



MUSIC DEPARTMENT

**RESEARCH DEGREE
STUDENT HANDBOOK**

2018/19

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Music Department
Royal Holloway, University of London
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Disclaimer

This document was published in September 2018 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.

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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, social sciences and sciences.

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 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: 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 of Medicine (Research) (MD (Research)). Your successful progress will depend primarily on your own efforts, supported by your supervisors, but also on the research environment in your department and the quality of the research training you receive.

1.2 Doctoral School

The Royal Holloway Doctoral School, established in September 2014, brings together key aspects of research student life, aiming to ensure that research students are fully integrated as members of the College's research community and to provide you with opportunities to meet and share ideas and experiences across our three Faculties. The Doctoral School will support you throughout your progress, ensuring availability of relevant contemporary research skills and employment training alongside the highest standards of administrative and pastoral support.

The Doctoral School organizes a number of events throughout the year for postgraduate research students culminating in the annual Doctoral School Interdisciplinary Conference in June.

The Doctoral School microsite will keep you informed of news and events which may be of interest to you as a research degree student. It is also a key repository of information and advice on subjects such as funding, changes to your registration status and the examination process. It provides you with easy access to a variety of documentation and guides that you may need during your studies.

[Doctoral School microsite](#)

[Doctoral School mission statement](#)

1.3 Your Department

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. We achieved an extremely high ranking in the 2014 Research Excellence Framework (REF), which placed us 3rd among Music departments for the quality of our research. We currently have 18 academic staff, 34 visiting instrumental teachers and 4 administrative staff. The vibrant and diverse musical life of the Department is reflected both in our scholarship (covering western music from the Middle Ages to Contemporary Music but also many other musical traditions from around the world)

and in our music-making (reflected in a range of ensembles, concerts and events as well as through composition and studio work). At any given time, there are about 220 undergraduates enrolled on degree programmes in Music, and about 60 postgraduates (around 20 studying for a Masters degree, and about 40 for a PhD).

1.4 How to find your department

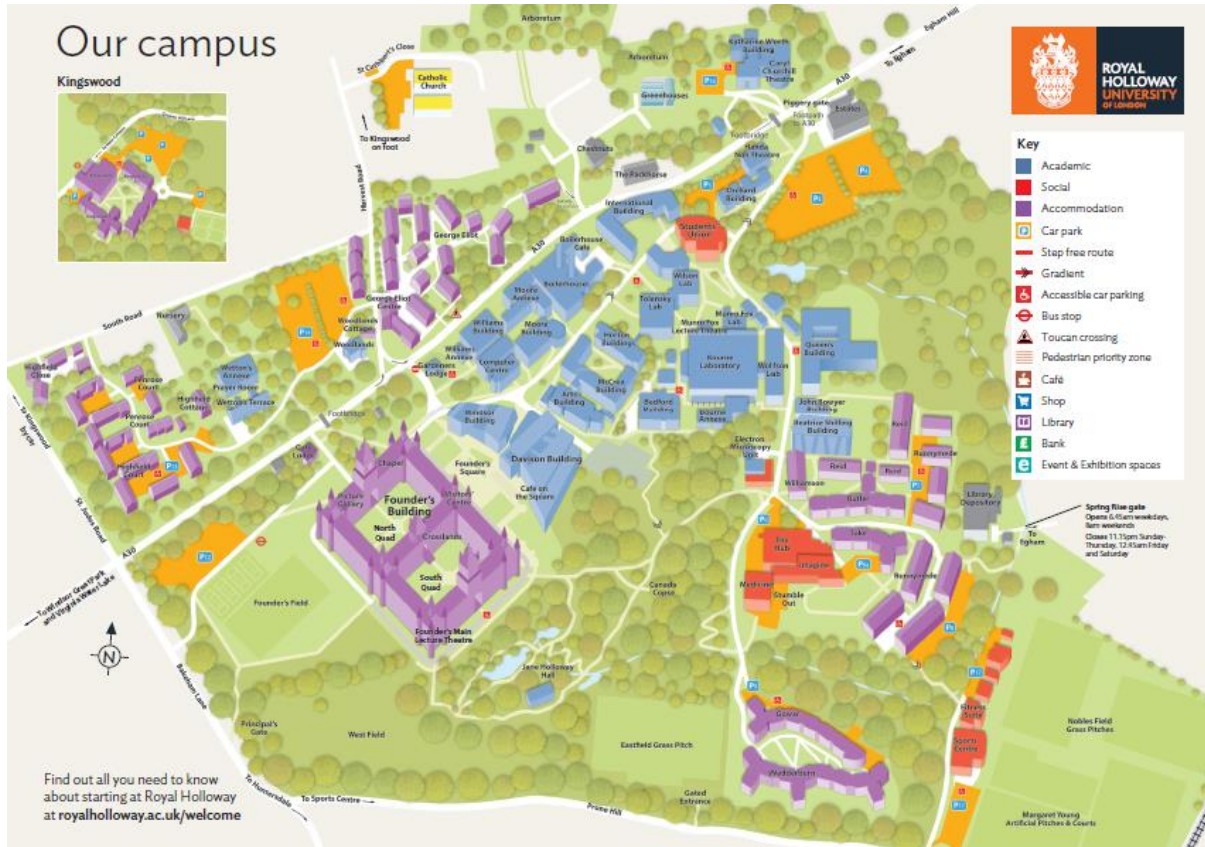
The Department of Music is located in Wettons Terrace, standing to the North of the A30 and approached by footbridge from the main College campus. Wettons Terrace contains staff and teaching rooms, administrative offices, an IT suite and a student common room. Performance teaching and practice rooms are in neighbouring buildings: Woodlands and Woodlands Cottage Music IT studios and world music facilities are in the North Tower of the Founders Building. 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/Engineer's Cottage is by means of the College RCS swipe card. All students receive a card as a matter of course.

Bedford Square: Royal Holloway also has a central London base at [Bedford Square, 2 Gower Street, WC1E 6DP](#). This is widely used for postgraduate activities and is situated a few minutes' walk from the British Museum and the University of London Senate House library. The nearest tube stations are Euston Square, Goodge Street, Russell Square and Tottenham Court Road, which are all about a five minute walk away. Room bookings: bedfordsquare@rhul.ac.uk

1.5 Map of the Egham campus

Please note that 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.



1.6 How to contact us

The administrative staff are the first people to approach with queries about the day-to-day running of the Department. **Please note that the Department Office (WT004) is open between 9am-12pm and 2pm-5pm during term time, except on submission days, when the office is open 9am-5pm.** The Concert Office (WT004) is open term-time only with times on the door.

Head of Department

Name	Telephone	Room	Email
Professor Julie Brown	01784 41 4143	WT100a	Julie.brown@rhul.ac.uk

Director of Graduate Studies (DoGS)

Name	Telephone	Room	Email
Professor Julie Brown	01784 41 4143	WT100a	Julie.brown@rhul.ac.uk

Academic Staff

Name	Telephone	Room	Email
Geoff Baker	01784 443537	WT209	geoff.baker@rhul.ac.uk
Rachel Beckles Willson	01784 443538	WT107	r.beckleswillson@rhul.ac.uk
Mark Berry	01784 443290	WT203	mark.berry@rhul.ac.uk
Mark Bowden	01784 443948	WT202	mark.bowden@rhul.ac.uk
Stephen Downes	01784 443854	WT109	stephen.downes@rhul.ac.uk
Mary Dullea	01784 443535	WT208	mary.dullea@rhul.ac.uk
Daniel Elphick	01784 443353	WT102	daniel.Elphick@rhul.ac.uk
Sam Fernando	01784 443801	WT200	samantha.fernando@rhul.ac.uk
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Paul Harper-Scott	01784 443949	WT210	j.p.e.harper-scott@rhul.ac.uk
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Tina K Ramnarine	01784 443947	WT204	tina.k.ramnarine@rhul.ac.uk
Stephen Rose	01784 443806	WT206	stephen.rose@rhul.ac.uk
Henry Stobart	01784 443533	WT004	h.stobart@rhul.ac.uk
Tim Summers	01784 414998	WT211	tim.summers@rhul.ac.uk
Shzr Ee Tan	01784 414451	WT205	shzree.tan@rhul.ac.uk
John Traill	01784 443948	WT202	john.traill@rhul.ac.uk
Nina Whiteman	01784 443946	WT201	nina.whiteman@rhul.ac.uk

Department Manager

Name	Telephone	Room	Email
Louise Mackay	01784 44 3532	WT100	Louise.mackay@rhul.ac.uk

Postgraduate Research Administrator

Name	Telephone	Room	Email
Fiona Sheridan	01784 44 3540	WT004	Fiona.sheridan@rhul.ac.uk

Performance Manager

Name	Telephone	Room	Email
Nathan Dearden	01784 44 3853	WT004	nathanjames.dearden@rhul.ac.uk

Music Studios Manager

Name	Telephone	Room	Email
Martin Astle	n/a	n/a	musicstudios@rhul.ac.uk

Choral Office

Name	Telephone	Room	Email
Rupert Gough	01784 414970	WT110	rupert.gough@rhul.ac.uk
Alex Turner	01784 414970	WT110	alex.turner@rhul.ac.uk

1.7 Research areas within your department

Geoffrey Baker, BA Oxford, MMus & PhD London

(Professor of Music): music and society in colonial Latin America; popular music in Latin America, especially Cuba; Renaissance and Baroque performance practice

Rachel Beckles Willson, GRSM (Hons) London, MMus Glasgow, PhD London, LRAM, ARAM

(Professor of Music): performance and composition (particularly in Arab, Turkish and Ottoman idioms), also histories of music politics in the 20th-century, with current interest in migration and refugees.

Mark Berry, MA, MPhil & PhD Cantab.

(Reader in Music History): Musical and intellectual history from the eighteenth century onwards; Wagner; Schoenberg; aesthetics; Adorno, modernism

Mark Bowden, BMus Huddersfield, MMus Royal College of Music, PhD London

(Professor of Composition): composition

Julie Brown, BMus Melbourne, MMus & PhD London

(Professor of Music): cultural history of early 20th-century music; Schoenberg and Viennese Modernism; musical multimedia; silent film music

Helen Deeming, BA, MPhil & PhD Cambridge

(Reader): medieval and renaissance music; musical notations; history of the book; iconography

Stephen Downes, BA Exeter, MMus, PhD London

(Professor of Music); 19th and 20th-century music, particularly of central and Eastern Europe; aesthetics, analysis and hermeneutics of music

Mary Dullea, PhD Ulster

(Reader): piano trio performance practice, new works for solo piano, incorporating extended

techniques

Daniel Elphick, PhD (Manchester), MRes (Keele), BA Music (Keele)

(Teaching Fellow): Twentieth-century Russian music, especially Mieczysław Weinberg, music analysis

Samantha Fernando, BA, DPhil Oxon, MMus Royal Academy of Music

(Lecturer): Composition

Jonathan Godsall, BA, MA, PhD (Bristol), FHEA

(Teaching Fellow): Music and screen media; musical intertextuality; reception studies

J. P. E. Harper-Scott, BA Dunelm, DPhil Oxon, FHEA

(Professor of Music History and Theory): 20th-century symphonic music (particularly Elgar, Walton, Vaughan Williams); Wagner and post-Wagnerian opera (particularly Britten and Strauss); Schenkerian theory; Continental philosophy and psychoanalysis (particularly Heidegger, Badiou, and Lacan); gender; politics; Marxist critiques of capitalism and music.

Julian Johnson, BA (CNA), MA, DPhil Sussex, FBA

(Regius Professor of Music): music and modernity from the 18th century to the 21st century; music and philosophy (particularly the German and French traditions); Viennese modernism (Mahler and Second Viennese School); Debussy and French musical aesthetics

Brian Lock, FHEA, FRSA, BA East Anglia, MPhil Cambridge, PGDip Chopin Academy Warsaw, ALCM

(Senior Lecturer): Creative music technology, especially the use of technology in composition – commercial, cross-genre, electronica/chill-out, experimental, film and media; music technological and compositional applications in music therapy, health, and community-based music; technological theory, history of music technology and music and technology interactions in general; orchestration; music production; the creative industries and music business; 21st century continental electronic, electronica and media composition, especially in France and Poland

Rebecca Miller

Director of Orchestras, Performance and Conducting

Tina K Ramnarine, GRSM (Hons) Royal Academy of Music, MMus Edinburgh, DPhil Manchester, LRAM (violin)

(Professor of Music): music, politics and performance (particularly Nordic and Caribbean), anthropology, ethnomusicology and global perspectives on music (e.g. orchestras).

Stephen Rose, BA York, MPhil & PhD Cambridge

(Professor of Music): German music and society 1500-1750; English music and society 1550-1750; performance practice; material history of music (including music printing and publishing); digital musicology

Henry Stobart, MPhil & PhD Cambridge, ABSM

(Reader): ethnomusicology; Latin America, especially Bolivian Andes; indigeneity, music video, music piracy, heritage declarations. Renaissance and Baroque performance practice

Shzr Ee Tan, BA, MMus & PhD London, ARCM (piano), AKC

(Senior Lecturer): ethnomusicology, especially musics of the Sinophone worlds and East Asia, music

and gender, music and politics, im/migration

Tim Summers, BA (Oxon), MPhil, PhD (Bristol), PGCE (Cantab)

(Lecturer): Music and the moving image, especially video games; virtuality and interactivity; opera, particularly Wagner; music education

John Trill, DPhil (Oxon), MMus (East Anglia), Adv. Dip Orch Conducting (Sofia), BA Music (East Anglia)

(Teaching Fellow): composition, conducting

Nina Whiteman, PhD Composition (Manchester), MMus Composition (Manchester), BA (Hons) Music (Oxon), ALCM

(Lecturer): Composition

1.8 Master by Research in your department

The primary teaching tool for the Master of Arts by Research is the individual supervision session. The frequency of such sessions may vary, depending on the pacing of the work, although one meeting per fortnight during term time would be normal for a full-time student.

Master of Arts by Research students are also required to pass at least one taught course. This might be the one offered by the Faculty of Arts and Social Sciences for all Master of Arts by Research Students, but it might equally be a relevant course from the MMus in Advanced Musical Studies. This should be discussed and agreed with your supervisor and the Director of Graduate Studies during Induction Week.

Master of Arts by Research students are eligible for research expenses from the department to support their work. See section 14.2 below.

2 Support and advice

2.1 Research Degree regulations and Code of Practice

The **Research Degree regulations** set out the various standards that shape the regulatory framework of your research degree with the College. This contains a variety of essential information, ranging from admissions to academic progression and examination.

The **Code of Practice for Research Degree students and supervisors** sets out good practice alongside additional information on the policies and procedures that support the standards and expectations of the College.

2.2 Support within your department

Your supervisor or a member of your supervisory team should always be the first point of contact for any questions or concerns you may have about your programme of study or your research. In addition, the Director of Graduate Studies (DoGS) exercises overall responsibility for the welfare and academic progress of the research students within your department.

2.3 Master of Arts by Research and MPhil/PhD Supervision and Other Support

The primary teaching tool is the individual supervision session. The frequency of such sessions necessarily varies depending on the pacing of the work, although one meeting per fortnight is common for a full-time MPhil/PhD student in the early stages of a programme, and one meeting every four to six weeks thereafter. Similarly, the supervisory relationship necessarily changes as the student advances towards the level of a colleague in the field. Both supervisors and their students have clear responsibilities (laid out in the **Code of Practice for the Academic Welfare of Postgraduate Research Students**), effective adherence to which is monitored closely by the Department. Students should attend a joint supervision with both members of their supervisory team at least twice per academic year.

Students and supervisors should agree a record of each supervision, and the supervisor should lodge this record in the Music Department Office.

Postgraduate students are each allocated a supervisory team of supervisor and either advisor or 'second supervisor'. In the case of Master of Arts by Research and MPhil/PhD students, the supervisor will obviously be the main contact for much of a student's work. The advisor/second supervisor is also available to discuss both academic matters (he/she may have some useful alternative perspectives to offer) and personal ones.

All members of staff post outside their individual staff rooms two separate and regular 'office hours' each week when they are available to see students without appointment on any matter. Excepting emergencies, students are asked make an appointment via email if they wish to see a member of staff outside these hours.

Supervisors, second supervisors, and advisors will offer advice about work, help overcome academic or personal difficulties and discuss course choices, and they should ultimately be the members of staff best equipped to write references for jobs or for further study. The Director of Graduate Studies and/or Head of Department also will see any student who wishes to discuss matters academic or personal.

Students with a serious case for a change of supervisor/advisor should approach the Director of Graduate Studies and/or Head of Department as appropriate.

Students in financial difficulty should contact the Director of Graduate Studies and/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.

2.4 Student Services Centre

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

Phone: 01784 27 6641
Email: studentservices@royalholloway.ac.uk

[Find out more about the Student Services Centre](#)

2.5 Research Degrees team

The Research Degrees team within Student Administration maintains research degree students' central records, manages the administration for all research degree examinations within the College and is the first point of contact for scholarship queries. If you have a research degree query but are unsure whom to ask, contact Research Degrees and they will point you in the right direction.

Email: researchdegrees@royalholloway.ac.uk

[Visit the Doctoral School microsite for more details](#)

2.6 Support Advisory & Wellbeing

The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS-run Health Centre on campus.

Phone: 01784 44 3394

Email: wellbeing@royalholloway.ac.uk

[Find out more about Support Advisory & Wellbeing](#)

2.6.1 Student Wellbeing

Student Wellbeing provides advice and guidance to all students on personal and emotional wellbeing, to assist them in maintaining a healthy balanced lifestyle and to support them from transition to university and then in the continuation of their studies towards graduation. The Student Wellbeing team actively encourages all members of the campus community to alert them to concerns or signs of vulnerability to enable proactive engagement with intervention.

Phone 01784 44 3395 / 44 3132 / 27 6757

Email: wellbeing@royalholloway.ac.uk

[Find out more about Student Wellbeing](#)

2.6.2 Disability & Dyslexia Services (DDS)

If you have a disability, long standing medical condition or specific learning difficulty, it is important that you bring it to the College's attention as soon as possible.

The College Disability & Dyslexia Services support dyslexic and disabled students and those with mental health or chronic medical conditions to demonstrate their academic abilities by arranging support packages, dyslexia assessments and study skills sessions.

Phone: 01784 27 6473

Email: disability-dyslexia@royalholloway.ac.uk

[Find out more about Disability & Dyslexia Services](#)

Your first point of contact for advice and guidance is your Disability & Dyslexia Services Network Member in your department:

Name: Louise Mackay

Phone: 01784 443532

Email: Louise.mackay@rhul.ac.uk

2.6.3 **International Student Support Office (ISSO)**

The International Student Support Office offers advice to international students on visa queries, working in the UK, opening a bank account, processing federal loans and police registration.

Phone: 01784 27 6168

Email: internationaladvice@royalholloway.ac.uk

[Find out more about the International Student Support Office](#)

2.7 **Students' Union Royal Holloway University of London (SURHUL) Advice and Support Centre**

The Students' Union Royal Holloway University of London (SURHUL) is a registered charity and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering, transport, volunteering, campaigning and advocacy.

Phone: 01784 24 6700

Email: helpdesk@su.rhul.ac.uk

[Find out more about the Students' Union](#)

2.8 **IT Service Desk**

The College IT Service Desk 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 offer a range of free software, including Microsoft Office 365, Sofos Antivirus, NVivo and SPSS.

Phone: 01784 41 4321

Email: itservicedesk@royalholloway.ac.uk

In person: Visit the IT support office in the Davison Library (ground floor)

[Find out more about IT services](#)

3 **Communication**

3.1 **Your College email account**

The College provides an email address for you free of charge and stores the address in a College email directory. Your account is easily accessible, both on and off campus, via [CampusNet](#) or direct via [Outlook.com](#). It is essential to note that this email account will be used for all routine correspondence and news from the College. Your College email will very likely also be used for urgent communication, including correspondence from your supervisors 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.

[Instructions how to forward mail](#)

3.2 Internal post

All post addressed to you in your department will be delivered to student pigeonholes (alphabetical by surname) in the Music Student Common Room. 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 that 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.

3.3 Your contact information

It is imperative that the College has the most up-to-date contact details for you. As such, please ensure that you update the following via the [Campus Connect student portal](#) as quickly as possible once they are changed: your telephone number (mobile and landline), postal address (term-time and forwarding), email address and emergency contact details.

You can find out about how the College processes your personal data by reading the [Student Data Collection notice](#).

3.4 Dates for the Diary

The Research Degrees team will send a Doctoral School 'Dates for the Diary' email to your Royal Holloway email address at the end of each month, which provides details of events and opportunities for postgraduate research students which are coming up in the following month.

4 Facilities and resources

4.1 Computers

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.

[How to find an available PC](#)

The IT Suite in Wettons Terrace is being upgraded and will be available in the Autumn of 2018, it will be open to all Music students from 8.30am to 6pm via your College swipe card. The IT suite on the ground floor of Wettons Terrace was originally created with the help of a generous benefaction by Miss Agnes Divine, a former member of the College. The newly refurbished suite will contain 16 iMACs, midi keyboards, headphones, music sequencing software (Logic Audio), Sibelius, and music samples (Komplete II), which are maintained by the Music Studios Manager (musicstudios@rhul.ac.uk). Plus 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.

4.2 Library

The College library, housed in the Davison Building, is open 24 hours a day, seven days a week. It

provides more than 450,000 books and 36,000 journals in both print and digital format and a dedicated postgraduate room on the 2nd floor. The library contains a large number of PCs and provides laptops to borrow.

Phone: 01784 44 3823
Email: library@royalholloway.ac.uk

[Find out more about the library](#)

4.2.1 **Research Support**

The **Research Support team** in the library provides support on research information including copyright, Open Access publishing and developing your research information. 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.

For training sessions and subject specific support, contact your Information Consultant who will be able to help you. Their details will be on the relevant **Subject Guide**, where you can also find details of resources available to you at Royal Holloway.

4.2.2 **Access to other libraries**

If you cannot find the specific items that you require in the College library, you also have access to the following:

- **Senate House Library**

This is the central library of the University of London, where you can borrow up to twelve books with a library ticket which you can obtain using your Royal Holloway College ID card

Address: Malet Street, London, WC1E 7HU
Phone: 020 7862 8461

[Senate House Library website](#)

- **The British Library**

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. A Reader Pass will be issued subject to your need to see specific items in the collections. Royal Holloway theses are available via **Ethos**, 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.

Address: 96 Euston Road, London, NW1 2DB
Phone: 020 7412 7000

[British Library website](#)

- **SCONUL access scheme**

Royal Holloway participates in this national university access scheme which allows student to use other university libraries in the UK.

[SCONUL website](#)

4.3 Postgraduate research spaces

The College offers a number of areas specifically for postgraduate students outside of your department.

- **Research Postgraduate room in the library** (Davison Building)
The second floor of the new library building contains a **dedicated study area** for postgraduate students.
- **Doctoral Hub** (International Building INo30)
The **Doctoral Hub** provides study and social space specifically for postgraduate research students.
- **Arts Building - room AS17** (2nd floor)
The room contains fifteen PCs. It is open to all students (PG and UG) during normal office hours and to postgraduates and staff between 7pm and 7am (code obtainable 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.

4.4 Practice Rooms

Practice rooms are situated in the Woodlands Building and Cottage (the house down the drive from the Department), Engineer's Cottage (beside the Boilerhouse Café) and Wettons Terrace 005 (behind the Music admin office, accessed via the external alleyway). A room in Woodlands/Engineer's cottage is available for ensemble rehearsals by way of an online booking system, contact the Performance Manager to be given access and guidance. Wettons Terrace room 005 is available during office hours requiring a key available from the administration office. 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 06.00 – 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).**

Room 001 in Wettons Terrace also acts as a small recital room, and is available for some rehearsals by arrangement, 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.

Specialist studio facilities in the North Tower include audio/video studios for composition, film music and ethnomusicology, and two rooms housing a gamelan and a large collection of world music instruments. Enquiries about the studio facilities should be addressed to the Music Studios Manager (musicstudios@rhul.ac.uk), enquiries about the gamelan and instrument collection should be addressed to Dr Henry Stobart.

Access to the North Tower studios and world music rooms is restricted to Music students taking studio based courses and Music Department staff (contact the Department Office).

4.5 Careers & Employability Service

The College's Careers & Employability Service, based in the Davison Building, runs a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October.

One to one appointments are available all through the year, where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview.

The Careers & Employability Service holds six workshops over the academic year as part of the [Researcher Development Programme](#). The workshops deal with finding academic and non-academic roles and making relevant applications and interview skills.

Phone: 01784 44 3073

Email: careers@royalholloway.ac.uk

[Find out more about the Careers & Employability Service](#)

4.6 Entering the Profession

Careers guidance is available from a student's supervisor/adviser and from the College's Careers and Employability Service. Depending on students' ambitions, there are a number of things we can do to help: for example, as noted above, we are currently using advanced postgraduate students in various teaching capacities, and often we have useful contacts that can lead to full- or part-time work on a temporary or permanent basis. In addition, the Department runs an annual Careers Workshop, and occasionally incorporates a careers element into other events.

It is in students' interest to attend academic conferences. The annual Royal Musical Association's Research Students' Conference is usually held in December or January; the RMA also organises one-day conferences in London and elsewhere; specialist international conferences on music of various eras, or other themed conferences, can be particularly rewarding. Check the notice board for news of relevant events or the Music Department website. Ethnomusicologists will wish to consider joining the British Forum for Ethnomusicology and analysts the Society for Music Analysis, societies which offer a similar range of events and opportunities. It is expected that composers will be seeking outlets for their compositions, possibly in connection with the BMIC.

Advanced postgraduate students will be thinking about presenting papers at conferences and study days or otherwise getting their work heard. Similarly, such students will be starting to think about publishing articles, scores etc. These projects are best discussed by the student and supervisor, but the Director of Graduate Studies will also be happy to offer general advice on these and other related matters. Where support (in any sense) has been offered by the Department in any publication, it is customary to acknowledge it formally in print; indeed, it is a condition of any financial support that it is so acknowledged.

5 Research skills and teaching

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.

5.1 Researcher Development Programme

The College's Researcher Development Programme is 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.

Email: pgtraining@royalholloway.ac.uk

[Find out more about the Researcher Development Programme](#)

5.2 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). 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 seven days towards your skills training objectives.

Phone: 01784 41 6337

Email: edc@royalholloway.ac.uk

[Find out more about the inSTIL programme](#)

The training requirement can also be fulfilled through:

- Departmental courses which offer generic skills training (subject-specific training courses cannot be used to meet the requirements)
- By attending courses relevant to study at other institutions e.g. St George's, University of London and Kingston University; or online courses if a certificate of completion is gained
- By doing language training (individual lessons or courses)
- Completion of the inSTIL teacher-training programme (which can only be taken when you are teaching at the College) – this counts as 5 days research training
- Attendance at reading groups such as HARC
- Running reading groups

Unless stated, these count according to how many hours the given course or activity is, so 3 hours can be half a day, and twice that a full day.

The following research activities also count as follows:

- submission of conference paper abstract: half day
- presentation of poster at conference: half day
- presentation of conference paper: 1.5 days
- attendance at a conference: 0.5 days for a one day conference and maximum 1 day for conferences any longer than that.
- submission of paper or book chapter for publication: 2 days
- organisation of conference as part of a committee; 2 days
- volunteer to help at a conference for one day: 1 day

- organizing a Music Department PG day: 1 day
- giving a paper at a Music Department PG day: 1 day
- attending a PG day: 0.5 day (please note that full time PGR students must attend at least 2 PG days in a year, and part time students one, as attendance requirements)

NB: some supervisors run workshops for their students, where they present work. This is formally listed as supervision, so does not count for research training. Please include maximum 1 hour supervision per student presenting in such a seminar under supervision, unless their presenting and getting feedback on their work is for longer than that.

5.3 Department Seminars, Colloquia, Special Lectures, etc

The MMus course, MU5500 Skills in Advanced Musical Studies includes seminars led by members of RHUL staff, guest seminars on methodology from visiting specialists, and may involve visits to major research libraries and archives. In whole or in part, it forms part of the Department's general induction/training available to incoming MPhil/PhD students.

The Department runs a general Research Colloquium, including visiting speakers, on Tuesdays. There are also special lectures, seminars, study-days and conferences.

Annual Postgraduate Days take place three times in the academic year, one each in each term. **It is expected that MA by Research and MPhil/PhD students will make every effort to attend the colloquia and Postgraduate Days and must attend at least two.** Details of the Research Colloquium and of series run by other Music Departments are posted on the postgraduate notice boards in the Department. **It is expected that MPhil/PhD students will give papers and other public presentations regularly throughout their time at RHUL, and normally, at least one paper/presentation per year is required from the second year of full-time study onwards (or part-time equivalent).**

The Internet and World Wide Web are indispensable as a source and disseminator of information, and for the exchange of ideas. A good place to start is the Music Department's home-page.

6 Your registration status

Further details regarding the areas outlined in this section can be found in the [Research Degree Regulations](#).

6.1 Study timelines

In order to retain your registration status as a postgraduate research student at Royal Holloway, you should be aware of the following timelines (if you are studying part-time, double the period). Please note that all PhD students start on the MPhil must successfully complete their upgrade review in order to be eligible to submit for the PhD:

Level of programme	Deadline for upgrade to PhD	Deadline for submission of thesis
Masters by Research		1 year (FT)

MPhil		3 years (FT)
PhD	1 st attempt within 20 months (FT))	4 years (FT)
	2 nd attempt (if required) within 24 months (FT)	

As these deadlines are based on the start date on your student record, it is very important that this start date is recorded correctly. If your start date has been postponed, make sure you submit a [Change of start date](#) form within the first 6 months of your study. If you are sponsored on a Tier 4 (General) student visa, you are not permitted to change your start date in our records once you have used your CAS in a visa application.

These deadlines will be affected if you interrupt or change mode of attendance during your studies e.g. if you formally interrupt for 6 months, your submission deadline will extend by 6 months.

If you would like confirmation of your official start date or any of your deadlines, please contact researchdegrees@royalholloway.ac.uk. If there are extenuating circumstances which make it unlikely that you will be able to meet these deadlines, it is essential that you raise this with your supervisor / supervisory team as soon as possible.

6.2 Interrupting your studies

The [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 Vice Principal on behalf of the College Board of Examiners Executive Committee (CBEEC). Students are also entitled to request an interruption of studies for reasons of [maternity, paternity or adoption leave](#).

[Find out more on how to interrupt your studies](#)

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.

It is also essential that adequate supporting evidence is submitted with the request. See appendix B of the College's [Extenuating Circumstances guidance notes](#) for advice on this. If you are still uncertain what evidence is suitable, please contact researchdegrees@royalholloway.ac.uk. Where applications are submitted that lack adequate supporting evidence, it is very likely that they will be denied or subject to significant delays.

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

6.2.1 *Interrupting if you are sponsored by the College on a Tier 4 (General) student visa*

If you interrupt your studies and you are in receipt of a Tier 4 (General) student visa sponsored by Royal Holloway, the College will withdraw its sponsorship for the duration of your interruption and you are obliged by UK Visas and Immigration (UKVI) to leave the UK for this period.

[Find out more on how to renew your visa](#)

In exceptional circumstances, you may be permitted an authorised absence for a period less than sixty days. Under this type of authorised absence you are permitted to remain in the UK for the

duration but this will impact the amount of leave remaining on your visa to complete your studies. Authorised absence must be approved in the same way as an interruption. To discuss the authorised absence process please contact student-administration@royalholloway.ac.uk.

6.2.2 *Interrupting if you are 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 researchdegrees@royalholloway.ac.uk.

If you are funded by a Research Council, please be aware of the following:

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

[Find out more about interrupting when you are funded](#)

6.3 Changing your mode of attendance

The [Research Degree Regulations](#) permit you to change your mode of study from full-time to part-time within the first 2 years of your study and from part-time to full-time at any point.

If you are sponsored on a Tier 4 visa, you will not be permitted to change to part-time, under the restrictions of our sponsorship.

[Find out more about changing your mode of attendance](#)

6.4 Engagement with studies

According to the [Research Degree Regulations](#), if your attendance, academic performance or productivity is unsatisfactory, the termination of registration may be requested following a formal warning process. It is therefore essential that you alert your supervisor / supervisory team as soon as possible if you are experiencing difficulties with engaging with your studies so that the appropriate support and advice can be provided.

6.4.1 *Withdrawal of Tier 4 (General) student visa for non-engagement with studies*

If you are in receipt of a Tier 4 (General) student visa sponsored by Royal Holloway, it is a requirement of your visa that you attend classes and supervisory sessions, and complete assessments (see section 5 of the [Code of Practice for Research Degree students](#) for more details).

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.

[Find out more about visas and immigration](#)

6.4.2 *Holiday*

You are entitled to up to eight weeks holiday within a 12 month period of registration. You should notify your supervisor in writing of any holidays taken.

7 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 the panel must consist of:

Annual review panel: At least one member of your supervisory team plus one member of staff completely independent of your supervisory team

Upgrade to PhD panel: Three members, with at least one member of your supervisory team and one member of staff who is completely independent of your supervisory team

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, your panel may permit you to have a second and final attempt.

See [section 6.1](#) for the deadlines by which the 1st and 2nd attempts at upgrade must take place.

At the end of your annual review/ upgrade meeting, your panel will fill in a form detailing the outcome of your review/upgrade, which provides you with an opportunity to add your own comments.

[Find out more about the annual review and upgrade process](#)

7.1 Music department's annual review and upgrade process

The Annual Review of postgraduate students (MMus, MA by Research, MPhil, PhD) in the Department normally takes place at or near the beginning of the summer term. This review draws upon verbal and/or written reports from the supervisor, adviser and student. It is an important occasion at which attendance is obligatory; it may be deferred only in exceptional circumstances (e.g. research trips abroad) and with the permission of the Head of Department; in such cases, an alternative date will be arranged.

For the Annual Review, students are expected to supply written work as specified below. One copy must be submitted to the Department Office two weeks before the date of the Review meeting, which will be kept on file. You must also submit electronic copies of the documents, and, if particular panel members require a hard copy, you will be asked to provide one. Normal standards of scholarly presentation apply.

(i) **MPhil and PhD students** appearing for their **first** Annual Review (**except those in Composition**) and **Master of Arts by Research students** should submit i) a detailed progress report, including an account of literature read and written work produced (c.500 words), ii) an outline or abstract of the intended thesis, and iii) a plan for its projected completion. **Composition students** should submit i) a detailed progress report (c.500 words), ii) an outline of the projected portfolio, and iii) a plan for its projected completion.

(ii) **MPhil and PhD students** appearing for their **second or subsequent** Annual Review (**except those in Composition**) should submit i) a detailed progress report (c.1000 words), ii) a detailed plan of the proposed thesis – including (a) a brief abstract containing an overall summary of the intended work, and (b) an account presented chapter-by-chapter, plus details of any appendices – and iii) a timetable for completion. **Composition students** should submit i) a progress report (c.650 words) including details of performances of works, ii) a plan of the proposed portfolio of compositions (piece-by-piece, with timings; allow c.200 words per piece), and iii) a timetable for completion.

(iii) All MPhil/PhD students should also bring with them i) their copy of the completed Research Training Log from the previous year, ii) a log and brief notes of all supervision meetings since the previous review meeting (or upgrade) (max. two A4 sides of compiled notes), and iii) their email receipt confirming they have completed and submitted the online student feedback form.

There may be circumstances in which it is necessary to hold other formal reviews at other times in the year, for example in cases where a student's situation following the Annual Review needs further consideration. Such a review, and for that matter any other reviews during the year, may be initiated by the student or by the supervisor. All students in the fourth ('writing up') year of their PhD will be required to produce a '**Completion Timetable**' around **8-9 months before their final submission date**. At this point they may also be invited to attend an informal meeting involving their supervisor and the Director of Graduate Studies.

The review procedure is designed to support a student's work and to nip any potential problems in the bud. If research is deemed unsatisfactory at any stage in the review process, the student will be warned in writing by the Head of Department in accordance with the procedures stipulated in the College's [Code of Practice for the Academic Welfare of Postgraduate Research Students](#). Failure to improve will compel the Department to initiate proceedings to suspend or terminate registration. Obviously we hope that things will not reach this stage: hence the regular reviews. But students, too, have a responsibility to monitor their progress, and they should not feel afraid to air any worries they may have either with their supervisor or adviser, or indeed with the Director of Graduate Studies or Head of Department. It is better to sort such things out sooner than later.

7.2 Process for upgrading from MPhil to PhD

The upgrade from MPhil to PhD is made on departmental recommendation and after successfully passing at least one Annual Review. The Department will refuse admission to the PhD if, in its opinion, a student is not capable of achieving the appropriate standard, or if a subject is unsuitable for expansion into a PhD, regardless of the status of a student's funding for such a programme.

MPhil students applying to upgrade to PhD status will agree a timetable of submission (see below) with their supervisor. The upgrade proceedings will normally be initiated by the supervisor. The Application for Upgrade will be communicated to the Director of Graduate Studies (DoGS). In the case of full-time students this will normally occur 18-20 months after initial registration, and in the case of part-time students, 24-36 months after initial registration. **The College does not normally**

approve the transfer of students to PhD status after 24 months of full-time-equivalent registration.

The DoGS will convene a suitable Upgrade Sub-committee normally consisting of the DoGS, the supervisor, the second supervisor or adviser and/or another suitable member of the academic staff. The Sub-committee will meet after having scrutinized the Upgrade documents (as below) submitted by the student. The student will be expected to appear before this Sub-committee for an interview lasting about 45 minutes. The format of the Upgrade interview is intended to serve as preparation for the student's final *viva voce* examination, with the supervisor taking a back seat. In addition to the interview, students should expect to give a presentation of their work to the department immediately prior to the upgrade meeting, lasting about 20 minutes (either a formal research paper, or a broader presentation, by prior agreement). This will normally take place on a Departmental Postgraduate Day.

If an upgrade application is unsuccessful and a student wishes to appeal against the decision, he/she may write to the Head of Department along the lines of the procedures described in the [Research Degree Regulations](#) under 'Academic Appeals Procedures', and within no more than four weeks of receipt of the written decision of the Upgrade Sub-committee.

MPhil students other than those in Composition should (in agreement with the supervisor) submit **one copy** of the following documents to the DoGS at least **two weeks before** the date fixed for the upgrade meeting, and if panel members require it, an additional hard copy:

- (i) a detailed plan of chapters of the proposed PhD thesis, together with a brief abstract containing an overall summary of the intended work;
- (ii) one or more complete sections consisting normally of not less than 12,000 words in total, which it is intended will form (with appropriate revisions) a part of the PhD thesis (this material should be representative of the content of the final thesis, and should not solely comprise, though may include, a literature review);
- (iii) a timetable for the completion of the research and writing-up.
- (iv) their copy of the completed Research Training Log from the previous year, a log and brief notes of all supervision meetings since the previous review meeting (or upgrade) (max. two A4 sides of compiled notes), and their email receipt confirming they have completed and submitted the online student feedback form.

MPhil students in Composition should (in agreement with the supervisor) submit **one copy** of the following documents to the DoGS at least **two weeks before** the date fixed for the upgrade meeting, and if panel members require it, a further hard copy:

either a complete composition *or* complete sections of a composition, *or* a collection of compositions written in the period since initial MPhil registration, with a duration of 10-15 minutes;

- (i) a recording of the above music;
- (ii) an extended (c.2000 words) commentary on the structure and compositional methods employed in the piece;

- (iii) a detailed plan of the contents of the proposed PhD portfolio, with timings, and with some technical comments for each proposed piece;
- (iv) a timetable for the completion of the portfolio and its accompanying documents and recordings.
- (v) their copy of the completed Research Training Log from the previous year, a log and brief notes of all supervision meetings since the previous review meeting (or upgrade) (max. two A4 sides of compiled notes), and their email receipt confirming they have completed and submitted the online student feedback form.

Normal standards of scholarly presentation apply to all upgrade submissions. The late submission of transfer material may result in the postponement of the Upgrade meeting.

All MPhil students should also bring to the upgrade meeting their copy of i) the completed Research Training Log from the previous year, ii) a log of all supervision meetings since the previous review meeting, and iii) their email receipt confirming they have completed and submitted the online student feedback form.

7.3 Special arrangements

If you have a disability, specific learning difficulty or impairment and wish to ask for reasonable adjustments to be made to the conduct of the viva, please discuss these with your supervisor ahead of the meeting so that appropriate arrangements can be made.

7.4 Extenuating circumstances

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

Ideally you should have discussed any such issues with your supervisor or the Director of Graduate Studies before the meeting. The Department may recommend that you interrupt your studies until your personal circumstances are such that you are in a position to take up your studies again. The Director of Graduate Studies will be able to inform you about the process to be followed to request an interruption.

In the case of circumstances relating only to your performance at the upgrade or review meeting, you should inform the panel members and submit the statement and supporting evidence within seven days of the meeting to your department.

8 Research degree exam process

[Overview of Masters by Research exam process](#)

[Overview of MPhil / PhD exam process](#)

8.1 Submission of thesis

At least two months prior to submitting your thesis (or dissertation for Masters by Research candidates), you should submit an [exam entry form](#) to researchdegrees@royalholloway.ac.uk, so that your examiners can be approved and be invited in good time before you submit. If there is a delay in submitting the entry form, this does not affect your submission deadline but does mean that there may be a delay in the exam process once you have submitted the thesis. You and your supervisor should therefore approach the DoGS with the names of your proposed examiner **before** approaching the examiners themselves. You may do this by email in the first instance. Once your proposed examiners have been approved by the department, the form can be completed and submitted for approval.

The Research Degree Regulations stipulate that you must submit two bound copies of your thesis (via the Student Services Centre or by post) to the Research Degrees team and one electronic copy of your thesis to researchdegrees@royalholloway.ac.uk by your thesis submission deadline.

See [section 6.1](#) for thesis submission deadline information.

Please refer to the [Research Degree Regulations](#) and the [Instructions and notes on submission](#) for the requirements of the thesis.

[Find out more about the research degree submission process](#)

8.1.1 *Guidelines for the MPhil and PhD in Composition*

The following guidelines complement the Graduate Research Regulations for the MPhil and PhD in Composition. Each candidate should discuss these guidelines with her/his supervisor to ensure that all issues have been addressed prior to and at the time of submission.

PhD guidelines

Candidates at Royal Holloway for the University of London PhD in Composition will present a portfolio of substantial musical compositions that demonstrate coherence and originality in invention, as well as in the treatment of existing musical techniques. The term 'substantial' may apply to one or more of the following elements: duration, number of musicians employed in performing a work or the breadth and detail of the musical materials employed and developed in the music. The guide-duration for the complete portfolio is between 70 and 100 minutes, the actual duration is to be negotiated by each student with her/his supervisor and confirmed by the Director of Graduate Study.

The portfolio must be accompanied by a written commentary comprising a discussion of the artistic and aesthetic concerns addressed in the creation of the portfolio and an exposition of the methods and processes employed. The length of the commentary is negotiated between a student and her/his supervisor and confirmed by the Director of Graduate Study, normally at upgrade; as a guide, commentaries tend to be between 10,000 and 20,000 words. The commentary must be prepared according to departmental guidelines for the presentation of written work.

The portfolio should also be accompanied by recordings of as many of the works contained in the portfolio as possible, but recordings of at least three works must be provided, and of all works involving free procedures.

MPhil guidelines

Candidates at Royal Holloway for the University of London MPhil in Composition will present a portfolio of substantial musical compositions that demonstrate coherence and originality in invention, as well as in the treatment of existing musical techniques. The term 'substantial' may

apply to one or more of the following elements: duration, number of musicians employed in performing a work or the breadth and detail of the musical materials employed and developed in the music. The guide-duration for the complete portfolio is between 40 and 60 minutes, the actual duration to be negotiated by each student with her/his supervisor and confirmed by the Director of Graduate Study.

The portfolio must be accompanied by a written commentary comprising a discussion of the artistic and aesthetic concerns addressed in the creation of the portfolio and an exposition of the methods and processes employed. The length of the commentary is negotiated between a student and her/his supervisor and confirmed by the Director of Graduate Study, normally at upgrade; as a guide, commentaries tend to be between 7,000 and 12,000 words. The commentary must be prepared according to departmental guidelines for the presentation of written work.

The portfolio should also be accompanied by recordings of as many of the works contained in the portfolio as possible, but recordings of at least two works must be provided, and of all works involving free procedures.

8.1.2 *Royal Holloway proofreading scheme*

CeDAS 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.

8.1.3 *Random submission of thesis to Turnitin*

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

8.1.4 *Plagiarism*

The College takes the issue of plagiarism and other academic misconduct extremely seriously. Please refer to the College's [Regulations on Academic Misconduct](#) for what constitutes academic misconduct, as well as the procedures to be followed for the investigation of alleged academic misconduct and possible outcomes

8.2 *Viva*

If you are submitting for a Masters by Research, the default is that you will be assessed on the dissertation alone and will not be required to have an oral examination (viva) on your dissertation. Please note however that the examiners do have the discretion to request a viva once they have read the dissertation.

If you are submitting for an MPhil or PhD, however, you will be required to participate in a viva to defend your thesis. The viva should be organised by your supervisor.

8.2.1 *Viva training*

The College offers viva training for research student's final oral examination via the [Researcher](#)

Development Programme.

8.2.2 *Special arrangements*

If you have a disability, specific learning difficulty or impairment and wish to ask for reasonable adjustments to be made to the conduct of the viva, please indicate this on your exam entry form.

For further details, see section 16 of the [Research Degree Regulations](#)

8.2.3 *Extenuating circumstances*

In the case of extenuating circumstances relating to your performance at your viva, you should inform researchdegrees@royalholloway.ac.uk prior to the viva, so that they can advise the examiners as appropriate and a decision can be made whether the viva should go ahead. If the viva does go ahead, you must submit an official request for the extenuating circumstances to be taken into account. This should be in writing and accompanied by supporting evidence and sent to researchdegrees@royalholloway.ac.uk within seven days of the viva.

8.2.4 *Audio recording of viva*

It is College policy that an audio recording will be made of all vivas.

- The recording will only be made during the viva between you and the examiners. No recording will be made of any discussion held before or after the viva when you are not present
- The recording will only be listened to in the event of an appeal made against the viva outcome and then only by a small number of staff who are involved in the investigation into the appeal
- The recording will be kept securely for 6 months after you have been informed of the outcome, after which time it will be destroyed

8.2.5 *Viva outcomes*

Please refer to the [Research Degree Regulations](#) for the range of outcomes available to your examiners.

8.3 Award process

8.3.1 *Approval process*

Once your examiners have confirmed to the Research Degrees team that you have satisfied the criteria to be awarded your Masters by Research, MPhil or PhD, the outcome and examiners' reports will be sent to your Director of Graduate Studies for initial approval and then the Faculty Dean to approve on behalf of the CBEEC (College Board of Examiners' Executive Committee). The date of your award will be the 1st of the month following the Dean's approval.

If you have been awarded a Masters by Research, there are no further requirements before your award can be processed.

8.3.2 **Electronic submission of the final MPhil or PhD thesis**

If you have been awarded an MPhil or PhD, you need to upload an electronic version of the finalised thesis on to the College's research information system, Pure, before the award can be processed. 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.

[Find out more about Pure](#)

8.3.3 **Documentation**

Once your award has been processed by the Research Degrees team, you will be sent an award letter on College headed paper which includes the date of your award and your thesis title. Your degree certificate will be sent to you by the Diploma Production Office in central London within 3 – 6 months of the award letter.

8.3.4 **Graduation**

As a postgraduate research student, you can attend either the Summer or the Winter Graduation ceremony.

To be eligible to attend the summer ceremony:

- Your award date must be no later than 1 June of that year
- You must have submitted your finalized thesis to Pure by 30 June at the very latest

To be eligible to attend the winter ceremony:

- Your award date must be no later than 1 November of that year
- You must have submitted your finalized thesis to Pure by 30 November at the very latest

[Find out more about the Graduation ceremonies](#)

9 Appeals and Complaints

9.1 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.

Sections 21 and 22 of the [Research Degree Regulations](#) set out the grounds on which you can appeal and the process to be followed.

If you have also submitted a complaint and your grounds for an academic appeal are effectively dependent on the outcome of the complaint, the College may determine that the complaint should be investigated first under the Complaints Procedure. The complaint investigation will be carried out by the College Secretary's Office and 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 of the decision as it currently stands.

[Find out more about academic appeals](#)

9.2 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](#) 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, it is recommended that you 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.

[Find out more about complaints](#)

10 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

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.

11 Feedback

11.1 Your department's PG student-staff committee

There is a student-staff committee on which both PGT and PGR students are represented. The Committee meets three times each year and plays an important role in the Department as a forum for airing student views and is chaired by a current PG student. For constitution see committee's handbook on Music's General Information page on Moodle.

You can use the Committee to raise any issues which concern students. Notices will appear on departmental notice boards at the start of the academic year giving details of the forthcoming elections and, afterwards, the names of the elected representatives.

11.2 Surveys

As a research degree student, you will be asked to complete an online survey to feedback on your

experience each year. This anonymous survey is really important and helps us make improvements around the College and tells us how well we're doing. It's a chance for us to gain valuable data to inform enhancements to the experience of postgraduate research students.

12 Paid work

According to the [Code of Practice for Research Degree students](#), any paid work you undertake to support your studies should not exceed 20 hours per week if you are registered as a full-time student. If you are a part-time student, there is no limit.

If you are an international student, you must also ensure that any working restrictions, as stated on your visa, are also adhered to.

13 Research abroad

If you are undertaking research abroad, please ensure that you agree this with your supervisor and ensure that details of the location and dates have been approved prior to undertaking the research.

If you are sponsored by the College for a Tier 4 (General) student visa, please ensure that you receive approval from your supervisor prior to undertaking the research so that the College can update details of your study location with the UKVI, as required by the UKVI. If you do not do this you will be risking the continuation of your Tier 4 sponsorship with the College.

14 Postgraduate Awards and Research Expenses

14.1 Awards

The College, through the Department, makes certain awards on a competitive basis for postgraduate studies. The College also has some funds for students facing financial difficulties during their course. See the Director of Graduate Studies.

Details of external postgraduate scholarships and grants (for example, from the Arts and Humanities Research Council) are posted or disseminated when available.

14.2 Research Expenses

The Department, through its Research Committee, allocates money to support research-related expenses for its full- or part-time postgraduate students. Research Committee funds should be regarded as a last resort. AHRC or TECHNE funded students should apply in the first instance for [AHRC Research Training Support Grants](#) and the [TECHNE student development fund](#). Students should also apply for Royal Holloway's [Travel Awards](#) as appropriate.

Within any one financial year (which runs from 1 August to 31 July), full-time MPhil and PhD

students may request to spend up to £350 on research expenses funded by the Department. Part-time students may request up to £175 per annum. Research students co-supervised with another department are normally eligible for 50% of these allowances. Research students paying continuation fees (in the so-called 'writing up year) are not normally eligible for funding.

Allowable costs include: travel to conferences or for research trips (e.g. fieldwork or to research libraries); conference fees; overnight accommodation on research-related trips; purchase of digital scans/microfilms from libraries; costs involved in performing or recording compositions. Costs must be as economical as possible. Please note that Royal Holloway's Travel and Subsistence policy bans the use of AirBnB accommodation on college business.

Departmental research funds **cannot** be used for the following: equipment; software/hardware; subsistence (i.e. meal costs apart from those included in overnight accommodation); proofreading or other publication costs; books or scores. (Royal Holloway library will usually obtain books and scores for you; contact the Subject Liaison Librarian.)

Applications for research funding should be made on the form which can be downloaded from the Department's General Information pages on Moodle, explaining why the expenses are essential for the student's research and providing a full itemised budget. Please state what other sources of funding (whether college funds, external organisations, charities etc.) have been tapped. On completion by the student, this form is to be sent by email to the student's supervisor for authorisation and subsequent forwarding to the Chair of the Research Committee. Applications are considered at meetings of the Research Committee (dates for 2018-19 are: 17 October 2018, 5 December 2018, 6 March 2019, 8 May 2019, 5 June 2019) and should be submitted to the Chair of Research Committee a week before the meeting. Advance applications are encouraged, although retrospective applications will also be considered (in which case students will have to bear financial responsibility for any costs that Research Committee cannot fund). Once an application has been approved, expenditure is reimbursed via the forms stipulated by Royal Holloway's Finance Department (www.rhul.ac.uk/finance), which should be submitted to the Music Department Manager.

Students are encouraged to seek external research funding, although some of these sources require considerable advance planning. The Royal Musical Association runs an annual competition for research funds of up to around £250 (<https://www.rma.ac.uk/awards/>). The British Forum for Ethnomusicology offers awards for fieldwork costs (<https://bfe.org.uk/awards>). Awards from the Music & Letters Trust cover certain research-related costs, e.g. conference attendance, although not for 'research towards a degree' (<https://academic.oup.com/ml/pages/grants>). Composers should investigate awards from Sound and Music (<http://soundandmusic.org>), the Hinrichsen Foundation (<http://www.hinrichsenfoundation.org.uk>), and the PRS Foundation (<http://www.prsformusicfoundation.com>). Performers may find useful advice on fund-raising from Making Music (<https://www.makingmusic.org.uk>).

MPhil/PhD students may wish to apply for student membership of the Royal Musical Association, British Forum for Ethnomusicology, Musicians' Union, or Society for Music Analysis in order to benefit from reduced costs for attending the relevant professional conferences, their own personal copy of the journal, etc. To have this cost covered by the department, students may make an expenses claim directly to the Department Office. The membership cost does not come out of students' research expenses allowance.

We also provide subsidised photocopying for full- and part-time postgraduate students on MPhil/PhD programmes (except Continuation Students) up to a cost of £40 per year (part-time students *pro rata*).

Postgraduate students who run reading or study groups within the department may apply for Research Committee funds to support the travel costs of a visiting speaker up to a maximum of £100, for events which are advertised to the whole department and which connect two or more sub-disciplines within the department's postgraduate community. Applications should be made to Research Committee with a brief biography of the speaker and an explanation of how the event will enhance the department's research environment and the specific training needs of postgraduates.

15 Performance

Royal Holloway University of London Department of Music offers a variety of thriving and exciting performance opportunities. The performance department is rapidly growing and developing: currently it offers a myriad of different ensembles of all shapes, sizes, and genres - a Symphony Orchestra, Chapel Choir, Chamber Orchestra, New Music Collective and variously can also offer an Andean Band, a Balkan Ensemble, a Korean Percussion Group and a Gamelan Orchestra (Gamelan PuloGanti). Not all ensembles run every year. There is also a very popular student-run Big Band (*Undergraduated*) and Early Music Ensemble. Choral Music comprises the Royal Holloway Chorus, Founder's Choir and renowned Chapel Choir; the Chapel Choir sings regularly at the College and further afield, broadcasts on the BBC and engages in tours abroad.

In addition, each year there are new student-run ensembles that vary depending on the tastes and interests of current members of the department. The Royal Holloway Music Society often oversee many of student-led music groups. To find out more, get to know your current Music Society committee and they will be more than happy to point you in the right direction.

All of our students receive specialist guidance from not only our College-based experts but from a wide breadth of external professional artists and Ensembles-in-Residence. These include The Tippett Quartet, CHROMA ensemble, The King's Singers, London Mozart Players and the London Philharmonic Orchestra. We often host side-by-side opportunities for students to work alongside professionals and specialists in the field.

The College is an All-Steinway Institution and owns primarily Steinway and Steinway-designed instruments.

Auditions are held for the Symphony and Chamber Orchestras early in the first term and are open to all students of Royal Holloway. It is necessary to apply for orchestral audition times via the website - the Online Sign-up Form will be open from **Monday 24th September, 2018**. Applications close **Saturday 29th September** and you will be notified of your audition slot the following day, see the Music website.

The Department offers opportunities to its students to perform concertos with one or other of its orchestras. Auditions are normally held towards the end of the second term for the following academic year.

15.1 Administration

The focal point of administration of all performance which takes place under the auspices of the Department is the Performance Manager, Concert Office, located in the departmental administrative office, room 004. In the interests of the efficient and successful running of performance, all administrative matters and other arrangements concerning performance should

be directed to the Performance Manager.

Students are able to contribute to administration of performance through their membership of the Music Society.

The Music Society also provides an opportunity for students to gain valuable experience in various aspects of administration and prospective employers will clearly view involvement here in a positive light. The committee is elected annually, part in June and (to include incoming first-year students) part in October.

Wherever possible student conductors are also given opportunities to direct the Department ensembles during the year.

15.2 Concert Series 2018/19

The Department of Music at Royal Holloway University of London has a long history of providing the College and the wider community with a world-class annual Concert Series, featuring some of the finest performers from the UK and overseas and showcasing our talented students and staff. This year is no exception. This year's series shows off some of the finest orchestral repertoire and concerto soloists. Choral concerts hold a strong place in our tradition as do our instrumental ensembles-in-residence (Tippett Quartet and CHROMA) who make an enormous contribution to our music scene from the teaching room right through to the concert platform. Our student ensembles including Andean Band, Balkan Ensemble, Gamelan Pulonganti, Early Music Ensemble and New Music Collective present highly original and insightful programmes and we are delighted to welcome back alumni and staff in the series. Our Chamber Orchestra and Chapel Choir perform at St. John's Smith Square in London alongside the London Mozart Players; and we are delighted to host the African Children's Choir during their UK tour. This promises to be a very special event. This is a sample of what's on offer during this packed season and remember, all our events are FREE for students, staff and alumni of Royal Holloway. For full listings and to reserve your ticket, visit [Music events](#).

15.3 Instruments

The Department's stock of instruments includes the pianos in the staff, teaching and practice rooms in the Department and the pianos in the performance venues of the Picture Gallery, the Auditorium of the Windsor Building and the Boilerhouse Auditorium; two harpsichords, a clavichord, and a fortepiano. In addition, the Department commissioned a new harpsichord and recently purchased a brand new set of orchestral percussion, a new double bass, a baritone saxophone and a vibraphone. The harpsichords should be used only with prior permission of Professor Stephen Rose or Mr Rupert Gough. The percussion instruments should be used only with prior permission of the Performance Manager.

The Department also has a large collection of other instruments and accessories, including tuned and untuned percussion, string instruments, 'unusual' wind instruments (including cor anglais and bass clarinet), plus various historic wind and string instruments (including a chest of viols). The collection of non-Western instruments includes a gamelan, various Andean folk instruments and a Korean percussion set. In special circumstances, instruments are available for loan with the approval of the Performance Manager. It need hardly be said that **all instruments should be treated with the utmost care**.

The organs in the College Chapel and at St Paul's Church, Egham, are available only to those taking organ lessons. Enquiries should be addressed to Rupert Gough, Director of Choral Music and College Organist.

16 Health and Safety Information

General health and safety policies

16.1 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](#).

16.2 Lone working policy and procedures

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.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator Louise Mackay or the College Health and Safety Office. It is likely that most activities will take place on College premises. However, the principles also apply to students undertaking duties off campus.

[Find out more about the College's Lone working policy and procedure](#)

17 Equal opportunities statement and College Codes of Practice

17.1 Equal opportunities statement

The College values diversity and promotes equality of opportunity for all, both in its employment practices and admissions decisions, and in its teaching, learning and research activities.

[Royal Holloway's equal opportunities statement](#)

18 Appendices

18.1 Appendix One – Department of Music Academic Staff Administrative Responsibilities

Professors:	Julie Brown	Head of Department; Director of Graduate Studies (t1&2)
	Geoff Baker	Director of UG Admissions
	Rachel Beckles Wilson	Chair of UG Sub-Board; Director of Impact
	Mark Bowden	Grant-funded research leave
	Steve Downes	Director of IMR; Deputy DoGS (PGR Admissions & TECHNE)
	Paul Harper-Scott	College research leave (t1&2)
	Julian Johnson	College research leave (t1&2) Director of Graduate Studies (t3)
	Tina K. Ramnarine	College research leave (t1&2)
	Stephen Rose	Director of Research
Readers:	Mark Berry	Director of Teaching & Learning
	Mary Dullea	Director of Performance
	Henry Stobart	College research leave
Senior Lecturers:	Brian Lock	Visiting Students Coordinator
	Shzr Ee Tan	Director of PGT Programmes; PGT Admissions
Lecturers:	Samantha Fernando	Director of Composition
	Tim Summers	Deputy Admissions Tutor
	Nina Whiteman	
Teaching Fellows	Daniel Elphick	Careers & Employability; Coordinator of Instrumental & Vocal Teachers
	Jonathan Godsall	Website manager
	John Traill	Library liaison