TRINITY LABAN CONSERVATOIRE
OF MUSIC & DANCE

CITY UNIVERSITY
LONDON

MPhil/PhD Programmes

Trinity Laban Research Degree Programme Handbook

2017-18

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We make every effort to ensure that the information in this document is as accurate as possible at the time of publication. **The RDP Handbook is updated periodically during the course of the year and the most current version is published both on the TL website and Moodle**.

Trinity Laban Conservatoire of Music and Dance accepts no responsibility regarding the accuracy of information not relating directly to Trinity Laban.

Other publications and documents relating to the activities and regulations of Trinity Laban are available for viewing on Moodle, including regulations detailing acceptable codes of usage for its Information Technology facilities which all students are obliged to adhere to.

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MPhil/PhD Programmes

Welcome to the Research Degree Programmes (RDP) at Trinity Laban Conservatoire of Music and Dance. The following supplementary notes should assist you during your studies with us. An online copy, updated periodically, is available at http://www.trinitylaban.ac.uk/research/research-degree-programmes.aspx, see 'Programme Specification'; and on Moodle. **Please access the latest version of this document on either platform – the *RDP Handbook* is updated periodically throughout the year.**

Background

Following the merger of Trinity College of Music with Laban in 2005, Trinity Laban Conservatoire of Music and Dance has built on its constituent colleges' long heritage in training musicians and dance artists intending to make careers as practitioners. As well as having an international reputation for the training of both music and dance performers at undergraduate level, both Trinity and Laban have nurtured significant research; played major roles in the commissioning and performance of new works; and pioneered the development of innovative pedagogical approaches. The institution also places an important emphasis on its wide-ranging knowledge exchange and public engagement activity, interaction with local communities, national and international business partners, as well as many members of the music and dance professions. Building on this reputation for research and knowledge transfer, we introduced, in January 2009, a newly validated Research Degree Programme, validated by City University.

How to Read this Handbook

This handbook should be read in conjunction with the Guide for Research Students provided by City University at their Postgraduate Induction Day on 26 Oct 2017/20 March 2018 you will also find it at http://www.city.ac.uk/__data/assets/pdf_file/0005/69116/research_student_guide.pdf. It is not intended therefore to duplicate any of the important information contained in the City Handbook which is comprehensive in terms of the nature of the PhD award at a City-validated Institution. This *RDP Handbook* for Trinity Laban research students is intended to 'fill the gaps' in terms of what the larger City handbook leaves out, namely specific and local information for research students about Trinity Laban itself, including information about supervisors, facilities, libraries etc. Further information and an opportunity to meet students and staff will be available during the Trinity Laban Postgraduate Induction between 4-15 September; and RDP induction on 13 Sep 2017 and 17 Jan 2018.

Research Degree Programmes

We offer the following programmes of study:

EITHER	MPhil/PhD in Creative Practice: [Dance / Music / Collaborative Arts]
OR	MPhil/PhD in [Dance and/or Music] Science
OR	MPhil/PhD in [Dance and/or Music] Pedagogy

All programmes are research degrees, which include shared elements, such as induction, research skills training and occasional seminars, but mainly focus on regular one-to-one supervisions with two allocated members of Trinity Laban staff or one member of Trinity Laban staff and one supervisor from another institution. The options in creative practice are suitable for those whose main focus is in composition, choreography, performance, or any related activity which embodies practical components, including those whose research incorporates interdisciplinary collaborations. In addition, historical research projects that utilize archive resources at Trinity Laban are also admissible under this option.

The remaining awards are available for those specializing in empirical approaches to topics in music and dance research and those who wish to concentrate on educational and pedagogical aspects.

All research degree candidates normally register initially for Master of Philosophy (MPhil), giving time for students to develop methodology and refine their topic. This leads to an assessment of the project 1-2 years into the course of study when registration may be considered for transfer to PhD. This transfer is assessed by written and verbal presentation.

Modes of Study and Durations

All programmes are available in full-time or part-time modes of study to home and EU students; overseas students can usually study full-time only. Students can opt to begin their studies via two separate intakes a year, one in January, and one in September. A pathway for PhD by publication is also available - please address queries about this option directly to the Head of Research (details below). The minimum and maximum durations for research degree programmes are shown in the following table.

	Period of Registration		Period before transfer to PhD		minimum before 'writing up'
	Minimum	maximum	minimum	maximum	
PhD Full-time	2 years	4 years (incl. writing up)			2 years
PhD Part-time	3 years	7 years (incl. writing up)			3 years
PhD by prior publication	1 year	2 years			--
MPhil Full-time	1 year	3 years	1 year		2 years
MPhil Part-time	2 years	5 years	2 years		4 years

Research Degree Personnel

The MPhil and PhD programmes are led by Dr Jonathan Clark, Head of Research (telephone 020 8305 9345, email: j.clark@trinitylaban.ac.uk). Dr Clark is the contact for any queries/problems relating to your academic work within the Research Degree Programme at Trinity Laban, and runs regular dedicated Office Hours for RDP students during term-time. He is supported by Angela Kerkhoff, Research Administrator, who is your first point of contact for all general enquiries (telephone 020 8305 9390, email a.kerkhoff@trinitylaban.ac.uk). The Registry Dept contact for RDP students for any matters relating to visa requirements is Clara Bezanilla, email c.bezanilla@trinitylaban.ac.uk ; on matters relating to fees and admissions issues it is Claire Jones, email c.jones@trinitylaban.ac.uk. The Research Degrees Programme sits inside the Trinity Laban Graduate School, which is jointly led by Dr Sophie Fuller (Music Faculty) and Colin Bourne (Dance Faculty).

Research at Trinity Laban

Trinity Laban supports a wide range of research based activity, including choreography, composition, sound-art, music/dance performance, dance theatre, scenography, music/dance science, as well as encouraging collaborative work, for example between music and dance, film or technology. Some researchers pursue interdisciplinary work, combining practice with theoretical perspectives, for example looking at the cultural context of the creation and performance of work, or education and pedagogically

based work. Practitioners/researchers from Trinity Laban are developing innovative, collaborative projects which aim to push the boundaries of the art forms and promote the development of new artistic media. Recent research by Trinity Laban staff has been funded by awards from The Leverhulme Trust, The Wellcome Trust, the Arts and Humanities Research Council, National Endowment for Science, Technology and the Arts, and Arts Council England. During 2012/13 Trinity Laban finalized an ambitious plan to boost research activity within the institution, through the introduction of a number of appointments at Reader and Professor level. This led to the institution submitting to the REF 2014 (Research Excellence Framework) in November 2013, the first such submission for Trinity Laban.

Supervision Arrangements at Trinity Laban

The following is a complete list of RDP Students and Supervisors for the academic year 2017-18. 'Main' supervisors are listed first:

	New Students for 2017-18
Peter Lewton-Brain	Prof Emma Redding, Dr Annabelle Couillandre (University of Paris Ouest)
Cloudy (Xiaoyun) Lim	Prof John Irving, Dr Aleksander Szram
Sophia Manoharan	Prof Jonathan Clark, Dr Sophie Fuller
Stephanie Oatridge	Prof Emma Redding, Prof Louise Jackson
	Continuing Students
Will Dutta	Dr Dominic Murcott, Prof Dan Fern (Royal College of Art)
Hollie Harding	Dr Dominic Murcott, Prof Sam Hayden
Gemma Harman	Prof Emma Redding
Jun Ishimura	Prof John Irving, Dr Aleksander Szram
Eleni Koukoli	Dr Eirini Kartsaki (Anglia Ruskin University), Prof Jonathan Clark
Yuki Negishi	Douglas Finch, Dr Sophie Fuller
Quincy (Quynhtran) Pham	Prof John Irving, Prof Jonathan Clark
Fei Ren	Dr Sophie Fuller, Prof John Irving
Ailie Robertson	Dr Dominic Murcott, Prof Sam Hayden
Barak Schmool	Prof Jonathan Clark, Prof Kofi Agawu (Princeton)
Christina Siomos	Prof Emma Redding, Dr Alan Watson (Cardiff University)
Park Stickney	Dr Dominic Murcott, Prof Louise Jackson
Alexander Walker	Dr Sophie Fuller, Prof John Irving
Hagit Yakira	Dr Dror Harari (Tel Aviv University), Dr Sophie Fuller

You can access a list of current students' research topics online at
http://www.trinitylaban.ac.uk/research/research-degree-programme/mphil-phd-student-research

Number and Nature of Supervisory Meetings

All students and supervisors should keep the following in mind regarding supervisory meetings:

- It is recommended by City University that all full-time students should have a supervisory meeting, lasting two hours, at least twice a term.
- At Trinity Laban, the recommendation for all students sets this as a minimum limit, and the advice of the Head of Research is that all full-time students meet with either of their supervisors for two hours once a month (24 hours/Academic Year shared between supervisors).
- Part-time RDP Students will therefore receive a supervisory meeting of two hours, once every two months (12 hours/AY shared between supervisors).
- The number and frequency of meetings is expected to change during an individual's course of study (it may be the case that more supervision is required at the beginning, and less at the end).
- The role of 'first' or 'main' supervisors and second supervisors: it is expected that this be flexible, and designed in consultation with all parties. The 'split' of supervisory meetings can therefore be 50/50, or 80/20, as appropriate.
- All students and supervisors should keep notes of the content of all designated supervisory sessions that are shared after each meeting; supervisors should forward their notes to the student within one week of a session. Supervisors should use these notes to collate their annual review for each student, which will be requested by the RDP Progamme Leader at the end of each academic year (find the proforma on Moodle).
- Supervisory support during the 'writing up' period is halved and stipulated to be 12 hours in total for full-time students (pro-rate for part-time students); and halved again during an amendment period post-*viva voce*.

Responsibilities of RDP Supervisors

Trinity Laban subscribes to the following QAA Guidelines which are a template for best practice in doctoral supervision:

- providing satisfactory guidance and advice;
- being responsible for monitoring the progress of the student's research programme;
- establishing and maintaining regular contact with the student (where appropriate, guided by institutional expectations), and ensuring his/her accessibility to the student when s/he needs advice, by whatever means is most suitable given the student's location and mode of study;
- having input into the assessment of a student's development needs;
- providing timely, constructive and effective feedback on the student's work, including his/her overall progress within the programme;
- ensuring that the student is aware of the need to exercise probity and conduct his/her research according to ethical principles, and of the implications of research misconduct;
- ensuring that the student is aware of institutional-level sources of advice, including careers guidance, health and safety legislation and equal opportunities policy;
- providing effective pastoral support and/or referring the student to other sources of such support, including student advisers (or equivalent), graduate school staff and others within the student's academic community;
- helping the student to interact with others working in the field of research, for example, encouraging the student to attend relevant conferences, supporting him/her in seeking funding for such events; and where appropriate to submit conference papers and articles to refereed journals;
- maintaining the necessary supervisory expertise, including the appropriate skills, to perform all of the role satisfactorily, supported by relevant continuing professional development opportunities.

Arrangements for New Students

For all new students on the RDP Programme, the following arrangements should be implemented in the first two weeks of study.

You should meet with both your first and second supervisor as soon as possible after registration, usually within a fortnight. At the first meeting, in consultation with your supervisors, you should clarify

- the research topic;
- an itinerary for the progress of your work;
- the methodological skills required to carry out your research and an outline of how those skills will be acquired if further training is required.

An itinerary for the first year of study may include:

- agreement on the frequency of meetings between yourself and your supervisor(s);
- agreement between you and your supervisor(s) on the fundamental beliefs and expectations of undertaking a research degree;
- suggestions on and agreement of attendance of courses, conferences or seminars;
- tasks relating to literature reviews, pilot studies or research techniques; meetings with other researchers.

Milestones for Research Degree Programme Students

The following are typical 'milestones' for RDP Students at Trinity Laban. Each is related to specific paperwork required by City University.

Transfer from MPhil to PhD: This happens at Trinity Laban at 1-2 years into the registration period, depending on status (full-time or part-time). You will be required to submit work-in-progress consistent with the research project timeline that has been agreed between yourself and your supervisors. Your supervisors will also specify the precise nature of the materials to be submitted, but this will typically involve:

- The submission of a completed literature review or contextualisation of the research topic, plus:
- any other thesis chapters that are either completed or in draft stage (you should aim to provide a *précis* of the whole argument contained in the thesis). Total word counts should be between 12,500 and 15,000 words;
- a portfolio (if applicable) containing all creative practice works that are either completed, or work-in-progress, in an appropriate format (score, CD, DVD etc.).

The transfer is assessed by *viva voce* examination; it normally lasts for one hour. The assessment panel normally consists of one or both of your supervisors, and an independent internal Chair/examiner, who has not been involved in the project and can provide an impartial opinion. Examiners may also be from an external institution. It is the responsibility of your (main) supervisor to arrange the date and content of the materials submitted for your upgrade, and contact suitable internal and external examiners (where applicable). You should discuss this matter carefully with them as you approach the end of your first year. Note that the transfer examination is essentially an internal procedure at Trinity Laban. City University are not expected to provide examiners. The aim of the examination is solely to determine whether the submitted materials are of PhD standard, and if necessary, an individual student may be asked to repeat the transfer stage. Once the materials for your upgrade have been finalized, your examiners agreed, and a date set for your *viva voce* examination, materials should be submitted in triplicate hard copy to the Research Administrator, Angela Kerkhoff (a.kerkhoff@trinitylaban.ac.uk) **at least one month** before the examination date.

Transfer to Writing-Up: This stage is reached when the student is confident that the main conceptual work for the written thesis has been completed and lasts up to one year; refer to the table stating registration periods on p3 for timelines. Normally at this stage, supervisions are less frequent, stipulated at a total of 12 hours (for full-time students) shared between the supervisors. An (annual) writing-up fee is due for this period. This stage is normally reached only after the minimum period of registration for the degree has been reached. For any implications a Transfer to Writing-Up during the course of an academic year might have on any **fees** already paid please refer to the 'withdrawal' information/deadlines - which apply also to transfers - on our webpages https://www.trinitylaban.ac.uk/study/fees-and-finance/financial-information-for-new-and-continuing-students-from-september-2017#Notification.

Three Month 'Intention to Submit'/Appointment of Examiners: Students should contact their supervisors once they are confident that delivery of the final thesis is less than three months away, to seek their support. Examiners will then be appointed in conjunction with all parties.

You will find **additional information** on organisational issues connected to the above stages in **Appendix I**; and information regarding the use of copyrighted material in your thesis in **Appendix II**.

Definition of Doctoral Work

In line with the validating body, City University, Trinity Laban confers doctoral awards to candidates who, through research study, publications, or original creative work, can demonstrate:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

  Typically, holders of the qualification will be able to:
- make informed judgments on complex issues in specialist fields, often in the absence of complete data, and be able to their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches;

  and will have:
- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

Types of Submission and Word-Counts

All RDP candidates present a written dissertation for examination: this may take the form of a combination of practice and/or practical documentation, in addition to a written document. Wholly written submissions, for example in music/dance science or historical projects, are also appropriate, and in these cases the word-count is approximately 50,000 words for an MPhil, and 100,000 words for a PhD (maxima). Candidates whose submission includes a substantial practical component (scores, performances, recordings etc. – see p.8 for further details) are required at PhD level to also submit either a 'standard' project commentary of ca. 20,000-25,000 words (15,000 for practice-based MPhil) or they can choose to submit an 'exceptional' thesis (this is not an option for MPhil students) of 50,000

words, with a pro-rata reduction in the creative practice components. The decision of which written element to submit (project commentary or thesis) has to be taken with the guidance and agreement of the student's supervisors and the Head of Research.

Further Information on Creative Practice Submissions

Creative Practice MPhil/PhD submissions are practicable in the following areas of study: musical composition (by portfolio submission); choreography (by portfolio submission); movement-based somatic practice; music and dance performance; other projects in artforms such as film, installation and photography that interface substantially with either music or dance. The following additional requirements should also be consulted carefully:

- A Creative Practice MPhil/PhD at Trinity Laban is defined as such in the case where the candidate is engaged creatively in any of the above activities as their main day-to-day research work. It therefore is a requirement that candidates are active practitioners of their respective artform.
- The relationship of the practice components to the written text should be *two-way*. The relationship of practice to any theoretical considerations should involve in the first instance a thorough historical contextualisation of these considerations, and the relationship of the candidates work to them. The exact nature, at a basic explanatory level, of the candidate's individual practice should then be fully articulated with the aim of enhancing, critiquing and/or supporting any theoretical arguments that been contextually introduced. Submissions which aim to (arbitrarily) apply theoretical models onto, for example, performance practice(s) are not encouraged: the relationship of theory to practice should be dialectical (the practice components are not the product of a theoretical trajectory, but rather the start of a conversation).
- The term 'theoretical', in this context, may mean any of the following: philosophy and aesthetics; musicology; dance studies; somatic practice; critical and cultural theory; political theory; sociology; ethnography etc.
- Submissions must articulate artistic process as well as product, and articulate suitable supporting evidence of both.
- Submissions are also expected to demonstrate a critical awareness of the relevant 'practice-as-research (PaR)' literature.
- Submissions must provide a case for the candidate's *original* and *substantial* contribution to their respective artforms. The former will, for example, exclude portfolios that are entirely devoted to attempts at pastiche of the work of others. The latter will mean that, for example, a composition portfolio should contain evidence (via musical scores, recordings or otherwise) of about 6-8 completed pieces, and be of (in total) approximately 90 minutes in duration (with a pro-rata reduction for the 'exceptional' thesis option described above). A portfolio for MPhil should be pro-rata at 5-6 completed pieces, and be of (in total) approx. 50 mins in duration.
- Production support for the final dissemination of creative practice portfolios within the Trinity Laban estate is available in any given academic year to those close to completion. Given the tight scheduling timetables within the institution, it is recommended that students discuss this option (if applicable) at least a year prior to the submission of their portfolio with the RDP Programme Leader.

Libraries

RDP Students have access to libraries on both sites at Trinity Laban; in addition, all students should register with City University Library and/or other libraries based at other HEI's. Trinity Laban provides library resources in music and dance only. Students whose work requires reading/research in other disciplines should expect to carry this out elsewhere. All RDP Students are allocated an individual

Library Representative for the duration of their studies at Trinity Laban. Students should arrange to meet the respective Library Heads during their first few weeks of study in order to be allocated their Rep, and to receive a library induction. The respective Heads are:

Laban Library and Archive: Ralph Cox (email r.cox@trinitylaban.ac.uk)

Jerwood Library: Claire Kidwell (email c.kidwelll@trinitylaban.ac.uk)

Further information about the both libraries at http://www.trinitylaban.ac.uk/student-facilities/libraries

Laban Library and Archive

Laban Library offers a large and varied open access specialist research collection on dance and related subjects in the UK, covering many aspects of dance in a variety of formats and languages. The department now incorporates the Videoworks Collection, generously donated by The Place. Its catalogue can be searched for books, journals, CDs, videos or software. These items are now located within the simple layout of this purpose-built facility. The Library also holds the catalogue of the New York Public Library's Dance Collection, which it uses as an index to its extensive journal collection.

All resources can be found online at Laban Library catalogue.

The Laban Archive focuses on the history and development of Rudolf Laban the man, Laban the institution and on the field of contemporary dance from its roots in European Dance Theatre Practice in the early twentieth century, via its American influences in the 1960s and 1970s to its current contemporary artists. Whilst tying in with Laban's focus on contemporary dance, the contents reflect the wide influences and associations of the dance form and document both the creative processes and performances of Laban-influenced choreographers and dance practitioners.

The Jerwood Library of the Performing Arts

The Jerwood Library supports Trinity Laban's mission to create informed performers of the highest calibre. Its core objective is to provide the information, resources and music materials that students require. It is also a research library with collections of international significance – including rare and in some cases unique items – all of which are available for study and research. Most of these collections include material that could be used as the basis of a dissertation or thesis, or for researching unusual repertoire. Search the Jerwood Library catalogue.

Facilities:

- Over 90 study spaces
- 40 PCs including several modified for users with visual impairment and/or dyslexia
- All PCs have Internet access and a suite of software including Microsoft Office, Sibelius and Auralia
- 19 audio-visual stations for use of CDs, DVDs, videos, LPs, cassettes, Minidiscs, DAT etc.
- 3 library catalogue terminals (external access is also available)
- A Clavinova for playing through scores
- Self-service photocopying, printing and binding
- Resource training and assistance in using resources and software
- Student email and file storage
- Access to the SCONUL scheme, which allows RDP students to access HE libraries across the UK. More information at: http://www.sconul.ac.uk/

City University Library

The main City University library, based at Northampton Square, is an important resource for Trinity Laban students, as it offers borrowing access to a university library, with the accompanying full range

of subject disciplines. RDP students whose projects involve reading materials outside of the remit of the music/dance resources available on site, are encouraged to become a member of this library. You can register using your City University ID Card/Number, which will be available for collection at the twice-yearly (October and February) City University Postgraduate Induction Days. For details contact the Head of Research at Trinity Laban.

Contact information: Tel: +44 (0) 207 040 8191 Email: libenquiries@city.ac.uk

Address: University Library, City University, Northampton Square, London EC1V 0HB

The British Library

http://www.bl.uk/

TL RDP Students have, in common with all postgraduate research students in the UK, access to this copyright library. You will need to register for a Readers Pass - check the requirements for what ID is required for this at:

http://www.bl.uk/britishlibrary/~/media/bl/global/help%20pages/help_page_proof_of_identity_address%20documentation_21102015.pdf

The British Library also offers free postgraduate research training. See:

http://explore.bl.uk/primo_library/libweb/action/search.do?dscnt=0&tab=website_tab&dstmp=1473339717508&vl(freeText0)=postgraduate%20research%20training&fn=search&vid=BLVU1&mode=Basic&fromLogin=true

Research Skills Training

It is recommended that all Trinity Laban RDP students undertake some form of Research Skills Training during their postgraduate studies. These sessions take place at both City University and at Trinity Laban. Students may want to discuss attendance at relevant sessions with their supervisor, who will be able to advise on sessions that relate to an individual project.

At City University

Students can attend various sessions and seminars organised through the Learning Development Centre at http://www.city.ac.uk/about/education/lead/events

City University also have online resources for research students. Modules available may include:

- Getting published in the Arts
- Getting published in the Sciences
- Ethics 1 - Good Research Practice
- Ethics 2 - Working with Human Subjects
- Project Management in the Research Context
- Intellectual Property in the Research Context
- Career planning in the Sciences
- Career planning in the Arts, Humanities and Social Sciences
- Managing your research supervisor or principal investigator
- Selecting a conference, presenting and networking
- Research Methods in the Arts and Humanities
- Research Methods in Social Sciences
- Research Methods in Sciences
- Research Methods in Literature Review

The modules have been put together with input from a collaboration of universities, and students can complete all of them or just choose which are most relevant to them. The modules follow a rigorous pedagogy, and are richly endowed with video clips, simulations, informational text and quizzes. The scripts are written by experts and individually peer reviewed by senior academics as well as the seven institutions supporting the project. The modules are available via Moodle (City username and password required) to all research students.

This information is also contained within the Guide for Research Students at http://www.city.ac.uk/__data/assets/pdf_file/0005/69116/research_student_guide.pdf which students will receive at Induction.

At Trinity Laban

Following the mandatory induction days for new students at both TL and City, attendance at the following events is also mandatory for Trinity Laban new and continuing RDP students:

(1) Research Seminars: Trinity Laban runs a regular seminar series for staff and students. The purpose of the seminars is to give the opportunity to TL research staff and students to present either 'work-in-progress' papers, or alternatively, completed research outputs. External speakers may be invited also. These seminars are sometimes shared with the Trinity Laban Graduate School and additionally provide a useful forum within which RDP students may observe a range of presentation modes, skills and practices.

Seminars usually take place on occasional Wednesday afternoons, 17.15-18.15.

Dates, speakers, titles, synopses for the 2017-18 Research Seminar Series are published at http://www.trinitylaban.ac.uk/research/seminars-events; seminars are added to the programme throughout the year.

Find details of previous seminar series at http://www.trinitylaban.ac.uk/research/seminars-events/research-seminar-series-archive .

Seminars are usually filmed for viewing via **estream**, see Moodle/Library Links; search in 'categories' for 'research seminar series'.

(2) Learning and Teaching Research Seminars: hosted by the Learning Enhancement Department, these sessions give insights into projects, ideas and philosophy around research, policy and practice in HE and beyond. Attendance at the L & T seminars is compulsory if an RDP student is contributing in any way to delivery of Higher Education programmes within Trinity Laban.

Details of seminars area published at http://www.trinitylaban.ac.uk/research/research-degree-programme/professional-development-events-researchers

Find details of previous seminars on Moodle.

(3) RDP Student Week at Trinity Laban: In addition to the Research Seminar Series, this is a week of events (seminars, training sessions and workshops) designed for and with the RDP student community. This academic year, the RDP Week will run from **w/c 19 March 2018.**

The main purpose of the week is to give RDP Students a chance to present 'work-in-progress' on their thesis to their peers and supervisors. In addition there will be student-recommended research skills events. Please contact your RDP Student Representative and the Head of Research to suggest themes for this. There may also be a lecture on topics of interest to RDP

students from an outside speaker, and a series of sessions in which RDP students can present their own work in themed groups (tbc). Again, please contact your RDP representative (see page 14) and Head of Research for suggestions of groupings.

(4) The next three in our series of staff/Creative Practice student showcases **– the Parallax series -** will take place 01 Dec 2017, 31 Jan 2018 (tbc) and March 2018 (date tbc). For information on the showcases go to http://www.trinitylaban.ac.uk/research/seminars-events/research-student-events

(5) All library training sessions unless a session is repeated which you have attended previously, e.g. training for specific software. RDP specific sessions are mostly scheduled during the induction week and the RDP week but students can also attend some of those arranged by the libraries for staff throughout the year.

Contact the Research Administrator a.kerkhoff@trinitylaban.ac.uk with any queries.

(6) Research Professional Development Events

Trinity Laban offers an extensive programme of professional development events for both staff and research students. To RDP students, these are mandatory unless attended previously. Up-to-date details of sessions for 2017-18 are published at http://www.trinitylaban.ac.uk/research/research-degree-programme/professional-development-events-researchers. This year they include

Preparing for your MPhil to PhD Upgrade

Conferences: How to Choose, How to Submit

Thesis Formatting and Viva-Voce Examination Preparation

Project-based Work in the Performing Arts

Academic Jobs and Academic Job Interviews

Diversity and the Arts

Academic and Non-Academic writing

You are very welcome to suggest topics for future sessions!

Please contact the Research Administrator a.kerkhoff@trinitylaban.ac.uk for further details or to book your place; find slides of some previous sessions on Moodle.

(7) Seminars/events outside TL, as agreed between supervisor(s) and student.

Other training

Preparing to Teach

RDP students can attend this training in preparation for being considered for opportunities to become involved in curricula delivery at Trinity Laban.

This programme is delivered through two workshops and a range of independent tasks. It is designed specifically for RDP students, Graduate Interns and those members of staff with little or no prior teaching experience in Higher Education or for those who are already doing some teaching or demonstration work wishing to further develop their understanding. The workshops are delivered in seminar style, with a mixture of tutor-led components and student-led discussions and practical exercises. Attendance at both workshops, submission of tasks plus a summative assessment is required for completion of this programme.

Please contact the Research Administrator Angela Kerkhoff, a.kerkhoff@trinitylaban.ac.uk, for a copy of the *Preparing to Teach Handbook* or find detailed information on *Preparing to Teach* on Moodle.

Research Lab

Research students are invited to attend any of the sessions which form part of this **research methods module** (M502/702) for M-level students with sessions scheduled throughout the Academic Year. The initial session is a one-day Graduate School Symposium on Thu 14 September 2017 – other joint sessions/symposia as well as Music/Dance specific sessions run weekly. Please find the full schedule and all details on Moodle.

Other Seminar Series

The following events may also be of interest and are open to Trinity Laban RDP Students:

Institute of Musical Research: Offers a seminar series-'New Directions in Musical Research' and special training days for research students in Music. See http://music.sas.ac.uk/

Goldsmiths College: Trinity Laban RDP Students may also attend seminars in performance at Goldsmiths College. Find details at http://www.gold.ac.uk/events/

Royal Musicological Association: Runs conferences and study days for research students in Music. See http://www.rma.ac.uk/

Other Facilities for Research Degree Students

At the Dance Faculty

All RDP students have access to the Research Hub, located in the Laban Building opposite the Lecture Theatre. There are a number of workstations with computers and a printer/copier. Students may also use the computer facilities located at the front of the Library, and wireless computer access is available throughout the building (as it is at Trinity). Show your Student ID at Reception and you will be given the password.

Students whose main PhD focus is in Dance also have access to the 13 specially designed Dance Studios - you can book these through Emma Cook in Scheduling e.cook@trinitylaban.ac.uk . In addition, 'work-in-progress' shows can be accommodated in the Studio Theatre on the First Floor; or at the Laurie Grove site. The larger Bonnie Bird Theatre is also available for RDP student work, but it is essential that RDP students are aware that this space operates as a separate commercial entity within Trinity Laban with its own curatorial programme; students should discuss any potential access to this space with the Head of Research as a first requirement. Access to this space is however possible through the annual Graduate Showcase, but this may involve an auditioning procedure.

At the Music Faculty

Similarly, RDP students whose main focus is in music have access to a range of facilities at the King Charles Court site, including rooms for practice/rehearsal etc. Trinity also offers a medium-sized Studio Theatre and a Recording Studio (for which a charge is usually made). RDP Students also potentially have access to the larger facilities at Blackheath Halls (see http://www.blackheathhalls.com). Again, if you wish to use this space for a performance, your first step should be a discussion with the Head of Research.

Miscellaneous

Find more information, documents, forms relating to various aspects of the above on Moodle.

Studentships

Trinity Laban occasionally offers PhD studentships, in almost all cases relating to the successful awards from funding councils to facilitate staff research. All studentships are advertised at www.jobs.ac.uk. Trinity Laban currently has no available **internal** studentship/bursary. No 'Block Grant Partnerships' funding is available currently for RDP students from the Arts and Humanities Research Council.

Equality, Diversity and Access Policy

All staff involved in the recruitment of students are fully briefed and, where appropriate, receive training in relation to relevant institutional policies. Issues relating to the relevant legislation and guidance are monitored within Annual Research Programme Review procedures, including ensuring that effective support infrastructures are in place for students with special needs and that all students are made aware of opportunities to apply for additional or special funding. For more information go to

http://www.trinitylaban.ac.uk/student-experience/student-support and to

http://www.trinitylaban.ac.uk/study/fees-and-finance/external-funding

Research Ethics

All Trinity Laban students are required, during the course of the research, to adhere to the Trinity Laban Research Ethics policy, which can be located at the following URL:

http://www.trinitylaban.ac.uk/research/research-strategy-ethics-policy.aspx

In addition, Trinity Laban operates a Research Ethics Committee whose remit is to ensure that research carried out at Trinity Laban adheres to this policy. If you feel your research has ethical implications, please contact the Head of Research and Chair of the Research Ethics Committee, Dr Jonathan Clark (j.clark@trinitylaban.ac.uk)

RDP student research fund

All registered RDP students are eligible to apply for financial support for travel, presentations, materials etc if pertinent to their stated area of research. The fund allows for support from the Research Department of up to £200 per academic year per full-time student and £100 per part-time student where such expenses are not covered by funded research. Contact the Research Administrator a.kerkhoff@trinitylaban.ac.uk or find the application form on Moodle.

RDP Student Representatives

For the Academic Year 2017-18, the RDP Student Representative is Hollie Harding

Hollie.H15@edu.trinitylaban.ac.uk

The Rep has specific responsibility for representing students at the three-times-yearly Research Board and RDP Committee. She has general responsibility for reporting from the RDP student community to the Head of Research, and will also attend other Trinity Laban Committee Meetings.

APPENDIX I

RDP: Upgrade/writing-up/*viva voce* Q&A*:* additional organisational guidance

Please find below information collated in answer to FAQs around upgrade exam/writing-up/final examinations in terms of admin and organisational detail only. This is in addition to, not in replacement of, the guidance contained in the body of the *RDP Student Handbook* and the *City Guide for Research Students* both of which you should refer to (both are published on RDP webpages http://www.trinitylaban.ac.uk/research/research-degree-programme see 'programme specifications'; and on Moodle http://moodle.trinitylaban.ac.uk; access the current update of this handbook on either platform).

Upgrade examination

General: Upgrade from MPhil to PhD takes place 12 months after initial registration (f-t; 24 months for p-t).

Once you and your supervisors have agreed that you are ready to upgrade to PhD and on what you will present for examination:

1. The panel will consist of two examiners and a Chair/examiner. Usually, examiners will be one or both your supervisors and a senior member of (research active) staff as Chair, e.g. the Head of Research.
2. The main supervisor liaises with the other panel members and you regarding a date for the viva; the Research Administrator (RA) will book a room once date/time is decided.
3. You submit **three hardcopies** of all material to be examined to the RA at least **one month** before the examination date for distribution to the panel.
4. The *viva voce* usually lasts 1 hour.
5. The outcome can be pass; fail; re-submit material; re-submit material and 2nd viva voce.
6. Following the examination, the panel will write the *Upgrade Report* a copy of which will be passed on to you for your comment/signature.

Progression to 'writing-up'

General: The writing-up period lasts a max of 12 month (f-t; 24 months for p-t). There's also minimum registration periods before you can enter writing-up, please refer to *RDP Handbook* p3.

1. The 'writing up' fee is an annual fee.
2. Your supervisory support level is halved during your writing-up period (to 12 hours shared between supervisors for f-t students).
3. If you have paid fees for the full year during which you subsequently enter writing-up, a partial fee refund can apply. The 'withdrawal' deadlines published online as part of the financial info are relevant in this context. Currently, the link is https://www.trinitylaban.ac.uk/study/fees-and-finance/financial-information-for-new-and-continuing-students-from-september-2017#Notification. The RA will help liaise re. refunds.

MPhil/PhD examination

General: The max registration period for full-time PhD students is 4 years, including the writing-up period (7 years for p-t; see p3 above re. MPhil).

Submission for examination:

1. At least **three months** before you want to submit your thesis, you need to request, fill in and pass back to the RA the ***Intent to Submit*** form.
2. At the same time, you and your supervisors have to complete and sign the ***Thesis Nature and Submission Agreement*** form which the RA will forward.
3. In June 2014, the law regarding use of **copyrighted images** changed: see Appendix II.
4. The **thesis layout** should follow the City Guidelines where relevant (City Reg 25, see paras 3-8 which apply to the submission of examination copies

http://www.city.ac.uk/__data/assets/pdf_file/0019/205264/Senate_Regulation_25_Pysical_Format_Binding_and_Retention_of_Theses.pdf).

5. **Referencing style**: this is Harvard (author, date) with exception of Dance Science where APA is in use.
6. You submit to the RA **three (soft-bound, e.g. spiral bound) hardcopies** of your thesis, to include CDs/DVDs/scores where relevant. You will receive a submission receipt.
7. The **examination panel** will consist of two independent examiners, at least one of which is an external examiner, and an internal Chair.
8. Your supervisors should discuss with you and the Head of Research who will examine you in advance of your submission, i.e. once you are ready to submit the 3-months *Intent to Submit* form. It is the RA who organises this examination and she will contact/invite the panel formally and start liaising about a viva voce date on receipt of your *Intent to Submit* form.
9. Some guidance on your choice of examiners: they need to hold a PhD; be an expert in the field of study; be a Professor or a Reader or have appropriate experience in examining research candidates.
10. You may request, if you wish, that your supervisor is sitting in during your *viva voce*. **The onus is on you to contact your supervisor and to inform the RA** when you submit your 'Intent to Submit' form so that s/he can be included in the date search.

Viva Voce:

11. The examination should take place within a 3 months period following submission.
12. You will receive from the RA *Guidance Notes for students on viva-voce examination***.** You should familiarise yourself with the *City Research Degree Framework* as you will be asked to confirm at the start of the examination that you understand the latter.
13. The *viva voce* usually lasts 2 hours.
14. The examination panel, following discussion, will normally indicate to you, on an informal basis, the outcome of your examination (pass; fail; amendments 1 month; amendments 3 months; amendments 6 months with/without 2nd *viva voce*; amendments 12 months with/without 2nd *viva voce*; Masters level award).
15. The panel's decision is a recommendation and is not formal until you receive City's award letter.
16. The examiners will complete the examination report of which you normally receive a copy.
17. If the outcome is a re-submission: your supervision guideline hours are ¼ of guideline annual hours (i.e. 6hrs/pa f-t; 3 hrs/pa p-t) during your amendment period.

On award of MPhil/PhD:

18. You submit
    - two bound hardcopies of your thesis one each for City and TL libraries, plus a **read-only** electronic copy (this can be a CD/DVD/USB stick or an electronic file for emailing) as per full City Reg 25 Prelims http://www.city.ac.uk/__data/assets/pdf_file/0019/205264/Senate_Regulation_25_Pysical_Format_Binding_and_Retention_of_Theses.pdf) i.e. black hardcover etc.
    - Please note that the Copy for Trinity Laban's library should carry the title page information – para 5 (a) – also on the outside bound cover.
    - title page: to read as prelims state and to include 'submitted for the Degree of [Master/Doctor] of Philosophy at Trinity Laban Conservatoire of Music and Dance for [e.g. PhD Creative Practice, Dance]'
    - Note: copyright is the author's automatically.
    - Binders: Unfortunately there are currently no suitable SE London local binders. You can arrange remote printing/binding/delivery with the following - tried and tested – binders but you are welcome also to use other printers, more local to you, as long as they can provide cloth bound copies:
      Wyvern, Clerkenwell: accept printed pages only for binding but work with Copy Express in Great Sutton Street just round the corner if it's easier for you to send a pdf file for printing. info@wyvernbindery.com and info@copyexpress.co.ukk ;
      Collis Bird & Whitey, Holloway Road/Drayton Park: accept both printed pages or pdf file for printing out. info@collisbirdandwithey.co.uk
    - three library forms which the RA will pass on to you for completion.
19. The graduation ceremony will take place at Trinity Laban, usually in December; currently, arrangements for this are overseen by Laura Witt l.witt@trinitylaban.ac.uk, Deputy Joint Head

of Registry. The RA will inform Registry of your award and pass on your contact details; you should then liaise with Registry directly.

APPENDIX II

RDP: Information on use of copyrighted material in your thesis

From June 2014, there is no longer a blanket permission for use of copyrighted images etc in examination.

The definition of the new copyright legislation, relevant for all submissions from June 2014, is less clear. Our advice to you:

1. If you want to reproduce copyrighted material as part of your thesis you have to consider whether your use of it falls within 'fair dealing'.
2. 'Fair dealing' is a legal term which has no clear/statutory definition. This is what the Government's Intellectual Property Office has to say at http://www.ipo.gov.uk/c-exception-fairdealing.htm :

   'Fair dealing' is a legal term used to establish whether a use of copyright material is lawful or whether it infringes copyright. There is no statutory definition of fair dealing - it will always be a matter of fact, degree and impression in each case. The question to be asked is: **how would a fair-minded and honest person have dealt with the work?**

   Factors that have been identified by the courts as relevant in determining whether a particular dealing with a work is fair include:
   - Does using the work affect the market for the original work? If a use of a work acts as a substitute for it, causing the owner to lose revenue, then it is not likely to be fair.
   - Is the amount of the work taken reasonable and appropriate? Was it necessary to use the amount that was taken? Usually only part of a work may be used.

   The relative importance of any one factor will vary according to the case in hand and the type of dealing in question.

3. If you think your intended use of material might not be 'fair dealing' then contact the copyright holder to obtain permission.
4. If you receive no response, or if you would like further advice, contact Claire Kidwell, Head Librarian Jerwood Library who deals with copyright issues c.kidwell@trinitylaban.ac.uk .

A general comment: as with copyright law in other contexts, it's also a matter of using common sense. If your thesis is simply going to be submitted for examination and a hard copy lodged in the relevant libraries (TL and City) then the risk of a challenge is very low. However, we are obliged to point out that, if the rights holder did challenge, the outcome could range from simply asking the author to remove the material at one extreme, to suing them at the other.

Two more links with relevant information:
http://www.lib.sfu.ca/faqs/copyright-fair-dealing
http://www.jisclegal.ac.uk/ManageContent/ViewDetail/ID/3596/Questions-and-Answers--Copyright-Changes-2014.aspx#_Toc391026525