

DEPARTMENT OF MEDIA ARTS

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 Media Arts sits within the School of Performing and Digital Arts, which covers the following disciplines: Drama, Theatre and Dance, Media Arts and Music.

Welcome to your department

The Department of Media Arts welcomes new students and we hope that you will soon feel at home in our creative and critical community.

The Department of Media Arts is located on two sites. The academic offices are in the Arts Building. The technical facilities are in the Media Arts Centre, which comprises the Williams Building and adjacent TV Studio.

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. For room bookings, contact BedfordSquare@royalholloway.ac.uk.

Key contacts

Role	Name	Email	Phone	Room
Executive Dean	Professor Roberta Mock	Roberta.Mock@rhul.ac.uk	TBC	TBC
Head of Department	Dr Nick Hall	Nick.Hall@rhul.ac.uk	01784 276216	ABG16
School Director of PGR Education	Professor Tina K. Ramnarine, FBA	Tina.K.Ramnarine@rhul.ac.uk	01784 443947	WT204
Department PGR Lead	Dr Manishita Dass	Manishita.Dass@rhul.ac.uk	01784414034	ABG04
School helpdesk*		PDA-School@rhul.ac.uk	01784 276885	KWB01/02

* 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 Performing and Digital Arts helpdesk.

Staff

[List of staff in the Department of Media Arts](#)

Research areas

[Staff research areas in the Department of Media Arts](#)

Student committees

The School of Performing and Digital Arts' PGR **Staff-Student Action Meeting** meets once a term. 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](#).

Ways of Working

The School of Performing and Digital Arts also provides a series of training workshops called 'Ways of Working'. This programme complements the University's Researcher Development Programme but is focused on Arts and Humanities disciplines: the aim is to encourage a sense of collegiality and interdisciplinary enquiry amongst research students in the School. You will be sent (via your Royal Holloway email address) details of the "Ways of Working" programme at the start of the academic year: please note there is no need to book in advance for these sessions and students in their first year are expected to attend the majority of programme if possible.

Department of Media Arts policies and guides

- [Health and Safety Policy in the Department of Media Arts](#)
- [Technical support for Media Arts students](#)
- [Media Arts' Guide to Filming Abroad](#)
- [Media Arts' Guide to Filming with Children](#)
- [Media Arts Production Buddy Risk Assessment](#)
- [Media Arts' headphone policy](#)

Media Arts filming and actors

The department takes very seriously the issue of providing actors with a copy of the film they worked on. They do not receive any payment for their services except travel expenses and so this is the least you can do. In the past, directors have neglected to do this and it reflects very badly on both them and the department. We will treat this in the manner that University treats those with unpaid fees i.e. you will not be allowed to graduate until the deficit has been made good.

Financial support

[Apply for PGR Research Expenses from the School of Performing and Digital Arts](#)

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 Media Arts](#)

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 Media Arts](#)
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Departmental guidance on your thesis

Students planning to submit material objects (memory sticks, DVDs, portfolios, models, etc.) together with texts should consult with their supervisors no less than 60 days in advance to ensure that these submissions will be securely duplicated and their successful delivery to the University and their examiners ensured.

In the field of Media Arts, Film, Television and Digital Media, where the student has undertaken research in which practice forms a core methodology and mode of enquiry, the PhD submission may include a body of creative work, including creative writing, undertaken for the degree together with a body of critical/theoretical writing. Both will show coherence, originality and intellectual rigour, illustrating knowledge and understanding of relevant practice and critical debates in the field. The relationship between the creative and critical/theoretical components will vary depending on the specific project but will be examined as an integrated whole. The precise balance between the creative and critical elements of the thesis will be decided between the student and the supervisory team. However, the following is a suggested breakdown:

- (a) a substantial body of creative work;
- (b) normally 30,000 – 60,000 words of critical writing.

In the case of creative writing the thesis may run to 120,000 words in total depending on the nature of the creative written work to be submitted. If an exhibition, live performance or other non-textual creative work is to be submitted as part of the PhD, it will be appropriately documented and a retainable record of these creative practices will be submitted in form that has been approved by the supervisory team.