Term Dates

Autumn Term
Monday 19 September 2016 – Friday 9 December 2016
New Students: Induction and Registration 19 September – 23 September 2016
Returning Students: Registration 22 September – 23 September 2016
First day of lecturing Monday 26 September 2016
Last day of lecturing Friday 9 December 2016

Spring Term
Monday 9 January 2017 – Friday 24 March 2017
First day of lecturing Monday 9 January 2017
Last day of lecturing Friday 24 March 2017

Summer Term
Monday 24 April 2017 – Friday 9 June 2017

Fourth year MSci teaching dates may be different; see the MSci Handbook.

Graduation Ceremonies Monday 10 – Friday 14 July 2017

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 (http://www.royalholloway.ac.uk/physics/home.aspx) where it will be possible to follow the hyperlinks to relevant webpages.
A warm welcome to the Department of Physics. The Research Degrees Student Handbook (this document) is the main source of information and advice provided by each department in the College to its own students. In the following pages you should find all of the essential information that a student studying for an MPhil/PhD degree in the Department of Physics should need. Web links to further sources are also listed.

The handbook should be read in full by every student of physics. You will find you need to become very familiar with some of the information for use on a day to day basis. Other information will not be needed anywhere near as frequently and you will simply need to recall that its source is the Postgraduate Research Student Handbook, referring back as and when questions arise, so please store this document in a safe place after you have read it. An up to date electronic version can be found on the Departmental web site.

We are aware that the reading of this document will take some time so, without loss of accuracy or completeness, we have endeavoured to be as succinct as possible.

Please do not hesitate to ask questions of academic or departmental office staff, but first please ensure that you have referred to this handbook. If you spot any errors or there is any need for clarification please let the office staff know. While we have made every effort to ensure that such events are rare, we are not infallible.

I hope you very much enjoy the coming academic year, we aim to make it as fulfilling as possible.

Professor Jon Goff
Director of Graduate Studies
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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/academicsupport/regulations/home.aspx](https://www.royalholloway.ac.uk/ecampus/academicsupport/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/academicsupport/regulations/home.aspx](https://www.royalholloway.ac.uk/ecampus/academicsupport/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/doctorschool/homepage.aspx](https://www.royalholloway.ac.uk/iquad/doctorschool/homepage.aspx).

1.2 How to find your Department

The Physics Department is located in the Tolansky (room numbers Txxx) and Wilson (Wxxx) Laboratories. Most of the academic, research, technical and administrative staff are based here. The first number of the room code denotes the floor level, 0, 1, or 2.
1.3  Map of the Egham campus

A map of the campus, enabling you to find the various lecture theatres and other locations, can be found at https://www.royalholloway.ac.uk/alumni/documents/pdf/campusmap.pdf

1.4  Parking

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. A vehicle recognition system is in place which means that if you enter campus without a permit you will automatically be fined if you do not leave the campus within 20mins.

1.5  How to contact us

The Departmental Office can be found in T114, Tolansky Building.

The principal departmental telephone number is 01784 443506

The generic departmental email address is physics@rhul.ac.uk

A current staff directory can be found at https://www.royalholloway.ac.uk/physics/staffdirectory/home.aspx

Key contacts:

<table>
<thead>
<tr>
<th>Head of Department</th>
<th>Prof Pedro Teixiera-Dias</th>
<th>T116, Tolansky</th>
<th>01784443453</th>
<th><a href="mailto:Pedro.teixeira-dias@rhul.ac.uk">Pedro.teixeira-dias@rhul.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Graduate Studies</td>
<td>Prof Jon Goff</td>
<td>W051, Wilson</td>
<td>01784443485</td>
<td><a href="mailto:Jon.goff@rhul.ac.uk">Jon.goff@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Postgraduate Administrator</td>
<td>Ms Carmela Froggatt</td>
<td>T114, Tolansky</td>
<td>01784276265</td>
<td><a href="mailto:Carmela.froggatt@rhul.ac.uk">Carmela.froggatt@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Department Manager</td>
<td>Mrs Tracy Webster</td>
<td>T115, Tolansky</td>
<td>01784443448</td>
<td><a href="mailto:tracy.webster@rhul.ac.uk">tracy.webster@rhul.ac.uk</a></td>
</tr>
</tbody>
</table>

1.6  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.

In summary, those wishing to submit a thesis for the award of PhD will be required to successfully upgrade to a PhD within the first 20 months of full-time study or the first 40 months of part-time study. Students first registered on MPhil or PhD programmes in or after September 2006 must submit the thesis for examination within the following periods of study, otherwise their registration with the College may be terminated under the provisions of Section 10 of the Research Degree Regulations.

a)  For programmes of study leading to the award of MPhil, the thesis must be submitted within three years of full-time study, or five years of part-time study.

b)  For programmes of study leading to the award of PhD, the thesis must be submitted within four years of full-time study, or seven years of part-time study.

Relevant forms for change of mode of study (full-time to part-time or vice-versa), and withdrawal are
available from the changes to personal/study details on the College website
https://www.royalholloway.ac.uk/ecampus/academicsupport/changestopersonalstudydetails.aspx. If you
wish to interrupt your studies, you are advised to discuss this with your supervisor in the first instance. S/he
can advise you on the process to be followed.

1.7 The Department: practical information

The following notes provide information of a general nature about security and safety within the
Department.

Normal Hours. The Department is normally open Monday to Friday 08.30 to 17.00 and closed at weekends
and public holidays. Outside normal hours all external doors are locked. Undergraduates are allowed in
the Department outside normal hours only under supervision.

Fire Procedure. Fire Regulations are posted in the Department. Staff and students should familiarise
themselves with these and with the fire alarm system, the evacuation procedure and assembly point 12 on
the corner near the Physics Workshops. Fire Wardens are appointed for each floor and building. In the
event of a bomb scare, evacuation procedures are as for a fire drill.

First Aid. First Aid Boxes are provided in the Department. Staff and students should be aware of their
location. Qualified First Aiders are listed near these boxes and in Appendix 1. Outside normal hours dial
444 from any phone in the department and ask for assistance.

Smoking. The Department follows the College No Smoking Policy. Smoking is not allowed anywhere in
the Department.

Eating and Drinking. The Department has a kitchen in T132 for the preparation of drinks. Food (small
meals and snacks) and drink may be prepared and consumed in T132/T118. Food and drink are not allowed
anywhere else in the building, especially in laboratories or workshops.

Safety. It is important that you are safe in the laboratory at all times. You must become familiar with safety
procedures and safe working practices must be followed at all times. In particular you are not allowed into
research laboratories unless supervised by a member of staff. Everyone, including you, has a legal duty to
ensure the safety of yourself and others. The Head of Department has appointed a Safety Officer, a Deputy
Safety Officer and a Radiation Supervisor to advise and assist him in safety matters. Risk Assessments will
have been carried out for all work in teaching laboratories, research laboratories and workshops.

Ionising Radiation. Work with ionising radiation is only permitted when approved by the Departmental
Radiation Protection Supervisor and the College Safety Officer. All work must conform to the RHUL Site
Rules and the Physics Department Local Rules for Work with Ionising Radiation.

Accident Reports. All accidents involving injury must be reported to the College Safety Officer by the
senior person on site within 24 hours of any occurrence via an Accident Report Form. First Aiders and the
Departmental Safety Officer have these forms and will usually be required to complete them.

Out of Hours Working. Experimental work is not permitted outside normal hours if it involves working
alone.

Dangerous Incidents. Events that give rise to a situation involving the possibility of an accident, even
though no harm in fact occurs, must be reported to the Safety Officer.

Laser Pointers. Students must not use or keep their own laser equipment on College premises. If a
student requires a laser pointer for use during a presentation, the Department can supply one.

1.8 Research areas within your Department

Profile
The latest UK research assessment (REF 2014) confirmed the high international significance of our
research. We have strengths that range from explorations of the fundamental properties of matter at the
lowest temperatures and on nanometre scales to elementary particles at the highest attainable energies.
Experimental research is carried out in the department’s own laboratories, and at major international
centres.

Research is generously supported by the Engineering and Physical Sciences Research Council (EPSRC), the
Science and Technology Facilities Council (STFC), the European Commission, the Royal Society, the
National Physical Laboratory, CERN, the European Spallation Source, SNOLAB, and by industry. Much of
our research is carried out in collaboration with other leading universities in Europe and worldwide,
creating a vibrant international atmosphere.
Centre for Particle Physics
- CERN, the ATLAS experiment is collecting data produced by the Large Hadron Collider (LHC). Our physicists played an important role in the 2012 discovery at the LHC of the Higgs boson and are studying the new particle’s properties. Members are also carrying out studies of the top quark and searching for new physics that goes beyond the current Standard Model, such as quark-lepton compositeness and extra dimensions. The group also plays an important role in computing for the LHC through involvement in the Particle Physics Grid.
- Research centred on the physics of cutting edge particle accelerators, both for particle physics experiments including the LHC, and for light sources and neutron spectroscopy experiments. This work is being pursued in the John Adams Institute for Accelerator Science, a joint initiative between Royal Holloway, Oxford University, and Imperial College.
- The search for dark matter and neutrino physics with the DEAP/CLEAN and DMTPC direct detection experiments, located at underground laboratories in Canada and the United States respectively. A major goal of this activity is developing beyond state-of-the-art instrumentation for the next generation of dark matter searches in a new laboratory on campus.
- Research in theoretical particle physics in the areas of collider phenomenology and astroparticle theory. This includes calculations for the LHC and phenomenological studies of Higgs and electroweak gauge bosons in and beyond the Standard Model. The astro-particle activity includes theoretical developments in dark matter physics, early Universe cosmology and neutrino physics.

Centre for Condensed Matter Physics
- The London Low Temperature Laboratory studying the emergent properties of Helium, which is a model quantum system. Research projects are available in our MilliKelvin Laboratory on 2D quantum fluids and solids, solid 3He and helium clusters, NMR using SQUIDs and current sensing noise thermometry.
- The Materials Physics Group use neutron and synchrotron X-ray scattering at the nearby ISIS and Diamond facilities to study fundamental problems including magnetic monopoles, quantum criticality and superconductivity, and new materials for energy applications such as thermoelectrics and battery materials. These experiments are an ideal test bed for our first-principles density functional calculations using ARCHER.
- The Hubbard Theory Consortium offers strongly correlated theory projects in dynamical mean field theory, mesoscopic superconductivity, cold atoms and quantum many-body non-equilibrium physics.
- Nanophysics and Nanotechnology Group projects include exploration of metallic nanostructures; superconducting nanocircuits for quantum computation; study of spin-polarized electric currents; design of nanometre-scale devices; electrical and thermal properties of quantum wires fabricated out of GaAs.
- The Experimental Quantum Computation Group performs feasibility studies for a quantum computer, and we have projects to study 2D electrons on liquid helium, and quantum computing with 2D electrons.

Research facilities and partners
Major facilities include the University of London Low Temperature Laboratory and Ultra-low Temperature Facility; the Nanotechnology Laboratory and Clean Room; the Materials Discovery Laboratory; data analysis and extensive computer networking facilities; Accelerator Physics Laboratory, Dark Matter Laboratory, and High Power Laser Facility. Collaborative research is carried out at many major international centres in the UK and across the world and with industrial partners including Oxford Instruments and Johnson Matthey.
1.9 Useful College contacts

- **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](http://www.royalholloway.ac.uk/ssc).

  Phone: 01784 276641  
  Email: student-enquiries@royalholloway.ac.uk  
  Website: [https://www.royalholloway.ac.uk/ecampus/studentservicescentre/home.aspx](https://www.royalholloway.ac.uk/ecampus/studentservicescentre/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/](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](https://www.royalholloway.ac.uk/restricted/contensis/exams/studentadministration/home.aspx)

2. Key Information: Services and Communication

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](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/](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/](http://www.su.rhul.ac.uk/about/).
2.2 Postgraduate Forum

The Postgraduate Forum is a mechanism for students to raise issues and provide feedback to the Department. There are three meetings per year at which all postgraduates are invited to attend. These meetings are jointly chaired by elected student representatives from Particle Physics and Condensed Matter Physics. The student representatives attend the Departmental Postgraduate Committee which feeds into the Departmental Board Meeting.

2.3 Email

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. The Physics Department will only use the address in the College Global Address List and does not use private or commercial email addresses, such as hotmail or Gmail. You are also advised to send College related email from your College email address, partly because other email addresses often obscure the identity of the sender and may be spam filtered. 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 at least once a day.

Email communications from academic staff and all the Faculty Administrators should be treated as important and read carefully.

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’. If you choose to do this, you will still need to maintain your College account. When you delete a forwarded message from, say, hotmail, it will not be deleted from the RHUL account. You must log on to your College account occasionally and conduct some account maintenance or your account may become full and therefore will not forward messages. In the event that you experience any problems, please contact the IT Service Desk itservicedesk@rhul.ac.uk

If you send an email to a member of staff in the Department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

2.4 Post

All post addressed to you in your Department will be delivered to student pigeonholes (alphabetical by surname) in the Post Room T128. 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 important correspondence by internal post and your Supervisor(s) may also return work to you via the pigeonholes.

2.5 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.
2.6 Mobile phones
As a common courtesy to both teaching staff and your fellow students, you should keep mobile phones
turned off during formal teaching periods.

2.7 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.

2.8 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/studentservicescentre/visas/home.aspx.

2.9 Alumni
The Department likes to keep in touch with you after you graduate and therefore has appointed an Alumni
Officer to organise various events for alumni. When you leave make sure we have a contact address and
your e-mail address.

2.10 Writing-Up Fee
In the fourth year of a Research Degree, there is no charge for tuition fees. However, all students are liable
to pay a one-off writing-up fee in the region of £380 (based on the fee being charged in 2015-16).
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 by 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.

Supervisor, adviser and moderator

Every student has a supervisor, adviser and moderator. The supervisor directs the research project and looks after the student on a regular basis. The adviser is another academic staff member working in an area close to the project, who gives advice to the student when the supervisor is away. The moderator is a third academic, in an area more distant from the project, who may be consulted on general matters if/when the need arises. The adviser and moderator conduct the annual oral (viva voce) examinations of the student. These staff members are appointed early in the student’s research programme: (advisers and moderators are nominated at the first meeting of the Postgraduate Committee after the commencement of their registration).

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 at that time.

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. In the Department of Physics the first attempt at an upgrade will normally take place at the end of the first year. Please note that the first attempt at an upgrade must take place within the first 20 months of FT study and the first 40 months of PT 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 Illness and extenuating circumstances

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. Ideally you should have discussed any such issues with your supervisor or the Director of Graduate Studies before the meeting. The Department of Physics 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.

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 Your department’s annual review and upgrade process

**Three-month report**
The student writes a report on his/her first three months (usually October - December) describing the training received to date and plans for the remainder of the academic year. The report is short: (one or two pages of A4); and is signed by supervisor, adviser and moderator. The Training Log is completed indicating training needs for the year and how they will be met. After signature by the supervisor, adviser and moderator, the Report and Training Log of each student is sent via the departmental office to the Director of Graduate Studies (DoGS) who presents them for discussion by the Postgraduate Committee. **Deadline for submission of report: 3 months after first registration**

**First-year report**
The student writes a report (of approximately 3000-5000 words) describing the work carried out so far, how well the objectives set after three months have been met, and containing a plan for the second year and hands this, together with a copy of the Training Log, to the supervisor. The supervisor sends a single-page report on the student’s progress during the year, together with copies of the Student Report and Training Log to the adviser and the moderator. The adviser and moderator examine the student orally, write a report on the viva and send it to the supervisor. Between them, the supervisor, adviser and moderator come to an agreement as to whether they recommend the student to be transferred from MPhil to PhD or remain registered for the MPhil. The supervisor fills in the Research Degree Student Review Upgrade or Annual Review Form, obtains the signatures of the student, adviser and moderator, and sends copies of the Research Degree Student Review Upgrade Form, the Student Report, the Supervisor Report, the Adviser and Moderator Report and a copy of the Training Log to the Postgraduate Administrator.

**Summary of First Year Deadlines:**
**Fri 2 June 2017:** Student report and copy of training log to supervisor  
**Fri 16 June 2017:** Signed Supervisor report & Student report & training log to Adviser and Moderator  
**Mon 19 June – Mon 3 July 2017:** Viva with Adviser and Moderator  
**Mon 10 July 2017:** Signed Advisor and Moderator report plus student paperwork to Supervisor  
**Mon 17 July 2017:** Supervisor to submit ALL paperwork to the Postgraduate Administrator  
**Mon 24 July 2017:** Completed reviews submitted to DoGS for final review  
**Fri 25 August 2017:** Upgrade forms submitted to Exams Office

**Second-year report**
This is a similar procedure to the first-year report and viva. The report should include a statement on the anticipated contents of the thesis with a timeline for completion before the submission deadline. Please note that the latest date for upgrade from MPhil to PhD status is two years after registration. The first upgrade meeting must be at least 4 months before this deadline. If the student has already upgraded, the Research Degree Student Review Annual Review Form is completed instead of the Upgrade Form.

**Summary of Second Year Deadlines:**
**Fri 2 June 2017:** Student report and copy of training log to supervisor  
**Fri 16 June 2017:** Signed Supervisor report & Student report & training log to Adviser and Moderator  
**Mon 19 June – Mon 3 July 2017:** Viva with Adviser and Moderator  
**Mon 10 July 2017:** Signed Advisor and Moderator report plus student paperwork to Supervisor  
**Mon 17 July 2017:** Supervisor to submit ALL paperwork to the Postgraduate Administrator
Mon 24 July 2017: Completed reviews submitted to DoGS for final review
Fri 25 August 2017: Upgrade forms submitted to Exams Office

Third-year students
The student writes a much briefer report, describing the work carried out in the previous year and comparing with objectives set in the last annual review. The report must contain a detailed plan for the completion of the thesis. This should include a table of contents for the thesis indicating whether each subheading is complete or giving an estimate of the time required for completion. The rest of the process is similar to years one and two. However, in this case, the supervisor, adviser and moderator must estimate the completion date of the PhD.

Summary of Third Year Deadlines:
Fri 2 June 2017: Student report and copy of training log to supervisor
Fri 16 June 2017: Signed Supervisor report & Student report & training log to Adviser and Moderator
Mon 19 June – Mon 3 July 2017: Viva with Adviser and Moderator
Mon 10 July 2017: Signed Advisor and Moderator report plus student paperwork to Supervisor
Mon 17 July 2017: Supervisor to submit ALL paperwork to the Postgraduate Administrator
Mon 24 July 2017: Completed reviews submitted to DoGS for final review

Fourth-year students
The supervisor must assess whether there are likely to be any problems completing within four years. The supervisor must arrange appropriate meetings with the student, advisor and moderator before a Completion Meeting, which will take place on Thursday 19 January 2017. The Completion Meeting will be attended by the student, supervisor and DoGS and it will focus on the table of contents for the thesis. A plan of how to complete each subheading and address any issues raised by the supervisor/advisor/moderator team will be drawn up with the student with suitable deadlines.

Summary of Fourth Year Deadlines:
Fri 6 January 2017: Department sends all fourth-year students reminder letter to schedule a time slot for their Completion Meeting with the DoGS
Thurs 19 January 2017: Completion Meeting
Final deadline for submission of thesis: within four calendar years of full time study

All reports are kept on file in the Departmental Office.

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@rhul.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/studentservicescentre/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@rhul.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 Student-Administration@rhul.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 refer to the Doctoral School webpage for further information https://www.royalholloway.ac.uk/iquad/doctoralschool/support/interruptionsforrcukstudents.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@rhul.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

At least two months before you plan to submit your thesis 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. 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.

5.1 Electronic submission of the final PhD thesis

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.

In addition, the department provides more specific training throughout the degree. The annual viva with advisors and moderators is preparation for defending a written report in an oral exam. The supervisor offers more detailed practice at answering potential questions closer to the final examination.

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) of 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

Research students are expected to undertake a programme of skills training for the first 3 years of full time study. 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. Note that the Department of Physics has their own customised training log and this version rather than the College version must be used. The Department training log can be found at this link

https://www.royalholloway.ac.uk/physics/informationforcurrentstudents/home.aspx

Further information and guidance can be found online via


Although further discussions on your training may take place during the year during your supervisory meetings, at least once a year, normally at the time of the annual review, together with your supervisor(s) and adviser, you should review the training completed in the previous year and draw up a plan for the following year. You should be fully engaged with the design of your training programme, as this is an important part of your personal development planning, and you should be considering what will be of benefit to you in both the short and long term.

The research skills training requirements for research students are as follows:

- An average of 5 days of training per academic year for all full-time students, with a total of 15 days across three years of study.
- The training requirements are the same for part-time students, but operate on a pro-rata basis (minimum of 2.5 days per academic year).

The research skills training requirements can be fulfilled through:

1. Taking courses on the Researcher Development Programme - both face-to-face and online courses;
2. Attendance at GRADnet courses and events.
3. Departmental courses which offer developmental and generic skills training (subject-specific training courses cannot be used to meet the requirements);
4. By attending courses at other institutions e.g. St George’s, University of London; Kingston University, and Senate House;
5. Completion of modules from the inSTIL teacher-training programme (which can only be taken when you are teaching at the College);
6. Attendance at reading groups such as HARC.
7. Additional research training activities that count towards the training requirements:
   - submission of conference paper abstract: half day;
   - presentation of poster at conference: half day;
   - presentation of conference paper: 1.5 days;
   - submission of paper or book chapter for publication: 2 days;
   - organisation of conference as part of a committee: 2 days
   - volunteer to help at a conference for one day: 1 day.

In addition research students in the Department of Physics are also expected to undertake a minimum of 80 hours advanced physics or related discipline specific training relevant to the broader remit of their PhD as set out in the SEPnet policy which can be read in full here

https://www.royalholloway.ac.uk/physics/informationforcurrentstudents/home.aspx

8.1  Researcher 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. Details can be found at this website
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 GRADnet training programme

Professional skills courses specifically for physics postgraduate students will be available via the GRADnet Virtual Research Environment and you should register for this on the following web site: http://www.open.ac.uk/students/research/SEPnet

8.3 Teaching experience and training

The Department of Physics may sometimes be in a position to offer research students demonstrating and/or marking 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.

8.4 Advanced discipline specific training (80 hours)

The Department’s research activity is undertaken by the various research groups and the subject-specific training offered to postgraduate research students is matched to their particular needs. Every student receives training in safety.

The Centre for Particle Physics has a comprehensive training programme for postgraduate students in Particle Physics (PP) experiments and theory, and in Accelerator Science. Most of this programme has been operated for many years, but is continually reviewed and updated to take account of advances in the field as well as changing views on the training of postgraduate students. During their first year (from October to mid-January), students in the Experimental Particle Physics Group attend an inter-collegiate programme of about 140 lectures on particle physics given jointly by Royal Holloway, Queen Mary, University College and Brunel University (and including staff from the Rutherford Appleton Laboratory). The students travel to UCL twice a week, where this programme is being taught. Students learn a variety of computing skills during their first year and in recent years most have attended courses in Object Oriented Programming and C++. Postgraduate students in the Accelerator Science programme attend a subset of the above lectures, as well as additional lectures in accelerator physics topics taught by staff of the Oxford/RHUL John Adams Institute for Accelerator Science. Postgraduate students in Particle Physics Theory attend selected lectures from the above programme, complemented with training in theory and phenomenology, taught by staff of the NExT Institute (New connections between Experiment and Theory). All students in the Experimental PP group and Accelerator Science attend a summer school at the end of the first year and an additional school (normally either the CERN or the SLAC School) in their second or third year. At the end of the first year of their studies the students in Particle Physics theory attend the BUSSTEPP summer school in theoretical elementary particle physics. All students normally attend the
Institute of Physics Annual Conference in their first and third years and give a talk in their third year. All students give several presentations of their work to meetings of the collaboration in which they are working during their studentships. In general before any presentation to people external to the group, a practice session is held.

Postgraduate students in the Centre for Condensed Matter Physics receive hands-on training within their research groups, and they attend workshops and schools organized by GRADnet, international facilities and the Institute of Physics, and they attend national and international conferences. Condensed matter workshops organized by GRADnet include experimental methods (neutron and synchrotron scattering, optical spectroscopy, microscopy, nuclear magnetic resonance), quantum technology, numerical modeling & simulation, strong correlations and nanofabrication.

The Hubbard Theory Consortium organizes the annual Condensed Matter in the City series of workshops at which postgraduate students engage with leading authorities on topical areas of strongly correlated physics. Pedagogical lectures are provided in-house, and students also attend other external workshops on condensed matter theory, including Physics by the Lake.

Students in the Materials Physics Group obtain hands-on experience of materials synthesis, x-ray diffraction and physical properties measurement, and they obtain extensive experience of computer modeling at Royal Holloway. They have opportunities to attend the Neutron Training Course and other more specific training courses at ISIS, the Oxford Summer School on Neutron Scattering, a Synchrotron Summer School at Diamond, the CASTEP Training Workshop as well as other workshops on computer modelling and parallel computing, and they are able to attend User Meetings at ISIS, Diamond, ILL and ESRF.

Postgraduate research students of the London Low-Temperature Laboratory all receive training in the handling of cryogenic liquids (helium and nitrogen) and the use of the large liquid nitrogen dewar. They are trained in temperature measurement and control (to sub-milliKelvin temperatures), the use of the cryostats and SQUIDs, in leak testing, in precision wiring, micro-soldering and spot welding, as well as in computer-aided design. They learn the relevant electronics and appropriate computer systems, as well as all the necessary data transfer skills, word-processing and spreadsheet techniques suited to a scientific environment. They attend a course in Low-Temperature Techniques, organized annually by the Institute of Physics, and an international series on Cryogenic Techniques. They visit other laboratories (e.g. PTB and HZB in Berlin) to gain valuable further experience.

Somewhat similar training in appropriate hardware and software is provided in the Nanophysics and the Experimental Quantum Computation Groups. Students are trained to work in the Clean Room and to use the electron beam and optical lithography systems, thin-film deposition, centrifuge, ion etching and low-temperature facilities. They use the scanning electron and atomic-force microscopes, learn to fabricate nanostructures, such as mesoscopic rings and Josephson junctions, and they acquire all the necessary skills to operate computer-controlled equipment. They attend appropriate lecture courses in nano-technology and condensed matter physics, and they give informal presentations to the regular Nanophysics Group meetings.

8.5 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/researchskilstraining/researchskills.aspx.

The Centre for the Development of Academic Skills (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.

9 Students in Need of Support (Including Disabled Students)

Your first point of reference for advice within the Department is your Supervisor. Inevitably, problems will sometimes arise that the Supervisor is not qualified to deal with. 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 (details below).

Name: Mrs Gill Green
Email: gill.green@rhul.ac.uk
Phone: 01784443506

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

10 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.

11 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.

The Academic Quality and Policy Office (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.

11.1 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.

### 11.2 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.

### 12 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

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).

13 Facilities, Resources and Library Services

13.1 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 PCs in the teaching laboratory T231 are used for many courses. When not timetabled they are available for more general use but may not be used for playing games etc. Other PCs are available in the Common Room T118. If you are not networked to a stand-alone printer you will be given a code to use the photocopier to print. Please ask your supervisor or the Technical Operations Manager for your code.

13.2 Graduate spaces

The College and Department 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:

- **Physics Resources Room, Tolansky Building, room T118**
  The Physics Resources Room, T118, is available to all members of the Department. There are facilities for making hot drinks in the kitchen next door (T132). There is a soft drinks dispenser on the ground floor foyer of Wilson. Various periodicals including *New Scientist* and *Scientific American* are available to read in the Physics Resources Room. A small number of PCs is available for general use.

- **International Building Common Room, room IN030 (below Café Jules)**
  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.

13.3 **Libraries**

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](https://www.royalholloway.ac.uk/library/home.aspx)

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](https://www.royalholloway.ac.uk/library/informationforpostgraduates.aspx).

The Information Consultant for your Department is Leanne Workman who can be contacted at leanne.workman@rhul.ac.uk.

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 [https://www.royalholloway.ac.uk/library/usingourlibraries/interlibraryloans.aspx](https://www.royalholloway.ac.uk/library/usingourlibraries/interlibraryloans.aspx)

You will also have access to the following libraries:

• **Senate House Library** (Malet Street, London, WC1E 7HU. Tel: 020 7862 8461; [http://www.ull.ac.uk](http://www.ull.ac.uk)). This is the central library [http://www.senatehouselibrary.ac.uk/membership](http://www.senatehouselibrary.ac.uk/membership) of the University of London, where you can borrow up to twelve books with a library ticket [http://www.senatehouselibrary.ac.uk/membership/join/](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](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/help/how-to-get-a-reader-pass](http://www.bl.uk/help/how-to-get-a-reader-pass) 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/inrrooms/stp/refteam/refteam.html](http://www.bl.uk/reshelp/inrrooms/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](https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/sconulaccess.aspx)

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](https://www.royalholloway.ac.uk/library/helpandsupport/researchsupport/researchsupport.aspx)
13.4 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.

13.5 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.

13.6 Lockers

Lockers are provided for your use on the second floor of the Tolansky Building opposite the lift. These lockers are intended for daily use and not for overnight storage. To use a locker, open one with a key in the door, insert £1 in the slot inside the door, close the door and remove the key. The £1 is returned when the key is returned to the locker. For the sake of subsequent users, please ensure that lockers are left clean and dry.

No guarantee of security or insurance is provided and the Department retains the right to open any locker and remove the contents.

Contact the technical staff in the Tolansky Laboratory if you lose a locker key or if the Department has removed the contents. Proof of ownership of the contents will be required in either case and it is, therefore, strongly recommended that your name or other means of identification be stored with the contents.

13.7 Mathematica

Extensive use is made of the Mathematica software system in several of our courses. Mathematica is available on the College PC network, including the PCs in Tolansky, for you to use for your studies and coursework. As a Royal Holloway student it is possible for you to install a copy of Mathematica on your own computer. Free to download until 2017 from http://www.rhul.ac.uk/it/studentpurchasing.aspx

13.8 Photocopying

You can make photocopies of notes, papers etc. using the copier in room T127. Copying is charged to a code; ask your supervisor about a code for your work. Photocopiers are also available in the Library. These use cards available from the Library. Make sure you read the note about copyright beside the copier.

13.9 Telescopes

The four-metre dome on top of the Wilson Building houses the Department’s telescope – a 12-inch Schmidt-Cassegrain computerised f/10 telescope. It is in the charge of Professor Stewart Boogert. Depending on weather conditions, regular sessions are organised by the Physics Society to observe objects such as planets, multiple star systems, galaxies, galactic clusters, and globular clusters. Students wishing to use the telescope should, in the first instance, consult Professor Stewart Boogert.
13.10 Colloquia
The Department organises a regular programme of colloquia - talks given about topics in Physics outside the normal degree programmes and intended to broaden the knowledge of us all. Staff in the Department (including postdoctoral fellows and PhD students) give some, external speakers give others. The level varies but most should be intelligible to final year undergraduate students. They are frequently an excellent source of careers information. They are normally accompanied by tea and biscuits in the Common Room. Details are emailed and advertised on noticeboards. All research students are expected to attend all Departmental Colloquia.

13.11 Community action volunteering programme
The Royal Holloway Community Action Volunteering Programme exists to connect, train and support students seeking to volunteer in the local community. There is a whole range of opportunities from sports coaching children, youth workshops, tutoring and mentoring pupils, engaging with the elderly, carrying out conservation or preservation work and so much more. Volunteering enhances your transferable skills and employability, builds a healthy community spirit, and is loads of fun whilst meeting new people: 80% of student volunteers continue their community involvement in later life.

The Community Action Volunteer Co-ordinator and the Student Union Volunteering Officer can support your volunteering work with accreditation and training through the student development scheme. During the year one off events such as Make A Difference Day, the BIG spring clean and Volunteering Week take place with the slogan 'serving the community, students in action' where volunteers get involved in a range of projects.
To find out more about Community Action come to the Freshers' Fair, drop by the office Founders' East 115, call 01784 414078, e-mail volunteering@rhul.ac.uk or go online to the volunteering website at www.rhul.ac.uk/services/volunteering.

14 Health and Safety Information
14.1 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.

14.2 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.

14.3 Reporting procedures in the case of student pregnancy

It is essential for students to notify the Department if they become pregnant in order to assess health and safety issues. Your first point of contact for advice and guidance is the Postgraduate Administrator.

15 Equal Opportunities Statement and College Codes of Practice

15.1 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.
## Appendix 1: Members of staff and their areas of responsibility

<table>
<thead>
<tr>
<th>Posts within the department</th>
<th>Responsible person(s)</th>
<th>Room</th>
<th>Tel</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Prof Pedro Teixeira-Dias</td>
<td>T116</td>
<td>3453</td>
<td>pedro.teixeira-dias</td>
</tr>
<tr>
<td>Department Manager</td>
<td>Tracy Webster</td>
<td>T115</td>
<td>3448</td>
<td>tracy.webster</td>
</tr>
<tr>
<td>Faculty Administrator (Undergraduate)</td>
<td>Gill Green</td>
<td>T114</td>
<td>3506</td>
<td>gill.green</td>
</tr>
<tr>
<td>Faculty Administrator (Research Support &amp; Postgraduate)</td>
<td>Carmela Froggatt</td>
<td>T114</td>
<td>6265</td>
<td>carmela.froggatt</td>
</tr>
<tr>
<td>Faculty Administrator (Thursdays only)</td>
<td>Claire Porter</td>
<td>T114</td>
<td>6464</td>
<td>claire.porter</td>
</tr>
</tbody>
</table>

### Undergraduate Programme Directors

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsible person(s)</th>
<th>Room</th>
<th>Tel</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Undergraduate Studies</td>
<td>Dr James Nicholls</td>
<td>W160</td>
<td>3444</td>
<td>james.nicholls</td>
</tr>
<tr>
<td>Deputy Director of Undergraduate Studies</td>
<td>Dr Stephen West</td>
<td>W261</td>
<td>6466</td>
<td>stephen.west</td>
</tr>
<tr>
<td>MSci/BSc programmes</td>
<td>Dr Chris Lusher</td>
<td>W052</td>
<td>3492</td>
<td>c.lusher</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Prof Glen Cowan</td>
<td>W262</td>
<td>3452</td>
<td>g.cowan</td>
</tr>
<tr>
<td>Socrates/Erasmus</td>
<td>Prof Glen Cowan</td>
<td>W262</td>
<td>3452</td>
<td>g.cowan</td>
</tr>
</tbody>
</table>

### Year Tutors

<table>
<thead>
<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Senior Tutor</td>
<td>Dr Philipp Niklowitz</td>
<td>W152</td>
<td>3499</td>
<td>philipp.niklowitz</td>
</tr>
<tr>
<td>First Year Tutor</td>
<td>Dr Stephen West</td>
<td>W261</td>
<td>6466</td>
<td>stephen.west</td>
</tr>
<tr>
<td>Second Year Tutor</td>
<td>Prof Glen Cowan</td>
<td>W262</td>
<td>3452</td>
<td>g.cowan</td>
</tr>
<tr>
<td>Third Year Tutor</td>
<td>Dr Nikolas Kauer</td>
<td>W260</td>
<td>3500</td>
<td>n.kauer</td>
</tr>
<tr>
<td>Fourth Year Tutor</td>
<td>Dr Andrew Casey</td>
<td>W054</td>
<td>4351</td>
<td>a.casey</td>
</tr>
</tbody>
</table>

### Laboratory Organisers

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsible person(s)</th>
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<tbody>
<tr>
<td>Technical Operations Manager</td>
<td>Andy Alway</td>
<td>T113</td>
<td>3470</td>
<td>a.alway</td>
</tr>
<tr>
<td>Lab &amp; Stores Technician</td>
<td>Ian Murray</td>
<td>T232</td>
<td>3483</td>
<td>ian.murray</td>
</tr>
<tr>
<td>Teaching Lab Assistant</td>
<td>Charlotte Nedd</td>
<td>T232</td>
<td>3483</td>
<td>charlotte.nedd</td>
</tr>
<tr>
<td>First Year Laboratory</td>
<td>Dr Chris Lusher</td>
<td>W052</td>
<td>3492</td>
<td>c.lusher</td>
</tr>
<tr>
<td>Second Year Laboratory</td>
<td>Dr Veronique Boisvert</td>
<td>W259</td>
<td>3456</td>
<td>veronique.boisvert</td>
</tr>
<tr>
<td>Third Year BSc Project</td>
<td>Dr Chris Lusher</td>
<td>W052</td>
<td>3492</td>
<td>c.lusher</td>
</tr>
<tr>
<td>Third year MSci Laboratory</td>
<td>Dr Gregoire Ithier</td>
<td>W059</td>
<td>3459</td>
<td>gregoire.ithier</td>
</tr>
<tr>
<td>Fourth Year MSci Project</td>
<td>Dr Andrew Casey</td>
<td>W054</td>
<td>4351</td>
<td>a.casey</td>
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</table>

### Postgraduate Programme Directors

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsible person(s)</th>
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<th>email</th>
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</thead>
<tbody>
<tr>
<td>Director of Graduate Studies</td>
<td>Prof Jon Goff</td>
<td>W051</td>
<td>3485</td>
<td>jon.goff</td>
</tr>
<tr>
<td>Postgraduate Admissions</td>
<td>Prof Jon Goff</td>
<td>W051</td>
<td>3485</td>
<td>jon.goff</td>
</tr>
<tr>
<td>MSc Physics Research</td>
<td>Prof Jon Goff</td>
<td>W051</td>
<td>3485</td>
<td>jon.goff</td>
</tr>
<tr>
<td>MSc EuroMasters</td>
<td>Prof Jon Goff</td>
<td>W051</td>
<td>3485</td>
<td>jon.goff</td>
</tr>
<tr>
<td>Student Facilities</td>
<td>Responsible person(s)</td>
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<td>Tel</td>
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</tr>
<tr>
<td>----------------------------------------</td>
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</tr>
<tr>
<td>IoP Representative</td>
<td>Dr Philipp Niklowitz</td>
<td>W152</td>
<td>3499</td>
<td>philipp.niklowitz</td>
</tr>
<tr>
<td>Educational Support Network Representatives</td>
<td>Dr Philipp Niklowitz</td>
<td>W152</td>
<td>3499</td>
<td>philipp.niklowitz</td>
</tr>
<tr>
<td></td>
<td>Gill Green</td>
<td>T116</td>
<td>3506</td>
<td>gill.green</td>
</tr>
<tr>
<td>Colloquia</td>
<td>Dr Andrew Ho</td>
<td>T103</td>
<td>3196</td>
<td>andrew.ho</td>
</tr>
<tr>
<td>Special lectures</td>
<td>Dr Chris Lusher</td>
<td>W052</td>
<td>3492</td>
<td>c.lusher</td>
</tr>
<tr>
<td>Library Representative</td>
<td>Dr Tracey Berry</td>
<td>W153</td>
<td>3497</td>
<td>tracey.berry</td>
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<tr>
<td>Careers Liaison Officer</td>
<td>Dr Chris Lusher</td>
<td>W052</td>
<td>3492</td>
<td>c.lusher</td>
</tr>
<tr>
<td>Alumni Officer</td>
<td>Prof John Saunders</td>
<td>W055</td>
<td>3486</td>
<td>j.saunders</td>
</tr>
<tr>
<td>SEPnet Employer Engagement Officer</td>
<td>Claire Hepwood</td>
<td>T114</td>
<td>3491</td>
<td>claire.hepwood</td>
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<tr>
<td>SEPnet/Ogden Trust Outreach Officer</td>
<td>Anna Christodoulou</td>
<td>W155</td>
<td>6465</td>
<td>anna.christodoulou</td>
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<tr>
<td>Health &amp; Safety Co-ordinator</td>
<td>Andy Alway</td>
<td>T113</td>
<td>3470</td>
<td>a.alway</td>
</tr>
<tr>
<td>Deputy Health &amp; Safety Co-ordinator</td>
<td>Ian Murray</td>
<td>T232</td>
<td>3483</td>
<td>ian.murray</td>
</tr>
<tr>
<td>Laser Safety Officer</td>
<td>Andy Alway</td>
<td>T113</td>
<td>3470</td>
<td>a.alway</td>
</tr>
<tr>
<td>Radiation Protection Supervisor</td>
<td>Andy Alway</td>
<td>T113</td>
<td>3470</td>
<td>a.alway</td>
</tr>
<tr>
<td>Deputy Radiation Protection Supervisor</td>
<td>Ian Murray</td>
<td>T232</td>
<td>3483</td>
<td>ian.murray</td>
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<th>First Aiders</th>
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<tbody>
<tr>
<td></td>
<td>Richard Elsom</td>
<td>W071</td>
<td>3484</td>
<td>richard.elsom</td>
</tr>
<tr>
<td></td>
<td>Gill Green</td>
<td>T114</td>
<td>3506</td>
<td>gill.green</td>
</tr>
<tr>
<td></td>
<td>Ian Murray</td>
<td>T232</td>
<td>3483</td>
<td>ian.murray</td>
</tr>
</tbody>
</table>
Appendix 2: Physics Academic Staff and their contact details

To call from outside the College dial +44 (0)1784 44xxxx for extensions 3xxx
+44 (0)1784 41xxxx for extensions 4xxx
+44 (0)1784 27xxxx for extensions 6xxx

Email addresses are of the form <name>@royalholloway.ac.uk

<table>
<thead>
<tr>
<th>Academic Staff</th>
<th>Research area</th>
<th>Tel</th>
<th>Room</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Vladimir Antonov</td>
<td>VA</td>
<td>3462</td>
<td>T117</td>
<td>v.antonov</td>
</tr>
<tr>
<td>Prof Oleg Astafiev</td>
<td>OA</td>
<td>4196</td>
<td>W159</td>
<td>oleg.astafiev</td>
</tr>
<tr>
<td>Dr Tracey Berry</td>
<td>TSB</td>
<td>3497</td>
<td>W153</td>
<td>tracey.berry</td>
</tr>
<tr>
<td>Dr Veronique Boisvert</td>
<td>VB</td>
<td>3456</td>
<td>W259</td>
<td>veronique.boisvert</td>
</tr>
<tr>
<td>Prof Stewart Boogert</td>
<td>STB</td>
<td>4062</td>
<td>W251</td>
<td>stewart.boogert</td>
</tr>
<tr>
<td>Dr Andrew Casey</td>
<td>AJC</td>
<td>4351</td>
<td>W054</td>
<td>a.casey</td>
</tr>
<tr>
<td>Prof Brian Cowan</td>
<td>BPC</td>
<td>3510</td>
<td>T131</td>
<td>b.cowan</td>
</tr>
<tr>
<td>Prof Glen Cowan</td>
<td>GDC</td>
<td>3452</td>
<td>W262</td>
<td>g.cowan</td>
</tr>
<tr>
<td>Prof Matthias Eschrig</td>
<td>ME</td>
<td>4972</td>
<td>T104</td>
<td>Matthias.eschrig</td>
</tr>
<tr>
<td>Dr Stephen Gibson</td>
<td>SG</td>
<td>3454</td>
<td>W255</td>
<td>stephen.gibson</td>
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