Welcome from Head of Department

Congratulations on gaining a place at Royal Holloway to study for a Drama and/or Dance 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 (18th – 22nd 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 18th September at 10am in the Caryl Churchill Theatre, when induction activities begin. Teaching begins on Monday 25th September.

If you are not going to take your place up would you please let us know as soon as possible by emailing Drama.UGAdministrators@rhul.ac.uk

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

Dr Lynette Goddard
Head of Department (Interim)
Important Information

Timetable
All first-year single honours drama students take the same courses at Royal Holloway; joint honours students have different, varied schedules. Your individual timetable is available to see online via the Student Intranet and Campus Connect. You can download this to a personal calendar on your phone if you wish. Instructions on how to do this are on the Student Intranet. Please make sure you have accessed your timetable by the end of Monday 18th September.

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.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. You can find a list of courses taken on each degree programme on the reading list link above. 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/
Welcome events

We’ve organised a programme of events just for Drama, Theatre & Dance 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 jointhonours 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>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday 18th September</td>
<td>Welcome to Royal Holloway (Central Induction) *</td>
<td>9.00-10.00</td>
<td>Windsor Building WIN-400</td>
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<td>Welcome and practical session (with Peer Guides)</td>
<td>10.00-12.00</td>
<td>Caryl Churchill Theatre (meet with your Peer Guides outside the Windsor Building)</td>
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<td>Library, Health, SU and CeDAS Services</td>
<td>12.00-13.30</td>
<td>Caryl Churchill Theatre</td>
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<td></td>
<td>Collection of welcome packs and personal schedules (plus library tour &amp; lunch with Peer Guides) + ~</td>
<td>13.00-14.00</td>
<td>Katharine Worth Building Rehearsal Room B</td>
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<td>Student photographs taken ~</td>
<td>14.00-16.00</td>
<td>International Building IN243</td>
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<tr>
<td>Tuesday 19th September</td>
<td>Induction for BA Dance/BA Drama and Dance students only</td>
<td>10.30-11.00</td>
<td>Caryl Churchill Theatre</td>
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<td>Drama Health &amp; Safety Briefing</td>
<td>11.00-11.45</td>
<td>Caryl Churchill Theatre</td>
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<td></td>
<td>Introduction to the Drama Department</td>
<td>12.00-13.00</td>
<td>Caryl Churchill Theatre</td>
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<td></td>
<td>Departmental Lunch</td>
<td>13.00-14.00</td>
<td>Katharine Worth Building Rehearsal Room B</td>
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<td>Workshops and tours led by The Student Workshop</td>
<td>14.00-16.00</td>
<td>Noh Theatre (breakout spaces: RRC, RS2, Noh Theatre)</td>
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<td></td>
<td>Double Bill Performance:</td>
<td>16.30-18.00</td>
<td>Boilerhouse Theatre</td>
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<td></td>
<td>* Gillis by Jenny Swingler &amp;</td>
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<td></td>
<td>* Go Live by Wing Yue Leung</td>
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<td></td>
<td>Student welcome social</td>
<td>18.00-19.00</td>
<td>Boilerhouse Courtyard</td>
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<td></td>
<td>BBQ with The Student Workshop</td>
<td>19.30-late</td>
<td>The Happy Man Pub</td>
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* Joint honours students will have one of these sessions scheduled by each department. Please note that you only need to attend one.
+ 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 2pm, please report to the Drama Helpdesk (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.
Who to contact

Drama Helpdesk
Your first port of call for any non-academic queries is the Drama Helpdesk situated in the Administrative Office. 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 18th September at 10.00am in the Caryl Churchill Theatre.
Office: Katharine Worth Building 011
Email: Will Shuler@rhul.ac.uk

Department Manager
If you have any academic, pastoral or administrative issues for which you feel you would benefit from a confidential discussion and advice please contact our Department Manager, Angela Krzeminski.
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.

I have a timetable clash
If you are a joint honours student and notice a clash between two of your classes, go to the Drama Helpdesk during Welcome Week for assistance.

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...
When you log onto Moodle look out for our ‘Information for Students: Department of Drama, Theatre & Dance’ page. This contains important departmental information and documents that you might need during your studies. You should be automatically enrolled on it, or you can search the course title and self-enrol.

You may find it useful to follow our department social media pages:
www.facebook.com/rhul.drama
twitter.com/RHULDrama
The Department of Drama, Theatre and Dance is located on Egham Hill, on the north side of the A30.

From Egham Rail Station or from Jct 13 on the M25, take the A30 and follow signs for Royal Holloway until you reach Egham Hill. Continue up the hill until you see the footbridge; the department is on the right.