

Department of Drama and Theatre

Guide for new students

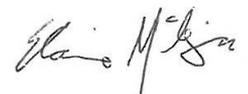


Welcome from Head of Department

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 department's activities for your Welcome Week (21st – 25th 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 21st September at 10.30am in the Boilerhouse Theatre, when induction activities begin. Teaching begins on Monday 28th 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 later this month.



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/rhbooklistdra ma2014.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: **Theatre & Performance-Making, Theatre & Text, Theatre & Culture, and Theatre & Ideas.** English & Drama students take Theatre & Performance-Making and Theatre & Ideas, while other joint Honours students take Theatre & Performance-Making and Theatre & Culture. 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 on enrolment here:

www.welcome.royalholloway.ac.uk/enrolment-for-new-students/



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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 compulsory welcome events in different departments, please contact the departmental office (see next page for contact details) and we will advise you further.

Event	Date	Time	Location	Is this event compulsory?
Welcome and practical session	Monday 21 st September	10.30-12.00	Boilerhouse Theatre	Yes
Collection of welcome packs and personal schedules*	Monday 21 st September	12.00-13.00	Katharine Worth Building Rehearsal Room A	Yes
Introduction to College Services and Learning at University	Monday 21 st September	14.00-16.00	Caryl Churchill Theatre	Yes
Drama Health & Safety Briefing	Tuesday 22 nd September	10.00-12.00	Caryl Churchill Theatre	Yes
Introduction to the Drama Department	Tuesday 22 nd September	13.00-14.00	Caryl Churchill Theatre	Yes
Library Interactive Training Lecture & Library Tour	Tuesday 22 nd September	14.00-15.30	Caryl Churchill Theatre	Yes
Student photographs taken	Tuesday 22 nd September	15.00-16.00	International Building IN243	Yes
Head of First Year 'open house'	Wednesday 23 rd September	11.00-13.00	Katharine Worth Building Rehearsal Room B	No
IT Induction	Wednesday 23 rd September	15.00-17.00	Various (please see your personal schedule for details)	No (can be taken online instead)
Question & answer session for Drama & Creative Writing students	Wednesday 23 rd September	13.00-14.00	Moore Building Lecture Theatre	Yes (for Drama & Creative Writing students only)
Question & answer session for English & Drama students	Wednesday 23 rd September	14.00-16.00	Bourne Lecture Theatre 1	Yes (for English & Drama students only)
Drama and Dance Induction	Thursday 24 th September	16.00-17.00	Boilerhouse Theatre	Yes (for Drama & Dance students only)
Welcome Event: performance by The Underground Clown Club	Friday 25 th September	13.00-14.00	Boilerhouse Theatre	No

* Any joint honours students who need to attend induction in their other department during the allocated time can collect their schedules any time from 12.00 – 17.00. Please report to the departmental office (opposite Rehearsal Room A) and we will have your pack ready for you.



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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 Emma Brodzinski. She will be welcoming you to the Department at your first session on Monday 21st September at 10.30am in the Boilerhouse Theatre. You will have a chance to meet her and ask any questions that you may have on Wednesday 23rd September (see the welcome events list).

Office: Lodge 3

Email: Emma.Brodzinski@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:

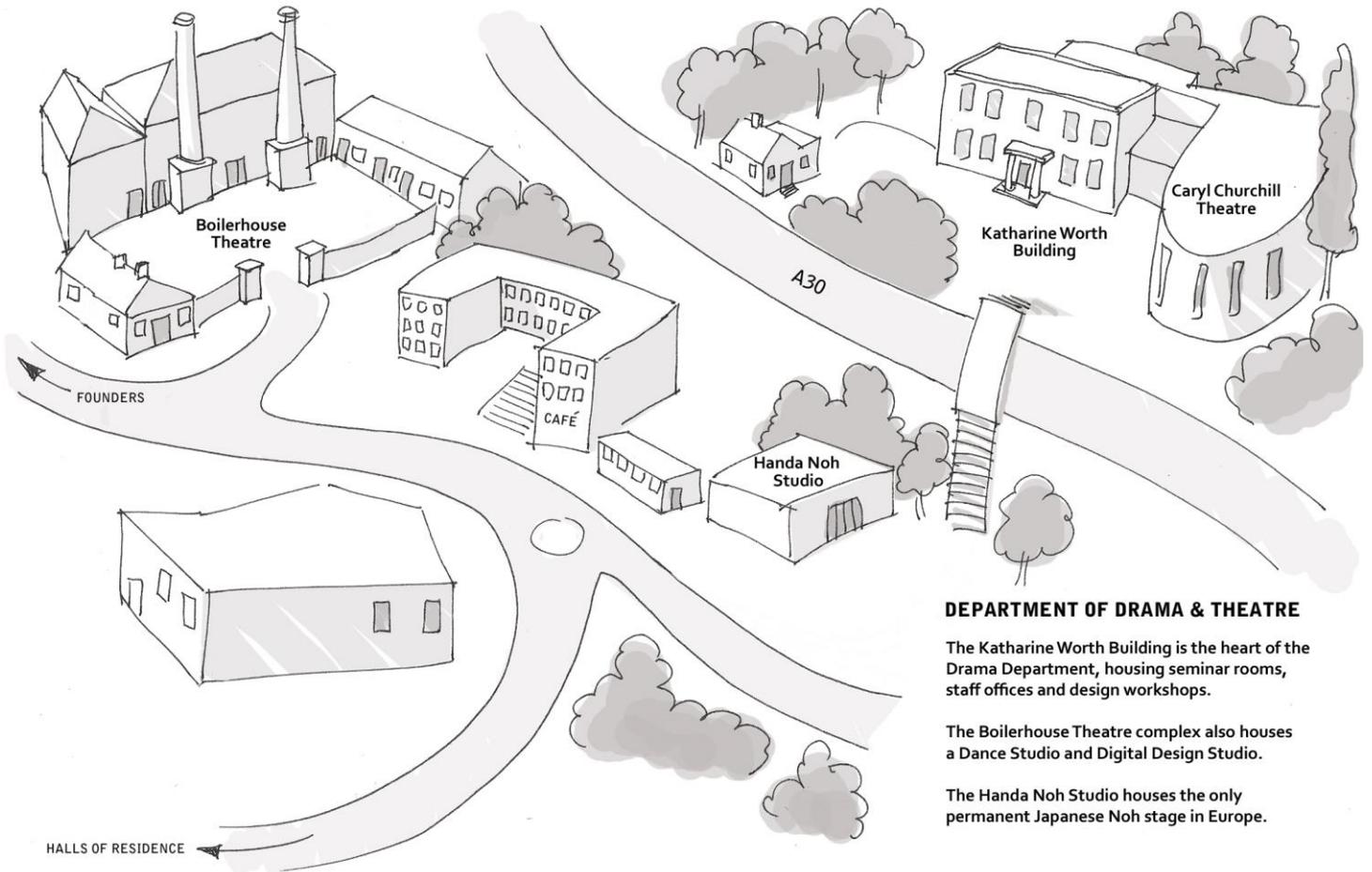
www.facebook.com/rhuldrama

twitter.com/RHULDrama



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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.



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