

# DEPARTMENT OF ENGLISH



## APPENDIX TO THE MPhil/PHD DEGREE STUDENT HANDBOOK 2024/25

This appendix should be read in conjunction with the [core MPhil/PhD student handbook](#)

The Department of English sits within the School of Humanities, which covers the following disciplines: Classics, English, History and Languages, Literatures and Cultures.

### Welcome to your department

The Department of English at Royal Holloway, University of London is innovative, energetic, creative and friendly, with a commitment to excellence and inclusion across our award-winning teaching, writing and research.

The Department of English is in the [International Building](#).

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### Key contacts

Role	Name	Email	Phone	Room
Executive Dean	Professor Giuliana Pieri	<a href="mailto:G.Pieri@rhul.ac.uk">G.Pieri@rhul.ac.uk</a>	01784 443234	INTER124
Head of Department	Professor Adam Roberts	<a href="mailto:A.C.Roberts@rhul.ac.uk">A.C.Roberts@rhul.ac.uk</a>	01784 443511	INTER202
School Director of PGR Education	Professor Andrew Jotischky	<a href="mailto:Andrew.Jotischky@rhul.ac.uk">Andrew.Jotischky@rhul.ac.uk</a>	01784 443305	INTER 01A
Department PGR Lead	Dr Deana Rankin	<a href="mailto:deana.rankin@rhul.ac.uk">deana.rankin@rhul.ac.uk</a>	01784 276494	INTER253
School helpdesk*		<a href="mailto:Humanities-school@rhul.ac.uk">Humanities-school@rhul.ac.uk</a>	01784 276882	INTER 149

\* For the majority of your non-academic related issues, please contact the Doctoral School. However, for queries about teaching contracts, expenses and study space within the school, please contact the School of Humanities helpdesk.

## Staff

[List of staff in the Department of English](#)

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## Student committees

The School of Humanities' PGR Staff-Student Action Meeting meets once a term and contributes to the organization of the PG Colloquium. Please get in touch with the School Director of PGR Education if you would like to join. If you would like to raise an issue to be discussed there, please contact the [Doctoral School](#).

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## Research Skills Training

The School of Humanities runs a research skills training programme aimed at equipping PGRs across the School with the skills they need to successfully complete their studies. Students in their First Year are strongly encouraged to attend as many sessions as possible.

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## Annual reviews 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, regardless of whether you are studying full or part time.

- [Core annual review details](#)
- [Annual reviews in the Department of English](#)

All MPhil / PhD students start their programme on the MPhil and have to pass the upgrade review meeting in order to be eligible to submit for the PhD.

- [Core upgrade details](#)
  - [Upgrades in the Department of English](#)
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## Preparation for your viva

Viva preparation is something that starts the moment you begin your research. The annual review, the papers that you will deliver at the postgraduate research forum, and the upgrade are all ways of improving your presentation and defence of your work. You should also attend relevant training sessions offered by the Researcher Development Programme and by the School of Humanities. Please get in touch with your supervisor or the Director of PGR Education if you would like to have a mock viva.