



RICHMOND

THE AMERICAN INTERNATIONAL

UNIVERSITY

IN LONDON

Rome Study Center

School of Communications, Arts & Social Sciences

Course:	PLT 5810 – The European Union in the New International System (3 credits)
Semester:	Spring 2020
Instructor:	Gabriele Simoncini (Ph.D.)
Class Location:	Y (Piazza Sant'Andrea della Valle, 6)
Class Meeting Time	Monday 9:00am – 10:40am Wednesday 9:00am – 10:40am
Office:	PIAZZA S. ANDREA DELLA VALLE, 6 – ROMA
Office Hours:	After class or by appointment.
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VLE (Virtual Learning Environment: Blackboard is accessed via the portal (<https://my.richmond.ac.uk/>))

This syllabus should be read in conjunction with the [Course Specification Document](#) from which it is derived; the [University Catalogue](#); and the relevant [Programme Specification](#) (all accessed via the admitted students section of the University's website <http://www.richmond.ac.uk>)

Course Description:

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.

Prerequisites: N/A

Aims and Objectives:

The course aims to explain the dynamics of European union focusing on the European Institutions and their policies. The purpose of the course is to explore the development and workings of the European Union, the interrelationship between increasing European integration and the nation state, the policies of the European Union, and the relationship between the European Union and other states, including the US.

Learning Outcomes:

By the end of this course, successful students should be able to:

- Demonstrate an in-depth understanding of the concept of European union.
- Demonstrate an in-depth understanding of the process towards integration.
- Demonstrate detailed knowledge of the different views and ambitions of the member states towards European integration.
- Demonstrate an in-depth understanding of the potential implications of greater integration for public policies in Europe.

Relevant threshold criteria (to get a grade of C):

- 1) Students must give proof of a developed ability to conduct basic research on European Union, and organize and present their findings in a logical and independent way.
- 2) Students must show understanding of current European events and relate them to the issues studied in class.

Programme outcomes are listed in the programme specifications found at <http://www.richmond.ac.uk/programme-and-course-specifications/>

Teaching Methods:

The class format includes lectures, class discussion, and student-led presentations of key topics. Students are required to read key texts before class, in order to carry this out. There will also be guest lectures on up-to-date news and current events.

Assessment Criteria	Weighting	Date Assessed	Word Count
Final Exam	40%	Wednesday, May 13 th	2 hours
Research Paper	40%	Wednesday, April 22 nd	2,000/2,500 words
Presentations and reports	20%	Assessed weekly	500/1,000 words
Total	100%		

This course conforms to the Richmond University Standard Assessment Norms approved Academic Board (formerly Learning & Teaching Policy Committee) and located at:

<http://www.richmond.ac.uk/admitted-students>

This class follows the Late Submission of Coursework Policy and Feedback Norms outlined below and found at <https://my.richmond.ac.uk/myacademics/default.aspx>

When conducting research (including class-wide projects, senior seminars and personal research) using data gathered from human participants, all students and faculty members should consider that ethical approval for their work may be needed. Please consult the Richmond Ethics Committee Guidelines and Processes. Questions may be directed to researchethics@richmond.ac.uk.

Final Exam

Wednesday, May 13th

The exam will cover the entire semester programme. Students will choose two themes out of the six proposed, and will write two well organized essay.

Research Paper

Due on Wednesday, April 22nd

Students must produce a final research paper (2,000/2,500 words) on an agreed topic that has coherent structure, articulated argumentation and draws on material that has been researched and selected through independent study.

The topic should be precisely defined and worth of investigation. In order to produce their final paper, students will keep a portfolio of research materials during the semester. The portfolio will be shared with, and evaluated by the instructor. The production of the final paper is a work in progress during the semester.

Paper format:

- Cover page: title, student's name, course name, instructor's name, semester, year.
- Text pages: a well-organized research paper with:
 - an introduction,
 - a body with critical analyses and evidence presented,
 - a conclusion.
- Standard English style with footnotes (when appropriate) is requested
- Additional materials (when appropriate) - charts, maps, photos, other materials.
- Bibliography pages, listing the journal articles and electronic references.

Note:

Handwritten papers are not accepted.

Paper topics and titles must be agreed with and pre-approved by your Professor.

All papers are checked for plagiarism through *Safe Assign*.

In-class written reports

Assessed weekly

Based on weekly assignments, films, guest speakers, and field trips.

Presentations (oral reports)

Assessed weekly

Students are requested to give a short individual or team presentation on a specific topic of their choice related to the class program. The presentation will be well-organized, concise, and include (when opportune) audiovisual and electronic materials.

Please note that according to academic regulation, make up examinations will only be given in the event of medically documented illness or family death. Students leaving the program early will not be granted credit. Please make travel arrangements in accordance with this pre-arranged course schedule.

Marking Scheme:

There will be variations within the grade band that will be recorded using +/- qualifiers.

Descriptor	Grade	GPA	Detailed Descriptor
Excellent	A	4.0	Grade A applies only to work which: <ul style="list-style-type: none"> is of excellent to exceptional standard demonstrates in-depth knowledge and understanding demonstrates substantial work and original thought has been involved makes use of very high quality analysis, synthesis, evaluation and critical appraisal is organised and structured to a high standard
	A-	3.7	
Good	B+	3.3	Grade B applies to work which: <ul style="list-style-type: none"> is of good to very good standard demonstrates sound and good quality of knowledge and understanding demonstrates good quality analysis, synthesis, evaluation and critical appraisal indicates an increasing ability to incorporate meaning into the work and understand key theories, debates and criticisms is well organised and structured
	B	3.0	
	B-	2.7	
Satisfactory	C+	2.3	Grade C applies to work which: <ul style="list-style-type: none"> is adequate although undeveloped fulfils the requirements of the project at a foundation level in terms of its quality, analysis and expression limited level of research and understanding of key theories and debates is organised and presented in a satisfactory form
	C	2.0	
Below Average	C-	1.7	<ul style="list-style-type: none"> falls below the threshold criteria demonstrates limited knowledge and understanding demonstrates minimal attention to quality, range, and appropriateness of research normally passing grade at course level

Minimal Achievement	D+	1.3	Grade D applies to work which: <ul style="list-style-type: none"> • is of a poor standard • has been produced without a proper understanding of the brief demonstrating confusion • is weak in content and shows little evidence of thought or application • relies on weak or superficial technique • incorporates insufficient research and/or inappropriate sources • is organised and presented poorly • normally passing grade at course level
	D	1.0	
	D-	0.7	
Fail	F	0	Grade F applies to work which: <ul style="list-style-type: none"> • is of very poor standard • has not been submitted or has been submitted beyond the project deadline • shows a complete lack of content, thought or application • makes no or insufficient use of analysis and relevant skills • is the product of academic misconduct • does not fulfil the brief • failing grade at all levels

Required Texts/Reading:

- Cini M.; Perez-Solorzano Borragan N. (eds.), *European Union Politics*, 6th Edition, Oxford University Press, 2019.
- Baldwin R.; Wyplosz C., *The Economics of European Integration*, 5th Edition, McGraw Hill Education, 2015.

Recommended Reading:

- Dinan, Desmond, *Origin and Evolution of the European Union*, Oxford University Press, 2004
- Egan, Michelle, *Single Markets: Economic Integration in Europe and the United States*, Oxford University Press, 2015.
- Helleiner, Erik; Pagliari, Stefano; Zimmermann, Hubert, (eds.), *Global Finance in Crisis*, Routledge, 2010.
- Hodson, Dermot, *Governing the Euro Area in Good Times and Bad*, Oxford University Press, 2011.
- Howorth, Jolyon, *Security and Defense Policy in the European Union*, Palgrave Macmillan, 2014.
- Jordan, Andrew; Huitema, Dave, Van Asselt, Harro; Rayner Tim, Berkhout, Frans (eds.), *Climate Change Policy in the European Union*, Cambridge University Press, 2016.
- Kleine, Mareike, *Informal Governance in the European Union: How Governments Make International Organizations Work*, Cornell, 2013.

- Kohler-Koch, Beate; Quittkat Christine, *De-Mystification of Participatory Democracy. EU-Governance and Civil Society*, Oxford University Press, 2013.
- Kuper, P., Wouters, J.; de Baere, G., Rampopoulos T., *The Law of EU External Relations Cases, Materials and Commentary on the EU as an International Legal Actor*, Oxford University Press, 2013.
- Noutcheva, Gergana, *European Foreign Policy and the Challenges of Balkan Accession: Conditionality, Legitimacy and Compliance*, Routledge, 2012.
- Phinnemore, David, *The Treaty of Lisbon: Origin and Negotiation*, Palgrave, 2013.
- Piattoni, Simona (ed.), *The European Union Democratic Principles and Institutional Architectures in Times of Crisis*, Oxford University Press, 2015.
- Puetter, Uwe, *The European Council and the Council: New Institutionalism and Institutional Change*, Oxford University Press, 2014.
- Sanders, David; Bellucci Paolo (eds.), *The Europeanization of National Politics? Citizenship and Support in a Post-Enlargement Union*, Oxford University Press, 2012.
- Sharpf, Fritz. W., *Governing in Europe: Effective and Democratic?*, Oxford University Press, 1999.
- Trauner, Florian; Ripoll Servent, Ariadna (eds.), *Policy Change in the Area of Freedom, Security and Justice: How EU Institutions Matter*, Routledge, 2015.
- Versluis, Esther; van Keulen, Mendeltje; Stephenson Paul, *Analyzing the European Union*, Palgrave Macmillan, 2012.

Full Course Schedule – Spring Semester 2020
PLT 5810

Week 1

Introduction. Methodology. Terminology. Nations and States. Europe defined. Historical Context.

Mon, Feb. 17

Reading Assignments:

- *Assigned readings.*

Week 2

From the Constitutional Treaty to Lisbon and Beyond. Theories and Conceptual Approaches.

Mon, Feb. 24

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 1-30.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. pp. 1-36.
- *Assigned readings.*

Recommended Additional Readings:

- Manners, I. (2011), "Symbolism in European Integration", *Comparative European Politics*, 9 (3), pp. 243-268.
- Matiuta, C. (2013), "How to Build the European Identity? Attitudes Towards the European Union Across Its Countries", *Journal of Identity and Migration Studies*, 7 (2), pp. 2-10.

Wed, Feb. 26

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 31-68.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 37-118.
- *Assigned readings.*

Recommended Additional Readings:

- Schütze, R. (2010), "From Rome to Lisbon: "Executive Federalism" in the (New) European Union", *Common Market Law Review*, 47 (5), pp. 1385-1427.
- Skordeli, M. (2012), "The European Union As a Global Power of Values", *European View*, 11 (2), pp. 149-155.
- Trondal, J.; Bauer, M. W. (2017), "Conceptualizing the European Multilevel Administrative Order: Capturing Variation in the European Administrative System", *European Political Science Review: EPSR*, 9 (1), pp. 73-94.

Week 3

Theorizing the EU after Integration Theory. Governance. Europeanization.

Mon, Mar. 2

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 69-101.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 119-146.
- *Assigned readings.*
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Recommended Additional Readings:

- Niskanen, W. A. (2012), "Alternative Political and Economic Futures from Europe", *Cato Journal*, 32 (3), pp. 461-471.
- Yazhborovskaya, I. (2015), "Political Transformation of the Countries of New Europe in the EU", *Social Sciences*, 46 (4), p. 38.
- Balks, A. (2013), "Studying European Identity", *European Political Science: EPS*, 12 (2), pp. 254-258.

Wed, Mar. 4

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 102-126.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 147-166.
- *Assigned readings.*

Recommended Additional Readings:

- Falkner, R. (2017), Rethinking Europe's External Relations in an Age of Global Turmoil: An Introduction", *International Politics*, 54 (4), pp. 389-404.
- Bellamy, R.; Kröger, S. (2016), "The Politicization of European Integration: National Parliaments and the Democratic Disconnect", *Comparative European Politics*, 14 (2), pp. 125-130.
- Berggruen, N.; Gardels, N. (2013), "The Next Europe: Toward a Federal Union", *Foreign Affairs*, 92 (4), pp. 134-142.

Week 4

Institutions and actors. The European Commission. The European Council. The European Parliament. The Court of Justice. Interest Groups.

Mon, Mar. 9

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 127-156.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 167-187.
- *Assigned readings.*

Recommended Additional Readings:

- Drozdiak, W. (2010), "The Brussels Wall", *Foreign Affairs*, 89 (3), pp. 7-12.
- Roder, K. (2014), "Teaching European Studies: Field trips to Brussels - An Underutilized Resource", *European Political Science: EPS*, 13 (1), pp. 43-52.

Wed, Mar. 11

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 157-200.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 188-216.
- *Assigned readings.*

Recommended Additional Readings:

- Hooghe, M. (2012), "Does Multi-Level Governance Reduce the Need for National Government?", *European Political Science: EPS*, 11 (1), pp. 90-95.
- Rumford, C. (2016), "The Strangeness of Europe", *Comparative European Politics*, 14 (4), pp. 504-522.

Week 5

Mid-Term Verification Test and Review.

Mon, Mar. 16

Review for Mid-Term Verification Test.

Wed, Mar. 18

Mid-Term Verification Test
(does not count towards final grade)

Week 6

Policies and Policy-making. EU External Relations. Enlargement. Foreign, Security, and Defense Policies.

Mon, Mar. 23

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 201-231.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 217-240.
- *Assigned readings.*

Recommended Additional Readings:

- Yazhborovskaya, I. (2015), "Political Transformation of the Countries of New Europe in the EU", *Social Sciences*, 46 (4), p. 38.
- Najimdeen, B. (2014), "EU in Transition or a Failed Project", *Policy Perspectives*, 11 (2).

Wed, Mar. 25

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 232-252.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 241-262.
- *Assigned readings.*

Recommended Additional Readings:

- Laursen, F. (2014), "The Politics of Ratification of EU Treaties", *European Political Science: EPS*, 13 (2), pp. 219-220.
- Moravcsik, A. (2016), "Europe's Ugly Future", *Foreign Affairs*, 95 (6), pp. 139-146.

Mon, Mar. 30

SPRING BREAK

Fri, Apr. 3

Week 7

The Single Market. The EU's Social Dimension. The Area of Freedom, Security, and Justice. Economic and Monetary Union.

Mon, Apr. 6

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 253-280.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 263-282.
- *Assigned readings.*

Recommended Additional Readings:

- Herzog, B.; Choi, M. (2017), "Policy Rules in the Economic and Monetary Union", *Intereconomics*, 52(1), pp. 51-56.
- Lemay-Boucher, P.; Rommerskirchen, C. (2015), "An Empirical Investigation into the Europeanization of Fiscal Policy", *Comparative European Politics*, 13 (4), pp. 450-470.

Wed, Apr. 8

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 281-309.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 283-296.
- *Assigned readings.*

Recommended Additional Readings:

- Nolte, G.; Helmut, P. A. (2013), "European Exceptionalism?", *Global Constitutionalism*, 2 (3), pp. 407-436.
- Lastra, R. M.; Jean-Victor, L. (2013), "European Economic and Monetary Union: History, Trends, and Prospects", *Yearbook of European Law*, 32 (1), pp. 57-206.

RESEARCH PAPER TOPIC CONFIRMED

Week 8

Case Study: Italy. European Integration. European Culture in Progress. The Common Agricultural Policy. Environmental Policy.

Wed, Apr. 15

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 310-322.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 297-326.
- *Assigned readings.*

Week 9

Democracy and Legitimacy in the EU. Public Opinion and the European Union. Europe in Globalization Era.

Mon, Apr. 20

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 323-353.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 327-348.
- *Assigned readings.*

Recommended Additional Readings:

- Brusis, M. (2010). European Union incentives and regional interest representation in central and east European countries. *Acta Politica*, 45(1-2), 70-89.
- Winzen, T. (2016). "From Capacity to Sovereignty: Legislative Politics and Differentiated Integration in the European Union." *European Journal of Political Research* 55 (1).

Wed, Apr. 22

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 354-370.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 349-418.
- *Assigned readings.*

Recommended Additional Readings:

- Moravcsik, A. (2016), "Democratic Politics in a European Union Under Stress", *Foreign Affairs* 95 (1).
- Della Sala V. (2016), "Europe's Odyssey? Political Myth and the European Union" *Nations and Nationalism* 22 (3).

RESEARCH PAPER DUE

Fri, Apr. 24

Visit to Rebibbia Rome State Prison. (MANDATORY: Counts as two classes)

Week 10

The European Union in the New International System.

Mon, Apr. 27

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 370-392.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 418-429.
- *Assigned readings.*

Recommended Additional Readings:

- Dinu, G.; Tomescu, R. A. (2017), "The European Union Charter of Fundamental Rights. The Treaty of Lisbon's Objectives and Principles", *Contemporary Readings in Law and Social Justice*, 9 (2), pp. 229-235.
- Eriksson J. (2016), "The Politics of Information: The Case of the European Union", *Journal of Common Market Studies* 54 (1).

Wed, Apr. 29

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 392-405.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 430-442.
- *Assigned readings.*

Recommended Additional Readings:

- Bonciu, F. (2015), "Rethinking the European Union: From Unity in Diversity to Diversity in Unity", *Romanian Journal of European Affairs*, 15 (3), pp. 5-19.
- Gadjević, K. (2017), "Priorities and Flaws of a Great Project", *International Affairs*, 63 (3), p. 121.
- Harding, G. (2012), "The Myth of Europe", *Foreign Policy*, (191), pp. 74-82.

Week 11

Issues and Debates. The Euro Crisis. The Future of EU.

Mon, May 4

Reading Assignments:

- Cini M., Pérez-Solórzano Borragan N., *European Union Politics*, pp. 406-436.
- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 443-459.
- *Assigned readings.*

Recommended Additional Readings:

- Miller, L. (2014), "Why European Liberalism Continues to Falter", *International Journal on World Peace*, 31 (2), pp. 35-55.
- Sakellariopoulos, S. (2017), "On the Class Character of the European Communities/European Union: A Marxist Approach", *Science & Society*, 81 (2), pp. 220-247.

Wed, May 6

Reading Assignments:

- Baldwin R., Wyplosz C., *The Economics of European Integration*, pp. 459-478.
- *Assigned readings.*

Recommended Additional Readings:

- Eylemer, S. (2015), "Revisiting the Debates on a Model of Integration for Post-Crisis Europe: Towards a Political Union or Just More Differentiation?", *Perceptions*, 20 (4), pp. 11-36.

Week 12

Final Exam / Review for Final Exam

Mon, May 11

Review for Final Exam

Wed, May 13

FINAL EXAM

HIGHLIGHTS:

Field trips: The Italian Parliament, the Roman Prison, others. Guest speakers: Italian politicians, Police's representative, others.

REASONABLE CHANGES MAY BE MADE TO THE CONTENT OF THE SYLLABUS. STUDENTS WILL BE INFORMED IN WRITING OF ANY SUCH CHANGES.

All grades are subject to confirmation at the University Examination Board.

Academic Policies:

<https://www.richmond.ac.uk/policies/>

Students must read and comply with all the requirements of the regulations and policies found at <https://www.richmond.ac.uk/policies/>. Students are expected to make themselves aware of the requirements of the Attendance Policy, the Lateness to Classes, Examinations Policy, the Late Submission of Coursework Policy and Exceeding Word Limit and Question Choice policy at the beginning of the semester.

Academic Dishonesty:

Academic dishonesty is any action by which a student in any academic exercise seeks to: claim credit for the intellectual or artistic work of another person; or uses unauthorized materials or fabricated information; or engages in an unauthorized editing process.

You can find a list of the actions that might lead to you committing academic dishonesty on the web pages. If you are not sure about what would constitute dishonesty after reading the full policy details you should ask for more information from the course instructor, your academic advisor, another member of academic staff, the Writing Centre, or Student Affairs.

Full details of Richmond's Academic Dishonesty policy are found at:

<https://www.richmond.ac.uk/policies/>

Students who are academically dishonest will receive a penalty for the work in question or the course as a whole (which may in turn impact upon their degree classification), depending on the importance of the work to the overall course grade and the judgment of the instructor and the relevant exam board.

Contract Cheating:

Contract cheating is defined as the submission of course work written on behalf of the student by a third party, or the taking of an exam for a student by a third party, and is taken very seriously by the University. Students proven to have engaged in such practices will be dealt with according to the strongest possible penalty, which may include expulsion from the University.

The Richmond Attendance Policy:

This course follows the University's Attendance Policy. Full details of Richmond's attendance and lateness policies are found at: <https://www.richmond.ac.uk/policies/>

Absence Recording:

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.

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.

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.

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.

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 number of their absences.

Every absence from class, regardless of reason, is recorded as Unexcused.

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.

Late submission of academic work:

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.

Any coursework submitted more than one week (seven days) after the original deadline will receive a grade of F.

Where there may be mitigating circumstances for the late submission the instructor must be informed in advance, by email, and evidence provided to the instructor *in writing* when the course work is submitted.

See the full late submission policy at <https://www.richmond.ac.uk/policies/>

Exceeding Word Limit and Question Choice:

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

See penalties and full policy at <https://www.richmond.ac.uk/policies/>

Feedback Norms:

The university has defined expectations as to the nature and timeliness of feedback on assigned work. Students should make themselves aware of these norms, and they are located on the portal at <https://www.richmond.ac.uk/policies/>.

Examination Regulations:

Guidance on examination regulations and expected behavior for students is on the Academic Registry page of the Student Portal (<https://my.richmond.ac.uk/registration/exams/default.aspx>). However, please note particularly the following University Policies:

Midterm exams are normally held during the designated weeks published in the academic calendar found at <https://www.richmond.ac.uk/programme-and-course-specifications/>. Any faculty member wishing to hold a midterm on a different date requires the approval of the Dean, and will inform students accordingly.

Final exams are held over a five-day period following the last day of classes in the Fall and Spring semesters. Exams are not held in the same timeslots as class sessions. The dates of the official exam period are published in advance in the official academic calendar (see link above). Students are responsible for remaining in London until the end of the official examination period – the university reserves the right to make any necessary changes to the schedule. Any such changes to the schedule will be centrally-administered by the Academic Registry and reported to students.

Students and instructors may not make private arrangements to reschedule any University exams. Requests for an opportunity to re-sit must be made by petitioning the Academic Progress Committee

<https://my.richmond.ac.uk/registration/forms/default.aspx>.

Final examinations in summer sessions take place on a single day following the last day of classes.

Students must bring their Richmond student ID card to every examination.

Academic support for studies:

The University Writing Center and Language Workshop are available to all students who want help with academic tasks. The University Mathematics Workshop is available to all students who need help with academic mathematics. Venues and times for these workshops are posted towards the end of the first week of the semester, and can be found under “Support for your studies” at

https://my.richmond.ac.uk/registration/academic_advice/default.aspx

Library staff can help students with questions about research and/or accessing information. Book an appointment with librarian (info@richmondinrome.it).

Students with Additional Needs:

The University makes a variety of special provisions in exams and assessment for students with a diagnosed learning disability. Students must follow the requirements outlined at

<https://www.richmond.ac.uk/study-abroad-at-richmond/students-with-additional-needs/> for these arrangements to be made, and it is important that this is done in good time. The student and their instructors are informed of the provisions after they are approved, and reminders are sent to students and invigilators shortly before the examinations.