Welcome from Head of Department

Congratulations on gaining a place at Royal Holloway to study for a Drama degree! We look forward to welcoming you to the department and to the coming years of your study and participation in our activities. Below you will find a schedule of the Drama, Theatre & Dance department’s activities for your Welcome Week (19th – 23rd September), during which you will be introduced to the department, the university (including IT services, the library, and support services), and your fellow students. The key date for your diary is Monday 19th September at 10am in the Caryl Churchill Theatre, when induction activities begin. Teaching begins on Monday 26th September.

If you are not going to take your place up would you please let us know as soon as possible.

We look forward to seeing you at the start of term.

Dr Elaine McGirr
Head of Department
Important Information

Timetable
All first-year single honours drama students take the same courses at Royal Holloway; joint honours students have different, varied schedules. You will be given a copy of the timetable when you arrive in September, along with your specific course and group allocations.

Reading List
We have compiled a reading list which includes information for your first year courses and preparatory material for the first week's classes. It can be accessed here: www.royalholloway.ac.uk/dramaandtheatre/documents/pdf/first-year-reading-list-2016.pdf

Undergraduate Curriculum
Our degree offers specialist teaching and training in a range of topics, modes, periods and cultures of theatre and performance making. Creative and critical exploration are of equal importance, and complement each other. Single-honours students take four specialist-led courses: DT1100 Theatre & Performance-Making, DT1200 Theatre & Text, DT1300 Theatre & Culture, and DT1400 Theatre & Ideas. Students studying BA Drama and Dance take DT1100, DT1200, DT1910 Moving Bodies, and DT1920 World Dance Histories. Students taking joint honours degrees with other departments take DT1100 and DT1200. You will be taught through a combination of lectures, seminar group sessions, practical workshops and fieldtrips.

Moodle
Moodle is a Virtual Learning Environment on campus, where students can access online materials for their courses. Once you have been supplied with your RHUL username and password, it is a good idea to log on and familiarise yourself with your courses. Moodle can be accessed at moodle.royalholloway.ac.uk

Foundation Tutorials
You will have regular Foundation Tutorial sessions throughout your first year. You will be provided with a Foundation Tutorial Handbook when you arrive.

Undergraduate Handbook
When you arrive, you will be provided with a link to our Undergraduate Handbook. It is vital that you read this document thoroughly, as it contains detailed information about the procedures of the university and the department, and will answer many questions that you are likely to have in your first few weeks here, and throughout your degree.

Safety Footwear
Please note that departmental Health & Safety procedures require that all students participating in workshop/production activities wear steel toe cap boots (safety footwear).

All students in the department (both single honours and joint honours) must own a pair by the time teaching starts. The department suggests the following suppliers:

To buy online
Bootsforwork.com: They supply a wide range of steel toe cap footwear for men and women to buy online and have delivered.

National retailers
Hewden: Telephone 0800 371565 from a landline to be put through to the local branch. They supply a wide range of steel toe cap footwear for men and women.

To buy in Egham
Thames Valley Tool Hire, 193‐194 High Street, Egham. Telephone 01784 433984. If they don't have the required size it can be ordered in.

College Enrolment
When you arrive at Royal Holloway you will need to attend an identity check to complete College enrolment and collect your College Card. You will find instructions about enrolment here: www.welcome.royalholloway.ac.uk/enrolment-for-new-students/

A small number of amendments have been made to the mandatory course units on our degree programmes, including DT1300 and DT1400. We made this decision in response to student feedback to improve our first year courses. If you have any questions about the course units on your degree programme, please do contact us at drama@rhul.ac.uk
Welcome events

We’ve organised a whole programme of events just for Drama & Theatre students to get you settled into the department. The College also has lots of other events for all students that aren’t listed here – make sure you check the Welcome Week website at royalholloway.ac.uk/welcome to find out what they are. If you are a joint honours student and you find that you have a clash between two welcome events in different departments, please contact the departmental office (see next page for contact details) and we will advise you further.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and practical session</td>
<td>Monday 19th Sep</td>
<td>10.00-12.00</td>
<td>Caryl Churchill Theatre</td>
</tr>
<tr>
<td>Collection of welcome packs and personal schedules</td>
<td>Monday 19th Sep</td>
<td>12.00-13.00</td>
<td>Katharine Worth Building Rehearsal Room B</td>
</tr>
<tr>
<td>Student photographs taken</td>
<td>Monday 19th Sep</td>
<td>12.00-14.00</td>
<td>Katharine Worth Building Rehearsal Room A</td>
</tr>
<tr>
<td>Induction for BA Drama and Dance students only</td>
<td>Monday 19th Sep</td>
<td>14.00-15.00</td>
<td>Caryl Churchill Theatre</td>
</tr>
<tr>
<td>Library, Student Life and CeDAS Induction</td>
<td>Monday 19th Sep</td>
<td>15.00-16.30</td>
<td>Caryl Churchill Theatre</td>
</tr>
<tr>
<td>Drama Health &amp; Safety Briefing</td>
<td>Tuesday 20th Sep</td>
<td>10.30-12.00</td>
<td>Caryl Churchill Theatre</td>
</tr>
<tr>
<td>Introduction to the Drama Department</td>
<td>Tuesday 20th Sep</td>
<td>12.00-13.00</td>
<td>Caryl Churchill Theatre</td>
</tr>
<tr>
<td>Workshops and tours led by The Student Workshop</td>
<td>Tuesday 20th Sep</td>
<td>14.00-16.00</td>
<td>Noh Theatre</td>
</tr>
<tr>
<td>Performance by Dickie Beau</td>
<td>Tuesday 20th Sep</td>
<td>16.30-17.30</td>
<td>Caryl Churchill Theatre</td>
</tr>
<tr>
<td>Student welcome social</td>
<td>Tuesday 20th Sep</td>
<td>17.30-18.30</td>
<td>Katharine Worth Building Rehearsal Room B</td>
</tr>
<tr>
<td>Introduction to College Services</td>
<td>Friday 23rd Sep</td>
<td>11.00-12.00</td>
<td>Windsor Auditorium</td>
</tr>
</tbody>
</table>

* Any joint honours students who need to attend induction in their other department during the allocated time can collect their schedules any time until 5pm. After 1pm, please report to the departmental office (opposite Rehearsal Room A) and we will have your pack ready for you.

* These sessions are drop-in sessions. You do not need to attend for the entire time, but you must attend at some point during the time listed on the schedule.
Who to contact

Departmental Office
You should contact the departmental office for any non-academic queries. Our Undergraduate Administrators are Linda Luck and Emma Ward.
Office: Katharine Worth Building 002
Email: Drama.UGAdministrators@rhul.ac.uk
Phone: 01784 443922

Head of First Year
Our Head of First Year is Dr Will Shuler. He will be welcoming you to the Department at your first session on Monday 21st September at 10.00am in the Caryl Churchill Theatre.
Office: Katharine Worth Building 101
Email: Will.Shuler@rhul.ac.uk

Department Manager
You can contact our Department Manager, Angela Krzeminski, for advice if you have any academic, pastoral or administrative issues for which you feel you would benefit from a private consultation.
Office: Katharine Worth Building 103
Email: Angela.Krzeminski@rhul.ac.uk

Personal Tutor
When you arrive you will be assigned a personal tutor, who you will be able to meet with to discuss any academic or other problems that you may be having.

I have a question about my course
Email your course group tutor with any questions that you have relating to a specific course. You will find out your group allocations and course tutors when you arrive in the department.

I have a timetable clash
If you are a joint honours student and notice a clash between two of your classes, please come into the departmental office during Welcome Week and speak to our Undergraduate Administrators who will be able to help.

Non-departmental Queries
If you have any questions about issues outside of the department (e.g. enrolment, fees, accommodation, college cards or visas) please contact the Student Services Centre. They are located in the Windsor building, or can be emailed on student-enquiries@royalholloway.ac.uk

Keep up to date...

Please make a note of our ‘Information for current students’ page on the Drama website, which contains useful information and documents that you will need access to throughout your time with the department:
www.royalholloway.ac.uk/dramaandtheatre/informationforcurrentstudents

You may find it useful to follow our department social media pages:
www.facebook.com/rhuldrama
twitter.com/RHULDrama
Drama Buildings Map

DEPARTMENT OF DRAMA & THEATRE

The Katharine Worth Building is the heart of the Drama Department, housing seminar rooms, staff offices and design workshops.

The Boilerhouse Theatre complex also houses a Dance Studio and Digital Design Studio.

The Handa Noh Studio houses the only permanent Japanese Noh stage in Europe.