASS	3	12	This course examines psychological approaches to understanding films. Beginning with classical psychoanalytic interpretations of contemporary films, the course will evaluate the relevance of Freud's work on the uncanny, voyeurism, repetition compulsion and trauma. Students will also be introduced to Barthes' influential semiotic work on narrative codes and their use in the film industry, as well as Laura Mulvey's seminal feminist critique of Hollywood. Of special interest is the cinema's potential, as an art form, to capture contemporary psychological processes such as individuation, the fear of fragmentation and the search for a narrative identity. There is a special emphasis on Jungian approaches to film, the Symbolic cinema, critical analyses of narrative structures, and the application of existential-phenomenological categories of thought to reading films. The course is run as a seminar, so students are expected to read widely and participate with interest.	Prereq: PSY 3100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PSY 5425	Health Psychology	CASS	3	12	Although nowadays people live longer and are currently 'healthier' than in the past not everyone has a sense of improved health or wellbeing. Health Psychology analyses the biopsychosocial factors which contribute to, and, maintain illness/disease in contemporary society. Health Psychology aims to improve wellbeing by applying psychological theories, methods and research to the promotion of health; prevention and treatment of illness and disability; analysis and improvement of the health care system and; health policy formation.	Prereq: PSY 3100 Lecture Min Grade: D- Min Credits: 2.33 And PSY 4215 Lecture Min Grade: D- Min Credits: 2.33
PSY 5430	Psychology of Education	CASS	3	12	The aim of this course is to investigate the applications of psychology in educational settings. Students will have the opportunity to gain an understanding of the ways psychological theories and research have influenced our understanding of child learning and teaching. Furthermore, this course investigates the impact of certain psychosocial factors on children's educational development, including peer relations, the role of adults, teacher-pupil interactions and barriers to learning. This course provides a rich learning opportunity for students who want to study Educational Psychology on a postgraduate level or for students who wish to pursue a career in teaching.	Prereq: PSY 4210 Lecture Min Grade: D- Min Credits: 2.33
PSY 6200	Theories & Systems In Psyc	CASS	3	12	The course looks at the history and epistemology of psychological theories with a view to making critical comparisons of four of the main schools of thought: Behaviorism, Cognitive Psychology, Psychoanalysis and Phenomenology. Seminar topics and discussion include: the mind-body debate, the free-will vs. determinism debate, artificial intelligence, the integration of Western and Eastern psychological theories, cultural assumptions in psychology, etc. Students are expected to have a thorough grounding in basic psychological theories and concepts before taking this course. This course should only be taken by graduating seniors, preferably in their final semester.	Prereq: PSY 4205 Lecture Min Grade: D- Min Credits: 2.33 And PSY 5200 Lecture Min Grade: D- Min Credits: 2.33 And PSY 5100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PSY 6205	Developmental Psychopathology	CASS	3	12	The course examines the psychological forces that divert development from its typical channels and either sustain the deviation or foster a return to typical development. Using a comparative developmental framework, the psychopathologies to be covered will be arranged in chronological order from infancy to childhood and adolescence. Thus autism, insecure attachment and oppositional-defiant disorder will be examined in relation to typical development in infancy and early childhood, while ADHD and learning disabilities will be studied in the context of the preschool years. Other topics include: anxiety disorders in middle childhood, child and adolescent suicide, conduct and eating disorders, as well as the risks incurred by brain damage, child maltreatment and social victimization. The course will also cover alternative models of child psychopathology, assessment procedures and approaches to intervention and prevention. Students will have the opportunity to do in-depth research on a topic of their choice and to think critically about case material.	Prereq: PSY 5200 Lecture Min Grade: D- Min Credits: 2.33 And PSY 5100 Lecture Min Grade: D- Min Credits: 2.33
PSY 6210	Cognitive Science	CASS	3	12	Cognitive science is an exciting interdisciplinary approach to the mind that draws on research from a variety of disciplines, including philosophy, computer science, linguistics, neuroscience, and psychology. The resulting theories and data have also exerted a profound influence on how philosophers approach fundamental issues about the nature of the mind. This course focuses on such issues, including: Is the mind a computer? How much of the mind is innate and how much is learned? Is the mind a unitary general purpose mechanism, or is it divided into specialized subsystems or courses? How do we represent the world in thought? Are human beings rational?	Prereq: PSY 4215 Lecture Min Grade: D- Min Credits: 2.33 And PSY 4205 Lecture Min Grade: D- Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PSY 6215	Research in Criminology	CASS	3	12	The course examines the psychological, biological, sociological, and environmental factors that are proposed to play a role in crime involvement. Using a developmental framework, the theoretical viewpoints to be covered will be arranged into individual vs. setting-level explanations of crime, and ultimately, be integrated. Thus psychological and biological factors will be examined as individual-level factors, while environmental and sociological factors will be studied in the context of setting-level factors. Other topics include: research methods in criminological research, longitudinal research in criminology, the roles of empathy, shame, and guilt in violence, as well as neurocriminology and crime intervention and prevention. Students will have the opportunity to do in-depth research on a topic of their choice and to think critically about criminological research and current topical criminological controversies.	Prereq: PSY 4210 Lecture Min Grade: D- Min Credits: 3.00 And PSY 4215 Lecture Min Grade: D- Min Credits: 3.00 And PSY 5215 Lecture Min Grade: D- Min Credits: 3.00 Or PSY 5200 Lecture Min Grade: D- Min Credits: 3.00
PSY 6391	Senior Projects Psych I: Quant Methods	CASS	4	16	This is a course for graduating psychology majors, providing students with the opportunity to conduct an extended piece of empirical research in an area and topic of their choice. Students independently research, design, conduct, analyze and report their research with guidance from the course tutor. The emphasis is upon quantitative methods, psychological statistics and experimental research designs.	Prereq: PSY 5210 Lecture Min Grade: D- Min Credits: 2.33 And PSY 5205 Lecture Min Grade: D- Min Credits: 2.33
PSY 6392	Senior Projects Psych II: Qualitative	CASS	4	16	This is a course for graduating majors, providing students with the opportunity to conduct an extended piece of qualitative research in a specialized area of psychology. Students independently research, design, conduct, analyze, and report their research with guidance from the course tutor. The focus will be on qualitative methods: Amadeo Giorgi's empirical-phenomenological method, Strauss & Corbin's grounded theory procedures, hermeneutic approaches such as reflective life-world research; as well as contemporary research methods such as memory work and discursive psychology.	Prereq: PSY 4200 Lecture Min Grade: D- Min Credits: 2.33 And PSY 5210 Lecture Min Grade: D- Min Credits: 4.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PSY 6400	Psychoanalysis	CASS	3	12	The course examines the development of psychoanalytic theory and practice from its early beginnings in turn-of-the-century Vienna to contemporary practices. Beginning with Freud's early studies in hysteria, the course reviews Freud's seminal ideas on the unconscious, sexuality and the transference; as well as Klein's contributions to child analysis and psychoanalytic theory. The work of the Neo-Freudians is also covered. In particular, the course examines Horney's pioneering model of the structure of the neuroses and Sullivan's interpersonal critique of classical psychoanalysis. Finally, the course considers the work of Fairbairn on the schizoid personality and his unique reformulations of psychoanalytic theory and method. Students will have the opportunity to do in-depth research on a psychoanalytic model of their choice and to think critically about case material. Students will also have the opportunity to apply psychoanalytic concepts to the interpretation of films.	Prereq: PSY 5200 Lecture Min Grade: D- Min Credits: 2.33 And PSY 5100 Lecture Min Grade: D- Min Credits: 2.33
PSY 6405	Existential-Phenomenological Psychology	CASS	3	12	This course is an introduction to phenomenology and existential psychology, focusing on the works of Merleau-Ponty, Jaspers, Sartre, Camus and Simone de Beauvoir. Beginning with Kierkegaard's psychology of anxiety and despair, the course covers: the structure of human experience, the psychology of limit situations, embodiment and sexuality, the ontology of human relationships. Sartre's theory of human conflict will be contrasted with Simone de Beauvoir's ethics of ambiguity. Of special interest is Merleau-Ponty's account of human freedom and the structure of life choices, as well as Heidegger's existential analysis of temporality and death. The course also examines the literature of the absurd, in particular, Camus' existential analysis of suicide and authenticity. The application of the phenomenological method to literature and films is explored and students will be given the opportunity to apply their phenomenological ideas to their 'reading' of a selected short film. There is an emphasis on active forms of learning, so that students are expected to read widely, think deeply and participate in class discussions.	Prereq: PSY 5100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PSY 6410	Memory and Awareness	CASS	3	12	This course introduces students to key topics, theories and scientific methods in the study of memory with a specific focus on the concept of consciousness in memory. We will first cover concepts and methodological approaches in memory followed by a discussion on the models of memory proposed by different theorists. These topics will set the basis for a more in depth examination of neuroanatomy and psychopharmacology in relation to memory models leading to the topics of encoding vs. retrieval parameters and distortions of memory. The implications of findings in the aforementioned areas regarding the educational and legal systems will be studied. The connection of these areas with consciousness will then be established and a more in depth discussion of concepts will follow including recollection and familiarity, episodic memory and auto-noetic consciousness, nonconscious memory, memory for emotional events etc.	Prereq: PSY 4215 Lecture Min Grade: D- Min Credits: 2.33 And PSY 4205 Lecture Min Grade: D- Min Credits: 2.33
PSY 6425	Cognitive Neuroscience	CASS	3	12	Cognitive neuroscience aims to explain cognitive processes and behaviour in terms of their underlying brain mechanisms. It is an exciting and rapidly developing field of research that straddles the traditional disciplines of psychology and biology. Cognitive neuroscientists take the view that knowledge about the fundamental mechanisms of the nervous system can lead to a deeper understanding of complex mental functions such as decision-making, schizophrenia, pain, sleep and memory. The course will emphasise the importance of combining information from cognitive experimental designs, epidemiologic studies, neuroimaging, and clinical neuropsychological approaches to understand cognitive processes. The first half of the course will offer a wider-range of current research topics. The latter part of the course will focus on the Faculty research specialisms to potentiate students' experience and learning. To put it simply: how does the brain think?	Prereq: PSY 4205 Lecture Min Grade: D- Min Credits: 2.33 And PSY 4215 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PSY 6430	Psychology of Happiness and Wellbeing	CASS	3	12	Positive psychologists argue that traditional psychology has tended to focus on dysfunction and unhappiness and that balance needs to be restored by research into what makes life go well. This course focuses on the science of happiness and wellbeing, integrating findings from Positive Psychology studies and theories. During this course, students will critically evaluate the teaching of Positive Psychology as a means of enhancing happiness and understand the difference between weaknesses and strengths, and how positive psychology emphasises the latter in contrast to traditional psychology's emphasis on the former. Students will appreciate some of the factors that lead to happiness and learn how to capitalise on these factors in order to achieve lasting happiness, especially by getting to know their own strengths; students will also understand and use a variety of techniques and interventions designed to enhance happiness and wellbeing.	Prereq: PSY 4210 Lecture Min Grade: D- Min Credits: 2.33 And PSY 5200 Lecture Min Grade: D- Min Credits: 2.33
PSY 6435	Clinical Psychology	CASS	3	12	In 2011, the Centers for Disease Control and Prevention reported that antidepressant use in the United States has increased nearly 400% in the last two decades, making antidepressants the most frequently-used class of medications by Americans aged 18-44 years. In a similar manner, a study conducted between 2001-2003 by the National Institute of Mental Health reported that, at some point in their lives, 46% of Americans met the criteria established by the American Psychiatric Association for at least one mental illness. Modern Clinical Psychology implements evidence-based treatments to improve psychologically-based distress or dysfunction and to promote subjective and behavioural well-being and personal development.	Prereq: PSY 5200 Lecture Min Grade: D- Min Credits: 2.33 And PSY 5405 Lecture Min Grade: D- Min Credits: 2.33
RLG 5100	Comparative World Religions	GenEd	3	12	This course explores the monotheistic religions of the Near East (Judaism, Christianity, and Islam), those of India and the Far East (Hinduism, Buddhism, and Taoism) and the 'new-age' faiths. The history and practice of each is studied. Special emphasis is laid on the philosophical and psychological basis of each religion and common themes such as the self, suffering, free will and ethics. Primary and secondary sources are studied along with an examination of methodology in comparative religion.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test English 5.0000 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
SCL 3100	Foundations of Sociology	CASS	3	12	An introduction to the study of society. Topics include: the origins and nature of sociology and the social sciences; society and culture; social institutions such as family, education, and work; socialization; social stratification, power, and social change; industrialization; and urbanization.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
SCL 4110	Gender and Culture	CASS	3	12	This course introduces students to the study of gender and investigates how male and female differences can be interpreted across a range of cultural variables. In addition to exploring a variety of theoretical approaches and debates related to gendered institutions (the family, work, the media) and gendered interactions (friendship, love, sex), students will also consider current issues related to the changing nature of global gender relations	
SCL 5105	Religion, Magic And Witchcraft	CASS	3	12	This course focuses on sociological and anthropological perspectives on religious practice and experience. Classical theorists Marx, Weber and Durkheim will be examined. Notions of Magic, Witchcraft and the Supernatural will be addressed in relation to Myth and Symbolism. 'New Age' spirituality will be analysed in relation to Altered States of Consciousness and Counterculture and alternative versions of 'Faith'.	Prereq: COM 3100 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 3100 Lecture Min Grade: D- Min Credits: 2.33
SCL 5200	Social Research	CASS	3	12	Familiarizes students with the key elements of social research: the formulation of research questions, the structure of research projects, the most common types of social research methodologies, the use of new technologies in social research, and analysis of qualitative and quantitative data.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
SCL 5400	Modern Britain: A Social Analysis	CASS	3	12	A general presentation of British society for students who arrive in the country and are keen to know about its way of life, patterns of thought, and socio-cultural background. This course also examines Britain's changing status in the world and the effect this has had on socio-political attitudes and behaviour.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
SCL 5450	Contemporary British Culture	CASS	3	12	Aimed primarily at students participating in the International Internship Programme, this course provides students with a comprehensive and detailed overview of contemporary British culture. The course provides students with a comprehensive overview of contemporary British culture; an overview that engages with many aspects of current debate regarding national and cultural identity and questions how citizens interact with the modern state. The course will cover the historical processes that have helped shape UK society and now govern the social attitude and outlook of modern Britons. The course will also address issues that have become central to political and cultural reporting by the media. These will include differences between English, Scottish and Welsh identities; the role of Monarchy; UK Parliamentary Democracy; multiculturalism and religious faith in Britain. In the context of British culture, the course will also focus on practical assistance to International Internship Programme students, to help them adapt to the context of “working-life”. Students will be introduced to the social issues that are likely to influence the behaviour of their workplace colleagues.	
SPT 3105	Sport and Exercise Physiology	RIASA	3	12	The module explores the responses of the cardiovascular, respiratory and energy systems to the anticipation and initial stress of exercise. Students will then research the response of the body when a steady state has been achieved. The areas examined include; waste products, depletion of energy stores and neuromuscular fatigue, recovery from sports and the ways in which the body adapts to repeated bouts of exercise.	
SPT 3200	Sport & Society	BE	3	12	This course introduces students to the various ways in which social science disciplines attempt to understand key cultural and ideological issues in sport from an international perspective. This will be achieved by utilising social theories that explore how dominant understandings of race, gender, class and disability are both reinforced and challenged through sport. Analysing these key issues will help students critically understand how global sport has been used as a political tool both historically and in contemporary society.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
SPT 4200	Introduction to Sport Psychology	RIASA	3	12	This course will introduce students to the relevance of psychological issues in sport and sports coaching. The importance of the social context on sports participation and performance will be emphasized as fundamental in the study of sport and sport psychology. The development of the discipline and current thinking concerning sporting performance and the sports performer will be studied and related to students' personal experiences. The theoretical underpinnings of sport engagement and optimal performance will be explored using case studies, projects, and group interactions. The course examines practical implications and applications of sport psychology via personal experience and use of examples in the media where appropriate to demonstrate theory into practice. An overarching theme of the course is a focus on the use of psychological strategies and interventions to optimize sport experiences, health, well-being and performance of athletes.	
SPT 5205	Exercise Nutrition and Lifestyle Mgt	RIASA	3	12	The module explores the behavioural aspects of diet and important food hygiene issues. Key topics examined are nutritional interventions before and during performance, recovery strategies, the nutritional needs of special populations, and topical health issues which can be addressed through physical activity and/or dietary manipulation. Students will also investigate the application of these issues in professional practice, and examine the translation of knowledge about nutrition and sport, exercise and physical activity into practical guidance for individuals and groups.	Prereq: GEP 3140 Lecture Min Grade: D- Min Credits: 2.33
SPT 5210	Sports Events Planning and Promotion	RIASA	3	12	This course introduces students to the principles, concepts and steps involved in planning and executing successful events. The focus is on event project management skills needed to research, design, plan, market, and co-ordinate and evaluate a professional event. The special needs of different types of events will be discussed. It explores the new industry standards being set for event organisation and spectacular entertainment and ceremony and examines the penetration of special events on everyday lives, and the cultural importance attached to those events.	Prereq: MGT 3200 Lecture Min Grade: C Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
SPT 5215	Sports Management	RIASA	3	12	This course explores the diverse and expanding practice of sport management in an international context. Alongside the underpinning theoretical concepts, students will explore international sport management theory and practice within functional areas such as finance, human resource management, and marketing, as well as from historical, cultural, political, and business perspectives. Contemporary issues related to the management of international sports, such as risk management, the media and sponsorship are also examined.	Prereq: MGT 3200 Lecture Min Grade: C Min Credits: 2.33
SPT 5225	Sports Journalism	RIASA	3	12	This course analyses the challenges of writing for sports media and explores the implications of a diverse and rapidly evolving media culture and its role in society. Through the development of theoretical and practical skills, students will engage with different activities to produce a divergent range of critical writing for sports media - these include the reporting of live sports action, radio broadcast interview and online publishing. Students are also encouraged to consider the social context and cultural values of sports media in the twenty-first century.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
SPT 6205	Sports Law and Practice	RIASA	3	12	This course introduces students to the principles, concepts and issues associated with contemporary sports law and practice. The focus is placed upon applying the principles of law to sound sport management and operations. The course aims to provide an introduction to the basic tenants of the legal system, its terminology, and principles as applied to professional and amateur sports. Emphasis is placed upon identifying and analyzing legal issues, the ramifications of those issues, and the means of limiting the liability of sport organizations.	Prereq: SPT 5215 Lecture Min Grade: C Min Credits: 2.33
SPT 6210	Talent Identification: Principles & Prac.	RIASA	3	12	This course explores key factors and issues in contemporary sport, including, genetics, secondary factors such as birth date, cultural context and population size, perceptual motor skill acquisition and expertise, sports development policy. It uses in-depth case studies, including European soccer, East African running and US professional sports, with an emphasis throughout on practical implications and processes for all those working in sport.	Prereq: SPT 3105 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
SPT 6215	Team & Leadership Dyn in Spt & Coach	RIASA	3	12	This is an applied leadership course with focus on case studies, projects, and group interactions; it includes theoretical background on group dynamics, small group behavior and motivation, power, types of groups, verbal and non-verbal communications skills, and teambuilding. Emphasis will be placed on sociological and psychological dimensions of inter-group and team relations, including analysis and problem solving through simulations, cases, and similar activities.	Prereq: SPT 5215 Lecture Min Grade: C Min Credits: 2.33
SPT 6220	Sports Marketing	RIASA	3	12	The module introduces students to the core philosophy and process of sport marketing. It will examine the essentials of effective sports marketing including product or property development, legal aspects, segmentation, pricing, and communication channels (e.g., broadcast media). Course work includes in-depth analysis of case studies, sport markets and consumers, market research and sports market segmentation, and sport marketing plans.	Prereq: MKT 5200 Lecture Min Grade: C Min Credits: 2.33
SPT 6225	Sports Finance	RIASA	3	12	This course examines the importance of finance within professional sports. It grounds students in the 'real world' of financial management in sport, illustrating how to apply financial concepts and appreciate the importance of finance in sound sport management and operations, and distinguishes the skills and principles of finance from those of economics.	Prereq: MGT 4200 Lecture Min Grade: C Min Credits: 2.33
THR 3100	Foundations of the Performing Arts	CASS	3	12	This course introduces student to the basic principles of breathing, relaxation, vocal techniques and the oral interpretations of play texts and poetry. Students will explore the fundamentals of speaking in front of an audience. Drama games, storytelling, role-playing, playwriting and improvisation are used to explore the basic tenets of performance, with a specific focus on training the actor's voice for performance.	
THR 3102	Movement I: Taking the Floor	CASS	3	12	The first in the series of movement workshops in the BA Performance and Theatre Arts, this course introduces the principles of a physical approach to the drama workshop at a basic level. The course explores connections between the mind and the body, using a series of techniques and exercises designed to initiate students to the awareness and control of the body necessary in all types of performance and presentation situations.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
THR 4100	Beginning Directing	CASS	3	12	Introduces students to the principles of directing and visual interpretation for the stage. The fundamentals of stage focus are closely examined, along with the natural areas of visual strength in blocking/ staging and communicating with actors. Communication techniques for audiences through stage pictures and composition are evaluated and the underlying principles of the relationships between actor and director and the relationships between characters are examined. The course is a practical one: students work on exercises and progress to practical directing sessions of short assigned scenes, then onto the final chosen scene to be presented to an audience.	
THR 4105	Movement II: The Physical Impulse	CASS	3	12	An introductory movement workshop that facilitates an exploration of connections between the mind and the body. Following the principles of a physical-theatre drama workshop, this class is designed to increase students awareness and control of their own body and voice in the space, be it the classroom, the boardroom or the stage. Students explore methods of increasing their energy, personal confidence and creativity in the approach with which they present themselves to the world, and will practice a variety of techniques based on utilising the mind-body connection in order to enhance intellectual and creative development and general health and expression.	Prereq: THR 3102 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
THR 4110	Theatre & Community I: Me and My Shadows	CASS	3	12	During interactive workshop sessions, students are introduced to the concept and practice of Forum Theatre, as devised by Augusto Boal, in his seminal text, Theatre of the Oppressed, as well as the book co-written with Peter Hall, Towards a Poor Theatre. Students will learn a series of techniques during which devised theatre is used as a mechanism for solving problems, during which they will have the opportunity to work as actors, spectators and directors. Through a range of simple class activities students will explore the processes of this approach to theatre, often adapted and built-upon by practitioners in theatre in education and theatre in the community. Through a close study of the formation and performance history of the British theatre company, Cardboard Citizens, students will discover how forum theatre is utilized today to improve the lives of some of the least privileged members of our societies. No previous experience of any of the practices is necessary and the class content will reflect and adapt to the interests and concerns of each individual group of students. Students are assessed through the effort during participation in practical improvisations, and by presentations and a written reflection and not according to concepts of latent "talent".	
THR 4205	Acting: Theory into Practice	CASS	3	12	This course introduces students to a variety of acting methodologies including those of Stanislavsky, Meisner and Adler - both from a practical and a theoretical point of view.	Prereq: THR 3100 Lecture Min Grade: D- Min Credits: 2.33
THR 4210	Introduction Drama: The Play's the Thing	CASS	3	12	This course introduces students to the study of dramatic texts and the concepts needed to analyse them within their historical, cultural, and political contexts. Different types of theatrical genre are examined and a variety of theoretical approaches are considered as students develop their critical analysis skills. Attendance at various performances in London are an important aspect of this course.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
THR 4220	Dramaturgy and Devising	CASS	3	12	This course introduces students to a range of practices and methodologies for devising performance. Studio-based practical investigations will be contextualised by study of key historical practitioners, as well as leading companies engaged in contemporary interdisciplinary performance-making practices in the UK and internationally. Students will cultivate a dramaturgical point of view to support both the analysis of performance and the creation of independent work.	Prereq: THR 3100 Lecture Min Grade: D- Min Credits: 2.33 And THR 4210 Lecture Min Grade: D- Min Credits: 2.33 Or THR 4205 Lecture Min Grade: D- Min Credits: 2.33
THR 5100	World Theatre	CASS	3	12	Provides an overview of the theatre of European and non European countries. Mainly issue-driven writing is examined, especially drama as a reaction to oppression. This course identifies styles that are specific to certain cultures in an aim to identify cultural influences from one country to another. Students are encouraged to contribute insights from their own individual cultures.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or Placement Test English 5.0000 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
THR 5200	Voice for Acting & Broadcasting	CASS	3	12	This course focuses on the development of the voice for use in presentation and performance. It increases vocal expression and control through breathing and relaxation in order to strengthen and improve the range, tone, and placement of the voice. The techniques learned are applied to the performance of poetry, modern and classical monologues, as well as audio broadcast styles of prose reading and scripted documentary presentation.	
THR 5205	Modern Drama	CASS	3	12	Examines Modernism critically from the perspective of European drama. Beginning with mid nineteenth century Russian drama and continuing to the theatre of the Absurd, this course stresses the resurgence of theatre as a vital aesthetic experience and concentrates on the multiplicity of theatrical approaches employed by such dramatists as Gorky, Chekov and Brecht, Shaw and Pirandello.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
THR 5210	Acting Skills	CASS	3	12	An intermediate Performance skills course that focuses on developing the voice and body through group work consisting of improvisational exercises, the use of stage space, basic blocking, and the interpretation of character and text. Group interaction is an important aspect of this course.	Prereq: THR 3100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
THR 5215	Screen Acting Techniques	CASS	3	12	Develops acting skills specifically relating to the camera - i.e., for film and television. In a series of practical workshops and lectures, students are introduced to the disciplines of acting for the camera, and discover the basic differences between acting for television and for film (as opposed to the theatre) as well as various styles of performance. Students learn how to develop realistic, sincere, and believable performances. They also become practiced in dealing with the maintenance of performance under adverse technical conditions. Students gain experience in the rehearsal process, the development of a character, and shooting procedures. They are also given exercises in interviewing for screen work and screen testing.	
THR 5220	Stage Combat	CASS	3	12	This course is an introduction to the creation of the illusion of violence on the stage. Both classical swordplay and modern unarmed fighting are covered in this class, with a strong emphasis on the actors' safety, correct usage of weapons, and the core techniques involved in stage combat. Particular emphasis is placed on the concepts underpinning the techniques and on the various uses of violence in the theatrical environment.	
THR 5405	Shakespeare & His World I	CASS	3	12	This course provides historical and theoretical contexts to Shakespeare's plays and approaches them with a variety of different critical methods. Shakespeare in performance is an integral part of the course and students are expected to see productions of most texts studied. An additional fee is required for outside trips.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
THR 5410	Shakespeare & His World II	CASS	3	12	This course provides historical and theoretical contexts to Shakespeare's plays and approaches them with a variety of different critical methods. Shakespeare in performance is an integral part of the course and students are expected to see productions of most texts studied. An additional fee is required for outside trips.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
THR 6200	Classical Brit Theatre: Fire Over England	CASS	3	12	Examines the classical traditions in British theatre, as they are perceived today. Students look at a range of plays from the Renaissance tragedies of Christopher Marlowe, William Shakespeare and John Webster to the twentieth century tragedies of dramatists such as T. S. Eliot. Lectures concentrate on textual studies and criticism, and a number of theatre visits are undertaken where possible, these are productions of plays taught on the course.	Prereq: THR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or FYS 3110 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
THR 6205	Contemp Brit Theatre: Lost Boys Bad Girls	CASS	3	12	A survey of the major developments in the British theatre since the 1950's. The writer's theatre movement at the Royal Court Theatre and the work of John Osborne and Harold Pinter are studied, as well as the work of major dramatists such as Peter Shaffer and Tom Stoppard. Students see a number of experimental and controversial productions and discuss current playwriting and acting techniques.	Prereq: THR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or FYS 3110 Lecture Min Grade: D- Min Credits: 2.33
THR 6210	Classical Acting	CASS	4	16	Styles of performance for the interpretation of Classical texts will be taught and practised. As well as studying the history of Classical Greek Drama, Elizabethan, Jacobean, Restoration and Classical 17th Century French Drama, students will learn techniques of stage speech and movement appropriate for performing plays from these historical periods. Key texts by Ancient Greek dramatists such as Aeschylus, Sophocles and Euripides will be studied as well as texts by Marlowe, Shakespeare, Webster, Racine and Molière.	Prereq: THR 5210 Lecture Min Grade: D- Min Credits: 2.33
THR 6215	Modern Acting: Style and Technique	CASS	3	12	With a focus on European and American playwrights students are introduced to theories and practices for performance of modern plays, from Ibsen, Chekov, and Wilde, to contemporary writers such as Shaffer, Genet, Pinter and others. Class work includes exercises in interpreting, rehearsing and performing from modern texts.	Prereq: THR 5210 Lecture Min Grade: D- Min Credits: 2.33
THR 6220	Audition Technique and Critique	CASS	3	12	This course involves the selection and presentation of monologues, both classical and modern, for audition purposes as well as the development of a process by which a student can effectively and accurately assess and critique performances. It examines casting from both sides of the audition table. It also considers the less obvious requirements of the audition process, including improvisation and screen testing and will be tailored as much as possible to the individual needs of each student.	Prereq: THR 5200 Lecture Min Grade: D- Min Credits: 2.33 Or THR 5210 Lecture Min Grade: D- Min Credits: 2.33 Or THR 5215 Lecture Min Grade: D- Min Credits: 2.33
THR 6225	Irish Drama, the Troubles and Beyond	CASS	3	12	Surveys Irish drama from the 1890s to the present day. It shows how Ireland's history has shaped its drama, with many plays from the last 30 years using historical material to explore the country's current problems. However, there is a refreshing amount of new wave Irish drama, which concentrates on the new Ireland that has emerged in the last decade.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
THR 6240	Movement III: The Physical Impact	CASS	3	12	This course is the final in the series of physical and movement skills courses offered by the performance department, and is intended for students who wish to develop to a higher level their practice of ensemble theatre skills, physical theatre skills, and / or movement skills. Drawing on an in-depth exploration of connections between the mind and the body and following the principles of a physical-theatre drama workshop, this class is designed to further increase students strength, balance, timing and control of the body and voice in the space, be it the classroom, the boardroom or the stage. Students explore methods of increasing their energy, personal confidence, collaborative skills and creativity and will present a series of group and individual devised performances in the genre of their choice at the mid and end semester.	Prereq: THR 4105 Lecture Min Grade: D- Min Credits: 2.33
THR 6245	Theatre & Community II: London People's	CASS	3	12	During interactive workshop sessions, students explore the application of theatre in education and in the community, with reference to the principles of Forum Theatre and Invisible Theatre, as devised by Augusto Boal, and to the principles and discourses of Theatre in Education as innovated by Dorothea Heathcote. Students will practice a series of techniques during which devised theatre and story-telling are used as mechanisms for solving problems, and will have the opportunity to work as writers, performers, spectators and directors. Through a range of simple class activities students will explore the processes of these approaches to and uses of theatre, and in a series of guided practical assignments, will find their own ways to adapt or apply it to the needs and interests of the local community.	Prereq: THR 4110 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 5200 Lecture Min Grade: D- Min Credits: 2.33
THR 6250	American Drama: The Beautiful and The Day	CASS	3	12	Restless self doubt entered the American soul in the early 20th Century, the American Dream was beginning to look tarnished. Playwrights such as Eugene O'Neil, Clifford Odets, Arthur Miller, Tennessee Williams and Edward Albee examined the underbelly of the dimming Dream in their dramatic writing. The American Century exploded in a devastating apocalypse in Tony Kushner's Epic drama Angels in America. This course examines the major players in American drama in the 20th Century.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
THR 6330	Top Girls: Innovators and Outsiders	CASS	3	12	This course gives students the opportunity to investigate the work of a group of individual female play-makers (playwrights, theatre & film directors, actor-producers and performer-writers) through the last four centuries, starting with the 17th century playwright Aphra Behn, and culminating with the 21st century theatre director Katie Mitchell. The course follows the praxis model of theory into practice and students will be given the opportunity to write in an academic register as well as to engage in a series of improvisation workshops & presentations as a method of exploring elements in the material under discussion.	Prereq: ARW 4195 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 3.00
THR 6392	Playmaking	CASS	6	24	The student brings together many of their degree's acquired skills to create a substantial piece of theatre culminating in a public performance of their chosen project. The student, in consultation and agreement with the department may choose any single element or combination of the following: Write; and/or Act; and/or Direct; and/or Design; and/or Produce a play or theatrical performance event. Students may combine with others to share and achieve various aspects of their production. Note that this course is restricted to THR majors only. Study Abroads may not register for this course.	Prereq: THR 5200 Lecture Min Grade: D- Min Credits: 2.33 Or THR 5210 Lecture Min Grade: D- Min Credits: 2.33 Or THR 5215 Lecture Min Grade: D- Min Credits: 2.33
VAM 7100	Research Methods	GRP	4	20	Introduces students to the process of research, including the ability to work from libraries, exhibitions and institutional archives, and developing skills in visual literacy and academic writing. Students are encouraged to develop independence of thought by discovering, evaluating and making appropriate use of a wide range of approaches to research and writing. This course assists students with the identification of their own interests as they move towards choosing a topic for the professional research project.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
VAM 7102	Arts Policy	GRP	4	20	Aims to give students an understanding of the structure of arts policy in the UK and the USA, as well as on an international level. The course will explore the history of the Department for Culture, Media and Sport (DCMS), the Arts Council and the British Council, in the UK and the National Endowment for the Arts in the USA, making comparisons between the two. Students will be asked to critically engage with different political agendas and how they have impacted arts organisations and the creative industries. Current debate around the instrumentalisation of the arts as social and economic processes will be discussed, alongside questions about how the value of art to society can be evaluated and measured – questions which are central to public policy formation.	
VAM 7103	Arts Management and Marketing	GRP	4	20	Equips students with the management skills — planning, organising, staffing, supervision and controlling — necessary to facilitate the production and presentation of the visual arts to audiences. The course will address strategic planning, finance management, fund-raising, marketing and communication. Students will consider the vision, mission and values — alongside the aims and objectives — of a number of specific international arts organisations.	
VAM 7104	Curating	GRP	4	20	Equips students with the practical skills and theoretical knowledge necessary for making exhibitions in a museum or gallery. The course will trace the history of curating from the Salons in Paris through key exhibitions produced by the avant-gardes in the 20th century. Students will become familiar with current topics in curating, including the concept of the ‘universal’ museum, the ‘artist as curator’, new institutionalism and the ‘educational turn’ in curating, alongside issues to do with museum collections, including the ethics of ownership. Students will also explore practical aspects of curating, such as transport, insurance, installation and object-handling. The course will make use of London’s many arts institutions.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
VAM 7105	Art Education and the Gallery	GRP	4	20	Engages students with current discourse on the educative, social and regenerative potential of the arts, and how these potentials are activated in museum programming and public policy. Students will explore the practical application of learning theories in the gallery; access, outreach and audience development in the museum and case studies of the success and failure of the arts as instruments of urban renewal, both through capital projects and community engagement. As well as studying local and international contexts, the course will draw upon case examples of regional museums and galleries in the UK.	
VAM 7106	The International Art Market	GRP	4	20	Provides students with an overview of the international art market, including its history and current dynamics. Specific attention will be paid to emerging markets in China, Russia, India and the Middle East. The course analyses the structure, theory and practice of the constituent components of the 'for-profit' arts sector, including commercial galleries, auction houses, art fairs and consultancy organisations. Qualitative and quantitative research methods for art business and investment will be discussed.	
VAM 7500	Professional Research Project	GRP	8	40	For students working independently on their Masters professional research project. The professional research project encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. Students apply their knowledge from across the fall and spring semesters to researching a topic on visual arts management and curating, which may relate to the internship. This course is comprised of intensive and regular meetings on a group and one-to-one (by appointment) basis with a project supervisor to discuss the progress of research, development and writing.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
VAM 7550	Extended Professional Research Project	GRP	12	60	For students working independently on their Masters professional research project. An extended project equivalent to a 15,000-20,000 word thesis is offered as an alternative to the mandatory internship. The professional research project encourages students to study intensively a topic agreed with a supervisor, and so develop skills and experience which can be applied in work placements or further graduate work. Students apply their knowledge from across the autumn and spring semesters to researching a topic on visual arts management and curating, which may relate to their work experience. This course is comprised of intensive and regular meetings on a one-to-one (by appointment) basis with a project supervisor to discuss the progress of research, development and writing.	
VAM 7902	Internship	GRP	4	20	A part-time work placement of approximately three months (depending on the requirements of the organization in question; a minimum of 9 weeks) within an organization to enable students to participate in graduate level experiential learning and so develop hands-on skills and professional experience which will prepare them for work in a range of arts and creative cultural industries. Placements are supervised, career-related work experiences combined with reflective, academic study that help students 'learn by doing'. During the internship, the staff of the Internship Office and a faculty supervisor work closely with each student and the organization to ensure that the placement is a successful one.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
(major) 6962	World Internship	INT	6	24	<p>The World internship is a student work placement carried out abroad, that aims to provide students from all disciplines and majors with the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse working environment in all key job sectors. All World internships are supervised by faculty, and all last a minimum of 8 weeks in length and are carried out full time Monday to Friday. Each student will also complete a series of assessments throughout the internship, such as keeping a written journal of their experience and preparing an internship portfolio. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them. During the internship, the staff of the Internship Office and a faculty supervisor work closely with each student to ensure that the placement is a successful one. Students' final grades are based on several factors including written assignments and a report from their workplace supervisor which is taken into consideration.</p> <p>PREREQUISITE: 75 COMPLETED CREDIT HOURS UPON APPLICATION TO THE WORLD INTERNSHIP, GPA 3.0 FOR ALL MAJORS, 2 STRONG ACADEMIC REFERENCES.</p>	Prerequisite: 75 completed credit hours upon application to the World Internship, GPA 3.0 for all majors, 2 strong academic references.

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
(major) 6972	Internship	INT	6	24	The London internship is a student work placement that aims to provide students from all disciplines and majors with the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse working environment in all key job sectors. All internships are supervised by faculty, and all last a minimum of 9 weeks in length and are carried out full time Monday to Thursday/ Friday. Each student will also complete a series of assessments throughout the internship, such as keeping a written journal of their experience, preparing an internship portfolio, and delivering a final presentation. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them. During the internship, the staff of the Internship Office and a faculty supervisor work closely with each student to ensure that the placement is a successful one. Students' final grades are based on several factors including, written assignments, presentation, and a report from their workplace supervisor which is taken into consideration. PREREQUISITE: 75 COMPLETED CREDIT HOURS UPON APPLICATION TO THE LONDON INTERNSHIP, GPA 3.0 FOR FINANCE AND PSYCHOLOGY MAJORS AND GPA 2.75 FOR ALL OTHER MAJORS. 2 STRONG ACADEMIC REFERENCES.	Prerequisite: 75 completed credit hours upon application to the London Internship, GPA 3.0 for finance and psychology majors and GPA 2.75 for all other majors. 2 strong academic references.

COURSE DESCRIPTIONS – ITALIAN STUDY CENTRES

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ADM 3800	Drawing I	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course introduces students to figure drawing, structure and object drawing, and outdoor drawing which includes the city of Florence/Rome and the Tuscan/ surrounding landscape. Students experiment with lead, charcoal, conté pencil and crayon and ink. The course is designed to provide a foundation in the subject, and will also prepare students for the next course in the sequence. A studio fee is levied on this course.	
ADM 3855	Painting in Florence I	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course teaches students how to produce the illusion of volume, space and movement on a two dimensional surface. Students explore hands-on approaches to paint application, colour, structure and composition, and experiment with different ways of applying the paint. They learn to imitate the techniques of painters such as Caravaggio, Monet, Seurat, Van Gogh and Picasso. This course includes classroom assignments and painting out of doors in places such as the Boboli gardens and the hills around Florence. Classroom assignments are also related to the city of Florence, and students work with their own photographic material. The course is designed to provide a foundation in the subject, and also prepares students for the next course in the sequence. A studio fee is levied for this course.	
ADM 4800	Drawing II	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course includes figure drawing, still-life drawing and landscape drawing, with the focus on Florence and the Tuscan landscape. Students are encouraged to examine the problems of drawing the human figure (anatomy), perspective (several vanishing points) and objects (complexity, varied tonality). This course includes a consideration of the individual handling of traditional drawing techniques. It follows on from ADM 3800 Drawing I and builds on the principles established in that course. A studio fee is levied on this course.	Prereq: ADM 3800 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ADM 4855	Painting in Florence II	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. In this course, particular problems associated with tone and light are studied, including side lighting, candle lighting, and artificial lighting. Studio practice is combined with discussion, critique and demonstration. Students are encouraged to talk about their work with the instructor and fellow students to clarify their objectives and problems. The course includes open air painting and work in the studio. It follows on from ADM 3855 Painting in Florence I and builds on the principles established in that course. A studio fee is levied on this course.	Prereq: ADM 3855 Lecture Min Grade: D- Min Credits: 2.33
ADM 5800	Drawing III	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This is an advanced drawing course, further developing students' drawing skills. It focuses on figure drawing, still-life drawing and landscape drawing, with particular attention to the Florence and the Tuscan landscape. Students are encouraged to further develop their personal style of composing and choosing types of lines and mark-making. Assignments are complex and narrative/illustrative, requiring a process-based approach, which students are asked to verbalize to their instructor and fellow students. This course follows on from and builds upon ADM 4800 Drawing II. A studio fee is levied on this course.	Prereq: ADM 4800 Lecture Min Grade: D- Min Credits: 2.33
ADM 5855	Painting in Florence III	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This is an advanced painting course, structured around specific painting projects to develop the range and technical competence of the student. Professional painting techniques are demonstrated and experimented with. There are advanced discussions of style, colour, form, composition and subject matter. This course includes outdoor painting and work in the studio. This course builds upon ADM 4855 Painting in Florence II. A studio fee is levied on this course.	Prereq: ADM 4855 Lecture Min Grade: D- Min Credits: 2.33
ADM 5860	Photography for the Media	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. Recommended for communications and journalism majors as well as photographers, this course develops knowledge and experience in photojournalism via the study of the work of major practitioners and the production of assignments typical of today's photojournalists. Students will need to provide a DSRL (digital reflex) camera and a laptop (with any basic photo editing software). There is a studio fee for this course.	Prereq: ADM 3160 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ADM 5870	Sketchbook of Florence	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course is designed to give students a deeper understanding of the role of drawing as an investigative process as well as an expressive means of communication. Drawing is used as a basic exploratory tool to examine Florence as the site for both subject – in particular, the river Arno - and as a research resource for the practice of drawing - especially in the Florentine Galleries and Museums. The course is divided between working in the studio and on location in Florence. The sketchbook is an essential aspect of the course in helping students to document the city, stimulate and develop ideas and as a reminder that drawing is a portable medium. A studio fee is levied on this course.	Prereq: ADM 3800 Lecture Min Grade: D- Min Credits: 2.33
ADM 5875	Sketchbook of Rome	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course is designed to give students a deeper understanding of the role of drawing as an investigative process as well as an expressive means of communication. Drawing is used as a basic exploratory tool to examine Rome as the site for both subject – in particular, the river Tevere - and as a research resource for the practice of drawing - especially in the Roman Churches, Galleries and Museums. The course is divided between working in the studio and on location in Rome. The sketchbook is an essential aspect of the course in helping students to document the city, stimulate and develop ideas and as a reminder that drawing is a portable medium. A studio fee is levied on this course.	Prereq: ADM 3800 Lecture Min Grade: D- Min Credits: 2.33
AVC 4800	Introduction to Italian Art	ITALY	1	4	ITALIAN STUDY CENTRES ONLY. This course examines developments in early Italian painting and sculpture leading up to the Renaissance and Baroque. Students consider early Italian art from the Etruscans and Romans up to the Renaissance, in art historical context, particularly in terms of patronage and the key social, religious and philosophical events. It is normally taught during field study visits, which include Lucca, Pisa, Venice, and Rome. A field project paper is normally required.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 4805	Early Renaissance Florentine Art	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course focuses on examples of Florentine art around 1400-1490: the foundation of the Renaissance style, and the emergence and development of Florentine Romanesque Gothic architecture, painting and sculpture. Students will study the period of Lorenzo the Magnificent, the golden age of Florentine art and culture. Giotto, Masaccio, Donatello, Filippo Lippi and Fra Angelico are examined in detail. Most of the classes are taught in Florentine museums and churches. A course-related field trip to Pisa and Lucca is included. Students will need to budget for admission to museums and galleries, which is not included in the course fee.	
AVC 5805	High Renaissance Art	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course considers painting, sculpture and architecture in Italy from the 14th to the 16th centuries, with particular reference to the cultural context of Rome alongside the contributions of Florence and Venice. Much of the course is normally taught on-site, allowing students to gain first-hand experience of work by Bramante, Raphael and Michelangelo within their historical and urban contexts. The course focuses on how artistic expression responded to a rapidly changing society; in particular, it explores key artists and their patrons at the beginning of the 16th century in Rome - at that time the leading cultural capital of the Western world.	Prereq: AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
AVC 5810	Intro Renaissance/ Baroque Art in Rome	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course examines the development of painting, sculpture and architecture in Renaissance and Baroque Italy from the fourteenth to the mid-seventeenth centuries, four centuries marking the passage from the Middle Ages to Modernity. Students examine key works, consider the historical and cultural context in which the art was produced and consumed, and how this art has been approached and analysed historically. The course focuses on Rome and normally includes on-site visits to view works by, for example, Michelangelo, Raphael, Caravaggio and Bernini.	Prereq: AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 5815	Central Italian Early Renaissance Art	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course examines the Early Renaissance visual arts and architecture of Central Italy. Students consider the key artists and their works, and the relationship between them. The course examines the importance of patronage and the pertinent social, religious and philosophical movements of the Early Renaissance. Student focus on the Quattrocento (15th century) in Florence, and in particular on the role of Lorenzo the Magnificent, Medici and central personality in the golden age of Florentine art and culture. The course normally makes extensive use of the city of Florence as a learning resource.	Prereq: AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
AVC 5820	Italian Renaissance Architecture	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores the principle architects, monuments and themes of fifteenth and sixteenth century Italian Renaissance architecture. After an overview of Greek and Roman architecture, used as models and sources of inspiration for medieval architecture during period, students examine some of the most imposing and influential constructions of Tuscan Romanesque and Gothic style. The main emphasis is on Renaissance architecture in Florence but includes contextual reference to architectural developments in Rome, Urbino and Mantua. Aspects of Renaissance architecture (architectural theory, Medici and papal patronage, urban planning and church and palace design) are considered. The focus is on the following architects: Alberti, Brunelleschi, Michelozzi, Bramante, Michelangelo and Giulio Romano. In addition to visits to key Renaissance buildings and urban spaces in Florence, the course normally includes a field trip outside of Florence.	Prereq: AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
AVC 5825	Masters/Renaissance: Leonardo da Vinci	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course examines the extraordinary variety and complexity of the work of Leonardo da Vinci. Leonardo's work is approached as a lens through which aspects of science, anatomy and the human body, portraiture, perspective and religious painting in the 15th and early 16th centuries, can be critically examined. Normally taught largely on site, in and around Florence, with a day trip to Vinci, Leonardo's birthplace, and to Milan to view The Last Supper.	Prereq: AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 5830	History of Art: Greece and Rome	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course examines ancient Greek and Roman art in detail. Students consider specific key examples of artworks from each tradition, how Greek and Roman art has been approached and analysed historically, the relationship between Greek and Roman art, and the broader issue and influence of 'the Classical' in Western culture. The course normally makes extensive use of the city of Rome as a learning resource.	Prereq: AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
AVC 5835	History of Italian Fashion	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course covers the history of Italian fashion from the late gothic period to current Made in Italy design. It looks at Italian fashion styles in relation to art history in an international, social and economic context. Fashion and its relation to culture, subculture, gender, and communication are emphasized. On-site visits illustrate Florence's dominant role in fashion.	Prereq: AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
AVC 5840	Art and Culture in Rome: 800BC-2000AD	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course examines the history and society of Rome and its architectural and artistic output as it developed over a period of 3000 years. Students study key examples of architecture, monuments and art from Classical Rome through to the Renaissance and Baroque, and the modern period. Much of the course is normally taught on site with visits to churches, palaces and museums.	Prereq: AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
AVC 5845	Baroque Rome and its Monuments	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course examines the emergence of Baroque art in the late Cinquecento and early Seicento (16th and 17th centuries) and follows the development of the Baroque style in sculpture, painting and architecture. During the class students study some of these key artists, including Caravaggio, Bernini and Borromini. Much of the course is normally taught on-site in Rome, the 'cradle' of the Baroque.	Prereq: AVC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
AVC 5850	Michelangelo in Rome	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course examines the works of the Renaissance artist Michelangelo, his sculpture, painting, architecture and literary output, within their historical context, focussing on Rome. It concentrates on issues of commission, iconography, censorship, biography, historiography and aesthetics. The course examines Michelangelo's early career in Florence, where he worked at first under the Medici and then under the austere theocratic Republic, then explores his life and work in Rome, the centre of Christianity and of new ideas. Students study Michelangelo's relationship with various patrons and consider how different commissions and motivations determined very different outcomes, in order to appreciate the nuanced relationship between art and power. Michelangelo's work is analysed within the broader context of his contemporaries, in order to appreciate his distinctive style and innovative power. The course normally makes use of the city of Rome as a learning resource.	Prereq: VC 4200 Lecture Min Grade: D- Min Credits: 2.33 Or AVC 4205 Lecture Min Grade: D- Min Credits: 2.33 Or HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
AVC 5855	Museums and Galleries of Florence	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. Considers the nature of museums and art galleries and their role and function in our society and culture. Students study the workings of the art market and a variety of other topics that impinge upon it, such as conservation, restoration, the investment potential of art, and art world crime. Students visit many of the great galleries and museums in Florence with their rich intercultural collections, as part of this course. A university-level survey of the history of international art is strongly recommended as a prerequisite.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
AVC 5860	Florentine Art in Context	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course examines the concepts underlying Italy's Renaissance art and architecture in their art historical context, including the visual representation of space in painting, sculpture and portraiture, harmony and space in architecture, disguised symbolism in Christian art and the language of allegories. The course normally includes weekly visits to museums, galleries, and exhibitions, with their rich intercultural collections, enabling students to engage directly with the original art works and consider their display.	Prereq: HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
COM 5845	Fashion and Media in Rome	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores the historical development of the Italian fashion industry with a particular emphasis on Rome. The course focus is on retail and visual merchandising. It addresses the question of relevance of the in-store consumer experience in response to the spread of e-commerce. In order to explore and evaluate possible answers to this question, students are involved in The Luxury Shopping Experience project. Following clear guidelines, students visit, examine, and report on selected luxury stores located along Via Condotti and Via Borgognona in Rome. This allows students to experience at first hand the way people, including tourists, consume luxury in Rome.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
COM 5850	Gender and Sexuality in Italian Opera	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores representations of gender and sexuality within the broad context of Italian opera. The characteristically ambiguous gender roles present in many operas are studied, including the castrato male, the cross-dressing female and male singers in travesti roles, and the contemporary, high-voiced male counter-tenor. Through an interdisciplinary approach, which brings together both music and gender studies, students are given the opportunity to consider gender identity in Italian opera and how gender roles and voices have changed over time. No prior musical background or historical knowledge of music is required. Live operatic performances are included.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
COM 5855	News and the Media in Italy	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. In this course students explore the most important characteristics of Italian journalism and the Italian media system. The focus is around a comparative analysis of different styles used in international journalism, particularly in print media, although other kinds of media are included. Students will have the opportunity to develop their own research and practical writing skills while examining different aspects of the Italian media. Students may be able to publish articles in an Italian newspaper.	Prereq: COM 3100 Lecture Min Grade: D- Min Credits: 2.33 Or JRN 4200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
COM 5860	Made in Italy: Symbols/Italian Identity	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. Italy occupies a prominent place in today's globalized economy. This course explores the history and practices of consumption in Italy, and the production of goods and services that have been encoded as 'Italian' outside the country itself. It analyses aspects of consumption from a variety of economic, cultural and anthropological approaches. The course looks at the transition to a consumer society, and investigates areas such as advertising, fashion, industrial design, food culture and sport. It also examines the impact of consumerism on Italian identity formation in relation to the construction of gender roles. The course includes on-site visits and field trips to major Italian companies.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
COM 6805	Fashion and Media	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course traces the multiple connections between the fashion and media industries. It emphasizes the material realities, pragmatic and creative dynamisms, fantasy components, and essential visuality of fashion. It also highlights how cities in general function as creative agencies for fermenting style and fashion ideas and attitudes. Note: This course is cross-referenced against COM 6400 (offered on the Richmond campus).	Prereq: COM 4200 Lecture Min Grade: D- Min Credits: 2.33 Or COM 5200 Lecture Min Grade: D- Min Credits: 2.33 Or MKT 5200 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 5200 Lecture Min Grade: D- Min Credits: 2.33
ECN 5805	International Economic Relations	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course introduces students to international economic relations. These relations are relations of international trade, international production and finance as well as international development. The course is taught within the context of technology, politics and culture.	Prereq: ECN 3200 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4105 Lecture Min Grade: D- Min Credits: 2.33
ENT 5805	Italian Business and Entrepreneurship	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course provides an insight into Italian businesses and entrepreneurship. Family business and entrepreneurship will be placed into a national context and the importance of family businesses for the Italian economy will be identified. The study of Italian businesses will analyse the characteristics of family businesses as well as the institutional actors, strategies, policies and initiatives.	Prereq: MGT 4200 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4105 Lecture Min Grade: D- Min Credits: 2.33 Or ENT 4200 Lecture Min Grade: D- Min Credits: 2.33
FLM 5800	History of Italian Cinema and Society	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores the history of Italian cinema and society as represented in film, with particular focus on the wide range of films to emerge after the Second World War. Students study key works of Italian cinema within the context of world cinema to assess realism as an aesthetic convention as well as gain insights into contemporary trends in Italian culture.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 5805	Rome Through the Ages	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course covers the history of Rome from its reputed founding by Romulus and Remus to the establishment of the Roman Republic and the creation of the Roman Empire, leading up to conversion to Christianity and the appointment of the first Christian emperor. Much of the teaching is carried out during visits to major archaeological sites. The course explores themes such as the changes in Roman politics, the causes of the misgovernment which brought down the Republic, how the hollow skeleton of the Republic was used to house the Principate of Augustus, the rise of the Roman Empire, and the success of Christianity.	Prereq: HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
HST 5810	History of Florence	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course covers the history of Florence, concentrating on its development as a city and a state before and during the Renaissance and the Early Modern period. The uniqueness of Florence is underlined by drawing comparisons with other cities in Italy and Europe. The course features primary source readings by such authors as Dante Alighieri, Dino Compagni, Giovanni Villani and Franco Sacchetti. Some lessons take place onsite so that students experience this city's past first-hand.	Prereq: HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
HST 5815	History of Food and Table Manners	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores food and food habits in human history from early civilization to the Modern period, via the Classical world and the Middle Ages. Themes such as the social function of banquets, dietary rules, food models, cultural identity and table manners are considered. Students examine evidence based on written sources and on archaeological and artistic remains in order to compare the dining habits of different social groups across different historical periods (e.g. Romans vs. Barbarians; nobles vs. peasants; lay vs. religious; urban vs. rural). The social, political, economic and cultural history of food and table manners are studied within the spaces in which the people lived and ate - including the interiors of households, palaces and monasteries.	Prereq: HST 3200 Lecture Min Grade: D- Min Credits: 2.33 Or GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
HST 5820	History of the Italian Mafia	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores the history of the Italian Mafia from the national unification of Italy until the present day. Topics studied include relationships within the organization, those between the Mafia and Italian Politics, and those between the Italian and the American Mafia.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
HST 5825	Italian Food and Culture	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. According to anthropologist Jon Holtzman, the tastes and flavours of a country's traditional table are a meaningful representation of its collective memory. This course examines the geography, history and culture of Italian regional dishes that have brought Italy worldwide renown. The course looks at regional gastronomic traditions and their origins, including differences in how food is prepared, the representation of Italian food practices in media and cinema, food symbolism in Italian culture, food ethics and sustainable agriculture, with an examination of today's fast and slow food traditions. A visit to a wine and olive oil farm in Tuscany will give a practical illustration of how resources are linked to food practices.	
INB 6810	European Business Environment	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. Focuses on the economic, political, social environment for business in Europe within this field, it examines the institutional interplay with the European Union, the dynamics between the different Member States and the different policies with direct relevance to businesses operating in the European Union. Note: This course is cross-referenced against INB 6210 (offered on the Richmond campus).	Prereq: MGT 4200 Lecture Min Grade: D- Min Credits: 2.33 And MTH 4110 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D- Min Credits: 2.33
INR 5800	Globalization: a European Perspective	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This interdisciplinary course addresses the important and complex phenomenon of contemporary globalization. The political, social, economic and cultural aspects are explored from a specifically European perspective. Core themes of globalization debates, such as convergence, nationalism and inequalities as well as a range of global actors, agents and institutions are critically engaged with.	Prereq: INR 4100 Lecture Min Grade: D- Min Credits: 2.33 Or INR 4105 Lecture Min Grade: D- Min Credits: 2.33 Or DEV 4100 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4115 Lecture Min Grade: D- Min Credits: 2.33 Or ECN 4110 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3100 Lecture Min Grade: D- Min Credits: 2.33 Or PLT 3105 Lecture Min Grade: D- Min Credits: 2.33 Or SCL 3100 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INR 5805	Human Rights	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course will cover the evolution of global human rights and of the various national, regional and international mechanisms designed for their protection. It will examine the theoretical foundations of the idea of human rights in various civilizations and cultures, evaluate its legacy within western and non-western traditions, and its meaning and relevance in addressing major issues in the contemporary world. The approach draws primarily on the theories and methodology of Sociology, International Law, and International Relations. The course looks at current internationally recognized human rights treaties and conventions, with particular emphasis on the human rights framework of the United Nations and on the role and significance of the Human Rights Council. Regional and non-governmental attempts to enforce standards of human rights are also examined.	
INR 5810	Security Studies	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course examines enduring and contemporary questions of security and insecurity in the international system. Security has traditionally been defined in terms of strategic state politics and the use of military force to counter external military threats. The end of the Cold War and the ensuing conflicts of the late-20th century raised questions about the continued relevance of traditional theories of security. New security threats have been defined both in the academic literature and by state security strategies. This course critically evaluates these developments using IR and security studies theories, supplemented by practical case-studies. Students investigate the definition of the term security and threats to security, questions about the referent object of security, the root causes of insecurity and the methods of eliminating or lessening such threats. The course evaluates traditional and contemporary security concepts such as national security, conventional weapons systems, nuclear non-proliferation, human security, responsibility to protect, the poverty-security nexus in a post- Westphalian context. Note: this course is cross-referenced against INR 5205.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ISL 5800	Service Learning and Active Citizenship	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. The Service Learning and Active Citizenship course is a student community placement that aims to provide students from all disciplines and majors with the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse community in London. In addition to the weeks of field work (typically 9-12 depending on the organisation), the student will also produce a written journal of their experience which provides critical reflection (learning log), a 'community action' portfolio (analytical essay), and a final oral presentation. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the service learning experience, and also to help them determine if their current career goals are the correct fit for them. During the service learning course, the staff of the Internship Office and a faculty supervisor work closely with each student to ensure that the community placement is a successful one. Note: This course is cross-referenced against ISL 5000 (offered on the Richmond campus).	
ITL 3810	Basic Spoken Italian	ITALY	1	4	ROME STUDY CENTRE ONLY. This 10-week course provides students with basic vocabulary and phrases to cope with authentic everyday situations. It is designed for those students who prefer the communicative approach with less emphasis on language structure analysis.	
ITL 3821	Elementary Italian I	ITALY	2	8	ITALIAN STUDY CENTRES ONLY. A basic introduction to the Italian language for those with little or no previous experience, the course teaches essential vocabulary and grammar and helps students develop an ability to communicate in an authentic linguistic context. In Rome this course is available to all students. In Florence, this course is available to interns only.	
ITL 3822	Elementary Italian II	ITALY	2	8	ITALIAN STUDY CENTRES ONLY. Designed for students who already have some knowledge of Italian, the course revises basic grammar and vocabulary in preparation for the next, Intermediate, level. Classes, including student oral practice, are conducted mainly in Italian. In Rome this course is available to all students. In Florence, this course is available to interns only.	Prereq: ITL 3821 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ITL 3831	Elementary Italian I	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. A thorough, basic introduction to the Italian language for those with little or no previous experience, the course teaches essential vocabulary and grammar and develops students' ability to communicate in an authentic linguistic context – key to making the most of the experience of their stay in Italy.	
ITL 3832	Elementary Italian II	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. Designed for students who already have some knowledge of Italian, the course revises basic grammar and vocabulary before progressing to more complex structures and functions leading up to the next, Intermediate, level. Classes are conducted mainly in Italian, with ample opportunity for student oral practice.	Prereq: ITL 3831 Lecture Min Grade: D- Min Credits: 2.33
ITL 3842	Elementary Italian II	ITALY	4	16	ITALIAN STUDY CENTRES ONLY. Designed for students who already have some knowledge of Italian, the course revises basic grammar and vocabulary before progressing to more complex structures and functions leading up to the next, Intermediate, level. Conversation is a central part of every lesson, with ample opportunity for student oral practice in understanding the spoken language through the use of authentic material. Classes are conducted mainly in Italian.	Prereq: ITL 3831 Lecture Min Grade: D- Min Credits: 2.33
ITL 4821	Intermediate Italian I	ITALY	2	8	ITALIAN STUDY CENTRES ONLY. This course helps students to develop their ability to communicate effectively, using an expanded range of vocabulary. Conversation practice improves listening and interpretation skills. Reading and writing exercises improve skills in understanding and writing simple prose. In Rome this course is available to all students. In Florence, this course is available to interns only.	Prereq: ITL 3822 Lecture Min Grade: D- Min Credits: 2.33
ITL 4822	Intermediate Italian II	ITALY	2	8	ITALIAN STUDY CENTRES ONLY. This course develops students' skills and enables them to understand and respond to quite complex lines of argument, both in oral and in written form. Students are introduced to more complex forms of grammar and a more expanded vocabulary to give them the ability to carry out and refine tasks within an authentic context. In Rome this course is available to all students. In Florence, this course is available to interns only.	Prereq: ITL 4821 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ITL 4831	Intermediate Italian I	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course helps students to develop their ability to communicate effectively and accurately, using an expanded range of vocabulary. Conversation practice improves listening and interpretation skills for better understanding and response. Reading and writing exercises improve skills in understanding prose and writing letters and simple messages.	Prereq: ITL 3832 Lecture Min Grade: D- Min Credits: 2.33
ITL 4832	Intermediate Italian II	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course builds upon the skills gained in ITL 203 and develops them to enable students to understand and respond to quite complex lines of argument, both in oral and in written form. Students are introduced to more complex forms of grammar and more sophisticated vocabulary, to give them the ability to carry out and refine tasks within the world of Italian, using the four skills of listening, speaking, reading and writing.	Prereq: ITL 4831 Lecture Min Grade: D- Min Credits: 2.33
ITL 4841	Intermediate Italian I	ITALY	4	16	ITALIAN STUDY CENTRES ONLY. This course helps students to develop their ability to communicate effectively and accurately, using an expanded range of vocabulary. Conversation practice improves listening and interpretation skills for better understanding and response in an authentic Italian context, including discussion of cultural elements in Italian society and expressing opinions. Reading and writing exercises improve skills in understanding prose and writing letters and messages with appropriate vocabulary.	Prereq: ITL 3842 Lecture Min Grade: D- Min Credits: 2.33
ITL 4842	Intermediate Italian II	ITALY	4	16	ITALIAN STUDY CENTRES ONLY. This course builds upon the skills gained in Intermediate Italian I and develops them to enable students to understand and respond to quite complex lines of argument, both in oral and in written form. Students review complex grammar structures and carry out tasks in reading, composition, phonetics, syntax, and style. Continued practice in conversation provides students with an increased capability to communicate competently in Italian.	Prereq: ITL 4841 Lecture Min Grade: D- Min Credits: 2.33
ITL 5830	Advanced Italian Language	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This courses introduces students to advanced structures and vocabulary, which will enable them to interact with the Italian world at a sophisticated level. It enables them to understand lectures and complex lines of argument, including various attitudes and viewpoints, both in oral and in written form. They should become fluent and spontaneous in verbal interaction, and well able to present and sustain an argument, both orally and in evidenced-based writing.	Prereq: ITL 4832 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ITL 6972	International Internship	ITALY	3	12	The World internship is a student work placement carried out abroad, that aims to provide students from all disciplines and majors with the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse working environment in all key job sectors. All World internships are supervised by faculty. Each student will also complete a series of assessments throughout the internship, such as keeping a written journal of their experience and preparing an internship portfolio. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them. During the internship, the staff of the Internship Office and a faculty supervisor work closely with each student to ensure that the placement is a successful one. Students' final grades are based on several factors including written assignments and a report from their workplace supervisor which is taken into consideration. Prerequisites: 75 completed credit hours upon application to the International Internship, GPA of 3.0 for all majors, 2 strong academic references.	
LIT 5800	Italian Literature in Translation	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores the works of the great Italian authors of the Middle Ages and the Renaissance, and their influences on the fictional prose of contemporary Italian literature. Readings in translation include Dante, Petrarch, Boccaccio, Machiavelli and Umberto Eco.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
LIT 5805	Real/Imagined Journeys: Italy, Epic, Self	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores the concept of the journey in its archetypal, metaphysical, and aesthetic dimensions, reflecting on the subtle interplay of reality and imagination. Students discover Italian shores with Homer's Ulysses and visit the underworld with Virgil's Aeneas; they encounter Dante's Satan and God, travel to the Far-East with the Venetian merchant Marco Polo, and join Columbus on his discovery of the New World. The perception of 'otherness' through invented geography, fantastic animals, monstrous races or religious difference mingles with the spirit of adventure, the desire to cross borders, and to conquer the unknown in a fascinating search for the self.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
LIT 5810	Dante in Translation	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores The Divine Comedy and other major works of Dante Alighieri. It examines the poet's philosophy, his development of the medieval concept of love, his use of the Italian language, and the role he gives to Florence in The Divine Comedy. Students will approach Dante's work from a literary, historical and linguistic perspective.	
LIT 5815	Roman Life and Thought	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores the most important literary works of classical antiquity in translation: Greek and Latin authors including Homer, Virgil, Ovid, Caesar, Cicero, and Plautus. Students will familiarize themselves with different literary genres and explore the basis of European literary culture. Major topics include aspects of ancient civilization, such as rhetoric, politics, religion, mythology, and philosophy. Site visits to the Ara Pacis, Crypta Balbi and to the National Museum of Palazzo Massimo complement classroom lectures.	
MGT 5810	Human Resource Management	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course combines elements of different disciplines ranging from industrial relations, social psychology, personnel management, motivation, recruitment and selection, leadership, communication, manpower planning, aspects of training and development and related processes. It is appropriate for students seeking to follow a career in Human Resource Management or in other areas of functional management. Note: This course is cross-referenced against MGT 5410 (offered on the Richmond campus).	Prereq: MGT 5400 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MGT 5850	Project Management for Art and Culture	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. The purpose of this course is to introduce students to the concepts of Project Management relevant to the Cultural Industry. The theoretical basis will be applied to the industry of arts and culture. The course focuses on case studies that are related to Rome's Cultural Heritage. Students will acquire knowledge, skills and competencies to understand the fundamental tenets of project management. The Italian cultural environment will be studied; particular attention will be paid to its inherent value. Furthermore this course offers students the opportunity to identify current problems that are related to the management of the Italian cultural heritage. The skills that are applicable to the Italian cultural heritage in first instance on the Italian situation may as well be applied to different international contexts.	Prereq: MGT 3200 Lecture Min Grade: D- Min Credits: 2.33 OR MGT 4200 Lecture Min Grade: D- Min Credits: 2.33
MKT 5800	Principles of Marketing	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. The Course introduces students to the principles and operations of marketing. Course work includes an in-depth analysis of the strategic role marketing plays in contemporary business from new product development, marketing research and target marketing to consumer behavior analysis, advertising and promotion and personal selling activities. Each variable of the marketing mix will be covered in detail and the macro and micro business environment will be assessed for their impact on marketing planning. Lectures, discussion topics, case studies, videos and practical exercises are used to cover the course material.	Prereq: MGT 3200 Lecture Min Grade: D- Min Credits: 2.33 AND MGT 5210 Lecture Min Grade: D- Min Credits: 2.333
MKT 5805	Fashion Marketing and Retail	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course covers the fundamentals of fashion and the basic principles that govern all fashion movement and change. It examines the history, development, organization and operation of merchandising and marketing activities, trends in industries engaged in producing fashion, purchasing of fashion merchandise, foreign, domestic and local markets, and the distribution and promotion of fashion. Note: This course is cross-referenced against MKT 5405 (offered on the Richmond campus).	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
MKT 5810	Psychology of Fashion and Luxury Goods	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. Consumer psychology within the context of the consumption of fashion and luxury products and services is complex and is influenced by many factors. A thorough analysis and understanding of these factors allows organizations to plan effective marketing activities suitable to their target markets. This course enables students to understand the importance of consumer behaviour in the process of marketing fashion and luxury goods and services. Note: This course is cross-referenced against MKT 5410 (offered on the Richmond campus).	Prereq: MGT 3200 Lecture Min Grade: D- Min Credits: 2.33
PHL 5800	Classical Mythology	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This interdisciplinary course explores the classical myths from Greek and Latin literature and considers their historical and cultural contexts. Students will read passages in translation from major Greek and Roman authors, including Homer, Hesiod, Aeschylus, Euripedes, Sophocles, Ovid, and Virgil, and analyse the use of mythology in classical literature and how it has changed through the ages. Visits to museums and archaeological sites illustrate how the Greeks and Romans represented and worshipped their gods and how classical mythology was used in the visual arts of later centuries.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
PHL 5805	Mysticism and Magic in Med Rn Italy	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course considers the role of Medieval mysticism and Renaissance magic in the genesis of the modern world. It examines key topics such as the function of magic in archaic societies and the representation of Hell and demonization in the late Middle Ages, together with the Medieval ideal of perfection as represented in Dante's Divine Comedy and reflected in the life of St. Francis of Assisi. By the end of the 15th century, Florence had become the irradiating center for the new doctrine on the magus ideal, formulated by Marsilio Ficino and Pico della Mirandola. This new direction in European thought was further developed into modern science by the contribution of Leonardo, Galileo and Giordano Bruno.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PHL 5810	History of Western Philosophy	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. Western philosophy finds its beginning with the Greeks, and the thinking of ancient Greece continues to determine western thought today. This course introduces students to the history of Greek philosophy, from the pre-Socratics to the end of Ancient philosophy and the beginning of the Middle Ages. Major thinkers addressed will include: Heraclitus, Socrates, Plato, Aristotle, and Augustine. The philosophers will be studied as much as possible in their cultural, social and political context to establish a link between them and the history of Western thought as a whole.	
PLT 5800	The Politics of Ethnicity and Identity	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course examines ethnicity and, to a lesser extent nationalism, as the basis of social and political belonging and differentiation and as the source of both creativity and conflict. Starting with the premise that identity is socially constructed, the course looks at the ways in which ethnic identity has been formed and used in different societies; different theories of ethnicity are explored. Topics covered include the relationship between nation-states, national and transnational minorities, and issues of social integration. Migration, immigration, and emigration phenomena are studied in relation to national identity and ethnicity. Experiences of ethnic cleansing and genocidal politics are also touched upon. The course looks at a series of current and past case studies in Europe, including the Jewish, Italian, Gypsy, and German experiences.	
PLT 5805	Italian Society from Fascism to Present	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course focuses on the most significant events that have contributed to the formation of modern Italy, beginning with the fascist era and progressing to post war Italy. It will look at institutional developments and political parties, the Red Brigade, church-state relations, the Southern Question and the role of the mafia, as well as that of immigration. The final focus will be on the role of Italy within the EU.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
PLT 5810	The EU in the New International System	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course will cover the history of the European Union, from its foundation in the fifties until the present. It will look at the different institutions inside the European Union and their role in the process of enlarging the Union and moving towards greater integration. Although its initial aim was political unity, the European unification process has been strongly based on the ideal of economic integration. Thus the course will look at the positive and negative effects of economic and monetary union. Other policies of the member states will also be covered, including agricultural, regional, social, environmental, and energy policies. The interrelationship between the different EU countries will be examined, as well as the relationship with other states, such as the US.	
RLG 5800	Religions and Cults of the Roman Empire	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course focuses on the religious experience of Late Antiquity, which opened the way to medieval civilization and, eventually, to modern Western culture. It examines the beliefs present within the Roman Empire (I – IV century A.D.), including the most significant religions, cults and mystical movements – a fascinating picture of this important historical period. Visits to museums and places of archeological importance in Rome, will illustrate the connection between the material and the religious.	
RLG 5810	Comparative World Religions	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores the monotheistic religions of the Near East (Judaism, Christianity, and Islam), those of India and the Far East (Hinduism, Buddhism, and Taoism) and the ‘new-age’ faiths. The history and practice of each is studied. Special emphasis is laid on the philosophical and psychological basis of each religion and common themes such as the self, suffering, free will and ethics. Primary and secondary sources are studied along with an examination of methodology in comparative religion.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
SCL 5810	Women in Italian Society	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course explores the social factors influencing Italian women’s lives, perspectives and desires, the historical process through which they have reached their present position, and their current condition in relation to the economic, social, geographical and political environment of Italy. Representations of women in the Italian media, advertising and fashion as factors affecting their social identity are also considered.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
SCL 5820	Sociology of Italian Soccer	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. An examination of the role of soccer in Italian society provides unique opportunities to investigate the complexities of contemporary Italian culture and social life. The course examines historical and philosophical meanings associated with the sport, as well as the role of soccer within Italian culture, politics, social conflict and social change. The main focus is on the socio-cultural dynamics of the relationship between soccer and Italian society. Field trips to matches at the local soccer stadium are an essential part of the course. Students carry out ethnographic observations and interpret the social dynamics of sporting events, adopting a comparative, cross-cultural perspective.	Prereq: GEP 4180 Lecture Min Grade: D- Min Credits: 2.33
SCL 5855	Culture and Style in Italy	ITALY	3	12	ITALIAN STUDY CENTRES ONLY. This course is recommended for students with an interest in contemporary Italian culture and style. The course focuses on aspects of post-war Italian culture including cuisine, fashion, religious beliefs and the persistence of superstition. Lectures cover topics such as the role of women, food and wine as cultural traditions, the effect of social change, and culture and style. Lectures are supported by field visits, food and wine tasting sessions, and audio-visual materials.	
(major) 6862	Italy Internship	ITALY	6	24	ITALIAN STUDY CENTRES ONLY. The internship is a student work placement that aims to provide students from all disciplines and majors with the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse working environment in all key job sectors. Internship assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them. All internships are supervised by faculty, who grade students' coursework and who work closely with each student to ensure that the internship experience is successful.	

COURSE DESCRIPTIONS – RICHMOND INTERNATIONAL SUMMER SCHOOL (RISS)

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ARH 3705	Uncovering London's Museums	RISS	3	12	RISS SUMMER ADVANTAGE PROGRAMME ONLY. This course considers the nature of London's museums and galleries in an historical and cultural context and their role in our society. Students normally visit the major collections at the British Museum, the Museum of London, National Gallery, the Tate Modern and Victoria and Albert Museum, as well as some of the less-well known 'secret' museums, such as the Soane and Petrie. The methods of display, use and interpretation of collections are also considered. Note: visits may require some entrance costs.	
AVC 4400	European Art and Architecture (TP)	RISS	3	12	RISS TRAVELLING PROGRAMME ONLY. The course, through lectures and site visits, concentrates on the major contributions of Western Europe to world art and architecture. In terms of architecture, visits to sites of Roman antiquity frame a discussion of classical beginnings, which then moves onto the important and unique contributions of England, Holland, France and Italy (Florence and Rome in particular). In terms of painting, although there is some discussion of Classical and Mediaeval precedents, the focus is on the Italian Early Renaissance in Florence, Venice and Rome, especially the High Renaissance and Baroque periods. The course also considers Dutch and English Art with emphasis on the master works of the 17th, 18th and 19th centuries. The course analyzes major European movements, including Romanticism, Post-Impressionism, Surrealism, Modernism and Post-Modernism, placing these artistic developments in the wider cultural, social and intellectual context of the periods and places in which they took place. The course includes numerous museum and site visits and all fees are included.	
HST 3706	London: A History	RISS	3	12	This course examines the history of London from its earliest origins as a prehistoric meeting place to its present function as a major political, cultural and financial centre. Students will be introduced to the social, historical and physical evolution of the city. Classroom lectures will be complemented by regular weekly visits to significant locations and sites of historic interest throughout the city. Note: visits may require some entrance costs. This course is not open to Richmond degree-course students.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
ARH 3705	Uncovering London's Museums	RISS	3	12	RISS SUMMER ADVANTAGE PROGRAMME ONLY. This course considers the nature of London's museums and galleries in an historical and cultural context and their role in our society. Students normally visit the major collections at the British Museum, the Museum of London, National Gallery, the Tate Modern and Victoria and Albert Museum, as well as some of the less-well known 'secret' museums, such as the Soane and Petrie. The methods of display, use and interpretation of collections are also considered. Note: visits may require some entrance costs.	
AVC 4400	European Art and Architecture (TP)	RISS	3	12	RISS TRAVELLING PROGRAMME ONLY. The course, through lectures and site visits, concentrates on the major contributions of Western Europe to world art and architecture. In terms of architecture, visits to sites of Roman antiquity frame a discussion of classical beginnings, which then moves onto the important and unique contributions of England, Holland, France and Italy (Florence and Rome in particular). In terms of painting, although there is some discussion of Classical and Mediaeval precedents, the focus is on the Italian Early Renaissance in Florence, Venice and Rome, especially the High Renaissance and Baroque periods. The course also considers Dutch and English Art with emphasis on the master works of the 17th, 18th and 19th centuries. The course analyzes major European movements, including Romanticism, Post-Impressionism, Surrealism, Modernism and Post-Modernism, placing these artistic developments in the wider cultural, social and intellectual context of the periods and places in which they took place. The course includes numerous museum and site visits and all fees are included.	
HST 3706	London: A History	RISS	3	12	This course examines the history of London from its earliest origins as a prehistoric meeting place to its present function as a major political, cultural and financial centre. Students will be introduced to the social, historical and physical evolution of the city. Classroom lectures will be complemented by regular weekly visits to significant locations and sites of historic interest throughout the city. Note: visits may require some entrance costs. This course is not open to Richmond degree-course students.	

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
INB 5700	The European Union: Business & Politics (TP)	RISS	3	12	RISS TRAVELLING PROGRAMME ONLY. The course is designed to provide a comprehensive introduction to current economic, commercial, financial and political developments within the European Union. The course provides an overview of the institutional and regulatory framework within the EU. Emphasis is placed on a consideration of the future of the European Union, the single currency and the scope and direction of European integration. The course investigates the institutions of the EU, its decision-making and administrative machinery and the factual process of European integration in the light of various theories of integration which explain European integration. Furthermore, this course focuses on core topics involving commercial practices and strategies as well as trade and finance in Europe.	Prereq: MGT 4200 Lecture Min Grade: D- Min Credits: 2.33 And ECN 4110 Lecture Min Grade: D- Min Credits: 2.33
LIT 5700	British Fantasy Travel: Magic & Memory (TP)	RISS	3	12	RISS. This special 'travelling' course ties in a wide array of fantasy literature written in or about Britain. It explores some of the earliest descriptions of the land which informed writers such as Geoffrey of Monmouth who produced the first "popular" history of King Arthur, through the Gothic period, and twentieth century post-war fantasy writing such as Lord of the Rings and C.S. Lewis's Narnia series. More recent works including the Harry Potter series and the Game of Thrones series will also be included. The texts are considered in the context of the locations where they were written or the places they describe, from the haunting castle ruins of Tintagel in Cornwall, the prehistoric sites of Anglesey (Ynys Môn), Stonehenge and Avebury, the imposing architecture of Tolkien's Oxford and Horace Walpole's Strawberry Hill House near London. (This may change subject to availability). Students cannot take both this course and LIT 5405.	Prereq: ARW 4195 Lecture Min Credits: 2.33 Or GEP 4180 Lecture Min Credits: 2.33
MKT 5700	Fashion Marketing and Merchandising (TP)	RISS	3	12	RISS TRAVELLING PROGRAMME ONLY. The course introduces students to the fundamentals of fashion marketing and the basic principles of fashion merchandising. It examines the history, development and operation of merchandising activities and trends in the fashion industries. This course engages with domestic and international marketing and merchandising activities and explores merchandising functions within the retail organisation.	Prereq: MKT 5200 Lecture Min Grade: D- Min Credits: 2.33

Course ID	Course Name	Dept.	US Credit	UK Credit	Description	Prerequisites
THR 3707	Foundations in Shakespeare Studies	RISS	3	12	This course provides an historical, cultural and literary foundation to Shakespeare's writing. It provides an introductory analysis to some of the major poetic and dramatic aspects and influences of his drama. Visits to Shakespeare plays linked to the texts are a feature of this course. Students will also visit Shakespeare's reconstructed Globe Theatre. Note: visits may require some entrance costs.	
THR 5700	Audience ... Shakespeare Globe (TP)	RISS	3	12	This three-week intensive programme will focus on the material and cultural contexts for early modern drama and on the history and process of construction of both the original and the reconstructed Globe Theatres. The syllabus will be informed by, and respond to, the plays in repertory for the Globe Theatre season. The course seeks to demonstrate the historical and current value of Shakespeare's plays through a practical examination of text and language, performance space, the materials of theatre practice, and the unique relationship between actors and audience at the Globe.	Prereq: THR 3100 Lecture Min Grade: D- Min Credits: 2.33

Honorary Degree Recipients

At each Congregation ceremony, Richmond honors people of distinction who have made significant contributions in a professional field, either to the life of their country or in an international context. The following individuals have received honorary degrees from Richmond, The American International University in London.

2016

Mr Richard McCarthy
Executive Director of Slow Food USA
Doctor of International Business

Sir Malcolm Rifkind KCMG, QC
Conservative Politician and
former Foreign Secretary
Doctor of International Relations

2015

Dr Paul Fisher
Deputy Head of the PRA and Executive Director,
Supervisory Risk and Regulatory Operations,
the Bank of England
Doctor of Economics

Dr Allan E. Goodman
President and Chief Executive Officer, Institute
of International Education
Doctor of Education

2014

Mr William L. Gertz
President & CEO, American Institute of
Foreign Study
Doctor of International Relations

Ms Nazia Hassan (deceased)
Musician and Humanitarian
Doctor of Human Letters

2013

Lord Griffiths of Fforestfach
Vice Chairman of Goldman Sachs International
Doctor of Business Administration

His Excellency Professor Kwaku Danso-Boafo
High Commissioner of Ghana to the
Court of St James
Doctor of Public Administration

2012

Lord Adonis
Chair, Progress
Doctor of Public Administration

Dr Robert Leppard
Former Provost & Special Advisor to the President
Richmond, The American International University
in London
Doctor of Business Administration

2011

Dr Kevin M. Everett
Treasurer and Chairman of the Board
Sir John Cass's Foundation
Doctor of Business Administration

Dr Julia A. Jeannet (deceased)
Founder Richmond University Foundations
Programme
Doctor of Humane Letters

Dr Deirdre Y. Simpson
Former Director of Alumni Relations, Richmond,
The American International University in London
Doctor of Laws

2010

Dr George Garfield Weston
Chief Executive, Associated British Foods plc
Doctor of Laws

Dr Mariam Assefa
Executive Director & CEO
World Education Services, New York
Doctor of Laws

2009

Professor Jos Hackforth-Jones
Director, Sotheby's Institute of Art, London
Doctor of Fine Arts

Sir Robert Worcester KBE DL
Chairman, Ipsos Group
Chairman & Founder of MORI
Doctor of Laws

2008

Dr Lionel Barber
Editor, The Financial Times
Doctor of Humane Letters

Dr Norman R. Smith
Former President, Richmond
The American International University in London
Doctor of Education

Sir Sigmund Sternberg
Co-founder, The Three Faiths Forum
Doctor of Humane Letters

Professor Alice Tomic
Intercultural Communications Specialist
Doctor of Humane Letters

2007

The Lord Watson of Richmond CBE

Chairman, The Cambridge Foundation
Academic Governor, Richmond The American
International University in London
Doctor of Humane Letters

Dr Anthony Seldon

Master of Wellington College
Doctor of Humane Letters

Dame Mary Richardson

Chief Executive, HSBC Trust
Doctor of Humane Letters

Dr William Mules

Former Head of School
The American School in London
Doctor of Humane Letters

2006

The Baroness Deech DBE

Independent Adjudicator for Higher Education
Doctor of Laws

Dr Amelia Chilcott Fawcett CBE

Former Vice-Chairman, Morgan Stanley
International
Doctor of International Business

Dr David Hempleman-Adams MBE OBE

Explorer
Doctor of Science 1997

Dr Anastasios Christodoulou CBE (deceased)

Former Secretary-General,
Association of Commonwealth Universities
Former Trustee, Richmond
The American International University in London
Doctor of International Relations

Dr Stephen R. Portch

Former Chancellor, Board of Regents of the
University System of Georgia
Doctor of Literature

Professor Dr Rasha Al-Sabah

Under Secretary, Ministry of Higher Education,
Kuwait
Doctor of Laws

Dr Eve Arnold (deceased)

Photographer
Doctor of Humanities

Sir John Daniel

Assistant Director-General for Education, UNESCO
Former Vice-Chancellor, The Open University
Doctor of Humane Letters

Professor Stanley Glasser

Emeritus Professor of Music, University of London
Academic Governor, Richmond
The American International University in London
Doctor of Music

Sir Cyril Taylor GBE

Chairman, American Institute for Foreign Study
Founder & Chairman of the Specialist Schools &
Academies Trust (1987-2005)
Doctor of Laws

2005

Dr Russel R. Taylor

Former Trustee, Richmond
The American International University in London
Doctor of Humane Letters

Dr Robert W. Selander

President and CEO, MasterCard International
Doctor of International Business

Professor Sir Christopher Frayling

Rector and Vice-Provost, Royal College of Art
Chairman, Arts Council, England
Doctor of Humane Letters

2004

Dr Vivian Day Stroh

Trustee, Richmond
The American International University in London
Doctor of Humane Letters

Dr Laura H. Harris

Former Trustee, Richmond
The American International University in London
Doctor of Humane Letters

Professor Brenda M. Gourley

Former Vice-Chancellor, The Open University
Doctor of Humane Letters

2003

Dr Deborah McLean

Trustee, Richmond The American International
University in London
Doctor of Humane Letters

Professor Graham Zellick

Former Vice-Chancellor, University of London
Doctor of Laws

The Rt. Hon. Michael Portillo

Former Member of Parliament for Kensington and
Chelsea
Doctor of Laws

2002

Dr Walter McCann

Former President, Richmond
The American International University in London
Doctor of Laws

Dr Alba Ambert

Former Writer in Residence, Richmond
The American International University in London
Doctor of Literature

Dr Richard Resch

Former Provost and Senior Vice President for
Academic Affairs, Richmond
The American International University in London
Doctor of Science

Dr John Fairbairn

Trustee, Esmee Fairbairn Foundation
Doctor of Humane Letters

Dame Pauline Harris DBE

Trustee, Philip & Pauline Harris Charitable Trust
Doctor of Humane Letters

Dr John Kuhnle

Managing Director, Education Practice,
Korn/Ferry International
Trustee Emeritus, Richmond
The American International University in London
Doctor of Humane Letters

2001

Ambassador (Ret) Harriet Elam-Thomas

Former Ambassador of the United States of America
to the Republic of Senegal
Doctor of Laws

Professor the Baroness Greenfield CBE

Professor of Pharmacology, Oxford University
Director of the Royal Institution of Great Britain
Doctor of Science

Dr James Ragan

Poet
Doctor of Letters

The Earl of Limerick (deceased)

Former Chancellor, London Guildhall University
Doctor of Laws

Dr John Morgridge

Chairman Emeritus, Cisco Systems Inc.
Doctor of Economics

The Rt Hon. the Lord Woolf

Former Lord Chief Justice of England and Wales
Doctor of Laws

2000

Dr Helen Bamber OBE (deceased)

Founder and Director, Medical Foundation for the
Care of Victims of Torture
Doctor of Humanities

The Lord Puttnam CBE

Film Producer
Doctor of Fine Arts

Dr Roger Walther

Chairman of First Republic Bank and Chairman &
CEO of Tusker Corporation
Doctor of Economics

Dr George Steven Blumenthal

Former Chairman, NTL Inc.
Doctor of Communications and Information Technology

Dr Nemir A. Kirdar

Founder, President & CEO of Investcorp
Doctor of Economics

Dr Anthony Taylor

Former Trustee,
Richmond The American International University in
London
Doctor of Economics

1999

The Hon. Philip Lader

Former Ambassador of the United States of America
to the Court of St James
Doctor of Laws

Sir Colin Southgate

Former Chairman, EMI Group plc
Former Chairman, The Royal Opera House,
Covent Garden
Doctor of Economics

Dr Zoë Wanamaker

Actor
Doctor of Letters

Dr Clifford D. Joseph

Barrister-at-Law
Trustee, Richmond
The American International University in London
Doctor of Laws

Sir Mark Tully KBE

Freelance Journalist and Broadcaster
Doctor of Communications

1998

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Former Group Chairman, HSBC Holdings plc
Doctor of Economics

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Former Governor of the State of Georgia
Former United States Senator for the State of Georgia
Doctor of Laws

Sir Joseph Rotblat KCMG (deceased)

Physicist
Doctor of International Relations

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President Emeritus, New York University
Doctor of Laws

Professor Malcolm Frazer CBE

Former Chief Executive, Council for National
Academic Awards
Doctor of Education

Dr Alfredo Gómez Gil

Professor and Poet
Doctor of Literature

1997

Dr Anastasios Christodoulou CBE (deceased)

Former Secretary-General,
Association of Commonwealth Universities
Former Trustee, Richmond
The American International University in London
Doctor of International Relations

Dr Stephen R. Portch

Former Chancellor, Board of Regents of the
University System of Georgia
Doctor of Literature

Professor Dr Rasha Al-Sabah

Under Secretary, Ministry of Higher Education,
Kuwait
Doctor of Laws

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Photographer
Doctor of Humanities

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Assistant Director-General for Education, UNESCO
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Doctor of Laws

1996

The Lord Harris of Peckham

Chairman, Carpetright plc
Doctor of Economics

Dr Kathleen Kennedy Townsend

Former Lieutenant Governor, State of Maryland
Doctor of Laws

Dr Edwin M Yoder Jr.

Columnist, The Washington Post Writers Group
Professor of Journalism and Humanities at
Washington and Lee University, Lexington
Doctor of Letters

Sir Stanley Kalms

President, Dixons Group plc
Doctor of Economics

Dr Herbert Kretzmer

Journalist and Lyricist
Doctor of Letters

Dr Hans Rausing

Former Chairman & CEO
Tetra Laval Group
Doctor of Economics

1995

Dr Robert J. Brennan (deceased)

Chairman, Metro International
Former Trustee, Richmond The American
International University in London
Doctor of Business Administration

The Lord Sutherland of Houndwood KT

Former Vice-Chancellor, University of London
Former Principal and Vice-Chancellor, University
of Edinburgh
Doctor of Literature

Dr Garry Weston (deceased)

Chairman, Associated British Foods plc
Doctor of Economics

The Hon. William J. Crowe Jr. (deceased)

Former Ambassador of the United States of America
to the Court of St. James
Doctor of International Relations

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Former President, American Council for
International Studies
Former Trustee, Richmond
The American International University in London
Doctor of Business Administration

Dr Stephen J. Trachtenberg

Former President & Professor of Public
Administration, The George Washington University
Doctor of Laws

1994

The Rt Hon. the Lord Baker of Dorking CH
Former Secretary of State for Education and Science
Doctor of Laws

Dr Michael Morgan (deceased)
Former Principal, The Froebel Educational
Institute, London
Trustee Emeritus and former Academic Governor,
Richmond The American International University
in London
Doctor of Literature

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Former President of the British Academy
Former Vice-Chancellor, University of London
Former Academic Governor, Richmond The
American International University in London
Doctor of Literature

The Lord Attenborough CBE (deceased)
Performing Arts Director and Actor
Doctor of Literature

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Former Deputy Chairman 3i plc
Former Trustee of Richmond
The American International University in London
Doctor of Laws

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International Lecturer and Broadcaster
Doctor of Literature

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1993

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Doctor of Laws

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Doctor of Literature

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Doctor of Literature

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Former Chairman, British Airways plc
Doctor of Laws

1992

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Doctor of Public Administration

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Former President, Richmond
The American International University in London
Doctor of Humane Letters

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Hon. Doctor of Laws, Richmond
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South West London College
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Doctor of Education (Honoris Causa),
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Doctor of Business Administration
(Honoris Causa), Richmond the American
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A Business and Education Consultant
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MBA San Francisco State University
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Charles Schwab Europe
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ELS Language Centres*

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Construction Bureau*

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MA Mathematics, Pennsylvania State University
Ph.D. Mathematics, University of Connecticut
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*Interim Chief Academic Officer,
University of the Potomac College*

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Hon. PhD University of Gloucestershire
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Hon. LLD Higher Education & Training Awards
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Former President, European Association
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MA Kentucky University
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The American International University in London
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Korn/Ferry International*

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MPhil, LLD, Hon DLitt, FRSA
Hon. Doctor of Literature, Richmond
The American International University in London
*Former Principal, The Froebel Educational
Institute, London*

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BCom University of Toronto
DBA Western Colorado University
Hon. Doctor of Humane Letters, Richmond
The American International University in London
*Founder, Taylor Entrepreneurial Institute,
College of New Rochelle*

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BSc (Econ) London
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Hon. Doctor of Literature, Richmond
The American International University in London
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Former Vice-Chancellor, University of Sussex*

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BSc, PhD, Hon. DHL, CChem, FRSA, FRSC, RI
*Former Director, The Open University
Validation Services
Former Director for Institutions & Programmes, CNA
Former Vice-Chancellor's Advisor, The Open University*

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President's Executive:

John Annette

President and Vice-Chancellor

BA Fordham University,
PhD London School of Economics and Political
Science

Allison Cole-Stutz

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BA Colorado College,
MA University of Texas at Austin

Jane Crichton

*Vice President (Pro Vice-Chancellor) Human Resources
and Administration*

MA Kingston University, Chartered FCIPD

Phil Deans

Provost and Deputy Vice-Chancellor Academic

BA PhD University of Newcastle-upon-Tyne

Mel MacCarthy

Director of Recruitment and Admissions

BA Queen Mary and Westfield College,
University of London,
MSc Birkbeck College, University of London

Eugene McCrossan

Interim Finance Director

BA Liverpool John Moores University
Chartered Management Accountant

Full-time Administrative Staff:

Bette Allen

Senior Administrative Assistant

Nasir Afraz

Security Officer

Adebayo Akanji

IT Operations Manager

BSc University of Lagos

Dominic Alessio

Dean of International Programmes

Professor of History

BA MA McMaster University,
PhD Victoria University of Wellington

Ismail Amiri

Security Officer

BA MA University of Karachi

Ernesto Aquino

Security Officer

BSc National University Manila

Gary Ashby

Maintenance Supervisor, Richmond

Nicholas Atkinson

Director of Admissions for North America

BA King's College London

Khalid Azarpira

Security Officer

BEng Southbank University

Michael Balogun

Senior Network Analyst

BSc South Bank University, London

Loredana Boldan

IT Support Analyst

Valerie Boyle

Library Services Librarian

Diploma in Librarianship Hammersmith and West
London College

Oliver Brady

Residence Life Coordinator, Richmond

BA University of London,
PgD Brunel University

Martin Brown

Associate Dean: Research

Associate Professor of International History

BA University of Hertfordshire,
MA School of Slavonic and East European Studies,
PhD St Mary's University College, University of
Surrey

Sindhu Pavani Budarayavalasa

Report Developer

B. Tech University of Kakinada, India

David Campbell

Admissions Officer

BA King's College London, University of London

Philip Caswell

IT Help Desk/User Support Co-ordinator

BA Anglia Polytechnic University,
MSc Middlesex University

Oliver Cobb

Alumni Relations Officer
BEng Swansea Institute,
LLB The Open University,
Postgraduate Diploma College of Law

Buck Cooke

Associate Dean for Student Leadership
BA Winthrop University,
MSc The Florida State University

Allison Cole-Stutz

Vice President (Pro Vice-Chancellor) Student Affairs
BA Colorado College,
MA University of Texas at Austin

Jane Crichton

*Vice President (Pro Vice-Chancellor) Human Resources
and Administration*
MA Kingston University, Chartered FCIPD

Mohammed Hossein Doushouki

Security Officer

Jason Elliot

Associate Dean for Financial Assistance and Scholarships
BA North Central University,
MA Metropolitan State University

Tessa Fitzgerald Cleary

Associate Director of Admissions for North America
BA University of New Hampshire

Michele Gates

Senior Recruitment Officer
BA University of Keele

Kelley Geraghty

Associate Head of Enrolment Management
BA Pace University

Sarah Gibb

Head of Enquiries and Admissions
BSc Bristol University

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Dean of the Florence Programme
Laurea University of Florence,
Dipl in American Studies, Smith College

Simon Goldsworthy

*Head of Department of Communication and Media
Professor of Advertising and PR*
BA School of Slavonic and East European Studies,
University of London

Cheryl Goodyear

Domestic Bursar

David Grant

Maintenance Supervisor, Kensington

Rosanna Graziani

Dean of the Rome Programme
Laurea University of Florence,
Postgraduate Specialization in Museum Studies
University of Perugia

Calin Grozavu

Security Officer

Gemma Hadjigeorge

Admissions Officer
MA University of Edinburgh

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BA MA Edinboro University of Pennsylvania

Kristin Hall

Assistant Registrar: Registration and Progression
BA Roger William University,
MA Royal Holloway University

Michael Hallas

Head of Information Technology
BA Southampton University,
MSc Portsmouth University

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Admissions Officer
BA Kingston University,
MA Trinity College, The University of Dublin

Richard Jjingo

Security Officer
Dip Arch Kyambogo University

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BA Sup de Co La Rochelle,
MA INSEEC Business School

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University of London

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BA Kingston University,
MBIFM

M. Clare Loughlin-Chow

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University in London,
MA King's College, University of London

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BA Queen Mary and Westfield College,
University of London,
MSc Birkbeck College, University of London

Tomasz Mackowiak

Maintenance Assistant

Akmal Malik

Security Officer

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Interim Finance Director
BA Liverpool John Moores University
Chartered Management Accountant

Lisa McConnachie

Fees Officer

Luke Merritt

Student Systems Administrator
BSc University of Surrey

Chiara Mortarino Bowie

International Programme Coordinator
Laurea Degree University of Turin

Ana Oliveira

Associate Dean: General Education
Associate Professor of Mathematics
BSc University of Porto,
MSc Oxford University,
PhD University of London: Imperial College

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Marketing, Recruitment and Admissions Department
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BA Higher School of Tourism and Hotel Industry,
MA Gdynia Maritime University

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Senior Library Assistant
NVQ3 Information and Library Services, The City
and Guilds of London Institute

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Head of Registry Services
BA London Borough University
MSc University College London

Luke Peters

Audio Visual Technician
Diploma in Audio Engineering School of Audio
Engineering (London)

Vivian Peters

General Reprographics and Mail Assistant

Geoffrey Piper

Security Manager

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CASS School Administrator
Adjunct Instructor
BA MA Institute of International Relations, Kiev
National University of Taras Shevchenko

Joseph Ramdas

Student Account Manager
BTEC Croydon College, AAT

Enolio Ramos

Security Officer
BA Angeles University

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Accounts Manager
BSc University of Philippines, FCCA

Syed Rizvi

Security Officer

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MSc University of London

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PhD University of Lancaster

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PGDip University of Melbourne,
MA Royal Holloway, University of London

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MA London Metropolitan University

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BSc London School of Economics

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Professor of Visual Culture
BA MA PhD Southampton University

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Foundation Degree Birkbeck College, University of London

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Fellow: Higher Education Academy,
CMgr FCMI,
Fellow: Institute of Leadership & Management

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BSc Northern Michigan University,
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Associate Professor of Business Management
PhD Brunel University,
MBA, BSc University of Dundee

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Postgraduate Diploma MA East China Normal University,
PhD University of Nottingham

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MSc University of Reading

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Diploma in Librarianship Leeds Polytechnic

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Diploma in Librarianship Manchester Polytechnic

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PGCE Surrey University,
Diploma in Librarianship Ealing Technical College

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BA Rose Bruford College of Speech and Drama

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MA University of London: Goldsmiths College

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PG Dip University of the Arts,
PCE University of Greenwich

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MA University of the Arts London

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MA University of Bristol

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PhD Victoria University of Wellington

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Science

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Higher Ed Diploma (Postgraduate) University of
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RIASA Admissions

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LOCATION MAPS

Richmond's Two Campuses



Kensington Campus



Express trains from Richmond to Waterloo Station in less than 14 minutes.



District Line tube from Richmond to Gloucester Road averages 20 minutes.



Richmond Hill Campus



NOTES

Richmond is an equal opportunity University.

It does not discriminate in admissions, employment or access to programmes. The policy of the University is that students, applicants or employment candidates are considered without regard to race, colour, religion, sex, sexual orientation, national or ethnic origin, or age. The University complies with the UK Equality Act.



