



DEPARTMENT OF MUSIC

STAFF HANDBOOK

2010/2011

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1 MEMBERS OF STAFF AND RESPONSIBILITIES 2010/11

		Responsibility 2010/11	Room
Professors:			
	Katharine Ellis	Deputy Head of Department; Deputy Chair of Undergraduate Sub-board of Examiners	WT210
	Julian Johnson	Head of Department	WT110
	Tina K Ramnarine	Director of Research; Chair, Research Committee ; Outreach	WT204
	Jim Samson	(on leave in 2010/11)	
Readers:	Rachel Beckles Willson	Deputy Director of Graduate Study; Postgraduate Admissions	WT107
	Julie Brown	Director of Graduate Studies	WT109
	Erik Levi	Director of Performance	WT208
	Henry Stobart	Undergraduate Admissions; Schools Liaison	WT004
Senior Lecturers:	Geoff Baker	(on leave in 2010/11)	
	Paul Harper-Scott	Director, MMus Advanced Musical Studies; Chair, Postgraduate Sub-Board of Examiners	WT201
	Brian Lock	Visiting Student Coordinator; Director of Studio and Equipment	North Tower 201
	Stephen Rose	Director of Undergraduate Studies, Chair, Undergraduate Sub-Board of Examiners	WT206
Lecturers:	Mark Berry	Library Liaison; Research Seminar series co-ordinator	WT203
	Mark Bowden	Director of Composition; Director, Sinfonietta	WT202
	Helen Deeming	Deputy Director of Undergraduate Studies; Educational Support	WT200
	Helen Grime	Chair, Composition Committee	WT209
	Larry Goves	Composer in Residence	Woodlands 4
	Anna F Morcom	Deputy Undergraduate Admissions; Schools Liaison; Careers Liaison	WT211
Academic Fellows:	Shzr Ee Tan	Schools Liaison	WT205
Instrumental/ Vocal Teachers:	Ben Davies	Cello	
	Elizabeth Byrne	Singing	
	Anna Cashell	Violin	
	Elizabeth Drew	Clarinet	
	John Ellwood	Trumpet	
	Rupert Gough	Organ	
	Eleanor Hodgkinson	Piano	
	Emily Jeffrey	Piano (maternity leave 2010/11)	
	Stuart King	Clarinet	
	James Kirby	Piano	
	Helen Leek	Piano (maternity leave cover)	
	Cristine Mackie	Piano	

	Glenn Martin	Saxophone	
	John Mitchell	Guitar	
	Alison Myles	Flute	
	Elaine Pearce	Voice	
	Eileen Price	Voice	
	Carla Rees	Flute	
	Matthew Stanley	Piano	
	Graham Titus	Voice	
Emeritus Professors:	David Charlton, Geoffrey Chew, Rosamond McGuinness, Lionel Pike, John Rink, Ian Spink		
Visiting Composer:	Chikage Imai		
Department Office			
Senior Faculty Administrator:	Linda Luck	Timetable, Educational Support, Safety and Fire Marshall	WT100A
Administrative Assistant (UG and PG):	Nan Elias	First Aid; Work Station Assessments	WT100
Concert Office			
Performance Manager:	Susan Geddes	Performance; Concert Season	WT102
Choral Music Office	Rupert Gough	Director of Choral Music and College Organist	WT005
	Elizabeth Chapman	Choral Music Administrator	WT005
Library Liaison:	Russell Burke		Bedford Library

2 STAFF RESEARCH INTERESTS

Geoffrey Baker, BA Oxford, MMus PhD London

geoff.baker@rhul.ac.uk;

(Senior Lecturer): music and society in colonial Latin America; popular music in Latin America, especially Cuba; Renaissance and Baroque performance practice

Rachel Beckles Willson, GRSM (hons) London, MMus Glasgow, PhD London, LRAM

r.beckleswillson@rhul.ac.uk; x.4451

(Reader): 20th-century music, especially in Hungary: analysis, music and politics, historical performance

Mark Berry, MA (Cantab.), MPhil (Cantab.), PhD (Cantab.)

[mark.berry\(music\)@rhul.ac.uk](mailto:mark.berry(music)@rhul.ac.uk); x 3290

(Lecturer): Musical and intellectual history from the eighteenth century onwards; Wagner; Schoenberg; aesthetics; Adorno, modernism

Mark Bowden, BMus Huddersfield, MMus Royal College of Music, PhD London

mark.bowden@rhul.ac.uk; x. 3948

(Lecturer): composition

Julie Brown, BA Melbourne, MMus PhD London

julie.brown@rhul.ac.uk; x.4143

(Reader): early 20th-century music: theory, criticism and history; music and the media

Helen Deeming, BA MPhil PhD Cambridge

helen.deeming@rhul.ac.uk; x.3801

(Lecturer): medieval and renaissance music; musical notations; history of the book; iconography

Katharine Ellis, BA DPhil Oxford, ARCM

k.ellis@rhul.ac.uk; x.3854

(Professor of Music): musical culture in 19th-century France; aesthetics and criticism; historiography; gender studies

Helen Grime, BMus Royal College of Music, MMus Royal College of Music

helen.grime@rhul.ac.uk; x.3537

Lecturer (Composition)

Larry Goves, BMus, MPhil Royal Northern College of Music

larry.goves@rhul.ac.uk; x.4984

Composer in Residence

Paul Harper-Scott, BA Dunelm, DPhil Oxon

j.p.e.harper-scott@rhul.ac.uk; x3949

(Senior Lecturer): Twentieth-century symphonic music (particularly Elgar, Walton, Vaughan Williams); Wagner and post-Wagnerian opera (particularly Britten and Strauss), Schenkerian theory, Continental philosophy and psychoanalysis (particularly Heidegger and Žižek).

Julian Johnson, BA (CNA), MA DPhil Sussex

julian.johnson@rhul.ac.uk; x 3946

(Professor of Music): music and modernity since the late C18th; music and philosophy; Viennese modernism; Mahler

Erik Levi, BA Cambridge, BPhil York

e.levi@rhul.ac.uk; x.3535

(Reader): political history of music, especially under fascist regimes; music of exiled composers during the Nazi period; performance, interpretation and recording history

Brian Lock, BA East Anglia, MPhil Cambridge, PGDip Chopin Academy Warsaw

brian.lock@rhul.ac.uk; x.3231

(Senior Lecturer): composition - commercial, electronica, cross-genre, experimental, film; music technology; music and technology; orchestration; 21-st century music, especially in UK, France and Poland

Anna F Morcom, BA PhD London

anna.morcom@rhul.ac.uk; x.4998

(Lecturer): ethnomusicology, especially India and Tibet

Tina K Ramnarine, GRSM (hons) Royal Academy of Music, MMus Edinburgh, DPhil Manchester, LRAM (violin)

tina.ramnarine@rhul.ac.uk; x.3947

(Professor of Music): ethnomusicology, especially Northern European and Caribbean; music, politics and identity; performance

Stephen Rose, BA York, MPhil PhD Cambridge

stephen.rose@rhul.ac.uk; x.3806

(Senior Lecturer): German music 1500-1750; keyboard music; performance practice; social and material history of music

Jim Samson, BMus (Belfast), MMus PhD (Wales), LRAM, FBA

jim.samson@rhul.ac.uk;

(Professor of Music): 19th- and 20th-century music; Chopin; Liszt; aesthetics; performance and analysis

Henry Stobart, MPhil PhD Cambridge, ABSM

h.stobart@rhul.ac.uk; x.3533

(Reader): ethnomusicology, especially Bolivian music and Surinamese Maroon music; Renaissance and Baroque performance practice

Shzr Ee Tan, BA, MMus, PhD London

shzree.tan@rhul.ac.uk; x.4451

(Postdoctoral Fellow): ethnomusicology, especially music of the Chinese diaspora

The Department also benefits from the contributions of emeritus professors and other honorary appointments:

Juan-José Carreras, LicHist Madrid, PhD Zaragoza

(Honorary Research Associate): Spanish music in its political, social and cultural contexts

David Charlton, BA Nottingham, PhD Cambridge

(Emeritus Professor): 18th- and early 19th-century French music, especially opéra-comique; aesthetics and criticism in early 19th-century Germany; performance practice

Geoffrey Chew, BMus London, MA MusB Cambridge, PhD Manchester, FRCO, ARCM

(Emeritus Professor): music analysis, especially theoretical and analytical issues in early music; Monteverdi; reception history; music of Austria and Czech lands, 1600-1800

Albrecht Dümmling, PhD Berlin

(Honorary Research Associate): Music in Nazi Germany

Rosamond McGuinness, BA Vassar, MA Smith, MA DPhil Oxford

(Emeritus Professor): Director of *Computer Register of Musical Data in London Newspapers, 1660-1800*

Lionel Pike, MA BMus DPhil Oxford, FRCO, ARCM

(Emeritus Professor): symphonic logic and questions of meaning in musical structure; the work of Robert Simpson and Ralph Vaughan Williams; Peter Phillips

John Rink, AB Princeton, MMus London, PhD Cambridge, Concert Recital Diploma GSMD

(Visiting Professor): 19th-century studies, especially Chopin, Liszt, Brahms; performance studies; theory and analysis

Stephen Roe, MA DPHIL Oxon

(Honorary Research Associate): Head of Printed Books and Manuscripts Division at Sotheby's, London and of the Department of Printed and Manuscript Music

Ian Spink, MA Birmingham, BMus London, FTCL, ARCM

(Emeritus Professor): music in England, c1500-1700, especially Dowland and Purcell; English song

3 DEPARTMENT SUB-COMMITTEES OF THE DEPARTMENT BOARD

Committee members do not attend meetings during terms of leave.

The first-named member normally takes the Chair of the meeting.

ADMISSIONS AND SCHOOLS LIAISON COMMITTEE:

Henry Stobart; Mark Berry, Anna F Morcom, Shzr Ee Tan

COMPOSITION COMMITTEE:

Helen Grime; Mark Bowden, Larry Goves, Brian Lock, Sue Geddes

PERFORMANCE COMMITTEE:

Erik Levi; Brian Lock, Shzree Tan, Sue Geddes, conductors of RH Choral Music and Orchestras, student representatives (Committee of Music Society and representatives of year groups and ensembles).

POSTGRADUATE COMMITTEE:

Julie Brown, Rachel Beckles Willson, Mark Berry, Paul Harper-Scott, Tina K Ramnarine two student representatives (one MMus, one MPhil/PhD)

PROMOTIONS COMMITTEE:

Jim Samson, Katharine Ellis, Julian Johnson, Tina K Ramnarine, Dean of Arts

RESEARCH COMMITTEE:

Tina K Ramnarine; Rachel Beckles Willson, Julie Brown, Katharine Ellis, Paul Harper-Scott, Julian Johnson

STUDENT-STAFF COMMITTEE:

Elected student representatives (two BMus and one BA/BSc from each year, one MMus, one MPhil/PhD, one Overseas); Henry Stobart, Erik Levi (College procedure requires the election of Chair and Secretary)

UNDERGRADUATE TEACHING AND ASSESSMENT COMMITTEE:

Helen Deeming, Stephen Rose, Mark Bowden, Anna F Morcom, two student representatives (one BMus, one BA)

The Head of Department is a member of all committees *ex officio*.

The following sections give, in outline only, standard procedures in the Department and should be read in conjunction with the *College Regulations* and the various relevant College Handbooks, Codes of Practice and Guidelines, etc. The Head of Department, Director of Undergraduate Studies, Director of Graduate Studies and other academic and administrative colleagues as appropriate will be able to provide further information on the matters outlined here, and on others.

4 STANDARD PROCEDURES WITH RESPECT TO TEACHING

Student Attendance

The Department, through the Department Office, operates a formal system of the monitoring of undergraduate and MMus student attendance at timetabled classes etc. and, through the Concert Office, at instrumental and singing lessons. Attendance at meetings of first-year tutorial groups, at second- and final-year meetings with personal advisors and at supervisions of special studies etc. should also be monitored by the tutors concerned. Persistent defaulting in attendance leads to the invoking of disciplinary procedures by the Head of Department in accordance with the *College Regulations*.

Marking of Coursework

In general, we should aim to return undergraduate coursework within three weeks of submission or by the beginning of the succeeding term as appropriate, although this may not always be possible. MMus coursework should be returned, having been double-marked, within four in-term weeks of submission, having been marked by two internal examiners.

Coursework is returned with a 'tutorial' percentage mark and comment on the cover-sheet and further annotations to the body of the submission, as appropriate. Please remember that students value highly the feedback they receive on their written work and a lack of constructive comment impacts badly on their perception of our teaching. Staff should photocopy the annotated cover-sheets (two copies) and return them to the Department Office.

Similar procedures obtain with the respect to the marking of MMus coursework, except that first and second markers are involved at this stage.

Postgraduate Teaching Assistance

Postgraduate teaching assistance requires careful monitoring by the relevant course/module tutor. **Postgraduate Tutorial Assistants** are appointed to teach a number of tutorial classes, usually in small groups, at regular intervals; course/module tutors should liaise with them and, if possible, attend at least one or two of their sessions to ensure that the Tutorial Assistant's teaching is appropriately conceived and properly delivered, and in line with the course/module content, intended learning outcomes etc. In addition, **Postgraduate Marking Assistants** (many of whom will also be Tutorial Assistants

on given courses) are appointed to provide specified hours of marking assistance on large first-year and second-year core courses and others by arrangement. It is the responsibility of course/module tutors to ensure that tutorial marks and comments communicated to students are appropriate and consistent with departmental and College norms and criteria; this will normally involve reviewing all of the marking carried out by Marking Assistants. In particular, **it is essential that course/module tutors carefully check and take ownership of the marks awarded by a Marking Assistant to any work which might be selected for final assessment by the student largely on the basis of the tutorial mark awarded.**

Student Feedback Questionnaires

Standard questionnaire forms should be handed out in the last lecture of the course or module and should be filled out during the class; tutors must inform students of the correct course-specific batch number to be inserted on the forms. The latter should be collected by the tutor (or, alternatively, delivered individually to the Department Office when it is not possible for the tutor to receive them). Please allow time for students to fill in these questionnaires: it is important to have them for all courses/modules and, if possible, to get a 100% return. The forms will be scanned and summarized centrally and the results returned to the Department on CD-ROM. A scanned image of any written comments from the students will be included. Individual course/module tutors are asked to prepare summaries of this data, noting relevant issues identified by students as well as 'plus points' and suggestions for possible improvement. These summaries will be entered into the Course Unit Report forms which in turn feed into the Annual Review, though these forms are intended for departmental use rather than for publication.

Personal Advisors and Tutorial Advice

Personal advisors are expected to see their first-year students weekly in one-hour group sessions and their second and final-year students at regular points during the year (normally at least once per term) to discuss academic progress. All staff should allocate two separate hours on different days as 'office hours' when they will normally be available for consultation without appointment; these times should be given to the Department Office and posted outside the advisor's room. Personal advisors are expected to offer advice about work, to help overcome difficulties if any, to discuss the choice of courses, and to write references for employment or for places on higher degree programmes. If necessary, they can refer the students to the Counselling Service. Please note that the guidelines issued by Information Services advise that email communications are responded to within twenty-four hours of receipt, even if only by means of an Out-of-Office reply or individual acknowledgement undertaking to respond in full at the earliest opportunity thereafter. RHUL staff are expected to check their email regularly.

Postgraduate Students

Postgraduate students should be treated as above, *mutatis mutandis*, also having regard for the College Code of Practice for the Academic Welfare of Postgraduate Research Students. In particular, supervisors of MMus special studies and MPhil/PhD dissertations should ensure that they see their students on a regular basis and that drafts etc. are read, commented on and returned to students within a reasonable time. It is becoming increasingly important for supervisors/advisors to keep a record of all supervisory sessions with students. This may be done, for instance, by inviting the students themselves to prepare minutes for submission to the supervisor/advisor, although the latter may wish or need to prepare notes of his/her own. Wherever possible supervisors/advisors should arrange to meet students in the Music Department, at the College's central London base, or, if necessary, another public venue; they should not hold supervisory meetings at home.

5 STANDARD PROCEDURES WITH RESPECT TO ASSESSMENT

Sub-Boards of Examiners in Music

The Department establishes two Sub-Boards of Examiners in Music, one for the undergraduate examinations in May/June and one for the MMus examinations in September. These sub-boards are constituted according to the appropriate sections of the *College Regulations*, for the purpose of conducting all aspects of the assessment of course-units in Music, and to recommend to the appropriate College Board of Examiners the classification and award of the degrees of Bachelor of Music, Bachelor of Arts with Major in Music, and Master of Music. Membership and procedures etc. of the Sub-Boards are prescribed in the relevant sections of the *College Regulations*.

Procedures

The following procedures, consistent with those prescribed in the *College Regulations*, are followed by either or both of the Sub-Boards of Examiners in Music (undergraduate, MMus) as appropriate.

The Chair of the Sub-Board draws up a list of first and second markers for each course in advance of the academic year. By mid-January, examination papers (where appropriate) are set by the first marker for each course (normally the course tutor) and sent to the second marker for discussion. A special meeting of the Undergraduate Teaching and Assessment Committee (for this purpose, a sub-committee of the undergraduate Sub-Board) meets in late January/early February to scrutinize the content and wording of all examination papers. The papers are then sent to the Visiting Examiners for approval.

The Internal Examiners are responsible for the marking and assessment, according to College procedures and Department criteria, of all units of assessment – scripts, dissertations, recitals, projects, portfolios, coursework, practical tests and other material – contributing to the examination. All student

work is to be identified by candidate number such that marking takes place wherever possible without candidates' identities being known to markers. Assessment is carried out in accordance with the *College Regulations* and the various relevant College Handbooks, Codes of Practice and Guidelines, e.g. with regard to double-marking practices.

Apart from recitals and practical tests (which by definition are marked by a team of markers), all units of assessment which receive a fail or first-class mark from the first Internal Examiner are then double-marked by a second Internal Examiner, who is also required to sample remaining submissions, in particular those receiving marks at class boundaries. Overall, **the second Internal Examiner should review the marks given to at least 30% of the units of assessment in the course or course module.**

The second Internal Examiner should not attempt necessarily to agree individual marks with the first Internal Examiner; rather, he or she is asked to determine whether the general level of marking is appropriate and whether any significant anomalies exist. If the level does not seem appropriate, the first Internal Examiner's marks may need to be systematically adjusted; this should be done only in consultation with the Chair of the Sub-Board. If significant anomalies are discovered, the Chair of the Sub-Board should be informed; he or she will then either instruct the second Internal Examiner to blind double-mark the entire set of scripts, or in less severe cases nominate a further Internal Examiner as moderator, who is apprised of the anomalous marks under discussion and who will then (a) confirm the lower or higher of the two marks; or (b) propose a mark within the range of the two marks. The moderator's mark stands as the final internal mark for the unit of assessment.

A general criterion of 'completeness' applies to all coursework as set out in the appropriate sections of the *College Regulations*. It may be difficult for examiners to differentiate between coursework which warrants a low mark (e.g. 'low fail') and that which is not 'complete'. The basic distinction is that the former can be judged according to the criteria set out in this *Guide*; such criteria cannot however be applied to work which is 'incomplete', i.e. no judgement can properly be formed according to those criteria. First Internal Examiners in any doubt about what constitutes 'incomplete' work should consult the second Internal Examiner and, if necessary, the relevant programme director. Note that 'incomplete' work will be invalid for eventual submission as part of the final assessment but must nevertheless be completed by the final deadline in order to satisfy the coursework requirements for the course in question. If the work resubmitted by the final deadline is still judged not to be 'complete', the coursework requirements will remain unfulfilled. If the resubmission, due by the final deadline, is submitted earlier than that, it will be retained in the Department Office; no tutorial feedback will be given, nor will the work be returned to the student or a further chance given to satisfy the requirement.

In cases where agreement between internal markers and a moderator cannot be reached, a Visiting Examiner is asked to adjudicate between the various marks proposed. The Visiting Examiner's mark is regarded as final and not open to further discussion.

Performance recitals presented for examination in the courses MU2210, MU2211, MU3393, MU3402 and MU5539 are normally recorded except where held in the presence of a Visiting Examiner.

Visiting Examiners are entitled to sample the work done in all units of assessment for each and every course-unit in the assessment process. Any resulting views on marking levels are taken into account and may lead to the scaling of marks accordingly.

Marks up to and including the level of the course-unit are expressed as whole numbers, rounding up from .5. At higher levels (e.g. year averages), calculations are done by the central College process and operate to two decimal places. Internal Examiners should be particularly careful when considering separate marks across a class borderline, and when agreeing a mark 1% below such a borderline. Internal Examiners are also encouraged to make full use of the 100-point marking scale and to avoid unjustifiable bunching; reference to the criteria published in this *Guide* will be expected. It is likely that the marks awarded will broadly correspond to the comments made on submissions; extraordinary discrepancies not only cause confusion but can be the basis of appeal.

The work of Visiting Students who take MMus courses should be marked according to the criteria and marking scale for undergraduate work, i.e. a pass mark of 40 and the undergraduate classification bands.

Those involved in marking students' work should note College policy that:

students have the right to be told on request any comments written by examiners in relation to their examination scripts;
when they are approached by a student for feedback on individual examination performance, the student must not be permitted to take the script(s) or copies away; when writing any comments on the piece of work or in other media, beyond the comments intended to provide formative feedback, they must consider the student as a potential audience for those comments.

Final Meetings of Sub-Boards

Final meetings of Sub-Boards deal with four separate issues:

- (i) approving the marks for individual course-units;
- (ii) considering candidates considered to have been disadvantaged in the examinations or to be otherwise problematic;

- (iii) appraising the achievement of candidates not yet in their final year of study;
- (iv) recommending the award and classification of degrees for candidates who have completed the requirements for the BMus, BA (combined programmes) and MMus.

In all cases, the Visiting Examiners are closely involved in any discussion or decisions.

Candidate numbers only are used wherever possible until as late a stage in the process as is feasible to ensure fair judgement.

The Sub-Boards take into account documented medical evidence and written reports from the Counselling Service and Department staff where appropriate; the report of any viva panel where convened; and the advice of Visiting Examiners. All substantive discussions of recommended individual classifications are fully minuted.

Decisions on classification or on other matters relevant to the activities of the Sub-Boards are normally agreed unanimously. Should there be a division of opinion, a vote is taken of the Internal and Visiting Examiners, with the Chair of the Sub-Board having a casting vote. A Visiting Examiner may overrule any majority decision of a Sub-Board.

The Sub-Board prepares a pass-list with candidates identified by number, indicating units passed and failed. All marksheets, pass and results lists are signed by the Chair of the Sub-Board of Examiners and the Visiting Examiner(s).

At the conclusion of the final examiners' meetings, the Sub-Boards consider issues raised by the examination, taking into consideration oral reports from the Visiting Examiner(s).

Guidelines for the Setting of Unseen Examination Papers

Questions should not duplicate or resemble those set for coursework essays, and instead should represent a move away from these essays in terms of their angle on the topics in question, a new requirement for synthesis, and/or the testing of the particular skills to be developed and intended learning outcomes to be gained in the course. They should embrace a representative spread of material and approaches from the course-unit but need not cover all aspects of it. (Students should not normally be permitted to invent their own coursework essay titles, since this practice multiplies problems of duplication in unseen examination papers.)

Except in technical and certain other courses, the normal pattern is to have nine questions for a full-unit examination (three to be answered in three hours), and six for a half-unit one (two to be answered in two hours). Either/or

questions count as one but should be justified rather than being an excuse for an extra question.

All quotations in 'Discuss' questions should be **attributed** to the author (the source need be given only if relevant) **and dated**. Questions involving made-up quotations for discussion purpose should be set in another format (e.g. 'Discuss the notion that...'). Consider carefully whether a candidate is meant to discuss the quotation itself (e.g. the fact that x said y at such a time and place) or its content more broadly applied. Avoid phraseology that may be opaque to students under pressure; e.g. unspecific references to 'the period' should be avoided, as should vague statements about given views or bodies of opinion.

Avoid 'Describe' or 'List' questions, questions that impose a point of view upon the candidate, and those that might prompt a one-word answer.

6 RESEARCH

Staff research is central to the Department's activities. Each year the Department allocates a sum to support staff research from its funds, to be administered by the Department's Research Committee: eligible costs may include conference attendance, travel and subsistence related to research (but not to libraries in London), projects requiring pump-priming support, or other research-related needs. Any member of the Department's staff (including postdoctoral fellows, though not Research Assistants on funded research projects) may apply for such support, except that application will not normally be accepted from staff holding their own PI funds. Where appropriate departmental support should lead towards applications for major research funding from outside bodies and/or significant publication outcomes.

There are two funding schemes for staff research:

(i) a 'light touch' scheme whereby all staff on 0.5 contracts or over may apply for reimbursement of research expenses up to £250 in any one year. Such funding may be used to cover any reasonable research expense and, while approval is required, this will normally be given directly by the Chair of Research Committee. Retrospective applications are not normally considered but exceptions may be made (at the Chair's discretion) provided that such applications are submitted no more than one month after the relevant expenditure.

(ii) a supplementary scheme covering additional research expenses up to a normal maximum of £600 in any one year. In this case criteria for eligible research expenses may be more stringent, and prior approval is required from Research Committee. Retrospective applications will not normally be considered.

In either case application should be made using the 'Staff research expenses' forms (downloadable from the 'For staff' web page, <http://www.rhul.ac.uk/music/For-Staff/index2.html>).

Beyond the first £250, Research Committee funding should be regarded as a last resort, and the Committee will not normally consider applications which it deems should have been made in the first instance to such bodies as the British Academy, Arts and Humanities Research Council, Central Research Fund of the University of London (<http://www.lon.ac.uk/crf.html/>), or Music and Letters Trust (http://www.oxfordjournals.org/our_journals/musicj/grants.html/). Where appropriate funds may be awarded as an underwrite against application to such a body; in these cases the staff member involved is required to inform the Chair of Research Committee of the outcome of the application.

In the case of conferences, the Research Committee operates a sliding scale of support depending on the international nature of the conference and the extent of the member of staff's involvement in it: subject to the available funding and to the conditions set out above, major international events (whether or not overseas) at which a member of staff gives a paper will normally attract 100% support, and where a member of staff chairs a session or is otherwise significantly involved normally 75% support, in each case up to the normal funding limits stated below. International conferences where a member of staff is just in attendance may attract support, but if so such support will not exceed 50% of the costs.

Any award granted by the Department must be used for the purpose for which the application was made. If the need arises to change the proposed plans while the research is in process, the Research Committee must be advised in good time.

Research and/or conference expenses should be claimed on an Expenses claim form, supported by receipted bills. Colleagues' attention is drawn to RHUL's Travel and Subsistence Policy (<http://www.rhul.ac.uk/Restricted/codes/travelpolicy04.pdf>), which must be adhered to during travel for conferences, research and other work-related purposes. Requests for travel and subsistence expenses should be net of normal meal costs and other sums saved while away from home (normally assessed at £10 per day), and travel costings must assume the cheapest available route and fare; staff should take advantage of advance booking wherever possible.

7 SABBATICALS, TEMPORARY LEAVE AND ABSENCE FROM COLLEGE

Sabbatical Leave

The Department has a clear, agreed policy: that leave is awarded only for research proposals of merit leading to publication (however defined) and on the basis of past research record. Leave is awarded with reference to eligibility criteria, entitlement criteria and application procedures as set out

the College's Sabbatical Leave Policy. Sabbatical leave is firmly a part of the Department's and College's research strategy but should not be regarded as an automatic right.

So that sabbatical can be coordinated with applications for external funding (where available), the Department normally requires applications by 1 August in the year preceding the academic year in which leave is to be taken, using the appropriate form available from www.rhul.ac.uk/Personnel which should be submitted both in hard copy and as an email attachment. Information supplied will include:

- the number of terms accrued or 'mortgaged' in respect of the period of leave requested;
- a 500-word outline of the project(s) for which the leave is intended;
- a statement of intended publication outcomes (medium, publisher, date, contract awarded);
- evidence of the successful use of leave previously granted by the College or (where relevant) by the member of staff's previous institution;
- whether the applicant intends also to apply for external funding (where available);
- details of other financial support sought (where appropriate) for the period of leave or its equivalent.

Recommendations may be made contingent upon such other financial support being gained.

Applications will initially be vetted by the Head of Department and the Chair of the Department's Research Committee or (if the Chair is the Head of Department) the Deputy Head of Department. At this point, an application may be returned to the applicant to seek further information or to advise (but not insist) on alternative possibilities. All (re)submitted applications will then be considered by the Department Research Committee (normally comprising at least three members of academic staff; the Dean of Arts is also invited *ex officio*). Applicants for sabbatical leave who are members of the Department Research Committee will be excluded from any discussion leading to a recommendation on leave. Recommendations will be forwarded to the Arts Faculty Board by the appropriate deadline, accompanied by a statement from the Head or Deputy Head of Department giving the grounds for the recommendation and details of replacement teaching funds required. These recommendations will also be notified to all the Department's staff by that date.

Unsuccessful applicants will be given the opportunity to appeal against the decision of the Department's Research Committee, in the first instance by writing to the Head of Department stating the grounds for appeal. The Head

of Department is empowered either to grant the appeal or to refer the case to the Dean of Arts for further adjudication.

Should the Head of Department be applying for leave, the Head of Department's function in the process outlined above will be carried out by a nominee.

Other forms of leave

The Department may be able to support absences outside the normal sabbatical scheme which are intended for either individual research activity (e.g. Leverhulme professorships) or certain forms of secondment and which are funded by external grants providing partial or full replacement salary costs. Such absences, which must be approved in advance by the Head of Department (usually prior to the submission of an application for the external funding), can however place additional burdens on other members of staff, and for this reason advice should be sought at an early stage from the Head of Department. The Department will normally be unable to support more than one such absence for any given staff member within a three-to-five-year cycle (depending on the period of absence); the maximum absence of this type will normally be three consecutive terms (cf. paragraph 8g at <http://www.rhul.ac.uk/personnel/policydocs/sableavepolicy.pdf/>).

Leave of absence without stipend is covered by the College's Sabbatical Leave policy. Staff wishing to take leave of absence without stipend should consult the Head of Department in the first instance.

Absence from duties (including Holidays)

In cases of temporary leave to attend conferences or undertake other commitments abroad whether in term or in the vacation, it is College policy that the applicant should seek the permission of the Head of Department. Where travel overseas is involved, the member of staff **must** complete the relevant College form at least a week in advance of the proposed date of travel. This is a College requirement, but also enables insurance cover for the member of staff to be provided under College policies. Full details are available from the Personnel Department.

All absence from duties (including holidays) requires the formal approval of the Head of Department; the Head of Department has a responsibility to be reasonable in such cases, but circumstances may arise where approval for absence at a given period cannot be given. Absence during term (and whether or not during teaching weeks) is problematic, for obvious reasons. The Department tries to keep vacations free of administrative and other commitments, but staff are often required at busy times (e.g. April and August) and while on sabbatical and during the summer vacation normally continue to retain relevant responsibilities for postgraduate students, who should be kept abreast of all planned absences.

For the Head of Department, Director of Graduate Studies and Undergraduate Admissions Tutor, and their deputies, a booking system will operate for absence from duties, with the intention of ensuring that these three posts are covered whenever the College is open (i.e. excluding public holidays). Forthcoming absences should be entered in the diary in the Department Office at least three months in advance; particular care should be taken to ensure that busy periods (e.g. April and August) are properly covered.

If a member of staff needs to be away during term (subject to the conditions stipulated in 14.3.2 above), students must be informed and teaching made up in ways that do not disadvantage any student (e.g. one who cannot attend a rescheduled class).

8 APPRAISAL AND PEER REVIEW

All members of the Department are formally appraised on an annual basis. This is an opportunity to reflect and plan for the future.

The Department also operates a system of peer review in undergraduate and MMus courses, in accordance with College practice in this area (see *Academic Standards Handbook*, available online). It requires colleagues to review each other's courses and teaching by discussing course aims and content, looking at course materials, and possibly sitting in on classes. The aim is to work to the benefit both of individual course-units and of individual teachers. Also, both reviewer and reviewee might each expect to learn from the experience as ideas are exchanged and good practice disseminated.

For each course-unit the Department nominates a peer reviewer (normally, the second marker) who will be associated with that course-unit preferably from its outset, collaborating with the course tutor at three distinct (if ultimately overlapping) stages, performing some or all of the following tasks:

- (i) in the design and preparation of the course-unit: discussing aims, reviewing course-outlines, assignments and similar materials;
- (ii) in the running of the course-unit: discussing its progress and any need for adaptation; sitting in and reporting on one or more classes; seeking and evaluating informal student responses;
- (iii) in the assessment of the course-unit: assessing students' work; reviewing results and making recommendations for the future.

It is College policy that each member of staff observes another staff member and is observed once a year as a minimum. With respect to sitting in and reporting on individual classes, tutor and reviewer should find time to discuss the specific class both before and after its running so that aims and outcomes are clear. The record of the peer review process should be made on the appropriate form available from the Department Office. This record remains confidential between the tutor, the reviewer and Head of Department and cannot be used for any purpose without the tutor's consent. The tutor will be

free to include peer review reports within the teaching portfolio assembled for applications for promotion. The process will be monitored by the Head of Department and reviewed regularly by the Department Board; the implications arising from it are addressed in the Department's Annual Reviews of Taught Programmes.

Where feasible, peer review is extended to the Department's non-established teachers. A process is in place for peer-reviewing the instrumental/vocal lessons given by Visiting Teachers and is run by the Director of Performance with support from the Performance Manager.

9 STAFF DEVELOPMENT

The Department and the College are committed to the promotion and support of staff development, recognising that developing the knowledge, skills and attitudes of all staff will improve the effectiveness and efficiency of both the individual and the institution.

The needs of the individual member of staff with respect to staff development are identified mainly at staff appraisals, when Individual Training Plans will be devised. This can lead either to the taking advantage of courses that are available or the suggestion of other courses to the College. Individuals are encouraged to apply for sabbatical leave, to attend seminars and conferences, to pursue opportunities for secondment and the updating of technical skills, and to undertake joint research projects. Peer advice, monitoring and the rotation of specific duties form part of a strategy for placing the Department and its members on a strong footing.

10 PROMOTIONS AND PROBATION

Academic staff promotions and the award of discretionary increments are determined by the College's Academic Staff Review Group, in accordance with a process notified by the College's Personnel Department to all academic staff normally in August. The Department's Promotions Committee has a role in that process, which includes making a recommendation to advance a case at College level. Administrative staff promotions are reviewed annually by the Head of Department at the time of the Clerical Staff Review. Staff are also free to make their own case to College according to the appropriate established guidelines.

The Department's Promotions Committee is constituted from the professors within the Department. The Dean of Arts is also a member *ex officio*.

Staff on probation are reviewed every year by the Head of Department in consultation with the member of staff's probation advisor, with whom probationers should hold an informal termly meeting.

11 POSTDOCTORAL FELLOWS AND OTHER RESEARCH APPOINTMENTS

Establishment

The Department and College support both short-term and longer-term Postdoctoral Research Fellows in various ways. The following remarks on Fellows may also apply to contracted Research Assistants depending on the nature of the post and on individual circumstances. Long-term (12+ month) Research Fellows are considered to be full members of the Department and College, and where possible (and depending on the terms of the fellowship) they are entitled to the benefits, resources and support granted the established academic staff, and are encouraged to cultivate a similar professional profile. Fellows are also encouraged to play as full a role as possible in the Department's committee structures and will be formally represented on Department committees bearing directly on their own activities (such as the Research Committee). Even if a fellowship is granted primarily for research, the Department views reasonable involvement in teaching and administration as an important part of professional development, and will attempt to make appropriate opportunities available. Fellows are encouraged to make a significant contribution to the general academic and practical life of the Department as well as to its research environment.

Postdoctoral Visitors

In addition to applications under externally-funded schemes such as the British Academy Postdoctoral and Leverhulme Early Career fellowships (which are jointly handled by the Chair of Research Committee and Head of Department, and reported to Research Committee), *ad hoc* approaches may be received from individuals wishing to spend a period of time (normally between one month and one year) in the Department; this is usually to work with a specified staff member, and sometimes with external (usually EU/overseas governmental or similar) funding. Such individuals can be accommodated under the College's Academic Visitors scheme. However, while they can bring benefits to the Department in terms of networking and profile, they also have costs in terms of space, departmental resources and facilities, and staff time, particularly when there is a supervisory or similar input. In short, it only makes sense to host such visits when there is a clear benefit to the department and/or individual staff members.

These applications will normally be handled as follows. Approaches will be passed to the Chair of Research Committee, who will act in liaison with the Head of Department. The applicant will be required to provide a clear statement of the intended project, the intended period of visit to the Department, the nature of any supervisory or similar input (and from whom, if known), and any other requirements, together with a sample of written work or equivalent where necessary. At this point a member of staff will be identified who has a strong interest in the project and feels that s/he has something to gain from working with the applicant, and who if appropriate is willing to provide the necessary supervisory or similar input, as well as acting

as the visitor's contact point. (This may be conditional on an interview.) Should no such staff member be identified, the application may be declined. If this condition is met, an assessment will be made of the costs to the Department and an appropriate contribution to those costs determined under the College's Academic Visitors scheme (<http://www.rhul.ac.uk/Personnel/policydocs/GUIDEACV.pdf>). This allows for a minimum payment of £100 per calendar month, with half the payment being credited to the host department; depending on funding and other considerations, visitors will normally be charged not less than £100 pcm if no supervisory input is required, and not less than £250 pcm if it is. The proposed fee should be agreed with Personnel; approval to host the applicant as Academic Visitor sought from Research Committee (probably in circulation); and the required payment communicated to the applicant, where appropriate in the context of a personal meeting/interview. If there is agreement to go ahead, the Head of Department completes an Academic Visitor Form and a formal letter is written to the applicant by Personnel. (<http://www.rhul.ac.uk/Personnel/forms/AcademicVisitorform.doc>)

Access to the Department and Facilities

Fellows will be granted the means to gain after-hours access to their offices and to the Department. In terms of office facilities granted to fellows, these depend in part on the nature and funding of the fellowship held, but the Department will endeavour to allocate rooms to suit professional needs. Room-sharing is sometimes necessary and is standard practice throughout the College. Fellows are entitled to stationery to aid them in teaching and research, and to postal, fax and photocopying facilities in accordance with the budgetary parameters set by individual funded research projects where appropriate. Computing facilities (hard- and software) will be provided according to individual needs, and telephone and network facilities will, where possible, be made available within individual offices, once again subject to relevant budgetary parameters and/or other considerations (e.g. the provision of hardware/software as part of funded projects).

Professional Activities

Fellows are expected to pursue research, to play a leading role on the national and international scene (e.g. by attending conferences and taking advantage of other networking mechanisms) and to disseminate their work through publication (whether via print, public performance, the internet or broadcasting). Fellows are also encouraged to organize or head research seminars or conferences on themes according with the Department's broad research strategies. All such activities will be supported and recognised in the same financial and other ways as those of established staff; they also have a significant bearing on the Department's research record and its scholarly standing. Should any Fellow's work be supported by the Department in this way, it is customary to acknowledge such support; indeed, it is a condition of any financial support that it is so acknowledged.

Fellows are eligible to apply for conference and research grants (covering travel, accommodation, materials, etc.) in the normal way through the Department's Research Committee, though other sources of funding should be explored first.

Fellows are required to submit an annual report (normally at the end of the academic year) on their work including: (a) a description of research completed and future plans; (b) details of professional and other activities; (c) statements of and plans for publication. This report will be used for staff appraisal purposes (see below) and also for the Department's reports to awarding bodies where necessary. Fellows should also lodge in the Department Office copies of any other reports they are required to produce on their activities for external bodies.

Teaching

The Department realises that most fellowships are designed to enable Fellows to pursue new/continuing research projects. However, many awarding bodies encourage or even require the Fellow to undertake some teaching as preparation for a university career. Therefore contributions to departmental teaching are strongly recommended, be it in the form of tutorials, guest lectures or course modules. Such teaching will be paid separately at an hourly rate unless it falls under the terms and conditions of a specific award (e.g. RCUK Academic Fellowship scheme).

Mentoring and Appraisal etc.

At the beginning of their appointment, Fellows will be assigned an agreed mentor within the Department, normally a senior member of the academic staff with related research interests whose primary role is to orientate the Fellow in terms of the workings of the Department and College, and to advise on professional development in terms of research strategies and outcomes. This relationship will continue for the duration of the fellowship. The Fellow can also expect to obtain detailed guidance from the mentor and/or from other colleagues on specific matters concerning teaching and administration as required.

The College has a number of training and support mechanisms for research fellows and related staff which will be notified separately. Fellows in the Department are expected to undertake any training activities specified by the College as part of their contractual commitment or as otherwise required.

Fellows are normally responsible to the Head of Department, who has the authority (within the terms of the fellowship) to require fellows to undertake any reasonable activity. The Head of Department will normally act as the appraiser of Fellows during periodic staff appraisal; however, in the case of funded research projects, the Principal Investigator as line manager will normally appraise Research Assistants on the project. Any problems or grievances should be addressed to the Head of Department or Principal Investigator as

relevant in the first instance. If they cannot thus be resolved, the Fellow can approach the Dean of Arts and thereafter invoke standard grievance procedures laid down by College guidelines (available from the Personnel Office). The Fellow can assume that the Head of Department will normally act as a referee if required: any such reference thereby produced will take account of a fellow's research, national and international standing, and contribution to Department life (however broadly defined).

12 GUIDANCE FOR HOURLY PAID TEACHING STAFF

Definition

'Hourly paid teaching staff' embraces a number of activities set out below and fulfilled by teachers and others who are not members of the full-time staff but who are nevertheless closely linked with the work of the Department. Our hourly paid teaching staff are an important part of our community, performing an essential role within it, and are valued accordingly.

Course-Specific Hourly Paid Teaching Staff

Hourly paid teaching staff (including Postgraduate Teaching Assistants) contribute to the delivery of course-units by way of lectures, tutorials or the marking of coursework. The point of contact is a designated member of staff (in consortial courses, this is the course-convenor), who is responsible for ensuring that the associated hourly paid teaching staff is fully informed of all that is necessary as regards the timetable, the nature of the teaching required, the number of hours taught, the marking and return of coursework, and the record of students' attendance.

The staff contact should also ensure that, where appropriate, the hourly paid teaching staff completes and returns to the Department Office report forms on students' work, and likewise that student feedback forms are distributed and returned to the Department Office. Claims for payment should be completed with the number of hours taught, grade of teaching as appropriate (lecture, tutorial, marking) and dates worked, and submitted to the Senior Faculty Administrator.

Instrumental and Vocal Teaching

The point of contact for instrumental and vocal teachers is the Performance Manager, who will provide all necessary information on the allocation of students, teaching rooms, timetable and so on. Report forms on students will be distributed by, and should be returned to, the Performance Manager, who should also receive notification of problems with students' attendance and teachers' claims for payment. In addition, contact is maintained between the instrumental and vocal teachers and the Director of Performance, who will also provide detailed guidance on the course and other requirements of our various performance courses.

We are anxious that the Department's instrumental and vocal teachers should feel they are full members of our community and play a significant part therein. Instrumental and vocal teachers will meet as a body with the Head of Department at least once per year to discuss matters of general concern. Also, we are glad to receive suggestions from our instrumental and vocal teachers about special workshops and masterclasses, etc., which they feel may be of benefit to the Department as a whole.

Conductors

The conductors of the Department ensembles are deemed by the College to be analogous to hourly paid teaching staff. The normal points of contact are the Director of Performance and the Performance Manager. Claims for payment should be submitted following the end of the term's activities to the Performance Manager.

The financial implications of proposed performances (programme, venue etc.) must be approved by the Director of Performance and Head of Department. Music hire should be costed and agreed in advance with the Performance Manager, as should the hiring of outside performers.

Rehearsals (including pre-concert rehearsals) must take place at agreed times and will not be permitted to interfere with teaching.

Individual Special Lectures and Other Teaching

The individual special lecture or coaching session, etc. is likely to be part of a specific course or to be commissioned by a certain member of staff. In any case, the point of contact is the member of staff concerned, who will take care of all necessary arrangements. Claims for payment should be submitted to the Senior Faculty Administrator or Performance Manager (for performance/coaching sessions).

Payment

Hourly paid teaching staff receive a formal letter of appointment prepared by the College Human Resources Office, setting out the terms and conditions of appointment. Rates of pay, in accordance with status and duty, are determined by the College, and are put into effect by the Department on receipt of:

- (i) a completed Starter's Form, together with two copies of a valid passport or other document appropriate to the purpose; and
- (ii) a claim for payment made on the appropriate College form and submitted to the Senior Faculty Administrator after work has been wholly or partially carried out.

Payment may take some time to work through the College system: delays are rarely caused by the Department. Tax and National Insurance, etc. are normally deducted at source unless an individual can produce the relevant

Inland Revenue authorization: this should be discussed by the individual hourly paid teaching staff with the Personnel Office and Payroll Office as appropriate.

Notes for All Teachers

Teachers should give due notice (at least two days) to the Department Office or (where appropriate) the Performance Manager if for any reason they have to cancel or alter their regular teaching slot. They are also responsible for the issue of attendance sheets in lectures and other classes or noting attendance at instrumental and vocal lessons (notifying absences to the Department or Performance Manager as appropriate), and for completing report forms by the dates specified.

Teachers will also undergo peer-review, appraisal and staff-development procedures on a par with established staff wherever appropriate and possible.

The Head of Department is always willing to see hourly paid teaching staff about any appropriate matter, including any student who is giving cause for concern.

DEPARTMENT DIARY 2010/11

SEPTEMBER			AM	PM
			START OF TERM 1	
MONDAY	20	WK 1	Induction Week 10.00-5.00 Undergraduate Induction Year 1 Induction (001)	1.30 Research Committee (003)
TUESDAY	21		10.00 Department Board (003)	2.30-4.30 Postgraduate Induction (001 & 101) 2.30 UTAC (003)
WEDNESDAY	22		9.00-2.00pm supplementary PGR transfer interviews (105) 9.30-4.30 Orchestral Auditions (W/L rm 2/001)	1.00-2.30 Visiting Student Induction (BL/JJ) (101)
THURSDAY	23		10.30 2nd Yrs meet with HoD (001)	12.00 Finalists meet with HoD (001)
FRIDAY	24		9.30-4.30 Orchestral Auditions (W/L rm 2/001)	
SATURDAY	25		College Open Day	
SUNDAY	26			7.30 Induction Week Concert (WB)
MONDAY	27	WK 2	TEACHING BEGINS	
TUESDAY	28			
WEDNESDAY	29			
THURSDAY	30			
OCTOBER				
FRIDAY	1		10.00 Performance Committee (003)	1.15 Lunchtime Recital (PG) 2.15 Composition Committee (003)
SATURDAY	2			
SUNDAY	3			
MONDAY	4	WK 3		
TUESDAY	5			
WEDNESDAY	6			
THURSDAY	7			
FRIDAY	8			1.15 Lunchtime Recital (PG)
SATURDAY	9			
SUNDAY	10			
MONDAY	11	WK 4		
TUESDAY	12			
WEDNESDAY	13			7.30 RH Philharmonic Orchestra (WB)
THURSDAY	14			
FRIDAY	15			1.15 Lunchtime Recital (PG) 2.15 Postgraduate Committee (003)
SATURDAY	16			
SUNDAY	17			
MONDAY	18	WK 5		
TUESDAY	19			
WEDNESDAY	20			1.15 Student-Staff Committee (003) 7.30 Tatcho Drom - Music from Eastern Europe and the Balkans (WB)
THURSDAY	21			
FRIDAY	22			1.15 Lunchtime Recital (PG)
SATURDAY	23			
SUNDAY	24			
MONDAY	25	WK 6	TEACHING/TUTORIAL WEEK	
TUESDAY	26			
WEDNESDAY	27			7.30 Silent Film Music (WB)
THURSDAY	28			
FRIDAY	29		10.00 Admissions Committee (003)	1.15 Lunchtime Recital (PG)
SATURDAY	30			
SUNDAY	31			
NOVEMBER				
MONDAY	1	WK 7		
TUESDAY	2			
WEDNESDAY	3		UG SUBMISSIONS	
THURSDAY	4			
FRIDAY	5			1.15 Lunchtime Recital (PG)
SATURDAY	6			
SUNDAY	7			
MONDAY	8	WK 8		
TUESDAY	9			

WEDNESDAY	10			7.30 Tom Robson & String Orchestra (Chapel)
THURSDAY	11			2.00-6.00pm Research Forum (001)
FRIDAY	12		10.00 UTAC (003)	1.15 Lunchtime Recital (PG)
SATURDAY	13			
SUNDAY	14			
MONDAY	15			
TUESDAY	16			
WEDNESDAY	17	WK 9		6.30 RH Sinfonietta (WB)
THURSDAY	18			
FRIDAY	19		10.00 Department Board (003)	1.15 Lunchtime Recital (PG) 2.15 Research Committee (003)
SATURDAY	20			
SUNDAY	21			
MONDAY	22	WK 10		
TUESDAY	23			
WEDNESDAY	24			St Cecilia Concert and Dinner
THURSDAY	25			PDR 12-5
FRIDAY	26		PDR 9-5	1.15 Lunchtime Recital (PG)
SATURDAY	27			
SUNDAY	28			
MONDAY	29	WK 11	TEACHING/TUTORIAL WEEK	
TUESDAY	30			
DECEMBER				
WEDNESDAY	1			7.30 RH Symphony Orchestra (WB)
THURSDAY	2			
FRIDAY	3		Departmental Open Day	1.15 Lunchtime Recital (PG)
SATURDAY	4			3.00 Nine Lessons and Carols (public) (Chapel) 6.00 Nine Lessons and Carols (staff and students) (Chapel)
SUNDAY	5			
MONDAY	6	WK 12		
TUESDAY	7			
WEDNESDAY	8		9.00-6.00 PG Day (001) UG SUBMISSIONS	
THURSDAY	9		11.30am-1.00pm Instrumental/vocal teachers meeting with JJ/EL/SG	1.00pm Staff Christmas Buffet (102)
FRIDAY	10		END OF TERM 1	1.15 Lunchtime Recital (PG)
SATURDAY	11			
SUNDAY	12			
MONDAY	13			
TUESDAY	14			
WEDNESDAY	15			
THURSDAY	16			
FRIDAY	17			
SATURDAY	18			
SUNDAY	19			
MONDAY	20			
TUESDAY	21			
WEDNESDAY	22			
THURSDAY	23			
FRIDAY	24		DISCRETIONARY DAY	
SATURDAY	25			
SUNDAY	26			
MONDAY	27		BANK HOLIDAY	
TUESDAY	28		BANK HOLIDAY	
WEDNESDAY	29		DISCRETIONARY DAY	
THURSDAY	30		DISCRETIONARY DAY	
FRIDAY	31		DISCRETIONARY DAY	
JANUARY				
SATURDAY	1			
SUNDAY	2			
MONDAY	3		BANK HOLIDAY	
TUESDAY	4			
WEDNESDAY	5			
THURSDAY	6			
FRIDAY	7			
SATURDAY	8			

SUNDAY	9			
MONDAY	10	WK 1	START OF TERM 2 TEACHING BEGINS	
TUESDAY	11			
WEDNESDAY	12			2.00-5.00 MMus Mini Reviews (105) t.b.c.
THURSDAY	13			
FRIDAY	14		10.00 Department Board (003)	1.15 Lunchtime Recital (PG) 2.15 Research Committee (003)
SATURDAY	15			
SUNDAY	16			
MONDAY	17	WK 2		
TUESDAY	18			
WEDNESDAY	19			
THURSDAY	20			
FRIDAY	21		Departmental Open Day	1.15 Lunchtime Recital (PG)
SATURDAY	22			
SUNDAY	23			
MONDAY	24	WK 3		
TUESDAY	25			
WEDNESDAY	26			7.30 Music from the Andes (WB)
THURSDAY	27			
FRIDAY	28		10.00 UTAC - Exam Meeting (003)	1.15 Lunchtime Recital (PG) 2.15 Postgraduate Committee (003)
SATURDAY	29			
SUNDAY	30			
MONDAY	31	WK 4		
FEBRUARY				
TUESDAY	1			
WEDNESDAY	2			1.15 Student-Staff Committee (003) 7.30 RH Philharmonic Orchestra (WB)
THURSDAY	3			
FRIDAY	4		10.00 Admissions Committee (003)	1.15 Lunchtime Recital (PG)
SATURDAY	5			
SUNDAY	6			
MONDAY	7	WK 5	TEACHING/TUTORIAL WEEK	
TUESDAY	8			
WEDNESDAY	9			1.30 Concerto/Ensemble Performance Auditions (001) 7.30 Ensembles (PG)
THURSDAY	10			
FRIDAY	11		Departmental Open Day	1.15 Lunchtime Recital (PG)
SATURDAY	12			
SUNDAY	13			
MONDAY	14	WK 6		
TUESDAY	15			
WEDNESDAY	16		UG SUBMISSIONS	7.30 Piano Trio (WB)
THURSDAY	17			
FRIDAY	18		10.00 UTAC (003) 10.00 Performance Committee (105)	1.15 Lunchtime Recital (PG) 2.15 Composition Committee (003)
SATURDAY	19			
SUNDAY	20			
MONDAY	21	WK 7		
TUESDAY	22			
WEDNESDAY	23			7.30 Baroque Concert (PG)
THURSDAY	24			
FRIDAY	25			1.15 Lunchtime Recital (PG)
SATURDAY	26			
SUNDAY	27			
MONDAY	28	WK 8		
MARCH				
TUESDAY	1			
WEDNESDAY	2			7.30 RH Chorus (Chapel)
THURSDAY	3			
FRIDAY	4		Departmental Open Day	1.15 Lunchtime Recital (PG)
SATURDAY	5			
SUNDAY	6			
MONDAY	7	WK 9		

TUESDAY	8			
WEDNESDAY	9			7.30 Music Scholars Concert (PG)
THURSDAY	10			
FRIDAY	11		10.00 Department Board (003)	1.15 Lunchtime Recital (PG) 2.15 Postgraduate Committee (003) 4.00 Research Committee (003)
SATURDAY	12		College Open Day	
SUNDAY	13			
MONDAY	14	WK 10	TEACHING/TUTORIAL WEEK	
TUESDAY	15			
WEDNESDAY	16			6.30 RH Sinfonietta (WB)
THURSDAY	17			
FRIDAY	18			1.15 Lunchtime Recital (PG) 7.30 RH Symphony Orchestra - St John's, Smith Square
SATURDAY	19			
SUNDAY	20			
MONDAY	21	WK 11	Recitals (001/PG/Woodlands Rm 2)	
TUESDAY	22		Recitals (001/PG/Woodlands Rm 2)	
WEDNESDAY	23		Recitals (001/PG/Woodlands Rm 2) UG SUBMISSIONS	
THURSDAY	24		Recitals (001/PG/Woodlands Rm 2)	2.00-6.00 Research Forum (001)
FRIDAY	25		END OF TERM 2	1.15 Lunchtime recital (PG)
SATURDAY	26			
SUNDAY	27			
MONDAY	28			
TUESDAY	29			
WEDNESDAY	30			
THURSDAY	31			
APRIL				
FRIDAY	1			
SATURDAY	2			
SUNDAY	3			
MONDAY	4			
TUESDAY	5			
WEDNESDAY	6			
THURSDAY	7			
FRIDAY	8			
SATURDAY	9			
SUNDAY	10			
MONDAY	11			
TUESDAY	12			
WEDNESDAY	13			
THURSDAY	14			
FRIDAY	15			
SATURDAY	16			
SUNDAY	17			
MONDAY	18			
TUESDAY	19			
WEDNESDAY	20		DISCRETIONARY DAY	
THURSDAY	21		DISCRETIONARY DAY	
FRIDAY	22		GOOD FRIDAY	
SATURDAY	23			
SUNDAY	24			
MONDAY	25	WK 1	EASTER MONDAY	
TUESDAY	26		START OF TERM 3 10.00 Department Board (003)	2.15 Research Committee (003) 4.00 Performance Committee (003)
WEDNESDAY	27		9.00-5.00 PGR Reviews (003 & 109)	3.00pm UG Submission Deadline
THURSDAY	28		9.00-5.00 PGR Reviews (003 & 109)	
FRIDAY	29		9.00-5.00 PGR Reviews (003 & 109)	
SATURDAY	30			
MAY				
SUNDAY	1			
MONDAY	2	WK 2	BANK HOLIDAY	
TUESDAY	3			
WEDNESDAY	4		9.00-5.00 MMus Annual Reviews (003) t.b.c.	3.00pm MMus Submission Deadline t.b.c.
THURSDAY	5			2.00-6.00pm Research Forum (Bed Sq)
FRIDAY	6			

SATURDAY	7			
SUNDAY	8			
MONDAY	9	WK 3		
TUESDAY	10			
WEDNESDAY	11			
THURSDAY	12			
FRIDAY	13		10.00am UTAC (003)	12.00 Admissions Committee (003) 2.15 Postgraduate Committee (003) 4.00 Composition Committee (003)
SATURDAY	14			
SUNDAY	15			
MONDAY	16	WK 4		
TUESDAY	17			
WEDNESDAY	18			
THURSDAY	19			
FRIDAY	20			
SATURDAY	21			
SUNDAY	22			
MONDAY	23	WK 5	MU2210/2211/3393 Recitals (PG/WB)	
TUESDAY	24		MU2210/2211/3393 Recitals (PG/WB)	
WEDNESDAY	25		MU2210/2211/3393 Recitals (PG/WB)	
THURSDAY	26		MU2210/2211/3393 Recitals (PG/WB)	
FRIDAY	27		MU2210/2211/3393 Recitals (PG/WB)	
SATURDAY	28			
SUNDAY	29			
MONDAY	30	WK 6	BANK HOLIDAY	
TUESDAY	31		9.30 Preliminary Examiners Meeting (101)	11-5.30 Postgraduate Study Day (001)
JUNE				
WEDNESDAY	1			1.15 Student/Staff Committee (003)
THURSDAY	2			
FRIDAY	3			
SATURDAY	4			
SUNDAY	5			6.00 RH Symphony Orchestra (WB)
MONDAY	6	WK 7		
TUESDAY	7		10.00 Examiners' Pre-Meeting (Chair, HoD, Visiting Examiners only) (101)	7.30 Opera Holloway - The Marriage of Figaro (WB)
WEDNESDAY	8			2.00 Final Examiners' Meeting (101) 12.30-2.30 Department Drinks Party
THURSDAY	9		9.30 Department Board (003)	2.30 Research Committee (003) 7.30 Opera Holloway - The Marriage of Figaro (WB)
FRIDAY	10		END OF TERM 3	7.30 Opera Holloway - The Marriage of Figaro (WB)
SATURDAY	11			
SUNDAY	12			
MONDAY	13			
TUESDAY	14			
WEDNESDAY	15		College Open Day	
THURSDAY	16			
FRIDAY	17			
SATURDAY	18			
SUNDAY	19			
MONDAY	20			
TUESDAY	21			
WEDNESDAY	22			
THURSDAY	23			
FRIDAY	24			
SATURDAY	25			
SUNDAY	26			
MONDAY	27			
TUESDAY	28			
WEDNESDAY	29			
THURSDAY	30			
JULY				
THURSDAY	7			

FRIDAY	8			
SATURDAY	9			
SUNDAY	10			
MONDAY	11		}	
TUESDAY	12			
WEDNESDAY	13			Graduation Ceremonies
THURSDAY	14			
FRIDAY	15			
AUGUST				
MONDAY	8			
TUESDAY	9			
WEDNESDAY	10			
THURSDAY	11			
FRIDAY	12			
SATURDAY	13			
SUNDAY	14			
MONDAY	15		}	
TUESDAY	16			
WEDNESDAY	17			
THURSDAY	18			
FRIDAY	19			
SATURDAY	20		}	Clearing (t.b.c.)
SUNDAY	21			
MONDAY	22		}	
TUESDAY	23			
WEDNESDAY	24			
THURSDAY	25			
FRIDAY	26			
SATURDAY	27			
SUNDAY	28			
MONDAY	29		BANK HOLIDAY	
TUESDAY	30			
WEDNESDAY	31			
SEPTEMBER				
THURSDAY	1			
FRIDAY	2			
SATURDAY	3			
SUNDAY	4			
MONDAY	5			
TUESDAY	6			
WEDNESDAY	7			
THURSDAY	8			
FRIDAY	9			

MUSIC DEPARTMENT COMMITTEES 2010/11

	DB	RESEARCH	UTAC	ADMISSIONS and SCHOOLS LIAISON	PERFORMANCE	COMPOSITION	POSTGRADUATE	STUDENT/STAFF
CHAIR	JJ	TKR	HD	HS	EL	HG	JB	to be elected
Term 1	Tues 21/9 10.00am (003)	Monday 20/9 1.30pm (003)	Tues 21/9 2.30pm (003)					
				Fri 29/10 10.00am (003)	Fri 1/10 10.00am (003)	Fri 1/10 2.15pm (003)	Fri 15/10 2.15pm (003)	Wed 20/10 1.15pm (003)
	Fri 19/11 10.00am (003)	Fri 19/11 2.15pm (003)	Fri 12/11 10.00am (003)					
Term 2	Fri 14/1 10.00am (003)	Fri 14/1 2.15pm (003)	Fri 28/1 Exams 10.00am (003)				Fri 28/1 2.15pm (003)	
			Fri 18/2 10.00am (003)	Fri 4/2 10.00am (003)	Fri 18/2 10.00am (105)	Fri 18/2 2.15pm (003)		Wed 2/2 1.15pm (003)
	Fri 11/3 10.00am (003)	Fri 11/3 4.00pm (003)					Fri 11/3 2.15pm (003)	
Term 3	Tues 26/4 10.00am (003)	Tues 26/4 2.15pm (003)			Tues 26/4 4.00pm (003)			
			Fri 13/5 10.00am (003)	Fri 13/5 12.00pm (003)		Fri 13/5 4.00pm (003)	Fri 13/5 2.15pm (003)	
	Thurs 9/6 9.30am (003)	Thurs 9/6 2.30pm (003)						Wed 1/6 1.15pm (003)

Promotions Committee - as required

Department Open days: Friday 3 December; Friday 21 January; Friday 11 February; Friday 4 March
College Open Days: Saturday 25 September 2010; Saturday 12 March 2011; Wednesday 15 June 2011