



SCHOOL OF PERFORMING & DIGITAL ARTS
DEPARTMENT OF MUSIC

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2024/25

Disclaimer

This document was published in September 2024 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 modules of study, to discontinue modules, or merge or combine modules if such actions are reasonably considered to be necessary by the University. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term 'department' is used to refer to 'departments', 'Centres' and 'Schools'. Students on joint or combined degree courses should check both departmental handbooks.

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1 Introduction to your department

1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter 'the University') is one of the UK's leading research-intensive universities, with six academic schools spanning the arts and humanities, social sciences and sciences.

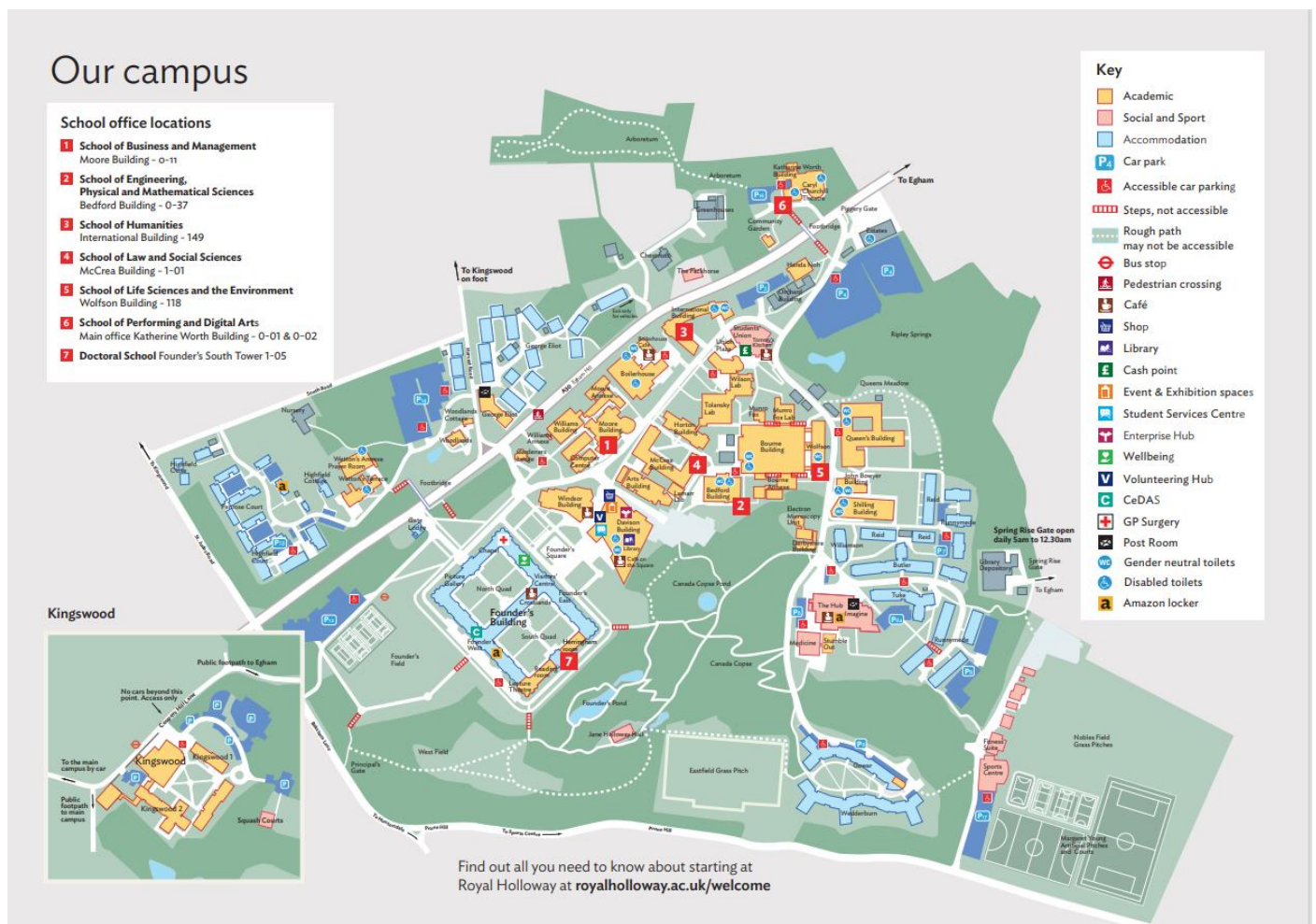
This handbook sets out most of what you need to know about the running of the Department, the practicalities of your studies and assessment, and includes valuable information on key aspects of academic life. Do take some time to read it through – it may save you some trouble at a later date. Of course, there is sometimes no substitute for talking to someone, so if you have questions or problems remember that there are plenty of people here to help. If you are unsure of anything or have concerns about any aspect of the course or your work, please do not hesitate to ask for advice. Section 2 has more details on who to contact, depending on the kind of question you have. Your key points of contact will be the PDA School Admin Team (PDA-School@rhul.ac.uk), your MMus Course Lead Professor Mark Berry (mark.berry@rhul.ac.uk) and your Personal Tutor Dr Shzr Ee Tan (shzree.tan@rhul.ac.uk).

The Music Department at Royal Holloway has grown out of a tradition of musical activity at the University going back to its earliest years. The Department is now one of the most distinguished in the country. The 2021 Research Excellence Framework (REF) placed us as the highest ranked Music Department in the UK for research. The 2024 Good University Guide has ranked Royal Holloway's Music Department as 2nd in the UK on the basis of our high-quality teaching and research. We hold the UK's only Regius Professorship in Music, awarded by Queen Elizabeth II in recognition of our department's contribution to research and teaching of music. At any given time, there are about 230 undergraduates enrolled on degree courses in Music, and about 60 postgraduates (around 20 studying for a Masters degree, and about 40 for a PhD).

1.2 How to find us: the Department

The Department of Music is located primarily in Wettons Terrace, standing to the North of the A30 and approached by footbridge from the main campus (see the University [campus map](#)). Wettons Terrace contains staff and teaching rooms, 4 music production suites, a global music studio, our iMac suite and a student common room. Performance teaching and practice rooms are in neighbouring buildings: Woodlands and Woodlands Cottage. Our music recording studios are located in Engineers Cottage within the Boilerhouse Complex, where we schedule much of our music technology teaching. Access to all these facilities is by means of the University RCS swipecard.

1.3 Map of the Egham campus



Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with the University. Find more information about the Parking Permit portal [here](#).

1.4 How to find us: the staff

CONTACT DETAILS

Executive Dean (PDA):	Roberta Mock Roberta.Mock@rhul.ac.uk	+44 (0)1784 414106	KWB102
Head of Department:	Stephen Rose Stephen.Rose@rhul.ac.uk	+44 (0)1784 443806	WT206
Director of PGT (PDA):	Julie Brown Julie.Brown@rhul.ac.uk	+44 (0)1784 414143	WT100a
MMus Course Lead:	Mark Berry mark.berry@rhul.ac.uk	+44 (0)1784 443290	WT205
MMus personal tutor / Vice Dean for EDI in PDA School	Shzr Ee Tan Shzree.Tan@rhul.ac.uk	+44 (0)1784 414451	WT206
Academic Staff:	A full list of academic staff and their contact details can be found here :		
Music Performance Manager:	Nathan James Dearden NathanJames.Dearden@rhul.ac.uk	+44 (0)1784 44 3853	WT004
Audio Technical Specialist:	Jon Samsworth jon.samsworth@rhul.ac.uk		WT103
School Manager:	Louise Mackay Louise.Mackay@rhul.ac.uk	+44 (0)1784 443532	KWB103
Student & Programme Administration Manager	Jackie Marty Jackie.Marty@rhul.ac.uk	+44 (0)1784 443916	KWB001
Helpdesk & D&N Network Member	Reem Rafat PDA-school@rhul.ac.uk	+44 (0)1784 276885	KWB001
Information Consultant:	Rachel White Rachel.White@rhul.ac.uk	+44 (0)1784 414017	Emily Davison Building Lower Ground

1.5 How to find us: the School office

The School office is located in room KWBo-01 on the ground floor of the Katharine Worth Building. Term-time opening hours are Mondays to Fridays between 10:00am and 4:00pm. The Helpdesk is your first point of contact for administrative queries.

If you have any issues relating to your ability to perform academically, please consult with your course tutor and/or your personal tutor. You can also contact Louise Mackay, School Manager or Jackie Marty, Student & Programme Administration Manager, if any academic or administrative issues arise for which you feel you would benefit from a private consultation. The University website provides much of the information that you will need, plus contact details, during your time with us: www.royalholloway.ac.uk/students.

1.6 The Department: practical information

The vibrant and diverse musical life of the Department is reflected both in our scholarship (covering global arenas, including Western art music from the early modern period to the present, plus traditions and scenes in Asia, the Mediterranean, the Caribbean and the Americas) and in our music-making (reflected in a range of ensembles, concerts and events as well as through composition and studio work).

1.7 Staff research interests

Detailed information on staff profiles and interests can be found online at:

<https://www.royalholloway.ac.uk/research-and-teaching/departments-and-schools/music/about-us/academic-staff/>

2 Support and advice

2.1 Support within your School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in room 0-01 of the Katharine Worth Building. Term-time opening hours are 10:00am to 4:00pm. The Helpdesk can also be contacted via +44 (0)1784 276885 or pda-school@rhul.ac.uk. Depending on your query, the Helpdesk will answer your questions then and there, put you in touch with a colleague who can help, or find out the answer and get back to you.

Your first point of reference for advice within the Department is your personal tutor, or if you have a specific question about your class please contact the module convener (their contact details will be listed on the Moodle page for your module). Inevitably, problems will sometimes arise that staff within the department are not qualified to deal with. The university offers a high level of student welfare support which includes a highly regarded [Counselling Service](#), dedicated [Disability & Neurodiversity](#) support, as well as a wealth of student wellbeing financial, career and other advice. There is also an [NHS GP practice](#) (the Health Centre) on campus located in Founder's East. Further details of each service can be found on the university intranet on the [Student Welfare page](#).

3 Communication

3.1 Email and post

Email is the primary mode of communication between students and staff at Royal Holloway. Please ensure you check your email at least once a day. You are welcome to email staff at any time, and they will endeavour to respond within three working days. Every effort is made to post notices relating to classes well in advance. Notifications may also be posted via Moodle or Microsoft Teams.

It is your responsibility to check the times and venues of all class meetings and of any requirements (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!

All hard-copy post addressed to you in the Music Department is delivered to the student pigeonholes (alphabetical by surname) in the Common Room. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. You are advised to check the pigeon holes regularly.

3.2 Personal Tutors

MMus students are allocated a supervisor, who will be the main contact whilst preparing their special study. For advice on academic and pastoral matters, students can also consult the MMus Course Lead Mark Berry (mark.berry@rhul.ac.uk) and MMus Personal Tutor Shzr Ee Tan (shzree.tan@rhul.ac.uk).

All full-time members of staff post, outside their offices, two separate and regular 'office hours' each week when they are available to see students without appointment, on any matter. All staff office hours are also available to view on the Music Department General Information page on Moodle (alongside other useful information).

Excepting emergencies, students are asked to make an appointment via email if they wish to see a member of staff outside these hours.

Supervisors, module tutors, and the MMus Course Lead and Personal Tutor will offer advice about academic work and pastoral care, and they should ultimately be the members of staff best equipped to write references for jobs or for further study. Relevant academic staff in the PDA School and the Music Head of Department will also see any student who wishes to discuss matters academic or personal.

Students requesting a change of supervisor/adviser/personal tutor should approach the MMus Course Lead or Head of Department as appropriate.

Students in financial difficulty should contact the MMus Course Lead or the Head of Department for details of University schemes to provide aid in terms of loans or additional grants. Although the Department has no funds for such purposes, we may be able to provide advice on and assistance with applications to appropriate University or external bodies.

For more information on student finance, visit <https://www.royalholloway.ac.uk/studying-here/fees-and-funding/financial-support/>.

3.3 Questionnaires

We run mid-module reviews on our modules, to gain your views on the modules you are currently taking and so we can act immediately on any comments or concerns you have. Towards the end of the Autumn and then Spring Term you will also be asked to fill out an online module questionnaire for each module you take. This is anonymous and collects information about your level of satisfaction with the module and your comments on various aspects of our teaching.

We also have a suggestions box in our Common Room and a QR code to collect anonymous feedback. This feedback will be considered at our Student-Staff Committee and where appropriate, we will report to students on any changes we have made as a result of your feedback.

3.4 Space

Most class teaching will be held in Wettons Terrace and Wettons Annexe, including the new electronic studios in Wettons Terrace. Some performance classes are held in the Picture Gallery or Boiler House. Instrumental and vocal tuition, as well as your own instrumental and vocal practice, will be held in Woodlands Building and Cottage. For more details, see section 6 Facilities. Please note that eating, drinking, and smoking are not permitted in any of the department's teaching spaces.

4 Teaching

4.1 Study weeks

The MMus and PG Dip courses are conducted over three terms, as per official RHUL term dates. In this arrangement, there are no Reading Weeks. Most of the Special Study components will be taught in Term 3, the exact delivery of which will be liaised with your Special Study supervisor.

5 Degree structure

Full details about your course, including, amongst others, the aims, learning outcomes to be achieved on completion, modules which make up the course and any course-specific regulations are set out in the course

specification available through the [Course Specification Repository](#).

5.1 Department specific information about degree structure

To help you make good progress in your studies at RHUL, we have a simple on-line module SS1001 in 'Academic Integrity' which will guide you through preparing your assignments using the best academic standards. This is a mandatory course. You will need to successfully complete this short module, and you can have as many attempts as you like before the deadline to pass it.

5.1.1 Module Registrations

While you have the option of changing module unit registrations within the first two/ three weeks after the start of teaching (excluding Welcome Week) subject to agreement from the department, once you have submitted assessment for the module, you may not replace it with another either in that term or in a subsequent term (e.g. Spring term). Any modules that you wish to take on an extracurricular basis (that is, as extra and not counting towards your degree) must be identified at the start of the academic year or before any assessment has been completed for the module.

5.1.2 Administration and Supervision

The MMus and the PGDip in Music Performance are convened by the MMus Course Lead and reviewed by a number of Department Committees, on which PGT students are represented (except for 'reserved' business). The MMus Course Lead acts with undergraduate course leads and the Head of Department in matters of quality assurance (monitoring of teaching and assessment etc.). The Department Teaching & Learning Committee, reporting to the PDA School Education Committee, maintains oversight of postgraduate taught courses, ensuring that their operation and future development (e.g. in terms of curriculum review) keep pace with student demand and with developments in the field.

The modular structure, teaching methods, feedback/review and assessment procedures are intended to permit the early identification of students with problems and/or in danger of failing the course. Students are expected to prepare for officially timetabled lessons beforehand by conducting appropriate reading and engagement with pre-lecture material. Failure to attend classes and (where relevant) instrumental/vocal lessons, to submit coursework or to attend supervisions will be closely monitored and, if appropriate, will result in Formal Warning(s) as described in the University's [Academic Taught Regulations](#).

Student feedback is obtained on a regular basis by informal discussion and by formal questionnaires. PGT students nominate a number of their fellow students to act as their representatives on the Department's Teaching & Learning, and Staff-Student Committees; as well as on the PDA School Postgraduate Student-Staff Committee and with the Students' Union. Such feedback and the minutes of the appropriate committees also provide support for the formal annual monitoring of the degree.

5.1.3 Annual Review

All MMus and PG Dip students participate in the Annual Review of Postgraduates, normally held in early May. This meeting normally involves the student's supervisor and the MMus Course Lead and MMus Personal Tutor. It provides an opportunity to take an overview of a student's progress to date and deal with other pastoral and administrative matters. MMus and PG Dip students are also required to attend an Informal Progress Meeting (Mini Review), normally held in December or January.

For the January meeting, students are expected to prepare a 500-word summary of the work/ goals they have achieved so far in the Term 1.

For the Annual Review (May), students are expected to supply written work as specified below. Please send this to the MMus Course Lead (mark.berry@rhul.ac.uk) **two weeks** before the date of the Review meeting. Normal standards of scholarly presentation apply.

- (i) **MMus students taking Special Study: Dissertation** during the current academic year should submit an outline (c.500 words) of the proposed Special Study, and a progress report (covering all aspects of their coursework to date) of about 250 words.

- (ii) **MMus students taking Special Study: Performance/Collaborative Piano** during the current academic year should submit an outline (c.500 words) of the proposed Recital programme (including estimated timings), a progress report (covering all aspects of their coursework to date) of about 250 words, and a calendar of public performances during the year to date.
- (iii) **MMus students taking Special Study: Composition** during the current academic year should submit a detailed plan (c.500 words) of the proposed portfolio of compositions, and a progress report (covering all aspects of their coursework to date) of about 250 words.
- (iv) **Part-time MMus students** in their first year of study should submit a progress report (covering all aspects of their coursework to date) of about 250 words.
- (v) **CPD (Continuing Professional Development) students** will normally have a review at the end of their first, third and penultimate years of study, for which they should submit a progress report (covering all aspects of their coursework to date) of about 250 words.

5.1.4 Skills, Employment and Research Training

The aims of the MMus course make explicit that it is designed as a free-standing degree in its own right. Those who complete the course successfully will have professional skills in their chosen discipline(s) at a high level – as well as a raft of transferable skills in reasoning, oral and written communication and independent working – and thus will be well equipped to find employment either within or outside Music. Recent MMus graduates have found jobs in performance, arts administration, the media, in teaching, in librarianship and in finance and commerce, or have remained within academe to study for a research degree. Others have built on their MMus experience to explore pathways in law, psychology and music therapy.

These aims also make explicit the role of the MMus in providing research training for future programmes of study. Students gain such training through the core and elective modules (the general and more specific, respectively) and (especially) the Special Study. In the case of the MMus course, the possibility of taking modules outside the Department is also evaluated in terms of such modules' contributions to research training. The PGDip in Musical Performance provides a firm foundation for students wishing to embark upon professional work in a range of areas of the music profession. These include the media, research, academia, teaching, performing and arts administration.

PGT students are encouraged to take advantage of non-credit modules in the University (in languages, IT etc.) and work experience, as available, to equip them for future work in their fields. PGT students may also make use of resources provided by the University of London intercollegiate system, including access to Senate House Library.

For more information on Senate House, visit:

<https://www.london.ac.uk/senate-house-library/membership>

All PGT students working or writing in English as a Second Language are **strongly recommended** to sign up for scheduled regular workshops with the Centre for the Development of Academic Skills (CeDAS) in each term, and set up appointments for one-to-one consultations with appropriate CeDAS staff on preparing for assessed work.

For more information on CeDAS, visit:

<https://intranet.royalholloway.ac.uk/students/study/academic-skills/cedas/centre-for-the-development-of-academic-skills-cedas.aspx>

5.2 Change of course

Where provision is made for this in the course specification, you may transfer to another course, subject to the following conditions being met before the point of transfer:

- (a) you must satisfy the normal conditions for admission to the new course;

- (b) you must satisfy the requirements in respect of mandatory modules and progression specified for each stage of the new course up to the proposed point of entry;
- (c) the transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.
- (d) if you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.
- (e) you may not attend a new course of study until their transfer request has been approved.

Further information about changing courses is available in the [Academic Taught Regulations](#). If you hold a Tier 4 (General) student visa, there may be further restrictions in line with UKVI regulations.

6 Facilities

6.1 Facilities and resources within your department

Practice Rooms

Practice rooms are situated in the Woodlands Building and Cottage (the building down the drive from the Department, opposite car park 14). In the interests of security and personal safety, access to Woodlands is by means of the student's university card (as a swipe card), which operates during the hours 06.00 – midnight daily. Access arrangements to our practice facilities are communicated to students in Welcome Week, and a selection of our rooms are allocated for specific specialisms. Almost all rooms contain a piano; and all rooms in the Woodlands Building have mirrors. Please treat the practice rooms and the instruments and equipment they contain with care and respect. Pianos and other keyboard instruments should not be moved about any of the rooms: this can lead to damage and disturbs the tuning. Practice rooms can be booked in advance via [Resource Booker](#). **Eating and drinking are not allowed in the practice rooms, nor are students permitted to engage in any teaching of their own there (whether of RHUL students or those from outside RHUL).**

For information about practice rooms, policy surrounding their use, and booking, visit:

<https://intranet.royalholloway.ac.uk/students/study/student-department-information/music/music-practice-spaces-at-royal-holloway.aspx>

Room 001 in Wettons Terrace also acts as a small recital room, and is available for some rehearsals by arrangement with the Performance Manager and subject to risk assessment, but only when it does not clash with or disrupt teaching in the Department. The Picture Gallery is not normally available for practice and nor is the Boilerhouse Auditorium unless in exceptional circumstances.

iMac Suite, Music Production Suites, and Engineers Cottage Recording Studios

The iMac Suite on the ground floor of Wettons Terrace is open to all Music students from 8.30am to 10.00pm via your university swipe card. The suite contains 16 iMACs, midi keyboards, headphones, Focusrite-Digital Audio Interfaces, music sequencing software (Logic Pro), Sibelius, and Sonic Visualiser. Queries about the iMacs should be made to our Audio Technical Specialist in the first instance (jon.samsworth@rhul.ac.uk). The suite also contains 2 networked PCs, with standard word-processing, database, internet and music-processing software (including Finale, Sibelius and EarMaster) maintained by the university's Computer Centre, to whom all issues and problems should be addressed. The Sibelius software is also installed on PCs in the Davison Building.

More specialist music production suites are located in the east section of Wettons Terrace. These include four production suites for composition and film music, and a Global Music Studio housing a gamelan and a large collection of world music instruments. Engineers Cottage, by the Boilerhouse Complex, contains professional-level recording studios.

Access to the music production suites and recording studios is restricted to Music students on relevant modules and Music Department staff. You must undergo an induction by our Audio Technical Specialist, Jon Samsworth (jon.samsworth@rhul.ac.uk), before gaining access to these spaces. Bookings for recording studios and recording equipment are made via [Siso](#).

Please note: **The iMac suite, Music Production Suites and Engineers Cottage Recording Studios are not alternative common rooms: eating, drinking and the use of mobile phones are not permitted. Please respect other users by not talking or causing other disturbances. Access will be withdrawn from students who consistently disturb others in these ways.**

6.2 The Library

The Library is housed in the **Emily Wilding Davison Building**, and almost all our core reading can be found online in our digital holdings.

Details, including Library Search, dedicated subject guides and opening times can be found online from the [Library home page](#).

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for Postgraduate Taught courses. The rest of the Library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work, as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow on the ground floor to use in other study areas.

If you cannot find the specific items that you require in the library, it is possible order an Inter-Library Loan or 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. The Information Consultant for Music is Rachel White (Rachel.white@rhul.ac.uk).

The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats.

In addition to the material at Royal Holloway there is the richly stocked library at Senate House, University of London, Malet Street, WC2 (nearest Underground stations Tottenham Court Road, Goodge Street and Russell Square), a collection of national importance to which all RHUL students have access. Other libraries in London include the British Library (normally accessible only to postgraduate students), various University of London college libraries (KCL, Goldsmiths, SOAS) and the Westminster Central Music Library.

For more information on Senate House and UoL Libraries, visit:

<https://www.sconul.ac.uk/>

<https://www.london.ac.uk/senate-house-library/membership>

6.3 Photocopying and printing

You can use copier-printers (MFDs) located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. You can also use University printers from your own computer.

Further information is available online: <https://intranet.royalholloway.ac.uk/students/help-support/it-services/it-essentials/printing/home.aspx>

Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the Library and Computer Centre.

Departmental staff are unable, in any circumstances, to print anything out on your behalf. Copier-printers (MFDs) are located across the campus in the PC labs, the Library, and Computer Centre.

6.4 Computing

[How to find an available PC](#)

There are ten open access PC Labs available on campus which you can use, including three 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 University card.

Students should observe standard safety procedures when dealing with electronic equipment (including taking regular breaks away from the screen and the keyboard). Late-night users should also take the normal security precautions when entering or leaving the room.

The Computer Centre provides a range of IT training sessions designed to enhance your current IT skills. These are available in both class-based and self-study formats, and successful completion of the course is rewarded by a University IT Skills certificate. To participate in these sessions, go to:

<https://intranet.royalholloway.ac.uk/it/training/home.aspx>

7 Assessment information

7.1 General information about assessments and marking criteria

Royal Holloway's e-learning platform is Moodle. Once you are registered onto your chosen modules, you will have access to module-specific Moodle sites where you will access your reading lists, along with a variety of other learning materials. You will also have access to the [General Information for Students: Department of Music](#) on Moodle. This is a crucial resource, and is where you will find coursework coversheets, information about PGT Marking Criteria, writing style guides, and links to many other resources. It is worth exploring Moodle beyond Music's resources, because it hosts many extra-curricular e-learning possibilities, including language support, general academic skills, and e-learning support.

All assessments have an assessment brief which indicates the task to be completed by students and has links to the relevant marking criteria. The assessment brief also indicates whether the use of AI tools is prohibited in the specific assignment, or whether AI tools can be used subject to appropriate acknowledgement.

All summative coursework is marked anonymously. Feedback is provided via summary comments as well as via annotations on texts.

7.2 Submission of work

Coursework should be submitted to Turnitin via the Moodle page of the module in question, with an electronic version of the appropriate cover sheet (available on the [Music Department General Information](#) Moodle page). Submission deadlines and links to upload work will be provided in good time before the deadline.

Each time you make a coursework submission via Moodle, you must copy and paste the relevant coursework coversheet into the first page of your work and complete the required details. Do not forget to include your Candidate number.

Coursework deadlines are usually scheduled at the middle or end of term, or start of a subsequent term, and often staggered over several days. Summative course deadlines will be published at the start of the academic year. In addition to summative work, you are expected to complete formative submissions – as per arrangement with individual course tutors.

7.3 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (7) of the University's [Academic Taught Regulations](#):

Section 13 (7)

Any work may not be marked beyond the upper limit set. The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations, films, or performance. In the case of presentations, films, or performance these may be stopped once they exceed the upper time limit.

In addition to the text, the word count should include quotations and footnotes. Please note that the following are excluded from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices.

7.4 What to do if things go wrong – Extensions to deadlines

Please refer to the Extensions Policy and guidance on the university intranet about [Applying for an Extension](#).

Please note: Not every assessment is eligible for an extension.

Listed below are the assessments for which extensions cannot be granted (i.e. are exempt):

Module code	Module title	Validated assessment
MU5535	Short Recital	Performance
MU5539	Special Study Performance	Performance
MU5551	Documenting Performance	Performance

7.5 Support and exam access arrangements for students requiring support

Some students at Royal Holloway may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, "a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities". It is for such conditions and SpLDs that [Disability and Neurodiversity Services \(D&N\)](#) can put in place adjustments, support and exam access arrangements. Please note that a "long-term" impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the [Disability and Neurodiversity Services Office](#) for an assessment of your needs before adjustments, support and exam access arrangements can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Neurodiversity Services can discuss this process with you when you register with them. Please see section 2 above for further guidance about registering with the Disability and Neurodiversity Services Office.

Please note that if reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Examinations Sub-Board will not make further allowance in relation to your disability or SpLD.

7.6 Academic misconduct - Plagiarism

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet. Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student's work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore, it is possible to determine that an offence has occurred from an assessment of the student's work alone, without reference to further evidence.

The Centre for the Development of Academic Skills (CeDAS) offers an 'Avoiding Plagiarism' course on Moodle ('Writing with Sources and Avoiding Plagiarism') and all students are strongly advised to undertake it. For information on referencing, please see the [Music Department style guide](#).

CeDAS also offers a full range of PGT-focussed courses on academic writing, project strategising and research skills. This includes one-to-one sessions on language work and academic essay planning. In addition to the 'Avoiding Plagiarism' course, you are strongly encouraged to attend other sessions run by the centre and make contact with CeDAS advisers on your essay-based coursework. For more information, visit: <https://intranet.royalholloway.ac.uk/students/study/academic-skills/cedas/centre-for-the-development-of-academic-skills-cedas.aspx>.

Assessment offences also include **commissioning**, which is requesting or engaging another person or artificial intelligence tool (whether paid or unpaid) to write or rewrite work in order to obtain an unfair advantage for oneself. This would include the use of third parties such as family, friends, students, providers of essay writing services or providers of proofreading services not authorised by the institution. It is also an offence to present content generated by artificial intelligence tools (AI) as your own unless specifically authorised in writing as part of the assessment brief and appropriately acknowledged.

8 Engagement Requirements

The [Engagement Monitoring webpage](#) provides more information about the attendance and engagement requirements.

9 Health and Safety Information

The [Health and Safety webpage](#) provides general information about our health and safety policies.

9.1 Code of practice on harassment for students

The University 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 University's [Code of Practice on personal harassment for students](#) should be read in conjunction with the [Student Disciplinary regulations](#) and the [Complaints procedure](#).

9.2 Lone working policy and procedures

The University has a 'Lone Working Policy and Procedure' that can be found [here](#).

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. The Department and the type of work conducted by students is classified as a low risk activity. However, lone work in Engineers Cottage Recording Studios is permitted only under the conditions explained during the induction, on account of the sound insulation and heavy acoustic doors in this facility.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator or the University Health and Safety Office.

It is likely that most activities will take place on university premises. However, the principles contained in the above section will apply to students undertaking duties off campus. Rehearsals and concerts on campus sometimes end late at night. In such cases you are encouraged to avoid walking alone through secluded parts of campus.

9.3 Field trips

Some modules (e.g. Documenting Performance, ethnomusicology-oriented modules including Special Study) are designed to include, where appropriate, elements of fieldwork and ethnography (including online ethnography). Students are expected to liaise with the module convenor(s) concerning specific details of any fieldwork they intend to undertake in any of their courses, making sure that they also observe health and safety concerns, DBS checks (where appropriate) as well as the [University's Ethics policy](#).

10 Equality, Diversity and Inclusion

In line with university policy, the department has made a commitment to the principles of Equality, Diversity and Inclusion (EDI) for all, and strives to go beyond the public sector duty placed upon us by the Equality Act 2010. We believe that all students (plus staff and visitors) should work to make their learning, teaching, research, administrative and leisure environments supportive and nurturing spaces, free from bullying, harassment, discrimination or victimisation. We encourage all students to engage with the initiatives we develop to advance EDI at Royal Holloway, and we are always willing to hear suggestions and feedback on what we can do to make our Department a welcoming, happy and inclusive space to share. Our Vice-Dean for EDI is Shzr Ee Tan (shzree.tan@rhul.ac.uk), who is always happy to speak to students about any concerns or suggestions.