Welcome from Head of Department

Congratulations on gaining a place at Royal Holloway to study for a degree with the Department of Drama, Theatre & Dance! We look forward to welcoming you and to the coming years of your study and participation in our activities. The Department will be hosting a number of activities for you at the start of Welcome Week (Monday 21st – Friday 25th September), during which you will be introduced to the department, the university (including IT services, the library, and support services), and your fellow students. Teaching begins on Monday 28th September.

If you are not going to take your place up would you please let us know as soon as possible by emailing PDA-school@rhul.ac.uk.

We look forward to seeing you at the start of term.

Dr Bryce Lease
Head of Department
Important Information

Timetable
Your individual timetable is available to see online via the Student Intranet and Campus Connect. You can download this to a personal calendar on your phone if you wish. Instructions on how to do this are on the Student Intranet. Please make sure you have accessed your timetable by the end of Monday 21st September. Please note that students registered on BA Drama & Theatre Studies and BA Drama with Dance are required to complete a Pre-registration Options Form and submit to PDA-school@rhul.ac.uk by midday 11 September. A copy of the form is available on the departmental webpage.

Reading List
We have compiled a reading list which includes information for your first year courses and preparatory material for the first week’s classes. It will be made available on our departmental webpage.

Undergraduate Curriculum
Our degrees offer specialist teaching and training in a range of topics, modes, periods and cultures of theatre and performance making. Creative and critical exploration are of equal importance, and complement each other. You can find a list of courses taken on each degree programme on the reading list noted above. You will be taught through a combination of lectures, seminar group sessions, practical workshops and fieldtrips.

Moodle
Moodle is a Virtual Learning Environment on campus, where students can access online materials for their courses. Once you have been supplied with your RHUL username and password, it is a good idea to log on and familiarise yourself with your courses. Moodle can be accessed at https://moodle.royalholloway.ac.uk and will be available in due course.

Undergraduate Handbook
When you arrive, a link will be made available to our Undergraduate Handbook. It is vital that you read this document thoroughly, as it contains detailed information about the procedures of the university and the department, and will answer many questions that you are likely to have in your first few weeks here, and throughout your degree.

Safety Footwear
Please note that departmental Health & Safety procedures require that all students participating in workshop/production activities wear steel toe cap boots (safety footwear). All students in the department (both single honours and joint honours) must own a pair by the time teaching starts. The department suggests the following suppliers:

To buy online
Bootsforwork.com: They supply a wide range of steel toe cap footwear for men and women to buy online and have delivered.

National retailers
Hewden: Telephone 0800 371565 from a landline to be put through to the local branch. They supply a wide range of steel toe cap footwear for men and women.

To buy in Egham
Thames Valley Tool Hire, 193-194 High Street, Egham. Telephone 01784 433984. If they don't have the required size it can be ordered in.

College Enrolment
Enrolment is the process of registering for your studies in the new academic year and a chance for you to keep us informed of important information such as your contact details and emergency contacts. You will find instructions about completing enrolment here: https://intranet.royalholloway.ac.uk/students/welcome-week/enrol/new.aspx.
Who to contact

Performing & Digital Arts Helpdesk
Your first port of call for any non-academic queries is the School Helpdesk situated in the Departmental Office.
Office: Room 0-02, Katharine Worth Building
Email: PDA-school@rhul.ac.uk
Phone: 01784 276885

Senior Tutor
Our Senior Tutor is Dr María Estrada Fuentes. She will be welcoming you to the Department during her Facebook Live session on Monday 21st September. Further details of how to join our Facebook group for First Year students will be provided in your Welcome email.
Office: ground floor in the KWB.
Email: maria.estradafuentes@rhul.ac.uk

School Manager
If you have any academic, pastoral or administrative issues for which you feel you would benefit from a confidential discussion and advice please contact our School Manager, Louise Mackay.
Office: Room 103, Katharine Worth Building
Email: Louise.Mackay@rhul.ac.uk

Personal Tutor
When you arrive you will be assigned a personal tutor, who you will be able to meet with to discuss any academic or other problems that you may be having.

I have a question about my course
Email your course group tutor with any questions that you have relating to a specific course. You will find out your group allocations and course tutors when you arrive.

I have a timetable clash
If you are a joint honours student and notice a clash between two of your classes, please contact the Student & Programmes team at PDA-school@rhul.ac.uk for assistance.

Non-departmental Queries
If you have any questions about issues outside of the department (e.g. enrolment, fees, accommodation, college cards or visas) please contact the Student Services Centre. They are located in the Davison building, or can be emailed at studentservices@royalholloway.ac.uk.

Keep up to date...

When you log onto Moodle look out for our ‘Information for Students: Department of Drama, Theatre & Dance’ page. This contains important departmental information and documents that you might need during your studies. You should be automatically enrolled on it, or you can search the course title and self-enrol.

You may find it useful to follow our department social media pages:
facebook.com/rhuldrama
twitter.com/RHULDrama

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The Department of Drama, Theatre and Dance is located on Egham Hill, on the north side of the A30.

From Egham Rail Station or from Jct 13 on the M25, take the A30 and follow signs for Royal Holloway until you reach Egham Hill. Continue up the hill until you see the footbridge; the department is on the right.