



DEPARTMENT OF DRAMA, THEATRE AND DANCE

**RESEARCH DEGREE
STUDENT HANDBOOK**



2017/2018

Telephone +44 (0)1784 44 3818

Department of Drama, Theatre and Dance
Royal Holloway, University of London
Egham Hill, Egham
Surrey TW20 0EX

Disclaimer

This document was published in September 2017 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

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

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

CONTENTS

1. INTRODUCTION TO THE COLLEGE AND YOUR DEPARTMENT.....	5
1.1 WELCOME	5
1.2 YOUR REGISTRATION STATUS	5
1.3 HOW TO FIND YOUR DEPARTMENT	5
1.4 MAP OF THE EGHAM CAMPUS	6
1.5 HOW TO CONTACT US	6
1.6 YOUR DEPARTMENT	7
1.6.1 Student-staff committee.....	7
1.7 RESEARCH AREAS WITHIN YOUR DEPARTMENT	7
1.7.1 Conferences.....	8
1.7.2 Funding.....	8
1.8 USEFUL COLLEGE CONTACTS.....	9
2 KEY INFORMATION AND SERVICES	9
2.1 STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)	9
2.2 YOUR COLLEGE EMAIL ACCOUNT	10
2.3 POST	10
2.4 TELEPHONE AND POSTAL ADDRESS	10
2.5 IT SERVICES.....	10
2.6 WITHDRAWAL OF VISA	10
2.7 SUPERVISION MEETINGS.....	11
3 ANNUAL REVIEW AND UPGRADE	11
3.1 RESEARCH DEGREE STUDENT DEADLINES.....	12
3.2 YOUR DEPARTMENT'S ANNUAL REVIEW AND UPGRADE PROCESS	12
3.2.1 Upgrade	12
3.2.2 Annual review	14
4 INTERRUPTING YOUR STUDIES	15
4.1 INTERRUPTIONS FOR STUDENTS WHO ARE SPONSORED BY THE COLLEGE ON A TIER 4 VISA.....	15
4.2 INTERRUPTIONS FOR STUDENTS FUNDED BY A RESEARCH COUNCIL OR COLLEGE SCHOLARSHIP	16
4.3 OTHER PERIODS OF ABSENCE.....	16
4.4 YOUR THESIS DEADLINE AND STATUS DURING AN INTERRUPTION OF STUDIES.....	17
5 SUBMISSION OF YOUR THESIS AND YOUR VIVA	17
5.1 DEPARTMENTAL GUIDANCE ON YOUR THESIS AND VIVA	17
5.1.1 What is research?.....	18
5.1.2 What is practice-based research?.....	18
5.1.3 Research questions.....	18
5.1.4 At what point is practical research appropriate?	18
5.1.5 Writing on practice	19
5.1.6 Documentation.....	19
5.1.7 Methodology training.....	20
5.1.8 Examiners	20
5.1.9 Supervision	20
5.1.10 Being practical about practice	20
5.1.11 Department.....	21
5.2 ELECTRONIC SUBMISSION OF THE FINAL PHD THESES.....	21
5.3 RANDOM SUBMISSION OF THESES TO TURNITIN	21
6 PREPARATION FOR THE FINAL EXAMINATION	21
6.1 DEPARTMENTAL VIVA PREPARATION.....	21
7 SPECIAL ARRANGEMENTS FOR THE ANNUAL REVIEW, UPGRADE OR VIVA	22
8 RESEARCH SKILLS AND TRAINING.....	22
8.1 RESEARCH DEVELOPMENT PROGRAMME	22
8.2 TEACHING EXPERIENCE AND TRAINING	22
8.3 WAYS OF WORKING	23

8.4	HUMANITIES AND ARTS RESEARCH CENTRE	23
9	ACADEMIC WRITING SKILLS	23
10	STUDENTS IN NEED OF SUPPORT (INCLUDING DISABLED STUDENTS)	23
11	PLAGIARISM AND OTHER ACADEMIC OFFENCES	23
12	APPEALS AND COMPLAINTS	24
12.1	APPEALS	24
12.2	COMPLAINTS	24
13	STUDENT CHARTER	25
14	LIBRARY SERVICES, FACILITIES AND RESOURCES.....	25
14.1	COMPUTERS	25
14.2	PHOTOCOPYING.....	25
14.3	GRADUATE SPACES	25
14.4	LIBRARIES.....	26
14.5	RESEARCH SUPPORT.....	26
14.6	CAREERS INFORMATION	27
15	HEALTH AND SAFETY INFORMATION.....	27
15.1	CODE OF PRACTICE ON HARASSMENT FOR STUDENTS	27
15.2	LONE WORKING POLICY AND PROCEDURES.....	27
15.3	CHILDREN IN THE DEPARTMENT	28
15.4	SPECIALIST EQUIPMENT	28
16	EQUAL OPPORTUNITIES STATEMENT AND COLLEGE CODES OF PRACTICE	28
16.1	EQUAL OPPORTUNITIES STATEMENT.....	28
16.2	GENERAL USE OF PERFORMANCE SPACES	29
16.3	ROOM BOOKING AND STUDENT LOCK-UP RESPONSIBILITIES	29
16.4	VACATION ARRANGEMENTS.....	29
16.5	EVENING AND WEEKEND REHEARSAL RESPONSIBILITIES	30
17	AND FINALLY... ..	30
17.1	THEATRE PERFORMANCES	31
18	STAFF CONTACT DETAILS	33
19	KATHARINE WORTH BUILDING FLOOR PLAN	36

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 twenty-one academic departments spanning the arts and humanities, social sciences and sciences.

The College was ranked 173rd in the world and 27th overall in the UK in the Times Higher Education (THE) World University Rankings 2016/17 (published 21 September 2016). 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>.
- 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>.
- The **Doctoral School** offers a range of information and advice to research degree students on subjects such as fees and funding or changes to your registration status. The Doctoral School website is a key repository for this information and will provide you with easy access to a variety of documentation and guidance that you may need during your studies <https://www.royalholloway.ac.uk/iquad/doctoralschool/homepage.aspx>.

1.2 Your registration status

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

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

1.3 How to find your Department

The Department of Drama, Theatre and Dance is situated in a beautiful grade II listed building, the Katharine Worth Building, just off the main campus. This can be found on the College campus map (below) as building 74.

1.4 Map of the Egham campus

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



1.5 How to contact us

Head of Department

Dr Lynette Goddard (Autumn term) Dr Jennifer Parker-Starbuck (from Spring term)	01784 443927	KWB 102	l.p.goddard@rhul.ac.uk (Dr Parker-Starbuck's email to be confirmed)
--	--------------	---------	--

Director of Graduate Studies

Dr Chris Megson	01784 443924	KWB 105	chris.megson@royalholloway.ac.uk
Professor Helen Nicholson (Deputy)	01784 443944	KWB 115	h.nicholson@royalholloway.ac.uk

Academic Staff

See [section 18](#) below for a full list of academic staff.

Departmental Manager (DM)

Angela Krzeminski	01784 276420	KWB 103	angela.krzeminski@royalholloway.ac.uk
-------------------	--------------	---------	--

Postgraduate Administrator

Ally Williams	01784 443818	KWB 002	ally.williams@royalholloway.ac.uk
---------------	--------------	---------	--

1.6 Your Department

We are one of the leading theatre departments in the country. Our 22 academic members of staff offer an unrivalled breadth of historical, global, and practice-based approaches to the field. The department has a vibrant undergraduate body and hosts one of the largest postgraduate communities in the country.

Research students at Royal Holloway are valued members of the lively academic community and occupy an important place in the College's teaching and research activities. For day-to-day concerns and subject-specific research training, your first port of call is the administrator in your departmental office with responsibility for postgraduate students, Ally Williams (ally.williams@royalholloway.ac.uk). In addition you should feel free to consult Chris Megson (chris.megson@royalholloway.ac.uk), the department's Director of Graduate Studies, or Helen Nicholson, the Deputy Director of Graduate Studies (h.nicholson@royalholloway.ac.uk), for any questions that concern the direction of your research, your supervision or about any personal circumstances that may be affecting your research. The best way to contact them is by e-mail.

Postgraduate research students pursue independent research in academic departments, leading to the award of the degree of MPhil or PhD. Successful progress depends primarily on your own efforts, supported by those of your supervisors, but also on the research environment in the department and on the quality of your research training.

1.6.1 Student-staff committee

The Research Student Staff-Student Committee normally meets three times per year (once per term). It's not just a talking-shop; things do change when matters are raised, and this is an important forum for students to both give feedback to the department and to propose changes. The Minutes of meetings are posted online, and you are advised to read them as decisions made are likely to affect you. Students are also required to fill in an annual PGR feedback questionnaire.

1.7 Research areas within your Department

Research students are encouraged to involve themselves in research seminars organised by the Department, and by the Humanities and Arts Research Centre (HARC). These provide valuable opportunities for engagement with other students and academics, and for gaining a breath of academic experience. The programme for HARC events will be posted online (<https://www.royalholloway.ac.uk/harc/fellowshipsprojects/home.aspx>).

In the summer term, there is an opportunity for all current PGR students to decide on the focus for a one-day student-led conference to explore current issues and themes in performance research. Small groups are invited to propose ideas for this event, which may include: student papers, guest academic presenters, a 'masterclass' on a particular theme, workshop practice and work-in-progress demonstrations. The call for proposals will be publicised at the appropriate time, and the conference will be supported financially by the Department.

The Department's research places a strong emphasis on how theatre and performance articulates with questions of social justice, on engagement with the public sphere, on understanding the present through critical engagement with the past, on international perspectives on performance, and in developing new forms of creative practice. Our research informs our teaching and learning at all levels, and aims to connect people within and across diverse intellectual disciplines, publics, cultures and communities. The Department is committed to theoretically informed research throughout the research areas that define our work: see the Departmental website's Research page for

current details of research activities: <https://www.royalholloway.ac.uk/dramaandtheatre/research/home.aspx>. PGR students are free to participate in all research seminars and the activities of the Department.

The Department will also be setting up a series of research afternoons (on Wednesday afternoons) during the academic year. This is an ideal opportunity for second and third year postgraduates to receive feedback and to participate in the academic life of the Department.

The Department has a research centre, the **Centre for Asian Theatre and Dance** (<https://www.royalholloway.ac.uk/dramaandtheatre/research/catd/centre-for-asian-theatre-and-dance.aspx>) that provides a supportive framework for research, teaching, mentoring, external consultation, performance activity, public engagement, networking and dissemination of research in this vibrant field. With a nucleus of the [Handa Noh Theatre](#), the Centre offers numerous opportunities for dialogue among Royal Holloway academic staff and postgraduate students with visiting practitioners and academics.

PLATFORM - Postgraduate e-Journal of Theatre & Performing Arts

(<https://www.royalholloway.ac.uk/dramaandtheatre/platform/home.aspx>)

Platform is a refereed electronic journal devoted to postgraduates, postdoctoral researchers, and entry-level academics in the fields of theatre and performing arts. *Platform*, as the name suggests, works to provide a space for postgraduate researchers and entry-level academics to have their work disseminated through online publication. *Platform* is run by postgraduates for postgraduates, and operates a peer and academic review system; this ensures that contributors not only have the opportunity to publicise their research, but also receive valuable feedback.

1.7.1 Conferences

It is important to involve yourself as much as possible in wider academic networks. The department runs a scheme to provide support financially if you are invited to give a conference paper closely related to the subject of your research. Up to £300 can be awarded over the total course of your period of study. The grant is not usually available to cover travel or other expenses, but this may be possible in particular circumstances. Please contact your supervisor for further advice.

To apply for the grant you must submit your request, along with a supporting email from your supervisor, to the Director of Graduate Studies. If your request is approved then this will allow you to claim back expenses incurred as a result of attending the conference, to a maximum of £300. Please make sure you keep all of your original receipts for your expense claim.

Please visit the current students' webpage for details of how to submit your expense claim:

<https://www.royalholloway.ac.uk/dramaandtheatre/informationforcurrentstudents/informationforcurrentstudents.aspx>

1.7.2 Funding

Society for Theatre Research (STR):

Offers small research grants ranging from £100 to £2,000 per year (grants of £200 – 500 are more frequent). The application deadline for grants is usually 1st February with results announced in May. Check the website (<http://www.str.org.uk/>) for grant and application details.

SCUDD Glynne Wickham Scholarship:

The Standing Conference of University Drama Departments offers £200 per application to fund research students intending to give papers at conferences. Applications must be made no later than two months before the conference date – so plan ahead. Several students in the department have been successful in applying for awards. Details and application forms can be found on the SCUDD website (<http://www.scudd.org.uk/>).

Check the postgraduate noticeboards regularly for information about conferences and other possible funding sources.

1.8 Useful College contacts

- **Library**

The College's **Library Service** is located in the Emily Wilding Davison Building.

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

- **Student Services**

The **Student Services Centre** is located in the Windsor Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation.

Phone: 01784 276641
Email: student-enquiries@royalholloway.ac.uk
Website: <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/> and they can also be contacted via their details below:

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

2 Key Information and Services

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

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

Phone: 01784 443394
Email: welfare@royalholloway.ac.uk
Website: <https://www.royalholloway.ac.uk/ecampus/welfare/home.aspx>

- **SURHUL Advice and Support Centre**

Phone: 01784 246700
Email: advice@su.rhul.ac.uk
Website: <http://www.su.rhul.ac.uk/advice/>

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

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

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

2.2 Your College Email Account

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

In the event that you would prefer to use a commercial email service you are able to connect your College email account so that it automatically forwards any messages you receive. In the event that you experience any problems, please contact the IT Service Desk.

2.3 Post

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

2.4 Telephone and postal address

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

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

2.5 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>.

2.6 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/studentervicescentre/visas/home.aspx>.

2.7 Supervision meetings

Guidance from the [Code of Practice for Research Students and Supervisors](#) states that:

"The principal supervisor's responsibilities include...with the student, advising on and agreeing a schedule of meetings, based on a minimum (for full-time students) of one meeting per month in the first year and, on average, one meeting every six weeks throughout subsequent years (and a pro-rata equivalent for part-time students); for laboratory-based projects, students can expect more regular contact, with substantive discussion meetings often on a weekly basis for full-time students (or fortnightly for part-time students); only in exceptional circumstances (e.g. fieldwork or the student working abroad) will communication by e-mail or telephone be an acceptable substitute for face-to-face meetings."

If you would like to discuss any aspect of your supervision, or if you encounter problems with your supervisor, then you are welcome to discuss this with another member of your supervisory team (such as, where appropriate, your Advisor or second supervisor) or the Director of Graduate Studies.

The code of practice can be accessed on the website at:

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

3 Annual review and upgrade

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

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

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

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

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

3.1 Research Degree Student Deadlines

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

In the case of circumstances relating only to your performance at an upgrade or review meeting or the oral examination (viva), you should inform the panel members or examiners of the circumstances prior to the meeting or oral examination and submit the statement and supporting evidence within **seven days** to your department in the case of upgrade/review meetings and Student Administration (researchdegrees@royalholloway.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

N.B. Please see college code for details of appeals procedure relating to upgrade decisions.

The annual reviews and upgrades take place in the department in September, at the start of the autumn term. The department organises the times and dates of the reviews and upgrades. You will be notified of the upgrade date(s) during the Spring Term and sent a detailed timetable of the review and upgrade arrangements during the summer holiday. Please ensure that you are available to attend on the date(s) set.

If you have personal or medical circumstances that you feel have affected your progress or prevented you from completing your upgrade or annual review, you should first approach your supervisor. Where appropriate, your supervisor will liaise with DoGS and negotiate a new timeframe for your annual review or upgrade. You will be required to provide documentary evidence to show the circumstances that have affected you and to support your request where your review or upgrade is postponed. Please ensure that you notify your supervisor of any such circumstances as soon as possible, and no later than **the first working day of September**.

3.2.1 Upgrade

You will normally be considered for upgrade at the end of your first year of research (or second year if you are part time). The departmental upgrade process involves the submission of written work, documents outlining your progress so far, an upgrade presentation and an upgrade interview.

You will need to submit the following documents as part of the upgrade process:

- An annotated bibliography of selected resources that have informed your research (e.g. books, articles, chapters)
- Chapter-length piece of writing (7-10,000 words)
- A working outline of the thesis and chapter breakdown
- A brief statement on your progress over the year, and your plans for the year ahead
- A brief statement about your research that can be uploaded onto the departmental website via Pure
- A list of dates of supervision meetings
- A copy of your training log.
- An email receipt confirming you have completed and submitted the online student feedback form.

Deadlines:

You should submit a draft of your chapter-length piece of writing directly to your supervisor, at a date agreed with him / her (normally around the beginning of August).

All other documents should be submitted to your supervisor and adviser, and a copy sent to the Postgraduate Administrator, by the **first working day in September**. Submission should be made by email, unless your supervisor / adviser have requested otherwise.

Bibliography

Annotated bibliography, appropriately formatted. The exact number of entries and length of critical annotation is to be decided in consultation with your supervisor.

The bibliography will be assessed on your ability to:

- select appropriate bibliographic material
- provide a coherent synopsis and assessment of selected texts, or parts of texts, relevant to your research topic.
- adhere to a consistent reference and bibliographical style

Chapter-length piece of writing

(c. 7,000-10,000 words)

The written work is the major component in assessing your readiness to be upgraded to PhD status. The focus for this first formal piece of writing should be discussed and agreed with your supervisor. It may take the form of a first attempt at an introduction to your thesis, a survey of the critical and theoretical approaches to your particular field of research, or a specific aspect of research that will form a chapter in your final thesis.

The chapter-length piece of writing will be assessed on your ability to:

- Shape a clear research question
- Present a coherent argument
- Marshall evidence using appropriate methodology
- Adhere to academic practice in terms of referencing and bibliographical citation

PURE entry

PURE is the College's research information system. For further details and a link to access the system you can visit the PURE website: <https://www.royalholloway.ac.uk/research/puresupport/pure.aspx>.

Please consult your supervisor for further guidance on creating your PURE entry.

Training log

Please also see [section 8](#). You should submit a copy of your training log detailing any training that you have undertaken over the past year. Full-time students are expected to undertake 5 days training (or 10 days for RCUK funded students) per academic year. Training normally takes the form of departmental training (Ways of Working), college-based training (including participation in HARC Critical Theory seminars), delivery of conference papers, or faculty-based training for students engaged in practice based research. Other appropriate forms of training may be agreed with the supervisor and DoGS.

Further information on training requirements can be found on the College website:

Upgrade presentation

As part of the annual review process and the procedure to upgrade from MPhil to PhD, you will be required to give a short oral presentation of your work. A workshop to help you prepare for the presentation will be offered to you in the Summer Term, as part of the 'Ways of Working' programme; and you should arrange to meet your supervisor in the Summer Term to discuss your preparations for upgrade. The dates for the actual research presentations and reviews are in September (precise dates to be confirmed); it will be essential that you are available.

Presentations will be delivered to a group of your fellow students, your supervisory team and other academic members of the department. (You are cordially invited to attend other groups' presentations.)

Your presentation should last for a maximum of 15 minutes. You will be asked to stop if you over-run. There will be an additional 5 minutes for questions.

The focus of the presentation should be methodological rather than descriptive or technical, with reference to the chapter-length piece of writing submitted for your annual review.

Research presentations will be assessed on your ability to:

- Offer a brief introduction to your thesis topic
- Identify research questions/objectives pursued in this academic year
- Discuss theoretical approaches you have engaged with that have been useful to your research
- Identify methodologies used in your research
- Indicate the direction for the completion of your project.

Research presentations are an important part of your skills training as research students. This contributes to your supervisory team's recommendations concerning your transfer from MPhil to PhD status.

Upgrade interview

This is a formal face-to-face meeting between you and your supervisor and adviser. It is also usually attended by an academic member of staff, external to the supervisory team. During the interview you will discuss your progress so far, the content of your submitted documentation including the chapter-length piece of writing, and your plans for your future research.

At the end of the upgrade interview the panel will fill in a **Research Degree Student Review - Upgrade Form**. You will be given an opportunity to add comments to the form, should you wish to do so. You and the panel members present at the meeting will then sign the form. Details of the formal outcome of this meeting will be emailed to students within the following week – **please note that panel members are not able to give the result of the upgrade at the time of the meeting itself.**

3.2.2 Annual review

The purpose of the annual review is to consider the student's academic progress, confirm satisfactory completion of research training and determine new objectives and training requirements. All current research students will be expected to undertake an annual review in September unless they are:

- taking the upgrade
- have submitted their thesis (or are very close to submission).

For your annual review you will need to submit the following:

- Chapter-length piece of writing

- A working outline of the thesis and chapter breakdown
- Evidence of your entry on PURE e.g. screen shot, direct link
- A list of dates of supervision meetings
- A copy of your training log
- An email receipt confirming you have completed and submitted the online student feedback form.

Please see the [Upgrade section](#) for full details of what is required for each of these documents.

Deadlines:

All documents should be submitted to your supervisor and adviser, and a copy sent to the Postgraduate Administrator, by the **first working day in September**. Submission should be made by email, unless your supervisor / adviser have requested otherwise.

Annual Review meeting

This is a formal face-to-face meeting between you and your supervisor and adviser, similar to the upgrade interview. It is also attended by an academic member of staff, external to the supervisory team. During the interview you will discuss your progress so far, the content of your submitted documentation including the chapter-length piece of writing, and your plans for your future research.

At the end of the annual review meeting the panel will fill in a **Research Degree Student Review - Annual Review Form**. You will be given an opportunity to add comments to the form, should you wish to do so. The panel members present at the review meeting will then sign the form. Details of the formal outcome of this meeting will be emailed to students within the following week – **please note that panel members are not able to give the result of the review/upgrade at the time of the meeting itself.**

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). Students are also entitled to request an interruption of studies for reasons of maternity, paternity or adoption leave.

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

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

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

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

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

For **any** periods of absence, it is your responsibility to inform your supervisor, the Postgraduate Administrator and the College. You will need to provide the following information: the dates of your absence, where you will be going, your contact details while away, and the date of your return (please also confirm in writing when you are back).

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

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

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

If you are funded by a Research Council and would like to request maternity leave or short term (up to 13 weeks) sick leave, please click refer to the Doctoral School webpage for further information <https://www.royalholloway.ac.uk/doctoral-school/home.aspx>

4.3 Other periods of absence

Guidance from the [Code of Practice for Research Students and Supervisors](#) states that:

"For those students holding awards from external funding bodies, the College will follow the guidelines of the funding body with regard to absences allowed for holidays, illness, interruptions and maternity/paternity/adoption leave, the last of which is dealt with in section 10 of this Code. Otherwise the following guidelines apply. Full details on interruption of studies including the maximum period of interruption permitted are detailed in the *Research Degree Regulations*.

- a. **Holidays:** students are entitled to up to eight weeks holiday (including public holidays and College closure days) in a 12 month period of registration. Students should notify their supervisor in writing of any holidays taken. The holiday entitlement of students who are registered or funded for less than 12 months at a time is reduced on a pro rata basis.
- b. **Illness:** If a student is absent through illness for a continuous period of more than two weeks, they must inform the supervisor immediately after this period has elapsed and submit a medical certificate. Students who are ill for a month or more should seek an interruption of studies. A student is also expected to inform the supervisor if they suffer frequent short absences for medical or other reasons that are likely to result in a considerable delay to the programme of research and training. Periods of leave notified in this way may be taken into account when calculating the thesis submission date.
- c. **Placements, internships and other engagement opportunities:** the College may approve interruptions to the period of registration for the purposes of placements or internships. Students in receipt of funding should note that the College will only normally approve interruptions where these are stipulated requirements of the relevant award. Students in receipt of Research Council funding should also note that the deadline of the thesis may not always be extended where they interrupt for the purposes of a placement or internship and that it is their responsibility to consult the conditions of their grant or award."

Please keep the Department informed via your supervisor of any time you have away and please ensure your contact details are kept up to date on [Campus Connect](#).

In addition, students with a Tier 4 visa must ensure they follow the guidance in section [4.1](#) (paragraph 2) above.

4.4 Your thesis deadline and status during an interruption of studies

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

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

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

5 Submission of your thesis and your viva

As the thesis is nearing completion you will need to submit a formal entry to the final examination to the Student Administration Office. Full details on entry for the examination (or re-entry in the case of resubmissions), submission and examination of the thesis are available on [Examinations webpage for Research Degree students](#) <http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx>. 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 Departmental guidance on your thesis and viva

A University regulation approved in 1999 states that a candidate may register either to undertake research leading to a thesis submitted in accordance with the normal provisions, or to undertake original research in performance practice on the understanding that the material is submitted concurrently and is examined as an integrated whole.

The current regulations relating to practice-based PhD research in Drama, Theatre and Dance at RHUL are as follows:

In the field of Drama, Theatre and Dance Studies, where the student has undertaken research in which practice forms a core methodology and mode of enquiry, the PhD submission may include a live performance (broadly defined) or a piece of creative writing (normally a play script) devised specifically for the degree, together with a body of critical/theoretical writing. Both will show coherence, originality and intellectual rigour, illustrating knowledge and understanding of relevant practice and critical debates in the field. Taken together, they will demonstrate the contribution to knowledge made by the thesis as a whole. The relationship between the practical/creative and critical/theoretical components of the thesis will vary depending on the specific project. The exact balance will be decided between the student and the supervisory team. However the following is a suggested breakdown:

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

Live performance work submitted as part of the PhD will be appropriately documented, and a retainable record of the performance(s) or other creative practices will be submitted in a form which has been approved by the Board of the Department of Drama, Theatre and Dance Studies.

Practice-based research is an important and growing area within the university study of drama, theatre and performance. Many exciting projects are crossing the boundaries between academic research and performance. But for the student embarking on a research degree based in practice, it can be daunting. What is practice-based research? How does it differ from traditional research? What particular considerations are involved? Where do I start?

The following is intended as a guide for research students wondering how to embark on practice-based research.

5.1.1 What is research?

The formal definition of a PhD is that it should offer a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power. Practice-based research must conform to this brief.

5.1.2 What is practice-based research?

The term 'practice based research' covers a range of research activities. In all practice-based research, practical work forms part of the research methodology. In some practice-based research, practical work can be part of the final research submission. The amount and kind of practice used by the researcher can be hugely varied:

It may be the central means of exploring or testing a set of theories (this would probably require the researcher to have considerable experience of advanced 'praxis'), and the results will be demonstrated through examples of this practice as well as through formal written analysis.

Practice may be supporting material; one might, for example, explore, illustrate or amplify a theoretical argument through accounts of practice. The researcher may undertake a practical training from which a set of research questions emerges. This may lead to a traditional academic thesis, or may be developed as a piece of practice-based research. It may be that the practice is not central to the research but has been a helpful tool, perhaps one of many, and the results are documented and offered as an appendix to the thesis.

Just like traditional academic research, a PhD/MPhil thesis involving the submission of live practice must identify a research problem or a series of research questions, which the thesis attempts to respond to using an identifiable and testable methodology. In other words, someone who has not participated or directly witnessed the performance must be able to learn from what you have done, and assess the quality of your research, and to distinguish your work from that of collaborators.

5.1.3 Research questions

In any area of research, starting with questions and establishing the mode of enquiry through which they might be addressed is key. In practice-as-research the practical work and the research questions develop in parallel, each reflecting on the other. Knowing when to work creatively in response to a question and when to reflect on and analyse the practical work is a research skill, requiring a careful balance of different forms of thinking.

5.1.4 At what point is practical research appropriate?

When to use practical research is as important as how. Practice may become useful at different points in different projects.

You have evolved a set of questions concerning a theoretical issue, e.g. perspectives on feminist readings of the body. You may study three different perspectives and then apply them to a practical model of work, finally re-considering them in the light of your experience.

You wish to examine the relationship between a certain process and product. You need to begin from 'scratch' with

practice: you have to train over a period of time and then apply this practical training within the context of a performance.

You wish to re-examine a practitioner's working methodology. You are interested in one aspect of it. You wish to test its efficacy in a new context. You begin by researching the methodology theoretically and through gaining access to a rehearsal process, through practical observation of the method. You set up the conditions for testing the method in a new context; you observe and record the outcome.

You may wish to interrogate the effects or effectiveness of dramatic or theatrical processes on the participants. This would be a particularly important consideration when working in social, community, or therapeutic contexts.

5.1.5 Writing on practice

Learning how to write about your practice is one of the key skills of practice-based research. There are many barriers that make it difficult—modesty, being 'too close to the work', fearing that explaining your creativity may destroy it—but these reservations must be overcome. It is impossible to do a practice-based PhD without writing about your practice.

There are, however, many different modes and styles. While you will be expected to express the central argument and analysis in logical, coherent, theoretically sophisticated prose, there are points where it may be appropriate simply to express some aspects of your process, for the purposes of information. Sketches, rehearsal notes, rough drafts, and other kinds of creative material may be permissible here.

It is important, however, not to fall into the trap of believing that creative work is untheorised, or that theoretical writing is uncreative. You may also want to think about the ways in which you can build opportunities for reflection and analysis into the creative process. For example:

- You may establish a pattern of recording your practice and using it to trigger a period of reflection and analysis before the next stage of practice begins.
- You may set up a series of showings, and use the responses of others to engender a more distanced analysis of the work.
- You may wish to consciously adopt a collaborative process, establishing who is participating and who is observing the moment, which can prompt a refinement of 'doing' and also more analytical reflection in the studio
- The practical project might be a series of practical activities each of which is designed in response to the one that has gone before.

5.1.6 Documentation

All research is required to be a distinct contribution to knowledge. If the practical work is part of the thesis, then it must be available for other readers and viewers, just as an ordinary thesis is lodged in a library, available for borrowing by other researchers. You will have to give careful thought to how you wish to document your work. This is a complicated area, and the methods of documentation will be unique to your research, but there are some general questions you might wish to consider.

If your research is about a training or creative process, you may want to document much more than simply a final performance. You may wish to record rehearsals and workshops through sketches, sound recordings, photographs, video, diaries, questionnaires, interviews, notes. It is better to record too much than too little; as your research develops you may find that some exercise or workshop you did not think would be significant turns out to be central to your argument.

Live performance is notoriously hard to capture on video. A single camera set up behind the audience usually gives low-definition, uninvolved images, and it becomes hard to demonstrate anything about the performance with it. You may want to use a multi-camera set-up, with several microphones. The lighting may need to be adjusted for the video recording. The material will have to be edited afterwards. This will require expertise, time and personnel, and must be planned a long time in advance.

- How will you integrate the documentation with the written portion of the thesis? Will you just attach a three-hour video to the thesis?
- How will you refer to particular sections of the video? Putting your documentation on DVD, together with the thesis, will allow you to cite video excerpts in the body of the written text. This, again, will need careful planning.

It would be a mistake to believe that any form of documentation is entirely neutral. Things are lost and gained, and many aspects change, in the transition from live to recorded performance. The thesis will have to contain a discussion of the status of the documentation, explaining and defending the decisions made, and reflecting on the relationship between the documentation and the performance.

This will involve addressing a number of important questions.

- Who is it for and how do you want to introduce the material to them?
- What is its relationship to the rest of your research material?
- Are you, for example, using your recording as a central part of your thesis?
- Is it an appendix?
- How clearly is the practice self-explanatory?
- How do you frame the work in a way that fully articulates the practice? Whose voice is heard?
- Do others who have undertaken the practice speak about it in relation to the images, for example?
- Do you use slow motion to break down a sequence?
- Do you use text or voice-over in relation to action?

5.1.7 Methodology training

A series of six workshops on practice-based research has been organised by the faculty. It is essential that students who propose to offer their practice for examination should attend these sessions. Information about these sessions is available online

(<https://www.royalholloway.ac.uk/dramaandtheatre/prospectivepostgraduates/postgraduateresearch/practice-basedphdprogramme/home.aspx>). You are also encouraged to attend the programme of workshops and seminars organised on Wednesday afternoons in central London, in which presentations are given by current practice-based students. These seminars are organised by Melissa Blanco (Email: melissa.blanco@royalholloway.ac.uk).

5.1.8 Examiners

It may be appropriate to appoint your final examiner(s) earlier in the process than is usual for a traditional doctorate. You may wish the examiner to view the final performances live, and not just on video, in which case they may have to view a couple of performances in the final year. While you should not expect to have the examiner at your beck and call, it may be appropriate to appoint an examiner at the beginning of the final year of your thesis. Be aware, however, that the examiners cannot offer any feedback until after the final examination.

5.1.9 Supervision

All of these are significant aspects of the research project and as such can be discussed with your supervisor, who can advise you on the choices you make. Your supervisor must be consulted fully about your plans for your practical project in order that the Department can help to support your practical project, comment on your work as it develops and arrange for viewings if appropriate.

5.1.10 Being practical about practice

Funding and planning practice based work for examination:

You will need to plan any practical presentation or live performance of your research well in advance - especially if it is to be part of your examined submission. Funding and Resources (in terms of space and technical requirements) must be carefully planned:

- submit a detailed proposal for your practical presentation or production, including a budget breakdown to

your supervisor

- when you have agreed the project with your supervisor, your proposal then needs to go to the research committee (no later than the end of January for production in summer term)
- when passed by your supervisor and the research committee, the technical staff will then work to arrange a date of performance. Departmental spaces and facilities are more readily available with detailed forward planning.

5.1.11 Department

The department will contribute toward the practical presentation or performance of your research. The production manager Sean Brennan (s.brennan@royalholloway.ac.uk) may be approached for advice on budgets and specific production costs.

Each practice-based student will normally be allocated a sum of £200 towards the costs of mounting performance work over the course of his or her three-year period of study (five/six-year period for part-time students). The money may be used for one major project or be divided over several smaller pieces of practice.

5.2 Electronic submission of the final PhD theses

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

5.3 Random submission of theses to Turnitin

To help deter plagiarism, it is College policy to select a random sample of final research degree theses for submission to the plagiarism detection software, Turnitin, before the examination process is initiated. Exemptions are in place for theses covered by commercial confidentiality agreements. Turnitin reports are reviewed by the Director of Graduate Studies in your department. Should concerns be raised you will be notified by the department.

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 Management, Economics, and Law. Further information on these courses is available via <https://www.royalholloway.ac.uk/doctoral-school/home.aspx>. This training is compulsory for research degree students.

6.1 Departmental viva preparation

In advance of your oral examination, your supervisor will offer you a 'mock' viva to help you prepare for the viva. You might also look out for viva training courses run by the College's Researcher Development programme.

During the viva process, the examiners have a checklist of criteria and will need to be satisfied that your thesis meets these criteria before recommending you for the award of the degree. These criteria are, that the thesis:

- a) is genuinely the work of the candidate
- b) forms a distinct contribution to knowledge of the subject
- c) affords evidence of originality by the discovery of new facts and/or by the exercise of independent critical power
- d) is an integrated whole and presents a coherent argument
- e) gives a critical assessment of the relevant literature
- f) describes the method of research and its findings
- g) includes discussion of those findings and how they advance the study of the subject.

- h) demonstrates a deep and comprehensive understanding of the field of study and the capacity for objective judgement in complex situations.
- i) is satisfactory as regards literary presentation
- j) includes a full bibliography and references
- k) demonstrates research skills relevant to the thesis
- l) is of a standard to merit publication in whole, in part or in a revised form
- m) is of an appropriate length for the discipline/ subject

7 Special arrangements for the annual review, upgrade or viva

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

8 Research Skills and Training

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

8.1 Research Development Programme

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

8.2 Teaching experience and training

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

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

8.3 Ways of Working

The Department also provides a series of training workshops called “Ways of Working”. Sessions will usually take place on Wednesday afternoons in the Autumn and Spring terms. All sessions will be listed on the Drama, Theatre and Dance web pages

(<https://www.royalholloway.ac.uk/dramaandtheatre/informationforcurrentstudents/informationforpostgraduatestudents/home.aspx>), and email alerts will be sent to you. Students in their first year are expected to attend the majority of these sessions. Dr Prarthana Purkayastha (prarthana.purkayastha@royalholloway.ac.uk) will be coordinating the ‘Ways of Working’ series in 2017-18.

8.4 Humanities and Arts Research Centre

The Humanities and Arts Research Centre at Royal Holloway was established to foster a “community of enquiry”. It promotes innovative thought, interdisciplinary initiatives and collaborative research.

Further details of HARC events, including details of the critical reading group, can be found on the website: <https://www.royalholloway.ac.uk/harc/fellowshipsprojects/home.aspx>

9 Academic writing skills

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

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

10 Students in need of support (including disabled students)

The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the **Help and Support** pages at <https://www.royalholloway.ac.uk/students/help-support/help-and-support.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: Dr Emma Brodzinski

Email: e.brodzinski@royalholloway.ac.uk

Phone: +44 (0)1784 44 4015

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

11 Plagiarism and other academic offences

The College takes the issue of plagiarism and other assessment offences extremely seriously. The College defines what constitutes an assessment offence (e.g. plagiarism, collusion, falsification) as well as the procedures to be followed for the investigation of an alleged assessment offence and possible outcomes in the College’s *Regulations on Assessment Offences* <http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

12 Appeals and Complaints

In the event that you wish to submit an appeal or a complaint please refer to the *Code of Practice for Research Degree Students and Supervisors* and the *Research Degree Regulations*. Both of which are available online via <https://www.royalholloway.ac.uk/ecampus/academicssupport/regulations/home.aspx>.

Further information on the College's appeals and complaints processes is available here: <https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/home.aspx>.

12.1 Appeals

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

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

- The outcome of Boards of Examiners, such as the outcomes of coursework or examinations, academic progression, degree classification or degree award, and termination of registration by the College Board of Examiners. This includes decisions made by an upgrade panel or an MPhil/PhD viva panel.
- Termination of registration on academic grounds through the formal warning procedure
- Penalties applied for examination and assessment offences
- Reconsideration of requests for exam access arrangements
- A decision made by a Fitness to Practise 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/academicssupport/home.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/academicssupport/regulations/home.aspx>.

12.2 Complaints

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

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

13 Student Charter

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

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

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

14 Library Services, Facilities and Resources

14.1 Computers

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

14.2 Photocopying

MPhil/PhD students are permitted to make reasonable use of the departmental photocopier in Room 101. When doing so you must identify yourself to administrative staff and make it known that you are an MPhil/PhD student. (The copier is password protected.) You may be refused use of the photocopier during busy periods and requested to come back at a later time. When copying, students must observe the rules on the use of the photocopier as well as copyright legislation posted on the notice board by the photocopier.

14.3 Graduate Spaces

The College offers a number of areas specifically for postgraduates. <http://www.royalholloway.ac.uk/studyhere/postgraduate/facilitiesandacademicssupport.aspx>. Below is a list of these spaces together with a brief description of what they offer:

- **Emily Wilding Davison Building**, second floor

The second floor of the new library building, opening in September 2017, contains a dedicated study area for

postgraduate students. The building is open for use twenty-four hours a day.

- **International Building Common Room**, room INo30

This room is conveniently placed on campus and within easy reach of most academic buildings and the Students' Union. INo30 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 INo30 (dates are advertised).

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

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

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

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

- **Highfield Common Room**

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

14.4 Libraries

The library is housed in the Emily Wilding Davison Building. Details, including Library Search, dedicated subject guides and opening times can be found online from the library home page:

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

There are plenty of study areas and bookable rooms to carry out group work as well as many areas to work on your own, including a dedicated postgraduate reading room on the 2nd floor. The Library contains a large number of PCs and has laptops to borrow to use in other study areas.

If you cannot find the specific items that you require in the library, it is possible to gain access to the online resources of Senate House Library as well as access to use the library's physical collections or other university libraries. You can obtain further information on this here:

<https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/using-other-libraries.aspx>.

The Information Consultant for your Department is Rachel White who can be contacted at +44 (0)1784 414017; (Rachel.White@royalholloway.ac.uk).

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: <http://libguides.rhul.ac.uk/training>

14.5 Research Support

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

advice for meeting research funders' requirements regarding Open Access.

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

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

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

You will also have access to the following libraries:

Senate House Library (Malet Street, London, WC1E 7HU. Tel: 020 7862 8461; <http://www.ucl.ac.uk>). This is the central library of the University of London, where you can borrow up to twelve books with a library ticket (<http://www.senatehouselibrary.ac.uk/membership>) which you can obtain using your RHUL College ID card.

- **The British Library** (96 Euston Road, London, NW1 2DB. Tel: 020 7412 7000; <http://www.bl.uk>). The British Library is the national collection and holds copies of all books published in the UK and Ireland, alongside an extensive collection from other countries. It also has an impressive collection of medieval and modern manuscripts. A Reader Pass <http://www.bl.uk/reshelp/inrooms/stp/register/howreg/howtoregister.html> will be issued subject to your need to see specific items in the collections. Other libraries or sources may be more appropriate to your research and British Library staff will advise you accordingly. Further information is available online via <http://www.bl.uk/reshelp/inrooms/stp/refteam/refteam.html>.
- **SCONUL Access Scheme** Royal Holloway participates in this national university access scheme which allows student to use other university libraries in the UK. Details of the application process can be found at: <https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/sconulaccess.aspx>

14.6 Careers information

The College has a **Careers & Employability Service**, housed in the Horton Building, which is open to any student during normal College hours. <http://www.royalholloway.ac.uk/careers/home.aspx>.

15 Health and Safety Information

15.1 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**.

15.2 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**.

15.3 Children in the Department

The College requires that children shall at all times be the responsibility of, and under supervision of, an adult. Students with children must not bring their children into the Drama department without first consulting the Departmental Health and Safety Co-ordinator (Sean Brennan, Production Manager).

15.4 Specialist equipment

Departmental Health and Safety procedures require that all students participating in production activities or working back stage must wear safety footwear. Postgraduate students will be issued appropriate footwear when necessary by department technicians.

16 Equal Opportunities Statement and College Codes of Practice

16.1 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.

16.2 General Use of Performance Spaces

Students who work in The Noh Theatre, the Caryl Churchill Theatre (CCT) and the Boilerhouse must recognise that they are designated as **no eating, no drinking and no smoking areas**. The Boilerhouse theatre comprises of a sprung wooden dance floor which is protected by a layer of oil tempered hardboard. Shoes and items of furniture are not permitted on the exposed dance floor. Rehearsal Studio One also comprises of a sprung dance floor. Shoes, bags and items of furniture are not permitted in this room. Shelving is available in the corridor for the safe storage of shoes and bags.

16.3 Room booking and student lock-up responsibilities

Room booking for 'out of class time' rehearsal space is organized on Friday lunch times between 13:00 and 14:00 by the Production Technician in room 007 (term time only).

Postgraduate students do not need to attend this session. Instead advanced booking of rehearsal space can be made by emailing the Production Technician by 16:00 on the preceding Thursday evening outlining location and requested times for the following Monday to Sunday inclusive.

Priority is given to Postgraduate students during the booking process and the drama department will ensure that spaces are divided equally. A number of rehearsal spaces are reserved for exclusive use by Postgraduates.

Students are reminded that during the final weeks of term there is large demand for additional space and we ask that students are considerate of colleagues when submitting requests.

16.4 Vacation arrangements

The department makes every effort to accommodate booking requests during July and August. Any such requests are agreed at the discretion of the Technical team, and depend on a number of factors including staff availability.

Students wishing to book a room within the Drama Department must follow the guidelines laid out below. Failure to follow these guidelines can result in rehearsal room booking privileges being lost.

- The person who books a room or space for out of hours rehearsal is made responsible for that room or space and must be present for the entire period of the rehearsal.
- Key Note Procedure: the keynote is to be taken to the Security Department in Founders by the responsible person and exchanged for the building key or swipe card. The responsible person will leave their session card with the Security Department as a deposit which will be returned once the key has been given back to the security office at the end of the rehearsal session.
- In exceptional circumstances a key note maybe issued for use at the Drama Department Administration office in the Katharine Worth Building. As with Security Department procedure the student's session card will be left as a deposit in the Administration Office. **KEYS MUST BE RETURNED TO THE OFFICE FROM WHICH THEY WERE COLLECTED AND UNDER NO CIRCUMSTANCES ARE KEYS TO BE HANDED OVER TO THIRD PARTIES.** Students are reminded that session cards will not be returned to students without the key being first returned to the issuing office in Founders or the Katharine Worth Building.
- The student who has been issued a key or swipe card is responsible for ensuring at the end of the

rehearsal session all relevant doors and windows are locked; all lights turned off; curtains closed and where relevant alarms set.

- During weekends, users of Drama Department spaces have a collective responsibility to ensure that rooms and buildings are secure throughout the period they are in use. Guidelines covering lock up and security responsibilities are posted on the notice board next to the room booking timetables.
- All Drama Dept doors are locked at 18.00 on weekday evenings and must remain locked for all evening and weekend rehearsals.

16.5 Evening and weekend rehearsal responsibilities

Students are reminded that the out of hour's rehearsal facilities are only available to members of the Drama Department.

Students using the out of hour's rehearsal facility in the Drama Department are expected to be in Drama Department buildings by 18.00 on weekday evenings when exterior doors are locked. After this time students must either knock on the door or use a mobile phone to contact rehearsal colleagues.

Doors to the Katharine Worth Building, the Boilerhouse and the Noh Theatre should never be left open either on the latch or wedged with furniture.

17 And finally...

Finally, this is your research. Your supervisory team, the Director of Graduate Studies and the department are here to advise and help in any way they can. It is important that you take responsibility for the progress of your research and alert your supervisor to any problems that you might be encountering at an early stage.

The mutual responsibilities of student, supervisor, the department and the college are laid out clearly in the college Code of Practice (<https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>). Please ensure you read this carefully.

There are also a number of books that you might find helpful during the course of your study (those highlighted in bold are particularly recommended):

How's your dissertation going? students share the rough reality of dissertation and project work
Hampson, L. 1994

How to do your dissertation in geography and related disciplines
Parsons, T. & P. Knight 1995

Research Methods: guidance for postgraduates
T. Greenfield (ed.) 1996

The Research Student's Guide to Success
P. Cryer 1996 Bedford Main collection 378.1702812 CRY

Working for a Doctorate: a guide for the Humanities and Social Sciences
N. Graves & V. Varma (eds.) 1997

How to get a PhD
E. Phillips & D.S. Pugh 2000

Authoring a PhD: How to Plan, Draft, Write & Finish a Doctoral Thesis or Dissertation
P. Dunleavy 2003

Research Methods in Theatre and Performance
B. Kershaw & H. Nicholson (eds.) 2010

Practice as Research in the Arts: Principles, Protocols, Pedagogies, Resistances
R. Nelson (ed.) 2013

Bookshops

We can recommend some very good bookshops in London, including the following:

Second-hand bookshops:

Quinto
48a Charing Cross Road
London

Skoob
10 Brunswick Centre
London WC1N 1AE

Any Amount of Books
56 Charing Cross Road
London WC2H 0QA

Judd Two Books
82 Marchmont Street
London WC1N 1AG

Henry Pordes Books
58-60 Charing Cross Road
London WC2H 0BB

Theatre bookshops:

National Theatre Bookshop
South Bank
London

It's worth looking closely at online sources. Abebooks (<http://www.abebooks.co.uk/>) is an excellent resource for second-hand books. Amazon (<http://www.amazon.co.uk/>) can supply almost anything in print, and often offer discounts on books. They also have a second hand 'marketplace', which can work out cheaper. You should also look at the American site (<http://www.amazon.com/>) if you're buying CDs as well; it can work out cheaper to have things sent from America.

Fellow students may offer their own used textbooks for sale at reduced prices, so check the notice boards in the Department.

17.1 Theatre performances

You are advised to make the best use of the close proximity of London; your supervisor may specify visits to specific events. In addition the department has a number of performances taking place at undergraduate and Masters levels. You are encouraged to attend these and Student Workshop productions. If you wish to be involved with Student Workshop productions (and they would welcome your involvement!), check on the notice board for more

details of their planned activities, events, performances and socials.

The department also arranges occasional platform talks with leading theatre practitioners and visiting professors. Notices concerning event will be posted on department notice boards.

You are advised to make the best use of the close proximity of London to view a wide variety of performances. Some courses will specify visits to specific shows; however the department does not normally organise group bookings so you will need to arrange theatre visits yourself when productions are set for study. Course tutors should supply booking information.

18 Staff contact details

Staff with special responsibilities:

- **Access Co-ordinator:** Emma Brodzinski (e.brodzinski@royalholloway.ac.uk)

If you have a disability that affects your work and you'd like us to know about it, do make an appointment to see the Access Co-ordinator to discuss how we should properly take account of your circumstances.

- **Production Manager:** Sean Brennan (s.brennan@royalholloway.ac.uk)

If you have an enquiry about the use of performance spaces for production work, you should contact the Production Manager.

- **Production Technician:** Claire Walker (claire.walker@royalholloway.ac.uk)

Booking of rehearsal space can be made by emailing the Production Technician by 16:00 on the preceding Thursday evening outlining location and requested times.

- **Digital Media Technician:** Bruce Asher (bruce.asher@royalholloway.ac.uk)
- **Design Technician:** Nicola Hewitt-George (nicola.hewitt@royalholloway.ac.uk)
- **Theatre Electrician:** Natalie Jones (natalie.jones@royalholloway.ac.uk)

Academic Members of Staff

	Office	Email Address
Dr Melissa Blanco-Borelli Senior Lecturer in Dance	n/a	melissa.blanco@rhul.ac.uk
Dr Emma Brodzinski Senior Lecturer in Drama	Lodge3	e.brodzinski@rhul.ac.uk
Professor Matthew Cohen Professor of International Theatre	KWB104	matthew.cohen@rhul.ac.uk
Dr Emma Cox Senior Lecturer in Drama and Theatre	KWB108	emma.cox@rhul.ac.uk
Professor Helen Gilbert Professor of Theatre	n/a	helen.gilbert@rhul.ac.uk
Dr Lynette Goddard Reader in Drama and Theatre	KWB114	l.p.goddard@rhul.ac.uk
Dr Georgina Guy Lecturer in Drama	KWB109	georgina.guy@rhul.ac.uk
Dr Bryce Lease Senior Lecturer in Drama	Lodge2	bryce.lease@rhul.ac.uk
Dr Dick McCaw Senior Lecturer in Drama and Theatre	KWB111	dick.mccaw@rhul.ac.uk
Dr Sarah McCourt Teaching Fellow	KWB010	sarah.mccourt@rhul.ac.uk
Dr Chris Megson Reader in Drama and Theatre	KWB105	chris.megson@rhul.ac.uk
Professor Helen Nicholson Professor of Drama and Theatre	KWB115	h.nicholson@rhul.ac.uk
Dr Sophie Nield Senior Lecturer in Drama	KWB112	sophie.nield@rhul.ac.uk
Dr David Overend Lecturer in Drama and Theatre	KWB111	david.overend@rhul.ac.uk
Dr Prarthana Purkayastha Senior Lecturer in Dance	Lodge 1	Prarthana.Purkayastha@rhul.ac.uk
Professor Dan Rebellato Professor of Contemporary Theatre	Lodge 4	d.rebellato@rhul.ac.uk
Dr Sara Reimers Teaching Fellow	KWB110	sara.reimers.2012@live.rhul.ac.uk
Professor Elizabeth Schafer Professor of Drama & Theatre Studies	KWB110	e.schafer@rhul.ac.uk
Dr Will Shuler Teaching Fellow	KWB011	William.Shuler.2010@live.rhul.ac.uk
Dr Ashley Thorpe Senior Lecturer in Drama	KWB116	ashley.thorpe@rhul.ac.uk
Dr Nik Wakefield Teaching Fellow	KWB011	Nikolas.Wakefield.2011@live.rhul.ac.uk
Dr Libby Worth Reader in Contemporary Performance Practices	KWB106	libby.worth@rhul.ac.uk

Administrative Staff

Angela Krzeminski Department Manager	KWB103	angela.krzeminski@rhul.ac.uk
Linda Luck UG Faculty Administrator (Mon-Tues)	KWB002	drama.UGAdministrators@rhul.ac.uk
Emma Ward UG Faculty Administrator (Wed-Fri)	KWB002	drama.UGAdministrators@rhul.ac.uk
Ally Williams PG Faculty Administrator	KWB002	ally.williams@rhul.ac.uk

Technical Staff

Bruce Asher Digital Media Technician	KWB007	bruce.asher@rhul.ac.uk
Sean Brennan Production Manager	KWB008	s.brennan@rhul.ac.uk
Nicola Hewitt-George Design Technician	KWB012	nicola.hewitt-george@rhul.ac.uk
Natalie Jones Theatre Electrician	KWB007	natalie.jones@rhul.ac.uk
Claire Walker Production Technician	KWB007	claire.walker@rhul.ac.uk

19 Katharine Worth Building floor plan

