



SCHOOL OF MODERN LANGUAGES, LITERATURES
AND CULTURES

**RESEARCH DEGREE
STUDENT HANDBOOK**

2016/2017

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School of Modern Languages, Literatures and Cultures
Royal Holloway, University of London
Egham Hill, Egham
Surrey TW20 0EX

Disclaimer

This document was published in September 2016 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

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

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

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1. Introduction to the College and your Department

1.1 Welcome

Welcome to Royal Holloway! Royal Holloway, University of London (hereafter the College) is one of the UK's leading research-intensive universities, with nineteen academic departments spanning the arts and humanities, sciences, social sciences, management and economics.

The College was ranked 129th in the world and 19th overall in the UK in the Times Higher Education (THE) World University Rankings 2015/16 (published 30 September 2015). Sitting within the top 25 per cent of universities in the UK for research rated 'world-leading' or 'internationally excellent' by the Research Excellence Framework (REF) 2014, the College was also ranked in the top one per cent of 16,000 higher education institutions across the globe, in the 25th edition of The World List of Universities and Other Institutions. The College combines world-class research with a truly global perspective while at the same time offering a campus and community with an intimate human scale. As a student studying toward a research degree with the College, you will have the opportunity to learn from internationally renowned academics and researchers.

During the course of your time with the College, you will pursue independent research in your academic department. The College offers a number of research degree programmes, including

Master of Arts by Research, Master of Science by Research, Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctor of Clinical Psychology (DClinPsy), Doctorate in Professional Studies (DPS) and Doctorate in Medicine (MD). Your successful progress will depend primarily on your own efforts, supported by your supervisors, but also by the research environment in your department and the quality of the research training you receive.

This handbook deals with aspects of research degree study that specifically relates to your Department. This should be read in conjunction with additional College documents as follows:

- The ***Code of Practice for Research Degree Students and Supervisors*** sets out good practice alongside additional information on policies and procedures that support the standards and expectations of the College. The Code is available via the **Academic Quality and Policy Office (AQPO)** webpage <https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.
- 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.

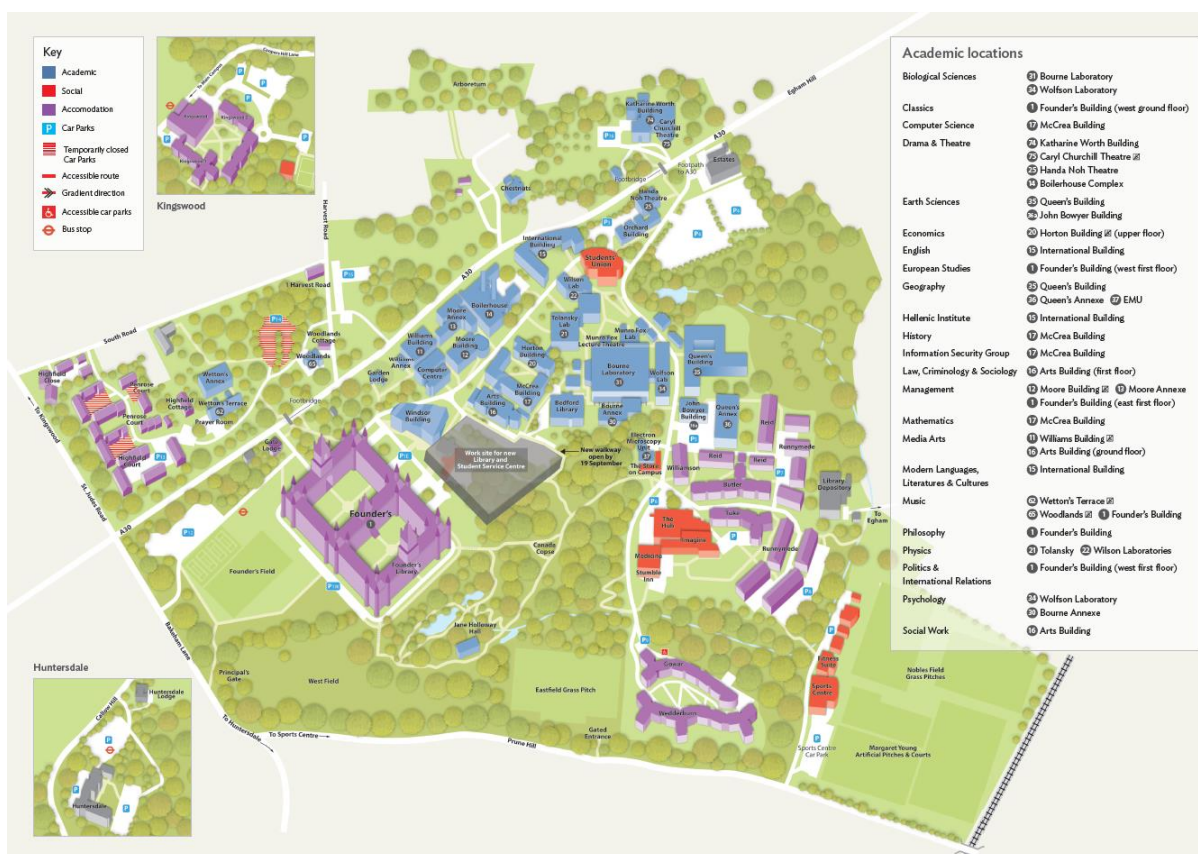
You should consult the *Research Degree Regulations*, in the first instance, for further information on the College's criteria for changes to registration status. The *Regulations* also contain important information on the timeframes within which the College expects students to complete the upgrade from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

1.3 How to find your Department

The School of Modern Languages, Literatures and Cultures can be found in the International Building on the Egham campus. Ann Hobbs, the PG Administrator, can be found in room IN149 (tel 01784 443201).

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

| | | | |
|---------------------------------|-------------|--------------|---------------------------|
| Professor Giuliana Pieri | 3234 | IN153 | g.pieri@rhul.ac.uk |
| | | | |

Director of Graduate Studies

| | | | |
|------------------------|-------------|--------------|--------------------------------|
| Dr Sarah Wright | 3758 | IN124 | Sarah.wright@rhul.ac.uk |
| | | | |

Academic Staff

The table below includes all members of staff with whom you may have contact, including visiting lecturers and postgraduate tutors. It includes the academic title of each member of staff (Professor or Dr). Please ensure that you use the correct title to address staff, in person, in writing or by e-mail, unless that person has indicated that another form is preferable. Initials are used for timetabling purposes and in internal memos.

Timetables will show staff initials rather than full names so it is important to use the table below to check who's who.

All rooms listed below are in the International Building and should be prefixed with IN, e.g. Professor Harvey 110 = IN110.

Telephone extensions beginning with the digit 3 are available by direct dial by prefixing them with 44. So, for example, to ring Professor Harvey (internal number 3241) from outside the College or from a mobile, you need to dial (01784) 443241. Extensions beginning with the digit 4 are available by prefixing them with 41. To ring Cathy Thorin (internal number 4310) you should dial (01784) 414310.

<https://www.royalholloway.ac.uk/mlc/staffdirectory/home.aspx>

Department Manager (DM)

| | | | |
|---------------------|-------------|--------------|----------------------------|
| Cathy Thorin | 4310 | IN152 | c.thorin@rhul.ac.uk |
| | | | |

1.6 Your Department

Welcome to the School of Modern Languages, Literatures and Cultures (SMLLC), which brings together the five major subject areas of French, German, Hispanic Studies, Italian, and Comparative Literature and Culture, alongside two minor degree programmes, International Film and Visual Arts. The School also hosts the faculty-wide Liberal Arts programme. The School's staff produces internationally recognised research and offers a wide range of teaching expertise. There are six professors, four readers, seven senior lecturers, and six lecturers, as well as five specialized language tutors and a number of language assistants and visiting tutors. The School is committed to offering a university education of the very highest quality to its undergraduates and postgraduates alike.

We very much look forward to the year ahead in the knowledge that we have attracted some of the most able students in the country. We warmly welcome the contribution that you will make to our learning community and we are confident that you will enjoy every success in your studies.

This handbook is designed to give an overview of the School of Modern Languages, Literatures and Cultures and its various academic and other activities.

For detailed information on courses taught within each of the School's subject areas, see the course lists on the School's website at

[Royal Holloway, University of London: School of Modern Languages, Literatures and Cultures](#)

A wealth of other information can also be found on our web pages, which are updated regularly, so be sure to have a look at them soon and then to check them again every so often. They can be found at

<http://www.rhul.ac.uk/modern-languages/>.

You can also follow us on Twitter to receive regular news from the School:
@RHULModLangs

Finally, on behalf of all my colleagues in the School, I would like once again to welcome you most warmly to the SMLLC and to wish you the greatest possible success and enjoyment in your studies over the year ahead!

Prof Giuliana Pieri

1.7 Research areas within your Department

FRENCH

As members of one of the leading French sections in the country, our French staff boast a wide range of research and pedagogical expertise, from literature of the medieval period to the present, to diverse interests in the visual image, poetry, autobiography, linguistics, cultural and intellectual history.

Dr Ruth Cruickshank (BA Leeds, MSt, DPhil Oxford) is a specialist in post-war French fiction, film and thought, with particular interests in consumption, globalization and neo-imperialism. She is completing a monograph, *Leftovers: Eating, Drinking and Rethinking French Post-war French Fiction* and her current work explores the critical potential of food and drink across geographies, periods and genres, identifying how representations of eating and drinking can simultaneously reveal the workings of ideology, carry traces of meanings and of trauma and destabilize conventional aesthetic boundaries. Ruth is author of *Fin de millénaire French Fiction: The Aesthetics of Crisis* (Oxford University Press, 2009) and of articles on fiction (including Beauvoir, Duras, Ernaux, Houellebecq and Redonnet); film (symbolic violence and global market economics in recent filmic images of Paris, the cinema of the *Trente glorieuses*, Chomet, Denis, Moullet and Varda); and critical theory (structuralism; poststructuralism; and theories of food culture). She supervises PhD and Masters students of French and of Comparative Literature and Culture working on post-war and contemporary literary and visual culture, as well as on food culture.

Professor Colin Davis (BA, PhD Oxford) is a specialist in twentieth-century French literature, film and thought, with interests including ethics, ethical criticism, Holocaust literature, recent fiction, and the connections between philosophy, fiction and film. He is the author of *Michel Tournier: Philosophy and Fiction* (1988), *Elie Wiesel's Secretive Texts* (1994), *Levinas: An Introduction* (1996), *Ethical Issues in Twentieth-Century French Fiction: Killing the Other* (2000), *French Fiction in the Mitterrand Years: Memory, Narrative, Desire* (co-written with Elizabeth Fallaize, 2000), *After Poststructuralism: Reading, Stories and Theory* (2004), *Haunted Subjects: Deconstruction, Psychoanalysis and the Return of the Dead* (2007), *Scenes of Love and Murder: Renoir, Film and Philosophy* (2009), *Critical Excess: Overreading in Derrida, Deleuze, Levinas, Žižek and Cavell* (2010) and *Postwar Renoir: Film and the memory of War* (2012).

Dr Joseph Harris (BA, MPhil, PhD Cambridge) is a specialist in early-modern French literature, especially seventeenth- and eighteenth-century drama. His research interests include gender and sexuality, comedy and laughter, audience response, and death. He is the author of *Hidden Agendas: Cross-Dressing in Seventeenth-Century France* (Gunther Narr, 2005), editor of *Identification Before Freud: French Perspectives* (2008) and co-editor of *Exposure: Revealing Bodies, Unveiling Representations* (2004), and wrote the introduction to *Four French Plays* (Penguin Classics, 2013). His latest monograph, *Inventing the Spectator: Subjectivity and the Theatrical Experience in Early Modern*

France, is due to be published with Oxford University Press in 2014. He is currently editing a volume on theatre and religion in seventeenth-century France, and starting a new project on death and murder in Corneille.

Professor Ruth Harvey (BA, PhD London) is a specialist in medieval French and Occitan literature. She is the author of *The Troubadour Marcabru and Love*, a major critical edition of Marcabru's works, and articles on medieval Occitan literature and society. Her most recent book publication is a major collaborative edition of over 150 troubadour dialogue-songs, *The Troubadour Tensos and Partimens* (Cambridge 2010), and her next project is a study of courtly culture and society.

Dr Ruth Hemus (BA Bath, MSc and PhD, Edinburgh), is a specialist in European modernist and avant-garde movements, spanning literature, performance and visual arts, and with a particular focus on women and gender. Her first book, *Dada's Women*, was published by Yale University Press in 2009. In 2010 it was shortlisted and commended for the R.H. Gapper Book Prize. Prior to her appointment as a lecturer, she completed a two-year Leverhulme Early Career Fellowship within the School. Her current project, entitled *Writing, gender and identity in the avant-garde*, is based on a case study of the poet Céline Arnould.

Professor Eric Robertson (MA, PhD Aberdeen) is a specialist in modern French and European literature and visual arts, with a particular focus on the literary and artistic avant-garde movements of the twentieth century; he has also worked extensively on literary bilingualism. He is the author of *Arp: Painter, Poet, Sculptor* (Yale, 2006, winner of the 2007 R. H. Gapper Book Prize), *Writing Between the Lines: René Schickele, 'Citoyen français, deutscher Dichter', 1880-1940* (1995), and *Blaise Cendrars and the Visual Avant-Gardes* (forthcoming). He is the co-editor of *Yvan Goll - Claire Goll: Texts and Contexts* (1997), *Robert Desnos: Surrealism in the Twenty-First Century* (2006), *Dada and Beyond Vol 1: Dada Discourses* (2011) and *Dada and Beyond Vol 2: Dada and its Legacies* (2012). Current book projects include a study of avant-garde art and virtual technologies; he is also collaborating with The Hepworth Wakefield on an international art exhibition devoted to Hans / Jean Arp, scheduled to take place in 2015-2016.

Dr Emily Salines (Lic ès Lettres, Nice, PhD Royal Holloway) specialises in language teaching. Her research interests include translation theory and history, comparative literature and contemporary crime fiction. She is the author of articles and a book on Baudelaire as translator (*Alchemy and Amalgam; Translation in the Works of Charles Baudelaire*; Rodopi 2004).

Dr Hannah Thompson (BA, MPhil, PhD Cambridge) is a specialist in nineteenth-century French fiction, Disability Studies and Representations of Paris. She has published on Zola, George Sand, Rachilde, Hugo, Mirbeau, Barbey d'Aurevilly, Flaubert and Maupassant. She is the author of *Taboo: Corporeal Secrets in Nineteenth-Century France* (Oxford: Legenda, 2013) and *Naturalism Redressed: Identity and Clothing in the Novels of Emile Zola* (Oxford: Legenda, 2004), co-editor of *Corporeal Practices: (Re)figuring the Body in French Studies* (2000) and editor of *New Approaches to Zola* (2003). She is particularly interested in nineteenth-century representations of the body and the ways in which modern theories of the body such as gender theory and monster theory intersect with Realism and Naturalism. Recently she has become increasingly engaged in the relationship between Disability Studies and French Culture and is currently writing her third book *Visions of Blindness in French Fiction 1789-2014*. She also writes the popular Blind Spot blog: <http://hannah-thompson.blogspot.com/>

Professor James S. Williams (BA, PhD London) specialises in modern French and Francophone literature, French and European cinema, gender and cultural studies, and critical and postcolonial theory. He is the author of *The Erotics of Passage: Pleasure, Politics, and Form in the Later Work of*

Marguerite Duras (1997), *Critical Guide to Camus's La Peste* (2000), *The Cinema of Jean Cocteau* (2006), *Jean Cocteau (a 'Critical Life')* (2008), and *Space and Being in Contemporary French Cinema* (2013). He is also (co-)editor of *Gay Signatures: Gay and Lesbian Theory, Fiction and Film, 1945-1995* (1998), *Revisioning Duras: Film, Race, Sex* (2000), *The Cinema Alone: essays on the work of Jean-Luc Godard 1985-2000* (2000), *Gender and French Cinema* (2001), *For Ever Godard: the cinema of Jean-Luc Godard* (2004), *Jean-Luc Godard. Documents* (2006) (catalogue of the Godard exhibition held at the Centre Pompidou, Paris, in 2006), and *May 68: Rethinking France's Last Revolution* (2011). His new book entitled *Encounters with Godard: Ethics, Aesthetics, Politics* is forthcoming with SUNY Press, and he is currently embarking on a monograph project for I.B. Tauris entitled *The Battle Lines of Beauty: The Politics, Aesthetics and Erotics of West African Cinema*.

GERMAN

In the nationally conducted 2008 Research Assessment Exercise, German at Royal Holloway was rated in the top five in the UK for its cutting-edge research.

Dr Jon Hughes (BA, MSt Oxford, PhD Swansea) is a specialist in modern and contemporary German literature and journalism, and in particular the interwar period (1918-1939), exile studies and the work of Joseph Roth. He has worked in the field of German European Film and teaches options in this field at u/g and p/g level. His book on Joseph Roth was published by the prestigious MHRA dissertations series in 2006, and he was lead editor of *Austria and the Alps* (Special Issue of *Austrian Studies*, 2010). Current research interests also include sport and German culture.

Dr Emily Jeremiah (BA Oxford, MA London, PhD Swansea) Dr Jeremiah is a specialist in contemporary German-language literature and culture. Her research interests include gender, mothering, ethics, translation and transnationalism. She is the author of two monographs: *Troubling Maternity: Mothering, Agency and Ethics in Women's Writing in German of the 1970s and 1980s* (Maney/MHRA, 2003) and *Nomadic Ethics in Contemporary Women's in German: Strange Subjects* (Camden House, 2012). With Frauke Matthes she is co-editor of *Ethical Approaches in Contemporary German-Language Literature and Culture* (*Edinburgh German Yearbook* 7, 2013). Dr Jeremiah is also a prize-winning translator of Finnish poetry and fiction.

Dr Anja Peters (MA Frankfurt, PhD Southampton) works especially in the field of 19th-century German literature, culture and intellectual history, including 19th-century gender construction and its origins in contemporary cultural, philosophical and political discourses. She has research interests, too, in the history of science in the *Goethezeit*. A book on Annette von Droste-Hülshoff's *Verserzählungen* was published in 2003.

Professor W. Daniel Wilson (MA, PhD Cornell) taught at the University of California at Berkeley. Among other distinctions, he was elected vice-president of the Goethe Society of North America (scheduled to succeed as president in 2007), a position he resigned upon accepting his current position at Royal Holloway in 2006. His research interests are in the literature, culture, and history of the eighteenth and early nineteenth centuries, focusing on political and social discourses. Since 1991 his books on the political matrix of Classical Weimar, notably *Unterirdische Gänge: Goethe, Freimaurerei und Politik* (Göttingen, 1999) and *Das Goethe-Tabu: Protest und Menschenrechte im klassischen Weimar* (Munich, 1999), have attracted widespread attention and controversy in Germany and elsewhere. In 2012 Professor Wilson published the first major study of Goethe's attitudes toward 'homosexuality': *Goethe Männer Knaben* (Insel Verlag). Professor Wilson teaches/supervises only at postgraduate level.

HISPANIC STUDIES

In the nationally conducted 2008 Research Assessment Exercise, Hispanic Studies at Royal Holloway achieved the highest score in the country for its 4*, research publications, described in the report as 'world-leading'.

Dr Miriam Haddu (BA, PhD Birmingham): Mexican Visual Culture including Mexican fiction and documentary filmmaking, Mexican photography, installation, plastic/digital arts, performance and necro-aesthetic arts. She has published articles on Mexican photography, photojournalism and film. In 2004 she curated the first solo exhibition of Mexican photojournalist Araceli Herrera's work in London, held at the Southbank's Oxo Tower Gallery. The show was entitled *Araceli Herrera: Mexico Through the Lens*. She is the author of *Contemporary Mexican Cinema: History, Space and Identity*, and co-editor of *Visual Synergies: Fiction and Documentary Filmmaking in Latin America*. She is working on a monograph entitled *Mexican Cinema: a Decade of Fiction and Documentary Filmmaking (2000-2010)* and on a co-edited volume entitled *Specular Ghosts: Trauma and Memory in Mexican Visual Culture*. Other areas of interest include border studies in relation to the US-Mexico border and its cultural manifestations, postmodern geographies in film, and studies of conflict and violence in Mexican film and photography.

Professor Abigail Lee Six (MA, PhD Cambridge): Peninsular Spanish prose fiction from 1850 to the present day. Professor Lee Six's theoretical interests include the Spanish Gothic and gender studies. Her most recent monographs are *The Gothic Fiction of Adelaida Garcia Morales: Haunting Words* (Woodbridge: Tamesis/Boydell and Brewer, 2006) and *Gothic Terrors; Incarceration, Duplication and Bloodlust in Spanish Narrative* (Cranbury, NJ: Bucknell UP, 2010). She is an active member of London University's Institute for Modern Languages Research and sits on the steering group of its Centre for the Study of the Contemporary Women's Writing.

Dr James Clifford Kent (BA, MRes, PhD Royal Holloway) Cuban Visual Cultures, in particular film and photography with a focus on the city of Havana. He is currently working on his first monograph entitled *Constructing the City: Spatializing the Real and Imagined Havana in Visual Culture*. Dr Kent is also a practising photographer who has exhibited his work in the UK and Cuba. His other areas of interest include documentary filmmaking, photojournalism, street photography and Latin America.

Dr Arantza Mayo specialises in Spanish Golden Age literature and culture, particularly religious poetry, its devotional background and the relationship between literature and the visual arts. Her work on *La Lirica Sacra de Lope de Vega y José de Valdivielso*, awarded the Real Academia Española's 'Conde de Cartagena' prize, has been published in the Biblioteca Áurea Hispánica series (Iberoamericana/Vervuert, 2007). She also has an interest in Bolivian literature and culture, in particular twentieth-century poetry and the social contexts of its production. Recent publications include essays on Spanish Golden Age, colonial and 20th-century Spanish American poetry, book ownership in 17th-century Spain and the translation and reception of Cervantes's work in Britain with forthcoming pieces on Teresa of Avila and on works related to Leocadia of Toledo. Her current research interests are narratives of sanctity and the Passion in early modern Spain and America.

Dr Sarah Wright (BA Strath, PhD Cambridge, Dip Trans IoL): Twentieth-century Spanish culture, theatre and film. Theoretical interests include psychoanalysis, film theory and gender studies. Dr Wright is author of an interdisciplinary study focused on the legendary Spanish seducer, Don Juan, a monograph on Spanish playwright Federico García Lorca, and she recently published *The Child in Spanish Cinema* (Manchester: MUP, 2013).

ITALIAN

Dr Fabrizio De Donno (BA, MA London, PhD Cambridge): co-editor of *Colonial and Postcolonial Italy*, special issue of *Interventions: International Journal of Postcolonial Studies*, 8(3) 2006, and of the volume of essays *Beyond Catholicism: Heresy, Mysticism and Apocalypse in Italian Culture* (Palgrave, 2014). He is also the author of articles on ideas of race in colonial and fascist Italy, on the interplay between orientalism and classicism in British and Italian colonial cultures, on Mazzini's impact on Gandhi's anti-colonial thought, and on Wu Ming's literary activism and the transnational historical novel. He is currently completing a book on Italian Orientalism.

Dr Stefano Jossa specializes in early modern Italian literature and the contribution of literary discourse to the construction of national identity in Italy. He has published extensively in both fields. His book *Ariosto* (Bologna: il Mulino, 2009) stands as a reference-point for Ariosto studies. He is also the author of *L'Italia letteraria* (Bologna: il Mulino, 2006), a broad exploration of the contribution of Italian literature to the Italian national identity, which had a significant impact on Italian public discourse and political debate, and *Un paese senza eroi. L'Italia da Jacopo Ortis a Montalbano* (Roma-Bari: Laterza, 2013), a historical reconstruction of the cultural contribution of literary characters to national iconography. He has co-authored and co-edited (with Yolanda Plumley and Giuliano Di Bacco) the volume *Citation, Intertextuality and Memory in the Middle Ages and the Renaissance* (Exeter: Exeter University Press, 2011), two special issues on European Petrarchism of the journal *Italique*, volumes 14 and 15 (Geneva: Droz, 2011 and 2012), and (with Claudia Boscolo) a volume on contemporary Italian literary engagement (*Scritture di Resistenza. Sguardi politici dalla narrativa italiana contemporanea*, Rome: Carocci, 2014). He supervises PhD and Masters students on early modern Italian literature, the process of nation-building in Italy and the tradition of classical literature in modern age.

Prof Giuliana Pieri (Dott.Lett. Pavia, MA Kent, DPhil Oxford) is a specialist in Italian visual culture and 19th and 20th century Italian literature and culture. She is author of *The Influence of Pre-Raphaelitism on fin-de-siècle Italy: Art, Beauty and Culture* (Oxford: Maney, 2007) and author-editor of *Italian Crime Fiction* (Cardiff: University of Wales Press, 2012) and *The Cult of the Duce. Mussolini and the Italians* ((Manchester: Manchester University Press, 2013) with S. Gundle and C. Duggan. She has a particular interest in Italian modernism and the visual culture of Fascism: she co-curated and exhibition in London in 2010, *Against Mussolini: Art and the Fall of the Regime*, and has written several articles and book chapters on fascist iconography and Italian art under fascism. She is also author of several articles on the interrelationship between art and literature in the 19th and 20th century, Anglo-Italian cultural and artistic relations, and Italian crime fiction. She was co-investigator on the AHRC funded project *The Cult of the Duce: Mussolini and the Italians 1918-2010* (2006-10) and the HARC research network *Interdisciplinary Italy 1900-2015: Art, Music, Text* (2012-14): <http://interdisciplinaryitaly.com/>.

Comparative Literature and Culture

Dr Danielle Sands (BA Durham, MSc Edinburgh, PhD London) is a specialist in critical theory, continental philosophy, and contemporary literature. Her research interests are interdisciplinary and include philosophy of religion, literary and philosophical representations of animals and the natural world, and the relationship between philosophy and literature. She has published widely in these areas and is currently completing her first monograph *Writing Religion and Politics after Derrida*. She is also Fellow at the Forum for European Philosophy, LSE, where she organises ten events annually.

1.8 Master of Arts by Research in your Department

The degree programme aims to:

- enable students to pursue an independent course of study in Comparative Literatures and Cultures, French, German, Italian or Hispanic Studies at Masters level;
- widen access to different kinds of students, offer students the chance to pursue a course of studies that fits in with the demands of their work, with their personal aspirations and with the rest of their lives;
- examine critically current knowledge, and the essential concepts and theories that inform the study of the chosen language;
- provide the opportunity for advanced study of specialised topics within the chosen language;
- examine critically current techniques of enquiry and research in the chosen language;
- provide the opportunity for students who may not have foreign language skills to pursue advanced studies in Comparative Literatures and Cultures by studying texts in translation;
- foster the ability to learn independently, whether for further research or for personal intellectual development;
- develop the written and oral presentation skills needed for effective communication of research findings at postgraduate level. The programme is delivered over one year of full-time study (52 weeks) or two years of part-time study (104 weeks).

Programme Management

The MA is administered and run by a Programme Director, Dr Sarah Wright, in conjunction with other members of the School. The Programme Director is the person to whom all students with general administrative queries should turn. Other problems should be referred to the student's supervisor or advisor. Ann Hobbs (a.hobbs@rhul.ac.uk) in the School Office should be your port of call for general enquiries.

Initial Registration and Period of Registration

Registration normally runs from September for 50 weeks (102 weeks part-time).

Full-time students normally meet with their supervisor(s) once every two weeks for 1-1.5 hours during the first two terms. Part-time students normally meet with their supervisor(s) for half this number of meetings over four terms. This strand will consist of up to 28 hours of individual supervision, to be carried out according to the needs of the candidate. Regular meetings will be arranged with the supervisor(s). After the first two terms, phone and e-mail contact may form the supervision time. The School will monitor and take action regarding students who fail to have regular contact with their supervisor, whatever their mode of communication.

Taught Element

Classes are **compulsory** and take place on Wednesdays. A programme of classes will be available on the PG space. It is necessary to pass this course to proceed to the awarding of the degree.

The part-time programme lasts 104 weeks, beginning in September of year one.

DISSERTATION SUBMISSION DEADLINE

The dissertation is worth 180 credits. It will normally be around 30,000 – 35,000 words in length,

although the College maximum is 40,000. The dissertation will be submitted within one year of the start date. Two copies (as well as an electronic copy via email) must be submitted to Student Administration including a statement to the effect that the dissertation is your own work and a declaration of the number of words. Instructions for submission and deadlines will be sent to you from Student Administration. It is college policy for a random sample of dissertations to be assessed via Turnitin.

A viva may be required at the discretion of the examiners.

THE DISSERTATION WILL BE AWARDED A MARK OF PASS/FAIL.

The dissertation may display originality, thorough knowledge of primary and secondary material (including standard works and recent work on the subject), an ability to present the various facets of an argument in an exceptionally coherent and sophisticated fashion and come to independent conclusions. It may display clarity and organisation of argument as well as critical depth.

Extenuating Circumstances, Interruptions or Extensions

See section 4 below for information on how to submit requests for interruptions or extensions.

1.9 Useful College contacts

- **Library**

The College's **Library Service** is based on two sites within easy walking distance of each other. **The Founder's Library** (Languages, Literatures, Cinema, Theatre, Fine Arts and Music) is located within the Founder's Building, which is also home to the Archives service and collections which provide access to unique papers and materials relating to the history and development of the College. **The Bedford Library** houses resources for management, economics, law, science, social sciences and history.

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

- **Student Services**

The **Student Services Centre** is located in the Windsor Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation. For further details please visit <http://www.royalholloway.ac.uk/ssc>.

Phone: 01784 276641
Email: student-enquiries@royalholloway.ac.uk
Website: <https://www.royalholloway.ac.uk/ecampus/student-services-centre/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), Dr Sarah Wright**. 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. You can find detailed instructions on **how to forward mail** by visiting <http://help.outlook.com/> and searching for 'forwarding'. 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) in the corridor on the first floor International Building. 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/studentsservicescentre/visas/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

<http://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@rhul.ac.uk) in the case of an oral examination. You must submit the request in writing and ensure it is accompanied by appropriate supporting evidence, in line with the **Instructions to Candidates** available online via <https://www.royalholloway.ac.uk/ecampus/academicssupport/examinations/examinations/home.aspx>.

3.2 Your department's annual review and upgrade process

All students are required to take an annual review (whether p/t or f/t). Annual reviews are generally held to coincide with the PG Colloquium in June.

Annual reviews:

Students are required to complete the

- Student training log
<https://www.royalholloway.ac.uk/iquad/doctorschool/researcherdevelopmentprogramme/traininglogandinformation.aspx>
- A brief report explaining progress (since the last review, if appropriate), whether objectives have been met, and set out a schedule of work for the future months.
- Thesis plan with chapter break-down
- We normally ask students to submit a piece of work (completed since the last review, if appropriate), for consideration by the panel
- Receipt of the PG questionnaire

The deadline is usually three weeks prior to the date of the review, but an email will be sent to confirm this date and the date of the PG Colloquium.

Upgrades:

You may consult the Code of Practice and the Research Degree Regulations on upgrades: <https://www.royalholloway.ac.uk/ecampus/academicssupport/regulations/home.aspx>

The upgrade process involves the submission of written material; an interview with the Director of Graduate Studies and the supervisory team.

In addition to the work requested for annual review, you will normally be asked to supply the following:

- At least one chapter of the thesis;
- A bibliography of the work to date;
- A thesis abstract and plan for completion and chapter plan
And, if appropriate,

- A survey of critical literature in the field

The chapter (s) should be full and polished pieces of professional research, following the scholarly conventions that you intend to use in your thesis.

4 Interrupting your studies

The College's *Research Degree Regulations* permit you to interrupt your studies for up to twenty-four months (whether consecutively or otherwise) on financial, medical or personal grounds on the recommendation of your supervisor and Director of Graduate Studies. Any period of interruption will only normally be permitted on exceptional grounds and must be approved by the College Board of Examiners Executive Committee (CBEEC).

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

It is essential that adequate supporting evidence is submitted with the request. For further information on supporting evidence, please refer to Appendix B of the College's guidance notes available online via <https://www.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf>. If you are still uncertain what evidence is suitable, please contact researchdegrees@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/studentsservicescentre/visas/home.aspx>.

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

4.3 Your thesis deadline and status during an interruption of studies

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

- Although the thesis submission deadline set by the College may be extended, it may not be extended by your Research Council. In such cases, the Research Council deadline takes precedence. If you have queries regarding this, please contact scholarshipadministration@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, 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

For any further information that may be required on the submission of your thesis and your viva, please contact the Director of Graduate Studies, Dr Sarah Wright.

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>.

6 Preparation for the final examination

The College offers viva training for research student's final examination with sessions run for students in Arts and Social Sciences, Science and Economics and Management. Further information on these courses is available via

<https://www.royalholloway.ac.uk/iquad/doctorschool/researcherdevelopmentprogramme/researcherdevelopmentprogrammecourses.aspx>. This training is compulsory for research degree students.

6.1 Departmental viva preparation

There are courses for viva preparation at the IMLR. Consult their website for details or contact the Director of Graduate Studies, Dr Sarah Wright.

7 Special arrangements for the annual review, upgrade or viva

If you have a disability or specific learning difficulty impairment and wish to ask for reasonable adjustments to be made to the conduct of the final examination (viva) you should consult Section 16 paragraph (10) 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/iquad/doctorschool/researchskillstraining/researchskills.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@rhul.ac.uk.

In the event that you are not engaged in teaching activities but would like to learn more about teaching in higher education, the College offers a series of '*Introduction to Teaching and Learning in Higher Education*' workshop. Further information is available online via <https://www.royalholloway.ac.uk/iquad/doctoralschool/researcherdevelopmentprogramme/researcherdevelopmentprogrammecourses.aspx>.

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 **Student Welfare** pages at <http://www.royalholloway.ac.uk/ecampus/welfare/home.aspx>.

If you have a disability or specific learning difficulty, it is **important** that you bring it to the College's attention as soon as possible. Your first point of contact for advice and guidance is your **Disability & Dyslexia Services (DDS)** representative in your Department (details below).

Name: Dr Hannah Thompson

Email: Hannah.Thompson@rhul.ac.uk

Phone: 01784 443975

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 the Academic Welfare of Postgraduate Research Students* and the *Research Degree Regulations*. Both of which are available online via

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

AQPO oversees both the appeals and complaints processes within the College. Further information is available via their website at

<https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/home.aspx>.

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/academicsupport/academicappealsandcollegecomplaints.aspx>.

Further information on the appeals process is also available in the Sections 21 and 22 of the *Research Degree Regulations*. It is essential that you refer to this in the first instance as it outlines the grounds upon which an appeal against an academic decision may be submitted

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

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/academicsupport/complaints/complaints.aspx>.

Where you have submitted an academic appeal and your grounds for appeal are effectively dependent on the outcome of the complaint, the College may determine that the nature of your appeal requires investigation under the Complaints Procedure first. In this situation your case will be referred to the College Secretary's Office. You will be notified of this and provided with further guidance. Please note, in such cases your appeal investigation will be delayed until the complaint investigation is complete. The College will endeavour to complete these processes as quickly as possible; however, a thorough investigation takes time, **so the College strongly advises that you continue to make plans on the basis that your appeal is unsuccessful.**

For further information on the complaints process, please refer to the AQPO webpage

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

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

<http://www.royalholloway.ac.uk/it/servicecatalogue/devices/pclabs.aspx>.

14.2 Graduate Spaces

The College offers a number of areas specifically for postgraduates.

<http://www.royalholloway.ac.uk/studyhere/postgraduate/facilitiesandacademicsupport.aspx>.

Below is a list of these spaces together with a brief description of what they offer:

- **International Building Common Room**, room INo30 (below Café Jules)

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.

14.3 Libraries

The Library Service provides access to a variety of resources including books, e-journals, e-books and databases. Details of resources, along with opening times and regulations can be found at <https://www.royalholloway.ac.uk/library/informationforpostgraduates.aspx>.

The Information Consultant for your Department is Russell Burke, who can be contacted at Russell.Burke@rhul.ac.uk or on 01784 444065. .

If you cannot find the specific items that you require in the libraries, it is possible to order items from other libraries by inter-library loans or to gain access to Senate House Library or other university libraries.

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, got to:

<https://www.royalholloway.ac.uk/library/helpandsupport/researchsupport/researchsupport.aspx>

14.4 Research Support

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

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

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

The Team also offers training sessions and are very happy to provide advice. More information and contact details can be found at

<https://www.royalholloway.ac.uk/library/researchsupport/researchsupport.aspx>.

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/join/>) which you can obtain using your RHUL College ID card.

- **The British Library** (96 Euston Road, London, NW1 2DB. Tel: 020 7412 7000; <http://www.bl.uk>). 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>

14.5 Careers information

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

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**.

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 Additional College codes of practice

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

Programme for Faculty-wide core course for MA by Research

Critical Theory and Methodologies

Taught 2 hours per week, **Wednesdays 5.00-7.00 pm in BA295**. 1 hour introductory lecture followed by a seminar discussion of material which all students need to read in advance.

Key thinkers

1. Jacques Derrida (Danielle Sands, 28 September)
2. Martin Heidegger and the Challenge of History (Markus Daechsel, 5 October)
3. Theodor W. Adorno (Ahuvia Kahane, 12 October)
4. Michel Foucault (Chris Townsend, 19 October)
5. Sexual Difference and Feminist Theory: Rereading Shulamith Firestone (Mandy Merck, 26 October)
6. How to Write a PhD Proposal (Katie Normington, 2 November; **NB there is no required reading for this session**)

Critical methodologies

7. Hermeneutics (Colin Davis, 9 November)
8. Trauma studies (Colin Davis, 16 November)
9. Title tbc (Alastair Bennett, 23 November)
10. Opera and Politics (Mark Berry, 30 November)
11. Text and Image (Danielle Sands, 7 December)

Attendance of the Critical Theory and Methodologies Course is **compulsory**. Assessment takes the form of a **small group presentation** at the end of this taught component. The presentation is **assessed on a pass/fail basis**. Regular attendance (minimum of 80%) of this 11-week programme and passing the assessment are **prerequisites** for the successful completion of the MA by Research.

School of Modern Languages, Literatures and Cultures

APPLICATION FOR RESEARCH-RELATED EXPENSES

Please consult the guidelines below before completing Section A of this form as fully as possible. Applications to be submitted to the Director of Research.

| A. Application Details: | |
|--------------------------------------|---------------------------------|
| Name | |
| Date submitted | |
| Purpose of application | |
| Publication outcome | |
| Other outcomes | |
| Research strategy | |
| Costings | Conference fees: 0 (subsidised) |
| | Other fees, costs: 0 |
| | Accommodation: |
| | Travel: |
| External funding applied for/granted | |
| B. SMLLC Approval: | |
| Amount approved | |
| Director of Research | |
| Head of School | |
| Date | |

APPLICATIONS FOR RESEARCH-RELATED EXPENSES

Guidelines

1. Eligibility

The following are entitled to apply to the School for funding in support of research activities:

- All research staff (for whom research is a contractual obligation);
- All research postgraduates (PGRs – PhD students and students taking the MA by Research)

Postgraduate students should consult their supervisor(s) and/or advisor

before making an application. RPC may request a statement of support from the supervisory team before approving any application.

2. Purpose of application

The application should provide a concise summary of the reason for the application.

Appropriate uses of the RPC research-related expenses budget include:

- Travel to conferences as a speaker or to deliver papers, lectures, talks at other forums;
- Attendance at major (e.g. subject-association) conferences;
- Travel for research purposes (e.g. to libraries, archives);
- Costs incurred in completion of projects. These might include: editorial assistance; proofreading and indexing assistance; translation costs; publication subventions;
- 'Impact', outreach and knowledge transfer activities of various kinds

As appropriate, dates, locations, titles of papers and talks etc should be provided. Supplementary evidence (e.g. links to conference programmes, letters of invitation) should be provided where it is available.

3. Publication outcome

Please provide details of the nature of any planned publication outcome (including likely completion date).

4. Other outcomes

Please provide details of any other outcomes not already explained. These might include: networking plans; impact, publicity or recruitment activities; benefits to the SMLLC research environment.

5. Research strategy

Explain how the application relates to your current and future research plans. Indicate any relationship to SMLLC, Faculty or College research events, groups, or strategies.

6. Costings

Applications can be made for up to (please contact HoS and Director of Research). PGR students may apply for support (contact HoS and DoR). Provide as accurately as possible the likely costs. Please break these down as indicated. Please note that RPC will not ordinarily cover subsistence costs during research trips, with the exception of conference dinners at major conferences. Please seek to travel as affordably as possible!

7. External funding applied for/granted

The SMLLC strongly encourages colleagues to seek full or partial external funding for research-related activities. Please provide details of any sought (including unsuccessful applications).