



Theatre Studies – Student Handbook for 2019-20

1. Introduction

- 1.1 Who's who in Theatre Studies: Convenors for 2019-20
- 1.2 Gilmorehill Halls
- 1.3 Important dates for 2019-20

2. Courses Offered

- 2.1 Courses
- 2.2 Progress rules
- 2.3 Study abroad
- 2.4 Postgraduate study

3. Teaching and Learning

4. Assessment

- 4.1 University marking scheme for Levels 1-3 and Honours
- 4.2 Understanding the marking scheme – A guide for students
- 4.3 Code of assessment
- 4.4 Examinations
- 4.5 Penalties for late submission
- 4.6 Return of submitted work
- 4.7 Illness during the examination period
- 4.8 Re-assessment
- 4.9 Postponement of the Honours diet
- 4.10 Appeals
- 4.11 Plagiarism
- 4.12 Statement on Ethics

5. Learning Resources

- 5.1 University Library
- 5.2 University Bookshop
- 5.3 The TFTS Online Media Archive
- 5.4 Kanopy
- 5.5 Online Routledge Performance Archive
- 5.6 Drama Online

6. Student Support

- 6.1 Advisor of Studies
- 6.2 Student Learning Service
- 6.3 Students with Disabilities
- 6.4 Student Counselling and Advisory Service
- 6.5 Health, Safety & Wellbeing
- 6.6 The Careers Advising Service
- 6.7 Support for International Students

7. Feedback and SSLC

8. Good Housekeeping

- 8.1 Safety
- 8.2 Respect of shared workspaces
- 8.3 Mobile Phones
- 8.4 Smoking
- 8.5 Lost property
- 8.6 Out-of-hours access to Gilmorehill Halls

9. Staff in TS & the School of Culture & Creative Arts

- 9.1 Academic staff in TS
- 9.2 Administrative staff in TS
- 9.3 Technical staff in TS
- 9.4. Official address for TS and SCCA

1. Introduction

Welcome to Theatre Studies (TS), part of the School of Culture & Creative Arts.

The purpose of this Handbook is to give you useful information which applies to TS and supports the experience of studying within it. Another useful source of information is the School Website, the address for which is:

<http://www.gla.ac.uk/schools/cca/>.

Please note that all communication between you and the university is through your university e-mail account, so it is of the utmost importance that you check it regularly, as this is how we, your other subjects and the university as a whole will contact you. You should always use your university e-mail when contacting us.

1.1 Who's Who in TS: Convenors for 2019-20

Head of Theatre Studies	Michael Bachmann
Level One convenor	Vicky Price
Level Two convenor	Ann-Christine Simke
Honours & Dissertations	Carl Lavery
Study Abroad & Exchange Students	Anselm Heinrich
Practical Options (UG)	Liz Tomlin
Work Placements (UG)	Graham Eatough
Postgraduate Research	Minty Donald
MLitt Playwriting & Dramaturgy	Steve Greer
MLitt Theatre Studies	Steve Greer
MLitt Theatre and Performance Practices	Graham Eatough
Assessment Officer	Liz Tomlin
Ethics Officer	C. Lavery / Cristina Delgado-Garcia
Library Representative	Simon Murray

1.2 Gilmorehill Halls

Theatre Studies and Film and Television Studies are housed in Gilmorehill Halls. This building contains a theatre, performance studio, cinema, seminar rooms, offices and other rooms used for research, practice and teaching. PG and Honours students in TS may book the theatre and performance studio for out-of-hours access (see 8.6).

Theatre Studies was founded as the Department of Drama in 1966. We have around 600 students following undergraduate and postgraduate degree courses. Much of the interior architecture of Gilmorehill Halls (aka the Gilmorehill Centre) reflects the fact that it was originally a church, but the building was subsequently used by the

University for many years as examination halls. A major conversion was completed in 1997 funded by the University, the National Lottery and other donors. The stained glass windows in the Foyer, gifted by the Oxford Association of Glasgow University graduates, were designed by a local artist, Lorraine Lamont, and incorporate words taken from Edwin Morgan's cinema and theatre poems.

The office in Gilmorehill Halls is staffed by Andrew Parker. The office opening hours are 8.30am-1pm and 2-4.30pm, Monday through Friday.

1.3 Important dates for 2019-20

Week beginning 16 September	Start of academic year / induction week
Monday, 23 September	Start of semester 1 teaching period
Wednesday, 23 October, 1pm	Staff student liaison committee (SSLC)
Friday, 6 December	End of semester 1 teaching period
Monday, 9 December	Start of revision and examination period
Friday, 20 December	End of semester 1
Monday, 23 Dec - Friday, 10 Jan	Christmas Vacation
Monday, 13 January	Start of semester 2 teaching period
Wednesday, 12 February, 1pm	Staff student liaison committee (SSLC)
Friday, 27 March	End of semester 2 teaching period
Monday, 30 - Friday, 17 April	Spring Vacation
Monday, 20 April	Start of revision period
Monday, 27 April	Start of examination period
Friday, 22 May	End of examination period
Friday, 29 May	End of semester 2
Wednesday, 24 June – Friday, 3 July	Graduation period
Monday, 3 August – Friday, 21 August	Resit examinations
Friday, 11 September	End of academic year

2. Courses offered

All courses offered are analytical, critical and contextual in orientation. Courses are *not* intended as training in vocational skills, though practical and creative work designed to promote an understanding of the many dimensions of theatre and its relationship to wider cultural, social and political contexts is at the core of the curriculum.

2.1 Courses

Level 1

Semester 1: Reading the Stage (THEATRE1001)

Semester 2: Theatre and Society (THEATRE1002)

Lectures: Mondays & Wednesdays, 4-5pm (both semesters)

Workshop seminars: 90 minutes per week at times to be arranged

Credits: 40

Level 2

Sem 1: Classical to Modern (THEATRE2001)

Sem 2: Modernism to Postdramatic (THEATRE2003)

Lectures: Mondays & Wednesdays, 3-4pm (both semesters)

Workshop seminars: 60 minutes per week in semester 1; 120 minutes per week in semester 2 at times to be arranged

Credits: 40

Joint Honours (120 credits)

Core and optional courses over two semesters (30 credits each)

60 credits per year

Year 3 core course: Performance Theory and Analysis (PTA) – Thurs, 2-5pm, sem 1

Optional courses at various times

Single Honours (240 credits)

Core and optional courses over two semesters (30 credits each)

120 credits per year

Year 3 core courses: Performance Theory and Analysis – Thurs, 2-5pm, sem 1

Single Honours Group Project – Wednesdays, 10am-1pm, Fridays, 2-6pm, sem 2

Year 4 core courses: Shaping Futures – Thursdays 2-5pm, sem 1 and 2

Dissertation

Optional courses at various times

MLitt Playwriting & Dramaturgy

Core courses and options:

Research Methods – Friday, 10-1 (semester 1)

Debating Dramaturgy 1 – Monday, 9-12 (semester 1)

Debating Dramaturgy 2 – Thursday 10-1 (semester 2)

Reading & Interpreting Performance – Friday, 10-1 (semester 2)
Dramaturgy and Playwriting pathways
Independent Research Project

MLitt Theatre & Performance Practices

Core courses and options:
Research Methods – Friday 10-1 (semester 1)
Contemporary Devising Practices – Thursday 10-1 (semester 1)
Independent Practice (semester 1 and 2)
Debating Dramaturgy 2 – Thursday 10-1 (semester 2)
Work Placement and optional courses
Practice as Research Project

MLitt Theatre Studies

Core courses and options:
Research Methods – Friday 10-1 (semester 1)
Optional courses (semester 1 and 2)
Independent Research Project

2.2 Progress/Rules

Progress from Level 1 to Level 2 Theatre Studies depends upon a D grade average or better in both courses of the Level 1 class. Progress to Joint Honours typically requires an overall B grade average at Level 2, and progress to Single Honours typically requires a B grade in each semester of Level 2 *on first presentation*. Students must also ensure that they meet the College of Arts tariff for Honours entry (completion of at least 80 credits at Level 2 representing [at least] two subjects).

2.3 Study abroad

Students in TS have the opportunity to study abroad for a period, either under a Junior Year Abroad arrangement or via Erasmus. In recent years, TS has had particularly successful links with the University of California, Queens University (Kingston, Canada) and the University of Sydney. There are also flourishing Erasmus links with the Free University in Berlin and Stockholm University. Apart from that there is a wide range of other possibilities students can pursue.

If you think you might like to do this, you need to begin your planning early by consulting the Study Abroad and Exchange Convenor Anselm Heinrich (anselm.heinrich@glasgow.ac.uk).

The marks you receive from your study abroad will be converted to Glasgow's marking scheme, following an established process. Please consult Anselm Heinrich for further details.

2.4 Postgraduate study

The School of Culture & Creative Arts has a lively population of postgraduate research students working full- or part-time towards a Masters or Doctoral degree by thesis. Some doctoral students contribute to our undergraduate teaching programmes as Graduate Teaching Assistants.

If you are thinking of postgraduate study – whether at the University of Glasgow or elsewhere – then it is a good idea to start your planning in the first semester of your final year. Whilst many postgraduate programmes (including our own) accept applications up until the summer, the limited funding which is

available is often allocated early. Information about funding opportunities at Glasgow will be advertised on the Graduate School website as soon as it becomes available: <http://www.gla.ac.uk/colleges/arts/graduateschool/fundingopportunities/>

There will be a School Postgraduate Open Evening in semester 1 at which you can find out more about our own programmes – including our three taught Masters programmes (MLitt in Playwriting and Dramaturgy, MLitt in Theatre & Performance Practices and MLitt in Theatre Studies). Please contact Graham Eatough for any questions concerning the MLitt in Theatre & Performance Practices (Graham.Eatough@glasgow.ac.uk), and Steve Greer for any of the others (Stephen.Greer@glasgow.ac.uk). Other TS staff are also happy to discuss opportunities with you.

3. Teaching and Learning

During your studies you will encounter a range of different types of learning situations which will vary according to the nature and level of the class and the number of students in it. Generally speaking, a non-Honours class will have two or three lectures per week, plus at least one class where you will be a member of a smaller discussion or workshop group. TS classes often require your attendance at a theatrical performance as essential preparation. The organisation of Honours classes varies, but a common factor is an increased level of student participation. As you progress through your course, not only will you have the opportunity to tailor your programme of study according to your developing interests, but you will spend increasing amounts of time on independent learning.

Throughout the year you will be asked to complete a certain amount of assigned work for each course or option you are taking. The nature of this work and the submission deadlines are specified in your Course Documents. You are given this information at the outset to enable you to plan your programme of work across all the courses you are taking. A diary or date planner is probably a good investment to help you apportion your time efficiently.

Our ***Essay Writing Guidelines*** will help you present your work in an appropriate scholarly manner, while further advice may be offered by seminar tutors when

handing back submitted work. Essays should always be submitted by **12 NOON** on the deadline date.

Please note that you should keep all your returned written work, complete with marker's comments, in case it has to be returned to TS for any reason, such as a request from an External Examiner.

4. Assessment

4.1. University marking scheme for levels 1-3 and Honours

Grade	Gloss	Honours Class	Grade Point	
A1 A2 A3 A4 A5	Excellent	First	22 21 20 19 18	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by development of considered judgement relating to key issues, concepts and procedures
B1 B2 B3	Very Good	Upper Second	17 16 15	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding
C1 C2 C3	Good	Lower Second	14 13 12	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding
D1 D2 D3	Satisfactory	Third	11 10 9	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure
E1 E2 E3	Weak	Fail	8 7 6	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations
F1 F2 F3	Poor		5 4 3	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions
G1 G2	Very Poor		2 1	Attainment of intended learning outcomes markedly deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation

H			0	No convincing evidence of attainment of intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary
CR	Credit Refused	Failure to comply, in the absence of good cause, with the published requirements of the course or programme; and/or a serious breach of regulations		

4.2 Understanding the Marking System

If you have any queries about the marking of individual pieces of work, you are always welcome to discuss these with the course tutor: all staff have advertised office hours – you don't need an appointment to see us during these times, you can just turn up. If you need to make an appointment at a different time, please email in advance.

Please note that staff won't reply to e-mails in the evenings and over weekends other than in exceptional circumstances, but you can expect to receive a reply within 5 working days.

4.3 Code of assessment

The full text of the University's **Code of Assessment for Undergraduate and Taught Postgraduate Programmes** can be consulted at:

<http://www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment/>

but the most salient features of it, as they apply to courses in TS, will be covered in a combination of this Handbook and the Course Documents given out at enrolment to students of each year, class or course as appropriate.

Apart from practical exercises and oral presentations, all work is marked anonymously, with papers identified by student number. All work is either moderated or double-marked by internal examiners. The examination process is also moderated by **External Examiners**, who are experienced academics from similar subjects in other universities or experienced professional practitioners. Their job is to ensure that marking is fair and consistent and that academic standards are maintained across the British university system. They do this by monitoring assessment procedures, scrutinising examination papers, sampling scripts and reading such assessed material as is passed to them by the Internal Examiners. After each annual visit they submit a detailed report to the University Principal.

Assessment is returned to students with constructive feedback. We would encourage you to read this feedback carefully. However, should you wish to speak to anyone about your assessment, please contact the Course Convenor in the first instance, or the relevant Assessment Officer (in TS this is Liz Tomlin).

4.4 Examinations

Final Honours Examinations are normally taken in April/May, while those for Levels One and Two are taken at the end of each course (in December and/or April/May). A

second diet is held in August, which may be taken by students who are unable for documented good cause to sit the summer diet of examinations or who qualify to re-sit under the General Humanities Degree regulations. Exam re-sits for first courses of a two- course programme are also scheduled for the Autumn diet. Appropriate provision is made for candidates with designated or temporary special needs in conjunction with the University's Student Disability Service.

4.5 Penalties for late submission

Assignments submitted late without a medical certificate or written certification of exceptional personal circumstances will be penalised according to a University wide-scheme. See sections 4.7 and 4.8 below.

The penalties for late submission are as follows:

- (a) in respect of work submitted no more than **five** working days after the deadline:
(b)

1. (i) the work will be assessed in the usual way;
2. (ii) the primary grade and secondary band so determined will then be reduced by

two secondary bands for each working day (or part of a working day) the work was submitted late.

- (b) work submitted more than **five** working days after the deadline will be awarded Grade H.

What does this mean in practice?

You submit your assignment and receive a **B2 but**

1. (1) if you submit after the 12 noon deadline but before 12 noon the following day your grade would be reduced from B2 to C1 (-2 grade points)
2. (2) if you submit by 12 noon 2 days late your grade is reduced from B2 to C3 (-4 band points)
3. (3) if you submit by 12 noon 3 days late your grade is reduced from B2 to D2 (-6 band points)
4. (4) if you submit by 12 noon 4 days late your grade is reduced from B2 to E1 (-8 band points)
5. (5) if you submit by 12 noon 5 working days late your grade is reduced from B2 to E3 (-10 band points)
6. (6) if you submit after 5 working days: your grade is reduced from B2 to H (0)

Therefore, it is vital that you should make a note of the submission time. Do ensure that your work is submitted by noon, and bear in mind that there may be a long queue at the office. Any work submitted after the due time will be considered a late submission and penalised accordingly.

The grades for essays and the seminar contribution mark can be changed only in exceptional circumstances – that is, on medical or compassionate grounds and at the discretion of the relevant Exam Board. If you wish to appeal a grade, you should speak to the course convenor or the Head of Theatre Studies.

Because some GPs are charging for medical certificates, self-certification for the first five days of illness has been introduced. Nevertheless, the School retains the right to ask for medical certificates if it seems appropriate.

If you are encountering difficulties with submitting an essay or report please contact the course convenor to discuss the matter **before** the essay deadline.

4.6 Return of submitted work

We aim for a strict three-week turnaround (15 working days) of assessed work. We are in the fortunate position to be able to work with some prestigious visiting tutors who, as professional practitioners, have a working life outside the university. Work assessed by visiting tutors will not be returned within our typical three-week turnaround but can take up to five weeks. They may also take a little longer to reply to e-mails than core staff.

4.7 Illness, extenuating circumstances and assessment

It is your responsibility to bring any factors that may have affected your academic performance to the attention of the University. Submission of a Good Cause Claim is the mechanism which allows your circumstances to be considered by the Board of Examiners. 'Good Cause' means illness or other adverse personal circumstances affecting you and resulting in you missing an examination, or failing to submit coursework on time or at all, or your performance in an assessment being clearly prejudiced.

Chronic illness is not covered unless there has been a short term worsening of the condition which specifically affects an assessment. If you have a long term chronic medical or mental health condition you are strongly encouraged to register with the Student Disability Service (SDS).

Good cause claims must be made within a week of the date of the affected assessment, and must be supported with appropriate evidence. This must be in the form of a report that describes the medical condition or other adverse personal circumstances. The report should include a supporting statement from an 'appropriate person' as defined in the University's Student Absence Policy. See: http://www.gla.ac.uk/media/media_424718_en.pdf

In the event of a short-term worsening of a long-term condition, it is possible for your Disability Advisor to provide such a supporting statement if you consulted the Student Disability Service during the period when the difficulties were occurring.

You do not need our permission to make a Good Cause Claim, but in practice you may find it helpful to discuss the issue with the relevant course convenor or the assessment officer (Liz Tomlin) so that you fully understand the process and possible outcomes. You should make your good cause application via MyCampus – for instructions, see: https://www.gla.ac.uk/media/media_420013_en.pdf

4.8 Re-assessment and consequences of successful ‘good cause’ claims

Typical provisions for re-assessment are described in chapter 3 of the guide to the code of assessment:

https://www.gla.ac.uk/media/Media_124294_smxx.pdf

The following is a brief summary:

- The right to reassessment extends to all assessments in any course in which the student has failed to attain the threshold grade (on undergraduate programmes grade D and on taught postgraduate programmes grade C).
- Honours students may not typically re-sit an Honours examination or resubmit work which will contribute to his or her Honours classification.
- For standard re-sits, performance in undergraduate assessments is capped at the equivalent of Grade D3 and in postgraduate assessments at the equivalent of Grade C3.

The outcomes for good cause are described in chapter 5 of the guide to the code of assessment:

https://www.gla.ac.uk/media/Media_124296_smxx.pdf

The following is a brief summary:

- If ‘good cause’ is established, the preferred remedy is for the student to be allowed another opportunity to complete the missing assessment. This may mean a new date for submitting coursework, or the student being permitted to take the missed examination at a future diet. This is treated as a ‘first attempt’ and marked without any penalty.
- If ‘good cause’ is established, any effected work is set aside. We are not allowed to adjust a grade (or an Honours classification) because it is impossible to judge what might be an appropriate level of compensation.
- While most assessments can be repeated or replaced with appropriate supplementary coursework, the regulations determine that if it is ‘impossible, impracticable, unreasonable or too expensive’ to give a student an opportunity to complete a missing assessment, then the overall outcome will be judged according to how much of the assessment has been completed in order to reach the fairest outcome.

4.9 Postponement of Honours diet

Honours candidates will typically be examined immediately on completion of the prescribed course. However, a Head of Subject may use discretion, on grounds of documented illness or other good cause shown, to permit a candidate to delay taking his or her final Honours examinations *for not more than one year*. In the case of a Joint Honours degree, the Heads of both subject areas will confer before granting such a concession.

4.10 Appeals

If you wish to make a formal appeal, you should consult the College Secretary of Arts, who will direct you to the Code of Procedures for Appeals in the *University Calendar* and advise you on how to apply to the College Appeals Committee. If you are not satisfied with its decision, you may take the matter to the Senate Appeals Committee, first consulting the Clerk of Senate. If the appeal is against an examination or final assessment result, it must be lodged initially *within 14 days* of your receiving that result. *If you decide to appeal you cannot graduate until the appeal is resolved*. Remember, you cannot appeal against an academic decision. You will have to show that incorrect procedures were followed by the Board of Examiners or that there were special circumstances of which the Board of Examiners was not aware at the time of its deliberations.

4.11 Plagiarism

The unacknowledged use of the work of somebody else, including the work of another student and extracts from websites that are not credited, is an extremely serious offence and will be penalised accordingly. If you are at all unsure about what constitutes plagiarism, then please discuss this with a member of academic staff in TS.

The University's statement on plagiarism – including the University's definition of plagiarism and advice on how to avoid it – can be accessed at:
<https://www.gla.ac.uk/myglasgow/leads/students/plagiarism/>

4.12 Statement on Ethics

Theatre is a discipline which often explores ethical issues and throughout history has often served to question or even mock cherished values and societal norms. We recognise that sometimes students will encounter written, performance-based, filmic or televisual representations that they might find offensive in the course of classroom, seminar or workshop activities. TS emphatically does not endorse the ideologies of all representations that students are required or recommended to study. We do encourage students to have an open attitude towards representation, and to tolerate the points of view of others.

At the same time that the products of theatre and performance should be appreciated as constructed representations, TS activities involve real people and

other things which must be treated with all the respect that is due to them. We will not sanction activities that involve the infliction of physical or mental harm upon others against their free will. Violation of copyright, plagiarism, libellous misrepresentations, infringement on the privacy of others, pornographic exploitation and the uncritical reproduction of materials designed to denigrate particular racial, ethnic, gender or religious groups or individuals will not be tolerated and are grounds for disciplinary action.

Research involving human subjects must be evaluated by the College Ethics Committee prior to being undertaken. Advice should also be sought from the relevant Course Convener where necessary.

The Ethics officers for Theatre Studies are Carl Lavery in semester 1 and Christina Delgado-Garcia in semester 2 of the 2019-20 academic session.

Further details of ethical issues and considerations in arts and humanities research can be found at the College of Arts website:

<http://www.gla.ac.uk/colleges/arts/research/ethics/>

5. Learning Resources

5.1 UniversityLibrary

The University Library is a crucial resource for all arts students. It houses a collection of over two million books, and subscribes to 10,000 journals in print and electronic format. Its home page is at <http://www.gla.ac.uk/services/library/>.

The specialist subject librarian for Theatre Studies is Morag Greig, and she has a webpage at <https://www.gla.ac.uk/myglasgow/library/help/subjects/theatrestudies/>

If you need help with finding books, articles, or illustrative material for your assignments, or assistance with using databases please contact Morag via e-mail at Morag.Greig@glasgow.ac.uk or telephone 0141 330 6797.

Morag works on Mondays, Wednesdays and Thursdays and is based in room 813 on level 8 of the Library. She also delivers workshops on the use of the library's facilities, tailored to the requirements of particular courses.

The opening times of the Main Library are Monday-Sunday 07.15am-02am

You should check Library notices and the Library's webpages for full details of opening hours.

The **Scottish Theatre Archive** in the University Library's Special Collections Unit on Level 12 is the principal repository for primary source material on all aspects of Scottish theatre and includes programmes, scripts, photographs, business records, posters and press-cuttings relating to institutions as varied as the Citizens' Theatre, Scottish Ballet and Radio Scotland, and important entertainers such as Harry Lauder

and Jimmy Logan. Further details of this important collection can be found at <https://www.gla.ac.uk/myglasgow/library/collections/virtualdisplays/scottishtheatrearchive/>

5.2 University Bookshop

The University Bookshop, run by John Smith Bookshop is located in Level 1 of the Fraser Building. This mainly stocks set course texts but you can order any book you may need.

5.3 The Online Media Archive

The TFTS Media Archive is an online database to support learning, teaching and research and is accessible by all students and staff anywhere on campus. It consists of around 7000 titles stored in the TFTS Learning Resources Room. These materials comprise VHS videotape and DVDs of cinema films, television programmes, and non-broadcast videos and various kinds of theatre/drama resources - many of these titles are now available to stream online.

The Archive is accessible here <http://tftsarchive.gla.ac.uk/vod/> (on campus access only) where titles can be searched by various criteria including name, country and genre. To stream online video using the Archive, we recommend using the Firefox web browser.

5.4 Kanopy

The University has access to the Kanopy film streaming database. You can access it via the Library Databases list or directly via <https://glasgow.kanopy.com/>. You can access from off campus with your GUID. If you want to be able to save videos to your Watchlist to view later, create clips and playlists, and view through the mobile and TV apps you will also need to set up a separate Kanopy account - you'll be prompted to do this.

5.5 The Online Routledge Performance Archive

Theatre Studies and the University Library have subscribed to this online. We hope you will find it useful and will use it extensively for your research, pleasure and preparation.

You can access this archive through the following direct link:

<http://ezproxy.lib.gla.ac.uk/login?url=http://www.routledgeperformancearchive.com/>

or through the Theatre Studies key databases and Theatre Studies all databases: <http://eleanor.lib.gla.ac.uk/search~S6?/mTheatre%20Studies%20>

The Archive is being developed all the time and new material is added every few months to three sections: ***Practitioners, Subjects and Commentaries***.

Practitioners include: Bobby Baker, Bertolt Brecht, Goat Island, Jerzy Grotowski, Jos Houben, Guillermo Gomez-Pena, Jacques Lecoq, Vsevolod Meyerhold, Mike Pearson/Brith Gof, Peter Hall, Konstantin Stanislavsky, Pip Simmons, Michael Chekhov, Tim Crouch, Michael Frayn, Phillip Zarrilli and many more.

The 8 ***Subject Areas*** are: Acting & Actor Training, Dance, Live Art, Popular Theatre, Political Theatre, Theatre Making and Processes, Comedy and Form & Genre.

Short ***Commentaries*** are provided by leading theatre academics on many of the practitioners.

5.6 Drama Online

Drama Online is a digital library of plays from Aeschylus to the present day. It also includes critical analysis, contextual information, A-Z reference and practical texts. The current subscription is to the main Drama Online content only, which includes the Methuen Drama, Faber & Faber, and Arden Shakespeare content. Links to all of the plays available via Drama Online are included in the Library's search function. It can be accessed off campus via GUID. There is no limit to the number of users who can access it simultaneously.

You can access this resource through:

<http://ezproxy.lib.gla.ac.uk/login?url=http://dramaonlinelibrary.com/>

6. Student Support

We hope your time at university will be problem-free, but if you feel you are having difficulties with any aspect of your work, you should seek assistance from the appropriate quarter as quickly as possible. In addition to the support provided by course tutors and convenors, a number of specialist sources of help exist on campus.

6.1 Advisor of Studies

Students in the College of Arts (that is, on an MA 2000, 2034 or 2011 degree program), should contact the Arts Advising Team for all advising-related matters. Their email address is [arts- advising@glasgow.ac.uk](mailto:arts-advising@glasgow.ac.uk) and their website is <https://www.gla.ac.uk/colleges/arts/students/undergraduatestudents/ugadvising/>

You are welcome to drop in to see them during office hours without any prior appointment. If, on the other hand, you are on a degree program other than MA 2000, 2034 or 2011, then please contact your Adviser of Studies, whose name you will find on your MyCampus record.

6.2 Student Learning Service

The Student Learning Service (SLS) offers study skills advice, guidance and support to all students. If you would like to make your learning techniques more effective, you can attend workshops which take place regularly in the McMillan Reading Room or contact the Effective Learning Adviser (ELA) for your College. Popular topics for discussion include improving essay writing, revision techniques, exam techniques and note-making. You can find more information about the SLS at <http://www.gla.ac.uk/services/sls> or contact your ELA at studentlearning@gla.ac.uk.

6.3 Student Disability Service

The Student Disability Service supports students with special needs. The Disability Service assesses students' individual needs and communicates them to the relevant schools. It also offers a range of provisions and specialist support, including special examination arrangements, dyslexia tests, information on Disabled Students Allowance, IT services, help with parking and transport issues, and library assistance.

Contact address: 65 Southpark Avenue, Glasgow G12 8LE Opening hours: Monday through Friday, 9am-5pm
Email: disability@glasgow.ac.uk
Telephone: 0141 330 5497/5121

Website: <http://www.gla.ac.uk/services/disability/>

6.4 Student Counselling and Psychological Services

This Service is available to registered students of the University of Glasgow, and is the main source of professional counselling on campus. The Service is an Organisational Member of the Confederation of Scottish Counselling Agencies (COSCA). Counsellors can help with a wide range of difficulties and problems which may occur during a student's careers, for example, homesickness, loneliness, depression, family disruptions, bereavements, or academic difficulties.

Contact address: 67 Southpark Avenue, Glasgow G12 8LE
Opening Hours: Monday and Friday, 9am-5pm; Tuesday through Thursday, 9am-8pm Telephone: 0141 330 4528
Website: <http://www.gla.ac.uk/services/counselling/>

6.5 Health, Safety & Wellbeing

There is a GP surgery, The Barclay Medical Centre located on the ground floor of the Fraser Building. It provides full NHS GP services to registered students, and specialist mental health services, travel, sexual health and contraceptive services to all students. As the practice provides a GP service for the University community, it will register patients from a wide geographical area. The practice offers a range of appointment times including morning, evening and lunchtime. Full details can be

found at <http://www.universitybarclay.com/> with the site offering online booking and secure messaging. There are also a number of other practices in the area that students can choose to register with.

Dental Care Free dental care is available at the Dental School (conditions apply). See <https://www.gla.ac.uk/schools/dental/freedentalreatment/> for more details.

6.6 The Careers Advising Service

University of Glasgow students and graduates are welcome to use the Information Room and facilities of the Careers Service, which provides helpful advice, and a wealth of documentation, relating to careers, specific job opportunities and further training. The Service particularly targets students in their penultimate year at the University but it is never too early to begin thinking about your future career and what you will do when the time comes for you to leave the University. Keep an eye out for

events run by the Careers Service through the year – they often offer specific media/creative industries workshops.

Contact address: Level 2, Fraser Building, 65 Hillhead Street Phone: 0141 330 5647

Email: careers@admin.gla.ac.uk

Website: <http://www.gla.ac.uk/careers/>

6.7 Support for International Students

International Student Support team provide a dedicated advisory service for international students on non-academic and welfare matters such as immigration, employment, finance and any other concerns you may have. You can book an appointment with the International Student Advisers by telephoning the Student Services desk in the Fraser Building on 0141 330 7000, between 9am and 5pm.

Contact address: Level 2, Fraser Building, 65 Hillhead Street Phone: 0141 330 2912

Email: internationalstudentsupport@glasgow.ac.uk

Website: <http://www.gla.ac.uk/international/support/>

7. Feedback and SSLC

Theatre Studies is always interested to hear what you think about your courses and the ways they are taught. Three main forms of feedback are used: **Staff Student Liaison Committees**, **Course Evaluation Questionnaires** and **informal debriefing sessions** at the end of courses or course components. The method chosen depends upon the nature, size and level of the class, but most classes will end with your being asked to fill out a simple online questionnaire, which the staff use to monitor the development of teaching in the Subject. If you are interested in expressing your opinion, and in representing your fellow students, you should stand for the relevant Staff Student Liaison Committee. The SRC offers its own training sessions for potential student representatives.

In addition, the National Student Survey collects feedback from final year students and is used as a more general measure of student opinion across subject groups and universities. It is important to complete the NSS questionnaire when it becomes available – tutors and the SRC will alert you to deadlines and explain the process.

The undergraduate **Staff Student Liaison Committee** for Theatre Studies is elected early in the first semester of each session, and meets once each semester. The membership of the committees comprises all members of full-time and part-time teaching staff in TS and at least two elected student representatives from each of the four years of the course. Other students may attend for particular items of business, but it is typically expected that issues of concern or items for the agenda will be communicated via the elected class representatives.

Terms of Reference

The Staff Student Committees are advisory. They offer the opportunity for consultation and exchange of views on all issues affecting teaching and learning, including subject student support, methods of teaching and assessment, facilities and accommodation, and teaching and learning resources. In particular they are concerned, reactively, with the monitoring and review of courses, and, proactively, with course development.

Agenda items are invited from both student and staff representatives, to be submitted prior to meetings.

Minutes of Staff Student Committee Meetings are posted on Moodle. Matters arising from the minutes are discussed at staff meetings, with action reported back as necessary to the next Staff Student Meeting, on Moodle and other appropriate platforms.

Being a rep on a Staff Student Committee gives you the opportunity to influence future events by contributing to discussions about new courses or changes in existing courses.

8. Good Housekeeping

8.1 Safety

Gilmorehill Halls is on six levels, with a complex of interconnecting corridors. It also contains a considerable amount of specialist machinery and equipment. It is therefore very important that you should observe whatever health and safety regulations are drawn to your attention, and that you should keep away from those areas which are sign-posted as accessible to authorised personnel only. In particular you should make yourself familiar with the routes to and from the parts of the building you need to use regularly and should take special note of **fire exits**. Be prepared for occasional fire drills. Gilmorehill Halls has its own **Health and Safety Policy and Guidelines** approved by the University's Safety and Environmental Protection Services. You should be vigilant about your personal possessions, never

leaving them in an unsupervised or unlocked environment. Because of their ease of access, university rooms are unfortunately easy targets for petty theft. When undertaking self-directed practical work, please abide by Health and Safety regulations. If you are unsure whether you are contravening any legislation, please seek advice from course tutors.

8.2 Respect of Shared Working Spaces

Every room in Gilmorehill has a shared use. For this reason, you must treat every work space with respect. You should leave it as you found it, and ensure that you remove all your belongings, rubbish, etc. when you leave the room. Students who fail to keep rooms tidy will be unable to book rooms in future; any belongings left in the rooms will be disposed of.

8.3 Mobile Phones

Mobile phones **MUST** be switched off during all lectures, screenings, workshops, seminars and tutorials. Failure to comply with this rule may result in your being asked to leave the class.

8.4 Smoking

Gilmorehill Halls is a non-smoking building. We therefore ask you to refrain from smoking in any part of the building, and from dropping smoking-related litter outside the two entrances. It is now an offence to drop litter or cigarette ends outside the building.

8.5 Lost property

The Gilmorehill Centre janitors make regular sweeps of teaching rooms and other public areas after activities have ended for the day and they will take possession of any belongings inadvertently left behind. Please apply to the janitors if you think they may be holding any of your lost property.

8.6 Out-of-hours access to Gilmorehill Halls

Theatre Studies are very pleased to offer bookable space in Gilmorehill Halls at weekends and in evenings, in addition to regular opening hours of 8am – 4.30pm on weekdays, in the James Arnott Theatre, Performance Studio, Carpentry Workshop and Green Room in Gilmorehill Halls. This space is for rehearsals, practice-based learning and research. **Access is for PG students, 3rd and 4th year Honours students only.**

This privilege means that Theatre Studies students will need to take responsibility for their own working practices in Gilmorehill Halls and to follow strictly procedures to ensure the safe and secure use of the building. These privileges are based on our trust in you to behave in a sensible and responsible manner and to treat the bookable spaces, and one another, with care and respect. We are aware that,

should procedures for safety and security not be followed, or if access privileges are abused, or if other problematic incidents occur, University of Glasgow Central Services will promptly withdraw extended access.

Please consult the document titled 'Rehearsal space booking and access out-of-hours', which is downloadable from all relevant programme Moodle sites and as an appendix to the relevant programme handbooks, for details of the systems and protocols for booking and working in the Theatre, Performance Studio, Carpentry Workshop and Green Room. All students must undergo an induction before booking rehearsal space in Gilmorehill Halls. Course and programme leaders and the Theatre Studies technician, Tony Sweeten, can provide this.

9. Staff in Theatre Studies and the School of Culture & Creative Arts

All staff listed below are located in Gilmorehill Centre. All staff telephone extension numbers are extensions of the main University switchboard +44 (0)414 330 2000 but they can also be dialled direct from outside the University by using the prefix +44 (0)141 330 followed by the appropriate extension number.

9.1 Academic staff

Dr Michael Bachmann

Senior Lecturer and Head of Theatre Studies – room 329, ext. 6129
Michael.Bachmann@glasgow.ac.uk

Dr Cristina Delgado-Garcia

Lecturer in Theatre and Performance – room 331, ext. 2746
Cristina.DelgadoGarcia@glasgow.ac.uk

Cristina is on research leave in semester 1

Professor Minty Donald

Professor of Contemporary Performance Practice – room 334b, ext. 5162
Minty.Donald@glasgow.ac.uk

Dr Graham Eatough

Lecturer, Theatre Studies – room 206, ext. 6468
Graham.Eatough@glasgow.ac.uk

Dr Stephen Greer

Senior Lecturer, Theatre Studies – room 105, ext. 6354
Stephen.Greer@glasgow.ac.uk

Steve is on research leave in semester 2

Professor Deirdre Heddon

James Arnot Chair in Drama – room 337, ext. 2645
Dee.Heddon@glasgow.ac.uk

Professor Anselm Heinrich

Professor of Theatre Studies – room 305, ext. 6804
Anselm.Heinrich@glasgow.ac.uk

Professor Carl Lavery

Professor of Theatre and Performance – room 309, ext. 6513
Carl.Lavery@glasgow.ac.uk

Dr Simon Murray

Senior Lecturer, Theatre Studies – room 337, ext. 1962
Simon.Murray@glasgow.ac.uk

Dr Eirini Nedelkopoulou

Lecturer in Digital Arts – room 203, ext. tbc
Eirini.Nedelkopoulou@glasgow.ac.uk

Dr Victoria Price

Senior Lecturer, Theatre Studies – room 306, ext. 4061
Victoria.Price@glasgow.ac.uk

Dr Ann-Christine Simke

Teaching Assistant – room 334b, ext. 3810
Ann-Christine.simke@glasgow.ac.uk

Professor Elizabeth Tomlin

Professor, Theatre Studies – room 331, ext. 6286
Elizabeth.Tomlin@glasgow.ac.uk

9.2 Administrative staff

Mr Andrew Parker

Learning & Teaching Administrator (Undergraduate, Levels 1 and 2) room tbc, ext. 3809, Andrew.Parker@glasgow.ac.uk

Mr Andrew Bradburn

Learning & Teaching Administrator (Postgraduate)
room tbc, cca-pgcomm@glasgow.ac.uk

Ms Susan Shaw

Learning & Teaching Administrator (Undergraduate, Honours)
room tbc, ext. 5577, Susan.Shaw.2@glasgow.ac.uk

9.3 Technical staff**Mr Michael McCann**

Theatre, Film & Television Technician
Room 420, ext.3803 , Michael.McCann@glasgow.ac.uk

Mr Anthony Sweeten

Practical Technician (Theatre Studies)
Green Room, ext. 3802, Tony.Sweeten@glasgow.ac.uk

Mr William Lochhead

Janitor
Room 316, ext. 0830, William.lochhead@glasgow.ac.uk

9.4 Official address for TS and SCCA**Theatre Studies**

School of Culture & Creative Arts
Gillmorehill Centre
9 University Avenue
University of Glasgow
Glasgow G12 8QQ

School of Culture & Creative Arts

8 University Gardens
University of Glasgow
Glasgow G12 8QH