SCHOOL OF PERFORMING & DIGITAL ARTS
DEPARTMENT OF MUSIC

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2023/2024

Disclaimer

This document was published in September 2023 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 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' 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 College') is one of the UK's leading research-intensive universities, with six academic schools spanning the arts and humanities, social sciences and sciences.

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 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).

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. Your key points of contact would be the PDA School Admin Team (PDA-School@rhul.ac.uk) , your MMus Course Lead Dr Henry Stobart (h.stobart@rhul.ac.uk) and your Personal Tutor Dr Shzr Ee Tan (shzree.tan@rhul.ac.uk).

1.2 How to find us: the Department

The Department of Music is located in Wettons Terrace, standing to the North of the A30 and approached by footbridge from the main College campus. This can be found on College campus maps. Wettons Terrace contains staff and teaching rooms, the student helpdesk, an IT suite and a student common room. Performance teaching and practice rooms are in neighbouring buildings: Woodlands and Woodlands Cottage. Electronic music studios and world music facilities are in the east end of Wettons Terrace, with more facilities being developed on campus during 2024. The Boilerhouse Auditorium and Wettons Annexe, behind Wettons Terrace, provide large rehearsal spaces.

Access to Wettons Terrace and the practice rooms in Woodlands/Woodlands Cottage is by means of the College RCS swipecard. All students receive a card as a matter of course.

1.3 Map of the Egham campus
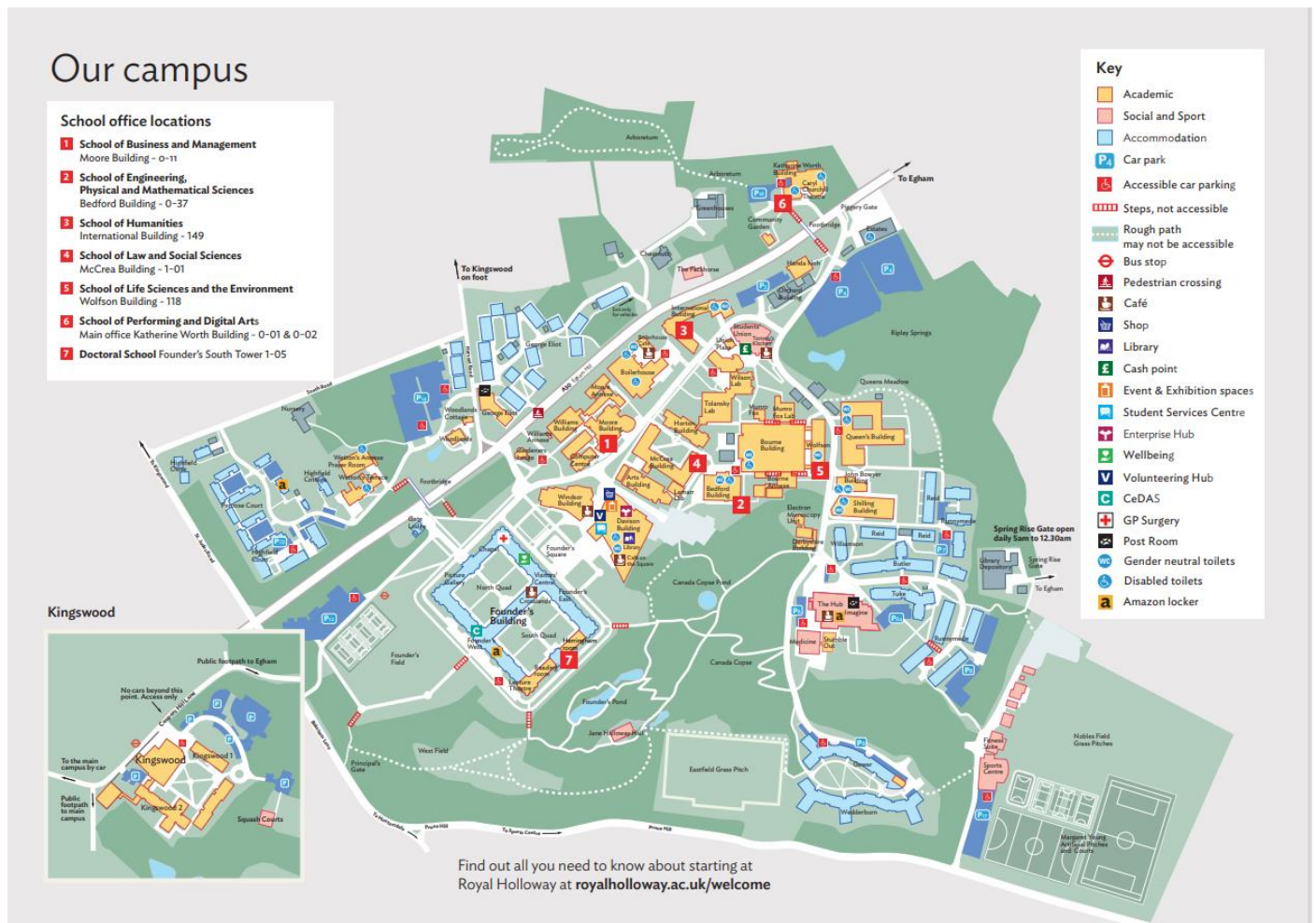
Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with College. 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:	Henry Stobart h.stobart@rhul.ac.uk	+44 (0)1784 414143	WT102
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:

Performance Manager:	Nathan Dearden NathanJames.Dearden@rhul.ac.uk	+44 (0)1784 44 3853	WT004
Music Studios Manager:	Martin Astle Musicstudios@rhul.ac.uk	TBC	WT-iMac Stu
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
MA Programme Administrator:	Krista Godfrey Krista.Godfrey@rhul.ac.uk	+44 (0)1784 276536	KWB001
Helpdesk & D&N Network Member	Michael Masters 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 KWB0-01 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 college 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 Music Department at Royal Holloway has grown out of a tradition of musical activity at the College 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 HM The Queen in recognition of our department's contribution to research and teaching of music. At any given time, there are about 220 undergraduates enrolled on degree courses in Music, and about 60 postgraduates (around 20 studying for a Master's degree, and about 40 for a PhD).

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. Inevitably, problems will sometimes arise that staff within the department are not qualified to deal with. The College offers a high level of student welfare support which includes a highly regarded Counselling Service, dedicated educational and disability 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 College web on the Student Welfare page.

For more information on Wellbeing and access to counsellors, visit:
https://intranet.royalholloway.ac.uk/students/help-support/wellbeing/student-wellbeing.aspx.

For more information on Disability and Neurodiversity, visit:
https://intranet.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx

3 Communication

3.1 Email, MS TEAMs, Post

The primary mode of communication between staff and students will be via email. 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. Additional information may also be conveyed via Moodle or Microsoft Teams channels relating to specific modules; students are also advised to check these platforms regularly.

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 modules, so, if in doubt, please ask!

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 Henry Stobart (h.stobart@rhul.acuk) and MMus Personal Tutor Shzr Ee Tan (shzree.tan@rhul.ac.uk).

All 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 College 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 College 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

Student feedback is a valuable guide to the effectiveness of modules and an aid to their improvement and development; comments (to the module tutor concerned) are always welcome while a module is in progress.

Furthermore, the College requires a formal system of student feedback by way of a questionnaire completed at the end of each module (normally in the last class). This feedback questionnaire is particularly important and should be treated seriously: for the procedure to be effective, we need responses from everyone. Please offer constructive comments (both positive and negative) on a given course: this will permit us to evaluate our activities and, where necessary, to improve things for the future. Questionnaires are completed anonymously and there are no repercussions for respondents of any kind.

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 5.1 Facilities.

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 College **Postgraduate 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 this to the MMus Course Lead (h.stobart@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 College (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 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 Section 8 of the Postgraduate 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 house down the drive from the Department). A room in Woodlands is available for ensemble rehearsals by way of a booking system through the Performance Manager. In the interests of security and personal safety, access to Woodlands is by means of the student's RCS card, which operates during the hours 06.00am – midnight daily. Full access to the Woodlands practice rooms is restricted at present to Music students and Music Department staff, although by special arrangement members of certain ensembles may be given off-peak access. Almost all rooms contain a piano and all rooms in 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. **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 College 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 and Electronic Music 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 College swipe card. The suite contains 16 iMACs, midi keyboards, headphones, Focusrite-Digital Audio Interfaces, music sequencing software (Logic Pro), Sibelius, and Sonic Visualiser which are maintained by the Music Studios Manager (musicstudios@rhul.ac.uk). It also contains 2 networked PCs, with standard word-processing, database, internet and music-processing software (including Finale, Sibelius and EarMaster) maintained by the College'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 studio facilities 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. Enquiries about the studio facilities should be addressed to Dr Tom Parkinson (Tom.Parkinson@rhul.ac.uk); enquiries about the gamelan and instrument collection should be addressed to Dr Henry Stobart (h.stobart@rhul.ac.uk).

A new recording studio complex will open on campus in Spring 2024.

Access to the electronic music studios and world music rooms is restricted to Music students on relevant modules and Music Department staff.

Please note: **The iMac suite and Electronic Music/ 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 college 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 College 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 College 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.

You submit your coursework on Moodle (see 7.2). Feedback is also provided on Moodle, via comments and annotations on coursework texts. All coursework is marked anonymously by two markers.

7.2 Submission of work

Most coursework is to be submitted via Turnitin on the college Moodle platform. 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. Submission deadlines and links to upload work will be provided in good time before deadlines. Some courses requiring large file uploads will be submitted via alternative arrangement (e.g. Dropboxes). Please contact your individual course convenor for specific information on course submissions. 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 (6) of the University's Postgraduate Taught Regulations:

Section 13 (6)

Any work (written, oral presentation, film, performance) 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, creative portfolio, 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 College's webpage about Applying for an Extension.

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

7.5 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental condition, chronic medical issue 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" condition 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 Sub-board will not make further allowance in relation to your disability or SpLD.

7.6 Academic misconduct - Plagiarism

'Plagiarism' means presenting work from another source as if it is your own, whether intentionally or otherwise. It involves a failure to identify or acknowledge the sources or materials you have used. Such sources might take the form of text (words, graphs and images, musical notation, data, source code, ideas or judgements) that are published, unpublished, online or machine generated.

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 take it.

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.

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 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 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.

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. 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 College's Ethics policy.

10 Equality, Diversity and Inclusion

In line with College 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. If you have an issue to discuss in relation to equality and diversity, or wish to get involved with EDI work, please contact the Vice Dean of EDI Dr Shzr Ee Tan (shzree.tan@rhul.ac.uk).