



DEPARTMENT OF MUSIC

**RESEARCH DEGREE
STUDENT HANDBOOK**

2016/2017

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Department of Music
Royal Holloway, University of London
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Disclaimer

This document was published in September 2016 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term 'Department' may be used to refer to a 'Department', 'Centre' or 'School'.

An electronic copy of this handbook can be found on your departmental website (<https://www.royalholloway.ac.uk/music/documents/pdf/musicpgrstudenthandbook.pdf>) where it will be possible to follow the hyperlinks to relevant webpages.

CONTENTS

1. INTRODUCTION TO THE COLLEGE AND YOUR DEPARTMENT	5
1.1 WELCOME.....	5
1.2 YOUR REGISTRATION STATUS	6
1.3 HOW TO FIND YOUR DEPARTMENT.....	6
1.4 MAP OF THE EGHAM CAMPUS.....	7
1.5 HOW TO CONTACT US.....	8
1.6 HOW TO FIND US: THE DEPARTMENTAL OFFICE.....	10
1.7 THE DEPARTMENT: PRACTICAL INFORMATION	10
1.8 COLLEGE CONTACTS	10
1.9 STAFF RESEARCH INTERESTS.....	10
1.10 MASTER OF ARTS BY RESEARCH IN YOUR DEPARTMENT.....	13
1.11 USEFUL COLLEGE CONTACTS	14
2 KEY INFORMATION AND SERVICES	15
2.1 STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)	15
2.2 YOUR COLLEGE EMAIL ACCOUNT	15
2.3 POST	16
2.4 TELEPHONE AND POSTAL ADDRESS.....	16
2.5 DEPARTMENTAL COMMITTEES	16
2.6 IT SERVICES.....	17
2.7 WITHDRAWAL OF VISA	17
2.8 MASTER OF ARTS BY RESEARCH AND MPhil/PHD SUPERVISION AND OTHER SUPPORT.....	17
2.9 RESEARCH STUDENT SPACE.....	18
3 ANNUAL REVIEW AND UPGRADE	18
3.1 RESEARCH DEGREE STUDENT DEADLINES	19
3.2 MUSIC DEPARTMENT'S ANNUAL REVIEW AND UPGRADE PROCESS	20
3.3 PROCESS FOR UPGRADING FROM MPhil TO PHD	21
3.4 ILLNESS AND OTHER EXTENUATING CIRCUMSTANCES	23
4 INTERRUPTING YOUR STUDIES	23
4.1 INTERRUPTIONS FOR STUDENTS WHO ARE SPONSORED BY THE COLLEGE ON A TIER 4 VISA	24
4.2 INTERRUPTIONS FOR STUDENTS FUNDED BY A RESEARCH COUNCIL OR COLLEGE SCHOLARSHIP	24
4.3 YOUR THESIS DEADLINE AND STATUS DURING AN INTERRUPTION OF STUDIES	25
5 SUBMISSION OF YOUR THESIS AND YOUR VIVA	25
5.1 GUIDELINES FOR THE MPhil AND PHD IN COMPOSITION	26
5.2 ELECTRONIC SUBMISSION OF THE FINAL PHD THESES	27
6 PREPARATION FOR THE FINAL EXAMINATION	27
7 SPECIAL ARRANGEMENTS FOR THE ANNUAL REVIEW, UPGRADE OR VIVA	27
8 RESEARCH SKILLS AND TRAINING	28
8.1 RESEARCH DEVELOPMENT PROGRAMME.....	28
8.2 TEACHING EXPERIENCE AND TRAINING.....	28
8.3 DEPARTMENT SEMINARS, COLLOQUIA, SPECIAL LECTURES ETC.....	28
9 ACADEMIC WRITING SKILLS	29
10 STUDENTS IN NEED OF SUPPORT (INCLUDING DISABLED STUDENTS).....	29
11 PLAGIARISM AND OTHER ACADEMIC OFFENCES	30
12 APPEALS AND COMPLAINTS.....	30
12.1 APPEALS.....	30
12.2 COMPLAINTS.....	31

13	STUDENT CHARTER	32
14	LIBRARY SERVICES, FACILITIES AND RESOURCES.....	32
14.1	COMPUTERS	32
14.2	GRADUATE SPACES.....	33
14.3	PRACTICE ROOMS	33
14.4	LIBRARIES	34
14.5	RESEARCH SUPPORT	35
14.6	CAREERS INFORMATION.....	36
14.7	ENTERING THE PROFESSION.....	36
15	POSTGRADUATE AWARDS AND RESEARCH EXPENSES.....	36
15.1	AWARDS	36
15.2	RESEARCH EXPENSES	37
16	PERFORMANCE	38
16.1	ADMINISTRATION.....	39
16.2	CONCERT SERIES 2016/17	39
16.3	INSTRUMENTS	40
17	HEALTH AND SAFETY INFORMATION	40
17.1	CODE OF PRACTICE ON HARASSMENT FOR STUDENTS.....	40
17.2	LONE WORKING POLICY AND PROCEDURES	40
18	EQUAL OPPORTUNITIES STATEMENT AND COLLEGE CODES OF PRACTICE	41
18.1	EQUAL OPPORTUNITIES STATEMENT	41
19	APPENDIX ONE – TIMETABLE.....	43
20	APPENDIX TWO – DEPARTMENTAL ACADEMIC STAFF ADMINISTRATIVE RESPONSIBILITIES....	45

1. Introduction to the College and your Department

1.1 Welcome

Welcome to Royal Holloway! Royal Holloway, University of London (hereafter the College) is one of the UK's leading research-intensive universities, with nineteen academic departments spanning the arts and humanities, sciences, social sciences, management and economics.

The College was ranked 129th in the world and 19th overall in the UK in the Times Higher Education (THE) World University Rankings 2015/16 (published 30 September 2015). Sitting within the top 25 per cent of universities in the UK for research rated 'world-leading' or 'internationally excellent' by the Research Excellence Framework (REF) 2014, the College was also ranked in the top one per cent of 16,000 higher education institutions across the globe, in the 25th edition of The World List of Universities and Other Institutions. The College combines world-class research with a truly global perspective while at the same time offering a campus and community with an intimate human scale. As a student studying toward a research degree with the College, you will have the opportunity to learn from internationally renowned academics and researchers.

During the course of your time with the College, you will pursue independent research in your academic department. The College offers a number of research degree programmes, including Master of Arts by Research, Master of Science by Research, Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctor of Clinical Psychology (DClinPsy), Doctorate in Professional Studies (DPS) and Doctorate in Medicine (MD). Your successful progress will depend primarily on your own efforts, supported by your supervisors, but also by the research environment in your department and the quality of the research training you receive.

This handbook deals with aspects of research degree study that specifically relates to your Department. This should be read in conjunction with additional College documents as follows:

- The ***Code of Practice for Research Degree Students and Supervisors*** sets out good practice alongside additional information on policies and procedures that support the standards and expectations of the College. The Code is available via the **Academic Quality and Policy Office (AQPO)** webpage <https://www.royalholloway.ac.uk/ecampus/academic-support/regulations/home.aspx>.
- The ***Research Degree Regulations*** set out the various standards that shape the regulatory framework of your research degree with the College. This includes a variety of essential information, ranging from admissions to academic progression and examination. The Regulations are available from AQPO via <https://www.royalholloway.ac.uk/ecampus/academic-support/regulations/home.aspx>.

- The **Doctoral School** offers a range of information and advice to research degree students on subjects such as fees and funding or changes to your registration status. The Doctoral School website is a key repository for this information and will provide you with easy access to a variety of documentation and guidance that you may need during your studies
<https://www.royalholloway.ac.uk/iquad/doctoralschool/homepage.aspx>.

1.2 Your registration status

Your registration status as a research degree student may change through the course of your studies with the College. For example, students who wish to study toward registration on a PhD are initially registered for an MPhil degree. Additionally, you may also elect to alter your mode of study from full-time to part-time or vice-versa.

You should consult the *Research Degree Regulations*, in the first instance, for further information on the College's criteria for changes to registration status. The *Regulations* also contain important information on the timeframes within which the College expects students to complete the upgrade from MPhil to PhD as well as the required timeframe for completion of the degree itself.

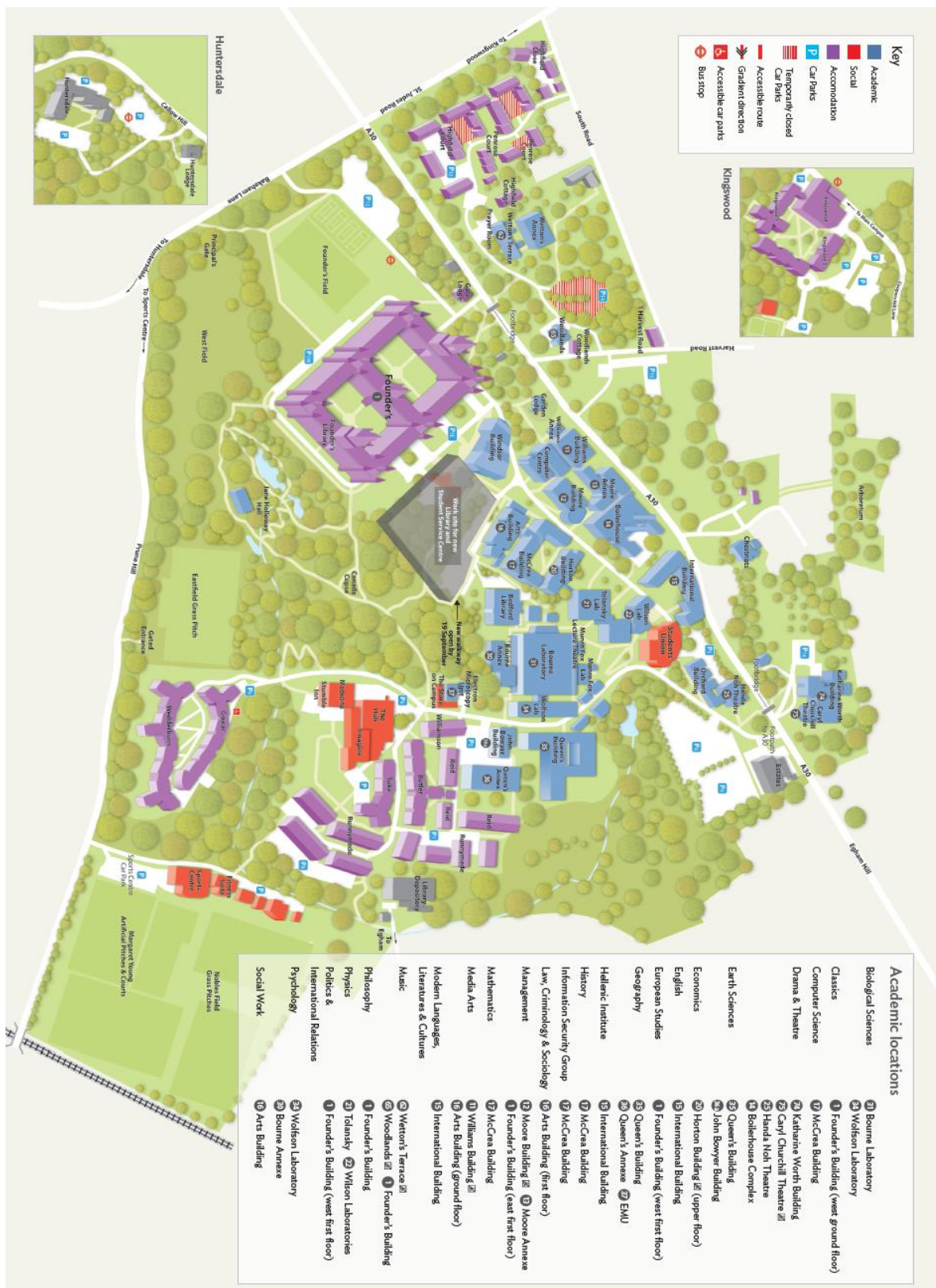
1.3 How to find your Department

The Department of Music is located in Wettons Terrace, standing to the North of the A30 and approached by footbridge from the main College campus. This can be found on the College [campus map](#) as building 62. Wettons Terrace contains staff and teaching rooms, administrative offices, an IT suite and a student common room. Performance teaching and practice rooms are in neighbouring buildings: Woodlands and Woodlands Cottage (buildings 65 and 66 on the [campus map](#)). Music IT studios and world music facilities are in the North Tower of the Founders Building. The Boilerhouse Auditorium (building 14 on the campus map) and Wettons Annexe, behind Wettons Terrace, provide large rehearsal spaces.

Access to Wettons Terrace and the practice rooms in Woodlands/Woodlands Cottage is by means of the College RCS swipecard. All students receive a card as a matter of course.

Bedford Square: Royal Holloway also has a central London base at Bedford Square, 2 Gower Street, WC1E 6DP. This is widely used for postgraduate activities and is situated a few minutes' walk from the British Museum and the University of London Senate House library. The nearest tube stations are Euston Square, Goodge Street, Russell Square and Tottenham Court Road, which are all about a five minute walk away. Room bookings: bedfordsquare@rhul.ac.uk

1.4 Map of the Egham campus



Please note, student parking is very limited and a parking permit is required, which can be obtained via Security. You will need proof of insurance and a suitable form of photographic ID before a permit will be issued.

1.5 How to contact us

	Name / Email	Telephone	Room
Head of Department:	Professor Stephen Downes (Term 1) stephen.downes@royalholloway.ac.uk	01784 443548	WT110
	Professor Julie Brown (From Term 2 onwards) julie.brown@royalholloway.ac.uk	01784 414143	WT109/WT110 from term 2
Academic Staff:			
Professors:	Geoff Baker geoff.baker@royalholloway.ac.uk	01784 443537	WT209
	Rachel Beckles Willson r.beckleswillson@royalholloway.ac.uk	01784 443538	WT107
	Paul Harper-Scott j.p.e.harper-scott@royalholloway.ac.uk		
	Julian Johnson julian.johnson@royalholloway.ac.uk	01784 443949	WT210
	Anna F Morcom anna.morcom@royalholloway.ac.uk	01784 414998	WT211
	Tina K Ramnarine tina.ramnarine@royalholloway.ac.uk	01784 443947	WT204
Readers:	Mark Bowden mark.bowden@royalholloway.ac.uk	01784 443948	WT202
	Helen Deeming helen.deeming@royalholloway.ac.uk		
	Stephen Rose stephen.rose@royalholloway.ac.uk	01784 443806	WT206
	Henry Stobart h.stobart@royalholloway.ac.uk	01784 443533	WT004
Senior Lecturers:	Mark Berry mark.berry@royalholloway.ac.uk	01784 443290	WT203
	Mary Dullea mary.dullea@royalholloway.ac.uk	01784 443535	WT208
	Helen Grime helen.grime@royalholloway.ac.uk		
	Brian Lock brian.lock@royalholloway.ac.uk	01784 443231	NT 201
	Shzr Ee Tan shzree.tan@royalholloway.ac.uk	01784 414451	WT205
Lecturer:	Samantha Fernando samantha.fernando@royalholloway.ac.uk	01784 443946	WT201
Director of Orchestras:	Rebecca Miller rebecca.miller@royalholloway.ac.uk	01784 443302	WT102
Teaching Fellows:	Tim Summers tim.summers@royalholloway.ac.uk	01784 414143	WT103
Instrumental / Vocal Teachers:	Elizabeth Byrne – Voice		

	Anna Cashell – Violin		
	Simon Cook – Jazz Piano		
	Ben Davies - Cello		
	Elizabeth Drew – Clarinet		
	Michael Fuller – Double Bass		
	Rupert Gough – Organ		
	Robert Greenhill – Voice (Musical Theatre)		
	Eleanor Hodgkinson – Piano		
	Kyle Horch - Saxophone		
	Emily Jeffrey – Piano		
	Lorna John - Oboe		
	Stuart King – Clarinet		
	James Kirby – Piano		
	Helen Leek – Piano		
	Stuart MacIntyre - Voice		
	John Mitchell – Guitar		
	Simon Munday - Trumpet		
	Alison Myles – Flute		
	Marc Ongley – Jazz Guitar		
	Elaine Pearce – Voice		
	Shiry Rashkovsky - Viola		
	Carla Rees – Flute		
	Irene Serra – Voice (Jazz)		
	Helen Sharp - Harp		
	Matthew Stanley – Piano		
	Tim Travers Brown – Voice (Counter-Tenor)		
	John Turville – Jazz Piano		
	Mark Vines - Horn		
	Diana Vivian - Voice		
	Alison Walker – Recorder		
	Simon Watterton - Piano		
	Carl Woodcroft - Tuba		
	Phillip White - Trombone		
Support Staff:			
Department Manager	Leah Hill leah.hill@royalholloway.ac.uk	01784 443532	WT100a
Administrator (Postgraduate)	Nanette Elias nanette.elias@royalholloway.ac.uk or music@royalholloway.ac.uk	01784 443540	WT100
Administrator	Caroline Simmons Caroline.simmons@rhul.ac.uk	01784 443540	WT100
Performance Manager	Nathan James Dearden nathanJames.Dearden@royalholloway.ac.uk	01784 443853	WT102
Artistic Administrator, Music+	Victoria Walker Victoria.walker@royalholloway.ac.uk		WT102

Choral Music Office:			
Director of Choral Music	Rupert Gough rupert.gough@royalholloway.ac.uk	01784 414970	WT005
Choral Music Administrator	choraladmin@royalholloway.ac.uk	01784 414970	WT005

1.6 How to find us: the Departmental office

The administrative staff are the first people to approach with queries about the day-to-day running of the Department. **Please note that the Department Office (WT100) is open between 9am-12pm and 2pm-5pm during term time, except on submission days, when the office is open 9am-5pm.**

The Concert Office (WT102) is open term-time only with times on the door.

1.7 The Department: practical information

The Music Department at Royal Holloway has grown out of a tradition of musical activity at the College going back to its earliest years. The Department is now one of the most distinguished in the country, and was ranked in 1st place in the 2008 Research Assessment Exercise. We currently have 21 academic staff, 26 visiting instrumental teachers and 3 administrative staff. The vibrant and diverse musical life of the Department is reflected both in our scholarship (covering western music from the Middle Ages to Contemporary Music but also many other musical traditions from around the world) and in our music-making (reflected in a range of ensembles, concerts and events as well as through composition and studio work). At any given time, there are about 220 undergraduates enrolled on degree programmes in Music, and about 60 postgraduates (around 20 studying for a Masters degree, and about 40 for a PhD).

1.8 College Contacts

Music Department Postgraduate Administrator:

Mrs Nanette Elias. Tel: +44 (0) 1784 443540; music@royalholloway.ac.uk

Music Department Director of Graduate Studies:

Professor Anna F. Morcom. Tel: +44 (0) 1784 414998;

Anna.Morcom@royalholloway.ac.uk

Educational Development Officer:

Ms Laura Christie, Tel: +44 (0) 1784 276463;

<https://www.royalholloway.ac.uk/pgr/home.aspx>

Liaison Librarian:

Mr Russell Burke. Tel: +44 (0)1784 414065; russell.burke@royalholloway.ac.uk

1.9 Staff Research Interests

Geoffrey Baker, BA Oxford, MMus & PhD London

(Professor of Music): 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, ARAM

(Professor of Music): music politics and sociology in the 20th-century (particularly in connection with Hungary, the former Eastern Bloc and West Asia (the 'Middle East')).

Mark Berry, MA, MPhil & PhD Cantab.

(Senior 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
(Reader): composition

Julie Brown, BMus Melbourne, MMus & PhD London

(Professor of Music): cultural history of early 20th-century music; Schoenberg and Viennese Modernism; musical multimedia; silent film music

Helen Deeming, BA, MPhil & PhD Cambridge

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

Stephen Downes, BA Exeter, MMus, PhD London

(Professor of Music); 19th and 20th-century music, particularly of central and Eastern Europe; aesthetics, analysis and hermeneutics of music

Mary Dullea, PhD Ulster

(Senior Lecturer): piano trio performance practice, new works for solo piano, incorporating extended techniques

Samantha Fernando, BA, DPhil Oxon, MMus Royal Academy of Music
(Lecturer): Composition

Helen Grime, BMus & MMus Royal College of Music

(Senior Lecturer): Composition

Paul Harper-Scott, BA Dunelm, DPhil Oxon

(Professor of Music History and Theory): 20th-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

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

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

(Senior Lecturer): Creative music technology, especially the use of technology in composition – commercial, cross-genre, electronica/chill-out, experimental, film and media; music technological and compositional applications in music therapy, health, and community-based music; technological theory, history of music technology and music and technology interactions in general; orchestration; music production; the creative industries and music business; 21st century continental electronic, electronica and media composition, especially in France and Poland

Rebecca Miller

Director of Orchestras, Performance and Conducting

Anna F Morcom, BA & PhD London

(Professor of Music): music and performing arts of India and Tibet; music, politics, gender and media; economic ethnomusicology and capitalism

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

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

Stephen Rose, BA York, MPhil & PhD Cambridge

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

Henry Stobart, MPhil & PhD Cambridge, ABSM

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

Shzr Ee Tan, BA, MMus & PhD London, ARCM (piano), AKC

(Senior Lecturer): ethnomusicology, especially musics of the Sinophone worlds and East Asia, music and gender, music and politics, im/migration

Tim Summers, BA (Oxon), MPhil, PhD (Bristol), PGCE (Cantab)

(Teaching Fellow): Music and the moving image, especially video games; virtuality and interactivity; opera, particularly Wagner; music education

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

Simon Cook, BA Cambridge, LRAM

(Associate Lecturer): Sundanese gamelan music (Indonesia); jazz

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

Katharine Ellis, BA & DPhil Oxford, ARCM

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

Michael Haas

(Honorary Research Associate): Music in Nazi Germany

Erik Levi, BA Cambridge, BPhil York

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

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

Jim Samson, BMus Belfast, Mmus & PhD Wales, LRAM, FBA

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

1.10 Master of Arts by Research in your Department

The primary teaching tool for the Master of Arts by Research is the individual supervision session. The frequency of such sessions may vary, depending on the pacing of the work, although one meeting per fortnight during term time would be normal for a full-time student.

Master of Arts by Research students are also required to pass at least one taught

course. This might be the one offered by the Faculty of Arts and Social Sciences for all Master of Arts by Research Students, but it might equally be a relevant course from the MMus in Advanced Musical Studies. This should be discussed and agreed with your supervisor and the Director of Graduate Studies during Induction Week. See Research Degree Regulations, Appendix 1.

Master of Arts by Research students are eligible for research expenses from the department to support their work. See section 15.2 below.

1.11 Useful College contacts

- **Library**

The College's **Library Service** is based on two sites within easy walking distance of each other. **The Founder's Library** (Languages, Literatures, Cinema, Theatre, Fine Arts and Music) is located within the Founder's Building, which is also home to the Archives service and collections which provide access to unique papers and materials relating to the history and development of the College. **The Bedford Library** houses resources for management, economics, law, science, social sciences and history.

Phone: 01784 443823
Email: library@rhul.ac.uk
Website: <https://www.royalholloway.ac.uk/library/home.aspx>

- **Student Services**

The **Student Services Centre** is located in the Windsor Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation. For further details please visit <http://www.royalholloway.ac.uk/ssc>.

Phone: 01784 276641
Email: student-enquiries@royalholloway.ac.uk
Website: <https://www.royalholloway.ac.uk/ecampus/student-services-centre/home.aspx>

- **Student Administration**

Student Administration manage and facilitate a variety of the College's core academic functions, from examinations, results and course registrations right through to the processing of final results and producing proof of study documents. This includes the administration for all research degree examinations within the College.

You should find all the information you need regarding examinations, assessments and research degrees on their webpages here <http://www.students.royalholloway.ac.uk/study/exams-assessments-and-results/> and they can also be contacted via their details below.

Email: researchdegrees@royalholloway.ac.uk

Website:

<https://www.royalholloway.ac.uk/restricted/contensis/exams/studentadministration/home.aspx>

2 Key Information and Services

Your Supervisor should always be the first point of contact for any questions or concerns you may have about your programme of study or your research. The College also provides a much broader framework of advice and support services, alongside key points of contact in your Department such as your **Director of Graduate Studies (DoGS)**. Some additional sources of advice and support are listed below.

- **Support & Advisory Services (Welfare and Wellbeing)**

Phone: 01784 443394

Email: welfare@royalholloway.ac.uk

Website: <https://www.royalholloway.ac.uk/ecampus/welfare/home.aspx>

- **SURHUL Advice and Support Centre**

Phone: 01784 246700

Email: advice@su.rhul.ac.uk

Website: <http://www.su.rhul.ac.uk/advice/>

2.1 Students' Union Royal Holloway University of London (SURHUL)

The **Students' Union Royal Holloway University of London (SURHUL)** is a registered charity (Registered No: 1141998) and actively represents the students of Royal Holloway University of London.

SURHUL is led by sabbatical officers and Executive Officers who work alongside a team of permanent staff. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support & advice, your clubs & societies, catering, transport, volunteering, campaigning and advocacy. All of which complement your academic study, ensuring that your University experience is the best that it can be. For further information please refer to their website at <http://www.su.rhul.ac.uk/about/>.

2.2 Your College Email Account

The College provides an email address for you free of charge and stores the address in a College email directory (the **Global Address List**). Your account is easily accessible, both on and off campus, via the **Student Portal** <https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin> (Campus Connect) or direct via **Outlook.com** <http://outlook.com/>. It is **essential** to note that this email account will be used for all routine correspondence and news from the College and its departments and services. Your College email will very likely also be used for **urgent**

communication, including correspondence from your supervisors, or to give or confirm instructions or information related to teaching so it is vital that you **check your emails regularly**.

In the event that you would prefer to use a commercial email service you are able to connect your College email account so that it automatically forwards any messages you receive. You can find detailed instructions on **how to forward mail** by visiting <http://help.outlook.com/> and searching for 'forwarding'. In the event that you experience any problems, please contact the IT Service Desk.

2.3 Post

All post addressed to you in your Department will be delivered to student pigeonholes (alphabetical by surname) in the Student Common Room. At the end of each term student pigeonholes are cleared of accumulated mail, so please try to ensure you check it at regular intervals. Please also note, Registry, among other professional services within the College, will often send correspondence by internal post and your Supervisor(s) may also return work to you via the pigeonholes.

2.4 Telephone and postal address

It is imperative that the College **has the most up-to-date contact details for you**. As such, please ensure that you update your telephone number (mobile and landline) and postal address (term-time and forwarding) **as quickly as possible** when they are changed via the Student Portal (Campus Connect) <https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin>.

Please note, it is the policy of the College that staff are not permitted to disclose or share your information, including your contact details, with anybody else (including parents, relatives or fellow students) without your prior written permission to release this information. For further information please refer to the **Information Compliance** webpage via <https://www.royalholloway.ac.uk/aboutus/governancematters/accesstoinformation/home.aspx>.

2.5 Departmental Committees

There is a student-chaired Postgraduate Student-Staff Committee on which both taught and research students are represented. The Committee meets three times each year and plays an important role in the Department as a forum for airing student views. You can use the Committee to raise any issues which concern students. Notices will appear on departmental notice boards giving details of forthcoming elections or the names of current representatives. The minutes of each meeting will also be posted on the notice boards in the Student Common Room.

The Department's student representatives may represent their respective constituencies on various College bodies. It is possible also to hold occasional plenary

meetings with representative groups of students to discuss matters of general concern.

2.6 IT Services

The College **IT Service Desk** <https://www.royalholloway.ac.uk/it/home.aspx> offers a range of support covering all aspects of IT services, such as email access, connecting to the College's wireless network, connecting devices such as iPads and making use of College printing facilities.

The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They also offer a range of free software, including Microsoft 365, NVivo and SPSS. For more information visit their website at <https://www.royalholloway.ac.uk/it/studentpurchasing.aspx>.

2.7 Withdrawal of visa

If you are in receipt of a **Tier-4 Student Visa** sponsored by Royal Holloway, it is a requirement of your Visa that you attend classes and supervisory sessions and complete assessments. This is also a requirement of the College's academic regulations.

The College has a legal responsibility **to report any student admitted to the College on a student visa who does not appear to be meeting the attendance requirements to UK Visas and Immigration (UKVI)**. Therefore if you fail to meet UKVI visa requirements and/ or fail to respond to informal and formal warnings from the College in this regard you could have your sponsorship withdrawn, your Visa cancelled and your registration with the College terminated. The termination of registration due to a breach in Visa requirements is conducted independently of the College's formal warning process and the decision is not open to appeal.

Further information on visa and immigration information for current students is available from Student Services via <https://www.royalholloway.ac.uk/ecampus/studentsservicescentre/visas/home.aspx>.

2.8 Master of Arts by Research and MPhil/PhD Supervision and Other Support

The primary teaching tool is the individual supervision session. The frequency of such sessions necessarily varies depending on the pacing of the work, although one meeting per fortnight is common for a full-time MPhil/PhD student in the early stages of a programme, and one meeting every four to six weeks thereafter. Similarly, the supervisory relationship necessarily changes as the student advances towards the level of a colleague in the field. Both supervisors and their students have clear responsibilities (laid out in the **Code of Practice for the Academic Welfare of Postgraduate Research Students**), effective adherence to which is monitored closely by the Department. Students should attend a joint supervision with both members of their supervisory team at least twice per academic year.

Students and supervisors should agree a record of each supervision, and the supervisor should lodge this record in the Music Department Office.

Postgraduate students are each allocated a supervisory team of supervisor and either advisor or 'second supervisor'. In the case of Master of Arts by Research and MPhil/PhD students, the supervisor will obviously be the main contact for much of a student's work. The advisor/second supervisor is also available to discuss both academic matters (he/she may have some useful alternative perspectives to offer) and personal ones.

All members of staff post outside their individual staff rooms two separate and regular 'office hours' each week when they are available to see students without appointment on any matter. Excepting emergencies, students are asked make an appointment via email if they wish to see a member of staff outside these hours.

Supervisors, second supervisors, and advisors will offer advice about work, help overcome academic or personal difficulties and discuss course choices, and they should ultimately be the members of staff best equipped to write references for jobs or for further study. The Director of Graduate Studies and/or Head of Department also will see any student who wishes to discuss matters academic or personal.

Students with a serious case for a change of supervisor/advisor should approach the Director of Graduate Studies and/or Head of Department as appropriate.

Students in financial difficulty should contact the Director of Graduate Studies and/or the Head of Department for details of College schemes to provide aid in terms of loans or additional grants. Although the Department has no funds for such purposes, we may be able to provide advice on and assistance with applications to appropriate College or external bodies.

2.9 Research Student Space

The Doctoral Hub, located on the ground floor of the International Building, affords both work and social space for research students. It offers 24-hour swipe card access, coin operated lockers, work space, networked desktop terminals (a number of which have Sibelius installed on them), a printer, as well as a small kitchen with hot water, sink and fridge.

3 Annual review and upgrade

Although you will meet with your supervisor regularly during the academic year, your academic progress is formally reviewed at least once every twelve months, unless you have interrupted your studies, in which case the review will take place not more than two months after you have formally resumed your studies.

Annual reviews, and upgrades for students registered for an MPhil/ PhD, are conducted in a face-to face meeting between you and a panel. As a minimum, your annual review will be conducted with at least one member of your supervisory team present plus one member of staff who is completely independent of your supervisory team. Where you are undertaking a review for the purpose of upgrading your degree to PhD, your panel will include a minimum of three members, with at least one member of your supervisory team and one member of staff who is completely independent of your supervisory team in attendance. A member of your panel may be present via video conferencing, with your prior agreement, in cases where there are extenuating circumstances that mean they are unable to be present in person.

It is important to remember that the upgrade from MPhil to PhD is not an **automatic** right. In the majority of cases a panel will indicate that they are satisfied with a student's progress. In some cases, however, the panel may feel that the work presented does not meet the required standard for doctoral research. In such cases, the panel will likely decide not to permit the student to upgrade.

In the event that your first attempt to upgrade from MPhil to PhD is unsuccessful, your panel may permit you to have a second and final attempt which must take place within twenty-four months of full-time study or forty-eight months of part-time study. These periods are defined in line with the *College's Research Degree Regulations* available online via <http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

At the end of your annual review/ upgrade meeting your panel will fill in a **Research Degree Student Review - Annual Review Form or Research Degree Student Review - Upgrade Form**. This will detail the outcome of your review/upgrade and will provide you with an opportunity to add your own comments. Further information on annual reviews and upgrades along with the relevant forms is available online via <http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/upgrades.aspx>.

3.1 Research Degree Student Deadlines

If you want the annual review or upgrade Panel to be made aware of extenuating circumstances that have affected your study you should submit your statement and supporting evidence to the Panel Chair within the deadline set by the department/school for the submission of material for the upgrade or review.

In the case of circumstances relating only to your performance at an upgrade or review meeting or the oral examination (viva), you should inform the panel members or examiners of the circumstances prior to the meeting or oral examination and submit the statement and supporting evidence within **seven days** to your department in the case of upgrade/review meetings and Student Administration (researchdegrees@rhul.ac.uk) in the case of an oral examination. You must submit the request in writing and ensure it is accompanied by appropriate supporting evidence, in line with the **Instructions to Candidates** available online via

<https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx>.

3.2 Music Department's annual review and upgrade process

The Annual Review of postgraduate students (MMus, MA by Research, MPhil, PhD) in the Department normally takes place at or near the beginning of the summer term. This review draws upon verbal and/or written reports from the supervisor, adviser and student. It is an important occasion at which attendance is obligatory; it may be deferred only in exceptional circumstances (e.g. research trips abroad) and with the permission of the Head of Department; in such cases, an alternative date will be arranged.

For the Annual Review, students are expected to supply written work as specified below. Three copies of all documents should be submitted to the Department Office two weeks before the date of the Review meeting. Normal standards of scholarly presentation apply.

- (i) **MPhil and PhD students** appearing for their **first** Annual Review (**except those in Composition**) and **Master of Arts by Research students** should submit a detailed progress report, including an account of literature read and written work produced (c.500 words), an outline or abstract of the intended thesis, and a plan for its projected completion. **Composition students** should submit a detailed progress report (c.500 words), an outline of the projected portfolio, and a plan for its projected completion.
- (ii) **MPhil and PhD students** appearing for their **second or subsequent** Annual Review (**except those in Composition**) should submit a detailed progress report (c.1000 words), a detailed plan of the proposed thesis – including (a) a brief abstract containing an overall summary of the intended work, and (b) an account presented chapter-by-chapter, plus details of any appendices – and a timetable for completion. **Composition students** should submit a progress report (c.650 words) including details of performances of works, a plan of the proposed portfolio of compositions (piece-by-piece, with timings; allow c.200 words per piece), and a timetable for completion.
- (iii) MPhil/PhD students should also bring with them their copy of the completed Research Training Log from the previous year, a log and brief notes of all supervision meetings since the previous review meeting (or upgrade) (max. two A4 sides of compiled notes), and their email receipt confirming they have completed and submitted the online student feedback form.

There may be circumstances in which it is necessary to hold other formal reviews at other times in the year, for example in cases where a student's situation following the Annual Review needs further consideration. Such a review, and for that matter any other reviews during the year, may be initiated by the student or by the supervisor. All students in the fourth ('writing up') year of their PhD will be required to produce a

'Completion Timetable' around 8-9 months before their final submission date. At this point they may also be invited to attend an informal meeting involving their supervisor and the Director of Graduate Studies.

The review procedure is designed to support a student's work and to nip any potential problems in the bud. If research is deemed unsatisfactory at any stage in the review process, the student will be warned in writing by the Head of Department in accordance with the procedures stipulated in the College's [Code of Practice for the Academic Welfare of Postgraduate Research Students](#). Failure to improve will compel the Department to initiate proceedings to suspend or terminate registration. Obviously we hope that things will not reach this stage: hence the regular reviews. But students, too, have a responsibility to monitor their progress, and they should not feel afraid to air any worries they may have either with their supervisor or adviser, or indeed with the Director of Graduate Studies or Head of Department. It is better to sort such things out sooner than later.

3.3 Process for upgrading from MPhil to PhD

The upgrade from MPhil to PhD is made on departmental recommendation and after successfully passing at least one Annual Review. The Department will refuse admission to the PhD if, in its opinion, a student is not capable of achieving the appropriate standard, or if a subject is unsuitable for expansion into a PhD, regardless of the status of a student's funding for such a programme.

MPhil students applying to upgrade to PhD status will agree a timetable of submission (see below) with their supervisor. The upgrade proceedings will normally be initiated by the supervisor. The Application for Upgrade will be communicated to the Director of Graduate Studies (DoGS). In the case of full-time students this will normally occur 18-20 months after initial registration, and in the case of part-time students, 24–36 months after initial registration. **The College does not normally approve the transfer of students to PhD status after 24 months of full-time-equivalent registration.**

The DoGS will convene a suitable Upgrade Sub-committee normally consisting of the DoGS, the supervisor, the adviser and/or another suitable member of the academic staff. The Sub-committee will meet after having scrutinised the Upgrade documents (as below) submitted by the student. The student will be expected to appear before this Sub-committee for an interview lasting about 45 minutes. The format of the Upgrade interview is intended to serve as preparation for the student's final *viva voce* examination, with the supervisor taking a back seat. In addition to the interview, students should expect to give a presentation of their work to the department immediately prior to the upgrade meeting, lasting about 20 minutes (either a formal research paper, or a broader presentation, by prior agreement). This will normally take place on a Departmental Postgraduate Day.

If an upgrade application is unsuccessful and a student wishes to appeal against the decision, he/she may write to the Head of Department along the lines of the

procedures described in the [Research Degree Regulations](#) under 'Academic Appeals Procedures', and within no more than four weeks of receipt of the written decision of the Upgrade Sub-committee.

MPhil students other than those in Composition should (in agreement with the supervisor) submit **three copies** of the following documents to the DoGS at least **two weeks before** the date fixed for the upgrade meeting:

- (i) a detailed plan of chapters of the proposed PhD thesis, together with a brief abstract containing an overall summary of the intended work;
- (ii) two or more complete chapters (or, exceptionally, one extended chapter) consisting normally of not less than 12,000 words in total, which it is intended will form (with appropriate revisions) a part of the PhD thesis (this material should be representative of the content of the final thesis, and should not solely comprise, though may include, a literature review);
- (iii) a timetable for the completion of the research and writing-up.
- (iv) their copy of the completed Research Training Log from the previous year, a log and brief notes of all supervision meetings since the previous review meeting (or upgrade) (max. two A4 sides of compiled notes), and their email receipt confirming they have completed and submitted the online student feedback form.

MPhil students in Composition should (in agreement with the supervisor) submit **three copies** of the following documents to the DoGS at least **two weeks before** the date fixed for the upgrade meeting:

either a complete composition *or* complete sections of a composition, *or* a collection of compositions written in the period since initial MPhil registration, with a duration of 10-15 minutes;

- (i) a recording of the above music;
- (ii) an extended (c.2000 words) commentary on the structure and compositional methods employed in the piece;
- (iii) a detailed plan of the contents of the proposed PhD portfolio, with timings, and with some technical comments for each proposed piece;
- (iv) a timetable for the completion of the portfolio and its accompanying documents and recordings.
- (v) their copy of the completed Research Training Log from the previous year, a log and brief notes of all supervision meetings since the previous review meeting (or upgrade) (max. two A4 sides of compiled notes), and their email receipt

confirming they have completed and submitted the online student feedback form.

Normal standards of scholarly presentation apply to all upgrade submissions. The late submission of transfer material may result in the postponement of the Upgrade meeting.

MPhil students should also bring with them their copy of the completed Research Training Log from the previous year, a log of all supervision meetings since the previous review meeting, and their email receipt confirming they have completed and submitted the online student feedback form.

3.4 Illness and other extenuating circumstances

If you are a Research Degree student, you may want the annual review or upgrade panel to be made aware of how your academic performance over the year has been affected by illness or extenuating circumstances. In such cases you should submit your statement and supporting evidence to the panel chair within the deadline set by the Department for the submission of material for the upgrade or review. Ideally you should have discussed any such issues with your supervisor or the Director of Graduate Studies before the meeting. The Department may recommend that you interrupt your studies until your personal circumstances are such that you are in a position to take up your studies again. The Director of Graduate Studies will be able to inform you about the process to be followed to request an interruption.

In the case of circumstances relating only to your performance at an upgrade or review meeting, you should inform the panel members or examiners of the circumstances no later than the start of the upgrade/ review and submit the statement and supporting evidence not more than seven days later to the Department Office.

If you feel that your academic performance on the date of the oral examination may be substantially affected by unexpected medical or other personal circumstances, you should inform the examiners of your situation no later than the start of the oral examination so that they can make a decision on whether or not to proceed. The examiners may require you to submit evidence of these circumstances to the Examinations and Research Degrees Office within seven days.

4 Interrupting your studies

The College's *Research Degree Regulations* permit you to interrupt your studies for up to twenty-four months (whether consecutively or otherwise) on financial, medical or personal grounds on the recommendation of your supervisor and Director of Graduate Studies. Any period of interruption will only normally be permitted on exceptional grounds and must be approved by the College Board of Examiners Executive Committee (CBEEC).

In the first instance, please contact your department to discuss your interruption of studies. A request for interruption of studies must be submitted online on your behalf by your department using the required form via <https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/forms/pgrwaiver.aspx>.

It is essential that adequate supporting evidence is submitted with the request. For further information on supporting evidence, please refer to Appendix B of the College's guidance notes available online via <https://www.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf>. If you are still uncertain what evidence is suitable, please contact researchdegrees@royalholloway.ac.uk for advice. Where applications are submitted that lack adequate supporting evidence, it is very likely that they will be denied or subject to significant delays. The request will be sent to the Vice Principal (Education) for consideration on behalf of the CBEEC and you will be informed whether the request has been approved or not.

It is essential that you contact your supervisor or department at the very earliest possibility, should you find that you require a period of interruption to your studies. Please note, a back-dated (or retrospective) interruption will only be considered on the most exceptional grounds and in cases where the interruption sought is for a very limited period.

4.1 Interruptions for students who are sponsored by the College on a Tier 4 visa

If you interrupt your studies and you are in receipt of a **Tier-4 Student Visa** sponsored by Royal Holloway, the College will withdraw its sponsorship for the duration of your interruption and you are obliged by the **Home Office** to leave the UK for this period. Before you return from interruption, you will need to apply for a new visa. For further information on this process please refer to the Student Services webpage at <https://www.royalholloway.ac.uk/ecampus/studentsservicescentre/visas/home.aspx>.

In exceptional circumstances, and if your interruption is for a period less than sixty days, you may be permitted to remain in the UK during the period of interruption. To discuss the possibility of this '**authorised absence**', please contact student-administration@royalholloway.ac.uk.

4.2 Interruptions for students funded by a Research Council or College Scholarship

It is essential that, prior to requesting the interruption, you check with your funding body whether the conditions of your scholarship permit you to interrupt your studies. For advice about this, please contact scholarshipadministration@royalholloway.ac.uk.

If you are funded by a Research Council and would like to request maternity leave or short term (up to 13 weeks) sick leave, please click refer to the Doctoral School webpage for further information

<https://www.royalholloway.ac.uk/iquad/doctoralschool/support/interruptionsforrcuksstudents.aspx>.

4.3 Your thesis deadline and status during an interruption of studies

If your interruption request is approved, your period of interruption will be added on to your thesis submission deadline (e.g. a student with a 22 September 2018 deadline who interrupts for 6 months would now have a new submission deadline of 22 March 2019). Please note, exceptions do apply where you are funded by a Research Council as below:

- Although the thesis submission deadline set by the College may be extended, it may not be extended by your Research Council. In such cases, the Research Council deadline takes precedence. If you have queries regarding this, please contact scholarshipadministration@royalholloway.ac.uk.
- If you have requested up to 13 weeks sick leave, your thesis submission deadline will not be affected by this period of leave.

During the course of your interruption of studies you remain a registered student with the College and are subject to College Regulations. Unless you are interrupting your studies on the grounds of maternity, you do not have the right to use College facilities or receive supervision during the period of interruption, other than occasional access to your supervisor by arrangement.

5 Submission of your thesis and your viva

As the thesis is nearing completion you will need to submit a formal entry to the final examination to the Student Administration Office. Full details on entry for the examination (or re-entry in the case of resubmissions), submission and examination of the thesis are available on [Examinations webpage for Research Degree students](http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx) <http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx>. Students should also consult the *Research Degree Regulations* for further details about, for example, the requirements of the thesis (word length), the conduct of the final examination, and possible outcomes of the examination <http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

Please note especially the Nomination of Examiners Flowchart on the above website: your examiners need to be approved by the Music Department before they can be signed off by the Director of Graduate Studies. You and your supervisor should therefore approach the DoGS with the names of your proposed examiner **before** approaching the examiners themselves. You may do this by email in the first instance. Once your proposed examiners have been approved by the department, the form can be completed and submitted for approval by the Exams Office.

In terms of word length you should be aware that College regulations stipulate a maximum length for MPhil and PhD theses. If you exceed the word length stated in the Regulations or produce a thesis that is deemed to be too short, the examiners

may refer the thesis for resubmission requiring it to be shortened to meet the word length requirement or extended to include more content, respectively.

5.1 Guidelines for the MPhil and PhD in Composition

The following guidelines complement the Graduate Research Regulations for the MPhil and PhD in Composition. Each candidate should discuss these guidelines with her/his supervisor to ensure that all issues have been addressed prior to and at the time of submission.

PhD guidelines

Candidates at Royal Holloway for the University of London PhD in Composition will present a portfolio of substantial musical compositions that demonstrate coherence and originality in invention, as well as in the treatment of existing musical techniques. The term 'substantial' may apply to one or more of the following elements: duration, number of musicians employed in performing a work or the breadth and detail of the musical materials employed and developed in the music. The guide-duration for the complete portfolio is between 70 and 100 minutes, the actual duration is to be negotiated by each student with her/his supervisor and confirmed by the Director of Graduate Study.

The portfolio must be accompanied by a written commentary comprising a discussion of the artistic and aesthetic concerns addressed in the creation of the portfolio and an exposition of the methods and processes employed. The length of the commentary is negotiated between a student and her/his supervisor and confirmed by the Director of Graduate Study, normally at upgrade; as a guide, commentaries tend to be between 10,000 and 20,000 words. The commentary must be prepared according to departmental guidelines for the presentation of written work.

The portfolio should also be accompanied by recordings of as many of the works contained in the portfolio as possible, but recordings of at least three works must be provided, and of all works involving free procedures.

MPhil guidelines

Candidates at Royal Holloway for the University of London MPhil in Composition will present a portfolio of substantial musical compositions that demonstrate coherence and originality in invention, as well as in the treatment of existing musical techniques. The term 'substantial' may apply to one or more of the following elements: duration, number of musicians employed in performing a work or the breadth and detail of the musical materials employed and developed in the music. The guide-duration for the complete portfolio is between 40 and 60 minutes, the actual duration to be negotiated by each student with her/his supervisor and confirmed by the Director of Graduate Study.

The portfolio must be accompanied by a written commentary comprising a discussion of the artistic and aesthetic concerns addressed in the creation of the portfolio and an exposition of the methods and processes employed. The length of the commentary is

negotiated between a student and her/his supervisor and confirmed by the Director of Graduate Study, normally at upgrade; as a guide, commentaries tend to be between 7,000 and 12,000 words. The commentary must be prepared according to departmental guidelines for the presentation of written work.

The portfolio should also be accompanied by recordings of as many of the works contained in the portfolio as possible, but recordings of at least two works must be provided, and of all works involving free procedures.

General comments

The general distinction between a submission for the degree of PhD and for the degree of MPhil is outlined in 13(5) of the Graduate Research Regulations. In the case of a composition submission a PhD portfolio will manifest substantial length or scope as well as a high degree of originality and will form a distinct contribution to the field of composition. A submission for the degree of MPhil will include original work demonstrating that the compositional field being researched has been thoroughly surveyed and assimilated into the candidate's own practical work.

5.2 Electronic submission of the final PhD theses

In order for your research degree to be awarded, an electronic version of your PhD thesis needs to be submitted to the College's research information system, **Pure**. The College strongly recommends that you check the details of these requirements well in advance of submission as they contain important information on copyright and Open Access <https://www.royalholloway.ac.uk/research/puresupport/ethesis/ethesis.aspx>.

6 Preparation for the final examination

The College offers viva training for research student's final examination with sessions run for students in Arts and Social Sciences, Science and Economics and Management. Further information on these courses is available via <https://www.royalholloway.ac.uk/iquad/doctoralschool/researcherdevelopmentprogramme/researcherdevelopmentprogrammecourses.aspx>. This training is compulsory for research degree students.

7 Special arrangements for the annual review, upgrade or viva

If you have a disability or specific learning difficulty impairment and wish to ask for reasonable adjustments to be made to the conduct of the final examination (viva) you should consult Section 16 paragraph (10) the *Research Degree Regulations* <http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx> for details of how to make such a request. Should you need similar adjustments for your annual review/ upgrade meeting, these should be discussed with your supervisor ahead of the meeting so that appropriate arrangements can be made.

8 Research Skills and Training

You should discuss your research skills training needs with your supervisor and adviser soon after you start your research degree and fill out the Research Student Training Log with details of courses that you should attend during the year. Further information and guidance can be found online via <https://www.royalholloway.ac.uk/iquad/doctoralschool/researchskillstraining/researchskills.aspx>.

8.1 Research Development Programme

The College's **Researcher Development Programme** is a series of transferable skills courses designed for research students to help you to develop your skills alongside your research. Some of these courses are specifically designed to help students complete their research degree, while others help develop more general skills and enhance your employability. The programme is structured using the **Vitae Researcher Development Framework**. For further information please refer to their website at <http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html>.

8.2 Teaching experience and training

Your Department may be in a position to offer you opportunities to undertake teaching and/or demonstrating opportunities. In the event that you are employed in a lead teaching role you are required to register for the College's **inSTIL programme** (Programme in Skills of Teaching to Inspire Learning) <http://www.royalholloway.ac.uk/registry/educational-development/prof-dev/instil-overview.html>.

If you are teaching as part of a team, you may choose to do this programme but are not required to do so. You must be engaged in teaching at the same time as participating in **inSTIL**, as teaching observations are an intrinsic element of the programme. The **inSTIL** programme is worth 15 M level credits and counts as five days towards your skills training objectives. Further details on the programme are available via telephone on +44 (0) 1784 41 6337 or +44 (0) 1784 27 6250 or by contacting **Educational Development** at edc@rhul.ac.uk.

In the event that you are not engaged in teaching activities but would like to learn more about teaching in higher education, the College offers a series of '*Introduction to Teaching and Learning in Higher Education*' workshop. Further information is available online via <https://www.royalholloway.ac.uk/iquad/doctoralschool/researcherdevelopmentprogramme/researcherdevelopmentprogrammecourses.aspx>.

8.3 Department Seminars, Colloquia, Special Lectures etc

The MMus course, MU5500 Skills in Advanced Musical Studies includes seminars led

by members of RHUL staff, guest seminars on methodology from visiting specialists, and may involve visits to major research libraries and archives. In whole or in part, it forms part of the Department's general induction/training available to incoming MPhil/PhD students.

The Department runs a general Research Colloquium, including visiting speakers, on Tuesdays. There are also special lectures, seminars, study-days and conferences. Annual Postgraduate Days take place in September, November, January and May. **It is expected that MA by Research and MPhil/PhD students will make every effort to attend the colloquia and Postgraduate Days.** Details of the Research Colloquium and of series run by other Music Departments are posted on the postgraduate notice boards in the Department. **It is expected that MPhil/PhD students will give papers and other public presentations regularly throughout their time at RHUL, and at least one paper/presentation per year is required from the second year of full-time study onwards (or part-time equivalent).**

MMus/MA by Research/PhD Discussion Group

MMus, MA by Research and PhD students are able to use room WT003 on Tuesday afternoons from 2-4pm on an informal basis for discussion / reading groups. Please book via the Department Office.

The Internet and World Wide Web are indispensable as a source and disseminator of information, and for the exchange of ideas. A good place to start is the Music Department's home-page.

9 Academic writing skills

The College offers courses on academic writing, which can count towards your skills training objectives. For further details on these courses and additional support that is available please refer to the Research Skills Training pages at <https://www.royalholloway.ac.uk/iquad/doctoralschool/researchskillstraining/researchskills.aspx>.

CeDAS will offer you additional support in the event that English is not your first language. These courses do not, however, count towards your training requirements. CeDAS also oversees the **Royal Holloway Proofreading Scheme**, which enables students to pay for an approved third-party proofreader to identify surface error in final drafts. Please note, the College does not permit the use of paid third-party proofreaders who are not part of this scheme. For further details, please refer to the CeDAS webpage www.royalholloway.ac.uk/cedas.

10 Students in need of support (including disabled students)

The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the **Student Welfare** pages

at <http://www.royalholloway.ac.uk/ecampus/welfare/home.aspx>.

If you have a disability or specific learning difficulty, it is **important** that you bring it to the College's attention as soon as possible. Your first point of contact for advice and guidance is your **Disability & Dyslexia Services (DDS)** representative in your Department is the Department Manager.

Please also contact **DDS** directly via disability-dyslexia@royalholloway.ac.uk or 01784 276473.

11 Plagiarism and other academic offences

The College takes the issue of plagiarism and other assessment offences extremely seriously. The College defines what constitutes an assessment offence (e.g. plagiarism, collusion, falsification) as well as the procedures to be followed for the investigation of an alleged assessment offence and possible outcomes in the College's *Regulations on Assessment Offences*

<http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

12 Appeals and Complaints

In the event that you wish to submit an appeal or a complaint please refer to *The Code of Practice for the Academic Welfare of Postgraduate Research Students* and the *Research Degree Regulations*. Both of which are available online via

<https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

AQPO oversees both the appeals and complaints processes within the College. Further information is available via their website at

<https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/home.aspx>.

12.1 Appeals

By submitting an academic appeal, you are making a request for a decision made by the College relating to your academic studies or academic progress to be reconsidered. This must be done within **15 working days** of the date on which you were formally informed about the decision either through **Campus Connect** (e.g. for end of year assessment results) or **by letter** (e.g. annual review, upgrade, final viva examination). This can include reference to a past complaint made and investigated.

Please note, only the following can be investigated through the appeals process:

- The outcome of Boards of Examiners, such as the outcomes of coursework or examinations, academic progression, degree classification or degree award, and termination of registration by the College Board of Examiners. This includes decisions made by an upgrade panel or an MPhil/PhD viva panel.

- Termination of registration on academic grounds through the formal warning procedure
- Penalties applied for examination and assessment offences
- Reconsideration of requests for exam access arrangements
- A decision made by a Fitness to Practice Panel

In the event that you wish to submit an academic appeal, please refer to the AQPO webpages at

<https://www.royalholloway.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx>.

Further information on the appeals process is also available in the Sections 21 and 22 of the *Research Degree Regulations*. It is essential that you refer to this in the first instance as it outlines the grounds upon which an appeal against an academic decision may be submitted

<http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

12.2 Complaints

A complaint is where, as a result of your experience at the College, you feel dissatisfied about the provision of services or facilities and would like your concerns to be investigated. Your concerns may be investigated under the Complaints Procedure for Students but normally only **within three months** of the incident or action being complained about.

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Supervisor(s), Advisor, Director of Graduate Studies or another member of staff in the Department as soon as possible. In the majority of cases complaints can be resolved through such an informal route. In those cases where the complaint cannot be resolved in this way, you may want to submit a formal complaint. Full details of how to pursue complaints through both informal and formal routes are set out in the College's *College Complaints Procedures* for students

<http://www.royalholloway.ac.uk/ecampus/academicsupport/complaints/complaints.aspx>.

Where you have submitted an academic appeal and your grounds for appeal are effectively dependent on the outcome of the complaint, the College may determine that the nature of your appeal requires investigation under the Complaints Procedure first. In this situation your case will be referred to the College Secretary's Office. You will be notified of this and provided with further guidance. Please note, in such cases your appeal investigation will be delayed until the complaint investigation is complete. The College will endeavour to complete these processes as quickly as possible; however, a thorough investigation takes time, **so the College strongly advises that you continue to make plans on the basis that your appeal is unsuccessful.**

For further information on the complaints process, please refer to the AQPO webpage

<https://www.royalholloway.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx>.

13 Student Charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The **Student Charter** outlines how you can support the College in achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student and later as part of the College's alumni

<http://www.royalholloway.ac.uk/aboutus/governancematters/studentcharter.aspx>.

This Charter is not intended to constitute a binding agreement but is offered as a framework of aspirations, designed to be of benefit primarily to you as a student and to underpin the College's aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your research degree. You can find further information about student life online here

<http://www.royalholloway.ac.uk/studentlife/home.aspx>.

As a research degree student you will also be asked to complete the College's online feedback questionnaire for research degrees. This internal survey is conducted every two years, and is available to complete online from early April until mid-May. It is important that you take the time to complete this questionnaire as it is often a requirement for your annual review or upgrade. Each alternate year, the College also takes part in the national **Postgraduate Research Experience Survey (PRES)**.

14 Library Services, Facilities and Resources

14.1 Computers

There are a total of fourteen open access PC Labs available on campus which you can use, including six in the **Computer Centre**. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card. Details of these PC Labs, including access times and maps showing how to get to them can be found under the descriptions

<http://www.royalholloway.ac.uk/it/servicecatalogue/devices/pclabs.aspx>.

The Wettons Terrace PC Lab is available to use 24/7 via your College card.

The IT suite on the ground floor of Wettons Terrace was created with the help of a generous benefaction by Miss Agnes Divine, a former member of the College. It contains 18 networked PCs, with standard word-processing, database, internet and music-processing software (including Finale, Sibelius and EarMaster). One computer in the Music IT suite has Photoscore installed and is connected to a scanner. The hardware and software is maintained by the College's Computer Centre, to whom all issues and

problems should be addressed. The Sibelius software is also installed on all 9 PCs in the first floor PC Suite in Founders Library, Doctoral Hub, Computer Centre PC lab 1, Bedford library level 1, Bedford Square student PCs in the basement.

14.2 Graduate Spaces

The College offers a number of areas specifically for postgraduates.

<http://www.royalholloway.ac.uk/studyhere/postgraduate/facilitiesandacademicsupport.aspx>. Below is a list of these spaces together with a brief description of what they offer:

- **International Building Common Room**, room IN030.

This room is conveniently placed on campus and within easy reach of most academic buildings and the Students' Union. IN030 offers good computer facilities with seventeen PCs, a DVD/CD ROM burner and scanning/printing facilities. There are also some easy chairs. The room is available for use twenty-four hours a day with a card-swipe/code system for out-of-hour access (code provided by the Computer Centre). Please be aware that some sessions around research skills training may be running in IN030 (dates are advertised).

- **Founders Common Room**, Founders East, second floor, room FE241

Code to enter can be obtained at the Security desk, Founders reception, by showing the College Card (as a way of proving to be a PG student). The Common Room has tables, chairs and sofas. There is also one computer and printer and wireless internet access. The kitchen area includes a fridge, microwave, kettle and toaster with shared cutlery.

- **Arts Building**, second floor, room AS17

Fifteen online PCs DVD/CD ROM with burner Scanning/printing facilities. The room is open to all students (PG and UG) during normal office hours and to Postgraduates and Staff between 7pm and 7am (please obtain code from the Computer Centre).

- **Highfield Common Room**

The room is for those living in postgraduate accommodation on the Highfield site. It can be booked through the reception at Highfield. The room offers easy chairs, TV and video, and food- and drink-vending machines. The room must be vacated by 11pm.

14.3 Practice Rooms

Practice rooms are situated in the Woodlands Building and Cottage (the house down the drive from the Department). A room in Woodlands is available for ensemble rehearsals by way of a booking system through the Performance Manager. In the

interests of security and personal safety, access to Woodlands is by means of the student's RCS card, which operates during the hours 8am – 10.30pm daily. Full access to the Woodlands practice rooms is restricted at present to Music students and Music Department staff; although by special arrangement members of certain ensembles may be given off-peak access. Almost all rooms contain a piano; and all rooms in Woodlands Building have mirrors. Please treat the practice rooms and the instruments and equipment they contain with care and respect. Pianos and other keyboard instruments should not be moved about any of the rooms: this can lead to damage and disturbs the tuning. **Eating and drinking are not allowed in the practice rooms, nor are students permitted to engage in any teaching of their own there (whether of College students or those from outside RHUL).**

Room 001 in Wettons Terrace also acts as a small recital room, and is available for some rehearsals by arrangement, but only when it does not clash with or disrupt teaching in the Department. The Picture Gallery is not normally available for practice and nor is the Boilerhouse Auditorium unless in exceptional circumstances.

Specialist studio facilities in the North Tower include audio/video studios for composition, film music and ethnomusicology, and two rooms housing a gamelan and a large collection of world music instruments. Enquiries about the studio facilities should be addressed to Mr Brian Lock; enquiries about the gamelan and instrument collection should be addressed to Dr Henry Stobart.

Access to the North Tower studios and world music rooms is restricted to Music students taking studio based courses and Music Department staff (contact the Department Office).

14.4 Libraries

The Library Service provides access to a variety of resources including books, e-journals, e-books and databases. Details of resources, along with opening times and regulations can be found at

<https://www.royalholloway.ac.uk/library/informationforpostgraduates.aspx>.

The Information Consultant for Music is Mr Russell Burke who can be contacted by email Russell.Burke@royalholloway.ac.uk or telephone +44 (0)1784 414065.

The Music collection is located within the main Founders Library. Much of the Library's stock of music, books, reference works, periodicals, etc is located in the Music reading room, but CDs and DVDs are stored on the ground floor, and key texts for taught courses are often located on the 'Short Loan' shelves. Students are encouraged to consult the excellent range of electronic resources (including many important music journals) available both on- and off-campus.

If you cannot find the specific items that you require in the libraries, it is possible to order items from other libraries by inter-library loans or to gain access to Senate House Library or other university libraries.

The Library provides a range of training sessions, as well as one to one sessions, designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to:

<https://www.royalholloway.ac.uk/library/helpandsupport/researchsupport/researchsupport.aspx>

14.5 Research Support

The **Research Support Team** in the Library provides support on research information including copyright, Open Access publishing, developing your research information profile and useful services. The team can also provide advice for meeting research funders' requirements regarding Open Access.

The team works with the Information Consultants to provide support throughout the research information cycle, from researching bids through to searching and accessing information for articles, books and other outputs through to submission of the PhD thesis and future career plans.

Royal Holloway theses are also available via Ethos which is the British Library's electronic theses service which contains approximately 400 000 records of UK theses including 160,000 available for immediate download of the full text (<http://ethos.bl.uk>)

The Team also offers training sessions and are very happy to provide advice. More information and contact details can be found at <https://www.royalholloway.ac.uk/library/researchsupport/researchsupport.aspx>.

You will also have access to the following libraries:

- **Senate House Library** (Malet Street, London, WC1E 7HU. Tel: 020 7862 8461; <http://www.ucl.ac.uk>). This is the central library of the University of London, where you can borrow up to twelve books with a library ticket (<http://www.senatehouselibrary.ac.uk/membership/join/>) which you can obtain using your RHUL College ID card.
- **The British Library** (96 Euston Road, London, NW1 2DB. Tel: 020 7412 7000; <http://www.bl.uk>). The British Library is the national collection and holds copies of all books published in the UK and Ireland, alongside an extensive collection from other countries. It also has an impressive collection of medieval and modern manuscripts. A Reader Pass <http://www.bl.uk/reshelp/inrooms/stp/register/howreg/howtoregister.html> will be issued subject to your need to see specific items in the collections. Other libraries or sources may be more appropriate to your research and British Library staff will advise you accordingly. Further information is available online via <http://www.bl.uk/reshelp/inrooms/stp/refteam/refteam.html>.

- **SCONUL Access Scheme** Royal Holloway participates in this national university access scheme which allows student to use other university libraries in the UK. Details of the application process can be found at: <https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/sconulaccess.aspx>

14.6 Careers information

The College has a **careers advisory service**, housed in the Horton Building, which is open to any student during normal College hours.

<http://www.royalholloway.ac.uk/careers/home.aspx>.

14.7 Entering the Profession

Careers guidance is available from a student's supervisor/adviser and from the College Careers Centre (see 14.6 above). Depending on students' ambitions, there are a number of things we can do to help: for example, as noted above, we are currently using advanced postgraduate students in various teaching capacities, and often we have useful contacts that can lead to full- or part-time work on a temporary or permanent basis. In addition, the Department runs an annual Careers Workshop, and occasionally incorporates a careers element into other events.

It is in students' interest to attend academic conferences. The annual Royal Musical Association's Research Students' Conference is usually held in December or January; the RMA also organises one-day conferences in London and elsewhere; specialist international conferences on music of various eras, or other themed conferences, can be particularly rewarding. Check the notice board for news of relevant events or the 'Golden Pages' on the Music Department website. Ethnomusicologists will wish to consider joining the British Forum for Ethnomusicology and analysts the Society for Music Analysis, societies which offer a similar range of events and opportunities. It is expected that composers will be seeking outlets for their compositions, possibly in connection with the BMIC.

Advanced postgraduate students will be thinking about presenting papers at conferences and study days or otherwise getting their work heard. Similarly, such students will be starting to think about publishing articles, scores etc. These projects are best discussed by the student and supervisor, but the Director of Graduate Studies will also be happy to offer general advice on these and other related matters. Where support (in any sense) has been offered by the Department in any publication, it is customary to acknowledge it formally in print; indeed, it is a condition of any financial support that it is so acknowledged.

15 Postgraduate Awards and Research Expenses

15.1 Awards

The College, through the Department, makes certain awards on a competitive basis

for postgraduate studies. The College also has some funds for students facing financial difficulties during their course. See the Director of Graduate Studies.

Details of external postgraduate scholarships and grants (for example, from the Arts and Humanities Research Council) are posted or disseminated when available.

15.2 Research Expenses

The Department, through its Research Committee, allocates money to support research-related expenses for each of its full- or part-time postgraduate students.

Within any one registration year, full-time MPhil and PhD students may make requests to spend up to £350 (part-time students *pro rata*) on allowable costs such as conference/summer school attendance, microfilm purchases, travel and other research-related items such as books and musical scores. (Please note that Continuation Status students are not normally eligible for this funding.) Such students must apply, before or after incurring the expense, using the [Smaller Reclaimable Expenditure Form](#) (downloadable from the Department website: <http://www.royalholloway.ac.uk/music/informationforcurrentstudents/home.aspx>). On completion by the student, this form is to be sent by email to the student's supervisor for authorisation and subsequent forwarding to the Chair of the Research Committee.

In rare cases it may also be possible to make a further contribution towards larger-scale expenses for MPhil/PhD students (though not MA by Research students), up to an absolute maximum of £500 (part-time students *pro rata*) in any one year, including the standard annual allowance referred to above; in this case application should be made on the [Larger Reclaimable Expenditure Form](#) (downloadable from the Department website: <http://www.royalholloway.ac.uk/music/informationforcurrentstudents/home.aspx>).

Where research students wish to attend conferences, the amount awarded for any one application will be capped at £350. Students will also, at chair's discretion for 'smaller' grants, and committee's discretion for 'larger' ones, be asked to write a 300-word report parts of which can be used as news on the Department website. Funds will not be released until the report is satisfactorily completed.

In all cases the Research Committee will wish to ascertain what other sources of funding (e.g. University and College Research Funds, private trusts etc.) have first been tapped. Some of these require considerable advance planning. Students are advised to apply to the college's Helen Shackleton fund to help to defray the costs of overseas travel for research trips. Provision for overseas conference attendance and foreign language tuition is also available via periodic deadlines at Faculty level, and should be explored before Departmental funding is requested. The Royal Musical Association runs an annual competition for research funds of up to around £150 (see http://www.rma.ac.uk/awards/student_research_grants.htm). Funding may also be available from the Music & Letters Trust for certain research-related costs, e.g.

conference attendance, although not for 'research towards a degree' (see http://www.oxfordjournals.org/our_journals/musicj/grants.html).

MPhil/PhD students may wish to apply for RMA, BFE, or MU student membership in order to benefit from reduced costs for attending the relevant professional conferences, their own personal copy of the journal, etc. To have this cost covered by the department, students may make an expenses claim directly to the Department Office. The membership cost does not come out of students' research expenses allowance.

We also provide subsidised photocopying for full- and part-time postgraduate students on MPhil/PhD programmes (except Continuation Students) up to a cost of £40 per year (part-time students *pro rata*).

MPhil/PhD students funded by the AHRC are eligible for an additional research allowance provided by the Research Council and distributed by the Faculty. Information on the AHRC Research Training Grant can be found at: <http://www.royalholloway.ac.uk/studyhere/researchdegrees/feesandfunding/scholarships/rtsgapplications.aspx>

16 Performance

Royal Holloway University of London Department of Music offers a variety of thriving and exciting performance opportunities. The performance department is rapidly growing and developing: currently it offers a myriad of different ensembles of all shapes, sizes, and genres - a Symphony Orchestra, Chapel Choir, Chamber Orchestra, New Music Collective and variously can also offer an Andean Band, a Korean Percussion Group and a Gamelan Orchestra (Gamelan Puloganti). There is also a very popular student-run Big Band (*Undergraduated*) and Early Music Ensemble. Choral Music comprises the Royal Holloway Chorus, Founder's Choir and renowned Chapel Choir; the Chapel Choir sings regularly at the College and further afield, broadcasts on the BBC and engages in tours abroad.

In addition, each year there are new student-run ensembles that vary depending on the tastes and interests of current members of the department. The Royal Holloway Music Society often oversee many of student-led music groups. To find out more, get to know your current Music Society committee and they will be more than happy to point you in the right direction.

All of our students receive specialist guidance from not only our College-based experts but from a wide breadth of external professional artists and Ensembles-in-Residence. These include The Tippett Quartet, CHROMA ensemble, The King's Singers, London Mozart Players and the London Philharmonic Orchestra. We often host several side-by-side opportunities each year for students to work alongside professionals and specialists in the field.

The College is an All-Steinway Institution and owns primarily Steinway and Steinway-designed instruments.

Auditions are held for the Symphony and Chamber Orchestras early in the first term and are open to all students of Royal Holloway. It is necessary to apply for orchestral audition times via the website - the Online Sign-up Form will be open from **Monday 19th September, 2016**. Applications close **Saturday 24th September** and you will be notified of your audition slot the following day. royalholloway.ac.uk/music

The Department offers opportunities to its students to perform concertos with one or other of its orchestras. Auditions are normally held towards the end of the second term for the following academic year.

16.1 Administration

The focal point of administration of all performance which takes place under the auspices of the Department is the Performance Manager, Concert Office, room 102. In the interests of the efficient and successful running of performance, all administrative matters and other arrangements concerning performance should be channelled through the Performance Manager.

Students are able to contribute to administration of performance through membership of the Music Society.

The Music Society also provides an opportunity for students to gain valuable experience in various aspects of Administration and prospective employers will clearly view involvement here in a positive light. The committee is elected annually, part in June and (to include incoming first-year students) part in October.

Wherever possible student conductors are also given opportunities to direct the Department ensembles during the year.

16.2 Concert Series 2016/17

The Department of Music at Royal Holloway University of London have a long history of providing the College and the wider community with an annual, world-class Concert Series, featuring some of the finest performers from the UK and overseas and showcasing our talented students and staff. This year is no exception.

From orchestral and choral concerts to a piano recital series, 'Crossing Borders Series' encompassing jazz, gamelan and Andean band to an Alumni recital, visiting artists and staff members to Silent Film, Early Music Ensemble to our New Music Collective and a range of student led ensembles, we are proud to present a dynamic and insightful series. Our instrumental ensembles-in-residence (Tippett Quartet and CHROMA) make an enormous contribution to all of our activities and here offer wonderfully creative programmes. We celebrate the 70th Birthday Year of British composer Michael Finnissy in the Spotlight Series'. Our Autumn Festival 'Lest We Forget' marks the commemoration of the centenary of the Battle of the Somme and Spring is themed 'An die Musik'. In January our Chamber Orchestra and Chapel Choir perform at St. John's Smith Square in London alongside the London Mozart Players.

All our events are FREE for students, staff and alumni of Royal Holloway. For full listing and to reserve your ticket, please see royalholloway.ac.uk/music/events

16.3 Instruments

The Department's stock of instruments includes the pianos in the staff, teaching and practice rooms in the Department and the pianos in the performance venues of the Picture Gallery, the Auditorium of the Windsor Building and the Boilerhouse Auditorium; two harpsichords, a clavichord, and a fortepiano. In addition, the Department commissioned a new harpsichord and recently purchased a brand new set of orchestral percussion, a new double bass and a baritone saxophone. The harpsichords should be used only with prior permission of Dr Stephen Rose or Mr Rupert Gough. The percussion instruments should be used only with prior permission of the Performance Manager.

The Department also has a large collection of other instruments and accessories, including tuned and untuned percussion, string instruments, 'unusual' wind instruments (including cor anglais and bass clarinet), plus various historic wind and string instruments (including a chest of viols). The collection of non-Western instruments includes a gamelan, various Andean folk instruments and a Korean percussion set. In special circumstances, instruments are available for loan with the approval of the Performance Manager. It need hardly be said that **all instruments should be treated with the utmost care.**

The organs in the College Chapel and at St Paul's Church, Egham, are available only to those taking organ lessons. Enquiries should be addressed to Rupert Gough, Director of Choral Music and College Organist.

17 Health and Safety Information

17.1 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College's **Code of Practice on Personal Harassment for Students** is available online via <http://www.royalholloway.ac.uk/ecampus/onlinestudenthandbook.aspx> and should be read in conjunction with **The Student Disciplinary Regulations** and **The Student Complaints Procedure**.

17.2 Lone working policy and procedures

The College has a '**Lone Working Policy and Procedure**' that can be found at <http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx>.

The principles and guidance around lone working are often highly applicable to the nature of postgraduate research and the variety of activities this might involve. As such, awareness and planning around any lone working you may be required to

undertake are essential.

Lone working is intended to cover all work proposed to be undertaken alone where the risk to the lone worker may be increased either by the work itself, or by the lack of on-hand support should something go wrong.

Lone working can occur:

- During normal working hours at an isolated location within the normal workplace.
- When working outside of normal working hours.

Under either of these circumstances, the College's guidance on lone working on campus will apply. Normal working hours are defined as:

During Academic Terms: Monday – Friday 08:00 – 18.00

Outside of Academic Terms: Monday – Friday 08:00 – 17.00

Work undertaken at weekends, bank holidays and when the College is closed (i.e. discretionary days) will be considered outside of normal hours.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator or the College Health and Safety Office. It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to **students undertaking duties off campus**.

18 Equal Opportunities Statement and College Codes of Practice

18.1 Equal opportunities statement

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees. The College is extremely proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that;

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential

- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

19 Appendix One – Timetable

TERM 1 2016-2017 (AUTUMN TERM)		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9am - 11am	MU8407 Practical Performance II (finalists only) MD/MS PG	MU5570 Historical Musicology 1 MU2270 Second Year Solo Performance MU1114 9-10am A Very Short History of Music: Lecture MU1114 10am -11 am Seminar A Seminar B	MU2326 Choral Conducting MU1116 9am-10am Introduction to World Music: Lecture MU1116 10am-11am Seminar A Seminar B Seminar C	MU2004 9am-10am Studies in Music, Media & Technology: Lecture MU2004 10am-11am Seminar A Seminar B Seminar C MU2322 Music in the City GB	MU2330 Baroque Performance Practice SR WT001 / Chapel	
11am - 1pm	MU2000 Studies in Music Analysis WT001 (+105 & 003 in wks 6&11) PG MU3393 Special Study Performance MD MU5540 Practical Composition Projects MBo/SF WT01	MU1114 11am -12pm Seminar C Seminar D MU2211 Ensemble Performance MD MU5555 Topics in World Music WT01	MU2338 Introduction to Jazz ST WT001 MU8412 Music, Power & Politics LW WT101 MU5570 Topics in Multimedia & Film TS WT003	MU1112 Creative Composition Techniques (wks 2, 4, 6, 8, 10) MBo/SF WT001, WT105 & WT003 MU1113 Practical Composition Skills (wks 3, 5, 7, 9, 11) MBo/SF WT001, WT105 & WT003 MU3413 Ideas of German Music from Mozart to Henze MBe WT101	MU2342 Orchestral Conducting RM WT001 / Chapel MU 2343 Orchestral Performance RM WT001 MU5547 Media & Commercial Composition BL NT Studio	
1pm - 2pm						
2pm - 4pm	MU2001 Studies in Composition MBo/SF WT001, WT105 & WT101 (wks 3, 5, 7, 9, 11) MU2213 Composition Portfolio MBo/SF WT001, WT105 & WT101 (wks 2, 4, 6, 8, 10) MU3417 Composing with Technology 2 (finalists only) MA/CW NT Studio MU5539/5535 Special Study Performance & Short Recital MD PG MU1118 First Year Solo Performance (wks ?) MD WT001	MU2323 Ensemble Performance: Andean Band HS NT302 MU3418 Silent Film Performance JB WT001 MU5500 Skills in Advanced Musical Studies ST WT101 MU5592 Music & Management ST WT101	MU2339 Composing with Technology 1 MBo/SF WT101 MU1111 2pm-3pm Practical Musicianship: Lecture ST/MG WT001 MU1111 3pm-4pm Seminar A ST/MG WT001 Seminar B MU1111 4pm-5pm Seminar C ST/MG WT105 Seminar D Composition Seminar Series WT003 WT001	MU2342 Orchestral Conducting RM WT001 / Chapel MU 2343 Orchestral Performance RM WT001 MU5547 Media & Commercial Composition BL NT Studio		
4pm - 6pm	MU1119 Creative Ensemble Performance (wks 2, 4, 6, 8, 10) HS WT001 / W09 MU2205 Practical Performance I MD/MS BH/Aud WT105 MU5520 Techniques in Theory & Analysis SR, BL, SD, JJ	Research Seminar Series WT001	APPLICANT VISIT DAYS COMMITTEE MEETINGS PG INTERVIEWS	MU1111 4pm-5pm Seminar C ST/MG WT105 Seminar D Composition Seminar Series WT003 WT001	MU2342 Orchestral Conducting RM WT001 / Chapel MU 2343 Orchestral Performance RM WT001 MU5547 Media & Commercial Composition BL NT Studio	
Research Day		SF, MBo			MD, TKR, JB, HS	ST, MBe, AFM, GB

20 Appendix Two – Departmental Academic Staff Administrative Responsibilities

Professors:	Steve Downes	Head of Department (Term 1); Deputy Director of MMus (Term 1); Sabbatical (Terms 2 & 3)	WT110
	Julie Brown	Deputy Head of Department (Term 1); Chair, UG Exams (Term 1); Head of Department (Term 2 onwards)	WT109
	Geoff Baker	Director of IMR; Deputy UG Admissions Tutor	WT209
	Rachel Beckles Willson	Director of HARC; Research leave (full year)	WT107
	Paul Harper-Scott	Research Leave (full year)	WT210
	Julian Johnson	Deputy Director of Graduate Studies (TECHNE/PGR Admissions)	WT210
	Anna F Morcom	Director of Graduate Studies	WT211
	Tina K Ramnarine	PGT Admissions Tutor; Visiting Student Co-ordinator; Careers / Placements Liaison	WT204
Readers:	Mark Bowden	Director of Composition	WT202
	Helen Deeming	Sabbatical (Terms 1 & 2)	WT200
	Stephen Rose	Director of Research	WT206
	Henry Stobart	UG Admissions Tutor; Schools Liaison	WT004
	Shzr Ee Tan	Director of MMus; Director of Impact; Chair, PG exams	WT205
Senior Lecturers:	Mark Berry	Director of UG Studies (Term 1)	WT203
	Mary Dullea	Director of Performance	WT208
	Helen Grime	Sabbatical (Terms 1 & 2)	WT201
	Brian Lock	Director of Equipment & Studio	North Tower 201
Lecturers:	Samantha Fernando	Library Liaison	WT201
Teaching Fellows:	Tim Summers	Web Manager; Deputy Director of UG Studies	WT104