

Royal Scottish Academy
of Music and Drama

**HANDBOOK and CALENDAR for
RESEARCH POSTGRADUATE PROGRAMMES**

Session 2009/10

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IMPORTANT DATES FOR ACADEMIC YEAR 2009-2010

INDUCTION AND MATRICULATION

Principal's Reception for all returning students 2 Oct 2008, 5.30pm AGOS Foyer

Research Degrees Induction (returning and new students) 1 Oct 2008, 5pm RR11

TERM DATES

Winter Term	Begins	Tuesday	29 Sept 09
	Ends	Friday	18 Dec 09
Spring Term	Begins	Monday	11 Jan 10
	Ends	Thursday	26 March 10
Summer Term	Begins	Monday	19 April 10
	Ends	Friday	2 July 10

RESEARCH DEGREE STUDY DAYS

Winter Term	26 Nov 10	Conference Room, RSAMD
Spring Term	25 Feb 10	Conference Room, RSAMD
Summer Term	15-16 June 09	Music Centre, St Andrews

RESEARCH DEGREES COMMITTEE

Winter Term	8 October 09	Board Room, 2pm
	<i>Deadline for business: Fri 2 October 09</i>	
Spring Term	21 January 10	Board Room, 2pm
	<i>Deadline for business: Fri 15 January 10</i>	
	18 March 10	Board Room, 2pm
	<i>Deadline for business: Fri 12 March 10</i>	
Summer Term	1 July 10	Conference Room, 2pm
	<i>Deadline for business: Fri 25 June 10</i>	

RESEARCH DEGREES PROGRESS REVIEW

1 July 10 Conference Room 9am – 3pm

OTHER DEADLINES

Spring Term	New Applications for Research Study	Fri 29 January 10
	RSAMD Research Studentships	Fri 29 January 10
	Applications for ORSAS Awards	Fri 29 January 10
Summer Term	RSAMD Academic Administration and Support Deadline for AHRC Applications	Thu 22 April 10
	Progress Review Submissions (end of 1 st year FT only)	n/a
	Research Students Annual Report (Students' Progress Review form)	Tue 15 June 10
	Annual Progression Report on Postgraduate Students (Supervisors' Progress Review form)	Tue 15 June 10

MATRICULATION AND PAYMENT OF FEES

If you are a new student, you must attend matriculation in person – see above for date, time and venue. If you are a returning student, you will be sent a matriculation form that you should complete and return by **Fri 19th September 2008**. Please also include copies of any funding or scholarship letters.

In order to matriculate, you must bring with you:

- Your Birth Certificate / Passport

Students who expect to receive support for the payment of tuition fees from a funding agency must send a copy of the Letter of Award from the funding agency to the Academy's Finance Officer as soon as it becomes available. The original letter must also be produced at matriculation.

Students must either confirm payment of fees by the appropriate funding body or pay their fees in order to matriculate. If you are paying fees, cheques should be made payable to RSAMD. If you know the amount you are required to pay, please complete your cheque prior to matriculation as this will speed up the process.

Research students may be allowed to pay their fees in three termly instalments. (A charge of 4% of the total fee is payable for this facility.)

If you require any advice regarding either fees or funding, please contact the Academy's Academic Administration and Support.

0141 332 4101

[Academic Administration and Support@rsamd.ac.uk](mailto:Academic.Administration.and.Support@rsamd.ac.uk)

<http://www.rsamd.ac.uk>

RSAMD Research Studentships: Instalments for the first term will be paid to award holders at the time of matriculation.

RESEARCH DEGREES AT THE RSAMD

RELATIONSHIP WITH THE UNIVERSITY OF ST ANDREWS

Research programmes offered by the RSAMD lead to awards of the University of St Andrews. Research students will matriculate at both the Academy and the University and will have access to the facilities of both institutions. Programmes of study will be undertaken at, and administered by, the RSAMD. All fees will be payable to RSAMD.

RESEARCH TRAINING AND ST ANDREWS STUDY DAYS

There will be one intensive day in each of the Autumn and Spring terms for research training as a group in addition to a weekly session throughout these terms. Dates are given at the beginning of this Handbook and we ask all students to make a special effort to keep these dates free. In addition, as usual, we expect to make an overnight visit to St Andrews in June 2009.

RESEARCH DEGREE PROGRESS REVIEW

Progress Review takes place once in each academic year, usually at the end of the third term. This is the formal review point for your research, and more details are given below and in the Code of Practice.

CODE OF PRACTICE AND REGULATIONS

USING THE CODE OF PRACTICE AND REGULATIONS

You will find a copy of the above document in your induction pack or given out at your induction session. Up to date copies for returning students are available from the Programmes Support Administrator and on the web at http://www.rsamd.ac.uk/research/degree_docs.htm. The Regulations are the 'letter of the law' with respect to Research Degrees while the Code sets out how those regulations are enacted in practice.

When you matriculate you will be agreeing to use the protocols set out in the Code and to abide by the published Regulations for Research Degrees at the RSAMD.

WHAT'S REQUIRED OF RESEARCH STUDENTS

The Code of Practice gives some advice about establishing a relationship with your supervisor. Research students work independently under the guidance of supervisors and Research staff. You may not be used to this mode of study, so when finding your feet as a Research Student make sure you keep in regular contact with supervisors and Research staff. The Head of Postgraduate Programmes and Research is happy to discuss any matters relating to settling into your research.

It is important that you retain your copy of the Code of Practice document for reference. Amongst other things, this document includes progress review, complaints and appeals

procedures. It also details the correct procedures for applying for a change of status (e.g. from PhD to MPhil) and an extension of study.

COMMUNICATION

EMAIL

All students are given a username and password for the network and an email address as part of a formal induction session in the first week of term – you must ensure that you have a live account. Academy e-mail is web-enabled and available at <https://email.rsamd.ac.uk/owa>

Email is the primary means through which the Academy will communicate with you, so it is absolutely essential that you check your email on a daily basis. The Academy is continuing to invest in wireless technology and there are also 12 kiosk stations dotted throughout the building. These give students fast access to e-mail & the internet.

We prefer you to use your Academy e-mail address but to be on the safe side, if you have other e-mail addresses, give them to the Programme Support Administrator and they will be included on our system.

MAIL BOXES

At the start of your first term you will be allocated a box number which you will keep throughout your stay at the Academy. Although most communication is done via e-mail, some correspondence will be directed to your mailbox and it is your responsibility to check your box frequently. The boxes are positioned outside the School of Music's Office and you will find a complete list of names and numbers beside them.

CHANGE OF ADDRESS

It is important that you advise the Academy of any changes in address. To do so you should, in the first instance, contact Academic Administration and Support and make sure that the Programme Support Administrator also has your new address.

FACILITIES AT THE RSAMD

RESEARCH STUDENTS' LAB

Room 3.17 is available as a workspace for the use of all Research Students. Keys are available from the Programme Support Administrator and the room should always be locked when not in use. Ethernet points in the room allow access to the Academy network, and there are dedicated computing and printing facilities.

LIBRARY

During term, the Whittaker Library is open from: 09:00 to 20:30 Monday to Thursday, 09:00 to 17:00 on Friday and 10:00 to 13:00 and 14:00 to 16:00 on Saturday. Out of term time these hours vary and will be advertised in the library.

The library contains books, plays, sheet music, videos, DVDs, CDs, electronic resources and other materials. Students may borrow items from the library using their matriculation cards and music and drama librarians are available for subject enquiries Playback facilities are available in the audio-visual area and a card-operated photocopier is provided next to the main library desk. The library catalogue is online at <http://libcat.rsamd.ac.uk/>

Matriculated students of the Academy also have access to the libraries of Glasgow's three Universities and of the Glasgow School of Art. The Mitchell Library, North Street, Glasgow (0141 221 9600) is a truly excellent public reference library (one of the largest in Europe) and is located at Charing Cross, only five minutes walk from the Academy.

Further details on all of the above can be obtained at the Information Services webpage at <http://www.rsamd.ac.uk/library/>

Research students may need to use Inter-Library Loan facilities or to order special items. You should discuss this with the subject librarian and the Head of Postgraduate Programmes and Research.

PHOTOCOPY CARDS

Research students are eligible to receive free photocopy cards for use in the library photocopier. These cards may be collected from the Programme Support Administrator.

BOOKING OF PRACTICE AND REHEARSAL ROOMS

All bookings detailed below are made at the Client Services Desk.

SCHOOL OF MUSIC STUDENTS

Any of the rooms in List A (Annex A, page 14) may be booked for a period of half an hour or an hour. The times of the week between which the building is open for practice are posted on the ground floor entrance door to the building. The booking periods can start on the hour or the half-hour.

Music students may book in advance

- between 4 and 8.00pm for the time of their choice on the following day (Monday to Friday)
- at any time during the week for a time between 6 and 9.00pm (Monday to Friday)

The maximum time that can be booked in advance by students is 1 hour during the day plus 1 hour between 6 and 9.00pm.

Music students may also book on the day on the 'cheese counter' system for any room which is available.

Principal Study pianists may only book the rooms in List A (Annex A, page 14) between 6 and 9.00pm as they have access to the practice rooms in the Department of Keyboard Studies (3.45, 3.46, 3.47, 3.48 and 3.49) but they may, on the day, book on the 'cheese counter' system for any room which is available.

Music students may also book the classrooms, movement and rehearsal rooms in the School of Drama (List B, Annex A, page 14) on the day for use between 6.15 and 9.00pm, Monday to Friday and after 1.00pm on Saturday.

Music students may book the classrooms and large performance spaces in the School of Music (List C, Annex A, page 14) on the day but the Guinness Room and Academy Concert Hall and the Opera Studios may only be booked with the authorisation of a member of the academic staff.

SCHOOL OF DRAMA STUDENTS

Drama students may book any rooms in List B (Annex A, page 14) for a period of half an hour or an hour, for use after 6.00pm. The times of the week between which the building is open for practice are posted on the ground floor entrance door to the building. The booking periods can start on the hour or the half-hour. Bookings are made at the Client Services Desk on the day at any time during the day.

Drama students may book the classrooms, movement and rehearsal rooms in the School of Drama for use after 12.30pm on a Saturday. These bookings can be made at the Client Services Desk at any time of the week prior to the booking.

Drama students may book the classrooms, movement and rehearsal rooms in the School of Drama for use after 1.00pm on a Saturday. These bookings are made at the Client Services Desk at any time during the day.

For RSAMD productions, the designated student stage manager or deputy may book rehearsal rooms and performance venues as far in advance as required.

Students are required to leave their matriculation card at the Client Services Desk on issue of the key. The student then becomes solely responsible for the room, the key and their possessions in the room. When the room is no longer required or the booking period has expired, the light should be extinguished, the windows shut, the room locked and the key returned to the Client Services Desk. Practice room facilities will not be extended to any individual responsible for the loss of a key until payment for a replacement has been made.

Students should not occupy rooms beyond their allotted times. Prompt return of keys is essential for the smooth running of the booking system.

In the event of a lost key, the last person to whom the key was signed out will be asked to pay £6.00 for a replacement. Payment will be made at the Client Services Desk and a receipt will be issued. Practice room facilities will not be extended to any individual responsible for the loss of key until payment for a replacement has been made.

LOCKERS AND INSTRUMENT CAGES

Lockers are available for personal use. To acquire one please enquire at the Client Services Reception Desk on the ground floor. If you play a large woodwind or brass instrument, a viola or a guitar/lute, you are eligible for a key to the Instrument Cages adjacent to the Academy Concert Hall. The key can be obtained from the Client Services Reception Desk on the ground floor. Cellos should be padlocked in the Cello Room and tubas should be padlocked in the Tuba Corner. Instruments and belongings must not be left unattended and unsecured anywhere in the Building.

IT SUITE

The IT Suite is open to all students and provides access to Microsoft Office, the Internet, Sibelius software and a range of other electronic resources. Opening hours may vary and are advertised in the suite itself. The Library also has IT facilities providing access to the same range of services as the suite, and printing facilities are available in both areas.

PROGRESS REVIEW

Progress Review takes place at the end of every academic year to ensure that each student's research is progressing satisfactorily. Full details are given in the Regulations and Code of Practice.

In addition, there is a formal academic review at the end of 1st year full time or 2nd year part time. Full details can be found in the Code of Practice, but in summary, this is a 3-part process:

1. Formal submission of composition/written/performance work

This submission will be examined by RSAMD personnel, not the candidate's supervisor. The submission is expected to be of a high standard and comparable with a final submission, e.g. written submissions will have appropriate "scholarly apparatus" such as bibliographic support, and performance submissions will demonstrate an understanding of the practice-based research context and issues.

Please ensure that you've discussed the content and nature of your submission with your supervisor and with the Head of Postgraduate Programmes and Research.

2. Presentation

This is similar in format to a lecture-recital or conference paper, max. 20 mins presentation, followed by questions and discussion.

The presentation will be attended by the chair and members of Research Degrees Committee, the University of St Andrews representative, and open to the candidate's supervisor(s), Lecturer in Research, and to other staff and students. The objective is to give experience of formal presentation and viva-type questions.

3. Progress review meeting

The objective is to ensure that any general issues or problems are aired and reported, e.g. with a focus on the student and the institution, not the work as such.

This meeting involves the convenor of Research Degrees Committee, Head of Postgraduate Programmes and Research, and University of St Andrews representative. Students provide a self-assessment detailing progress, relationship with supervisor and plan for the year ahead. A report is also requested from the student's supervisor(s).

Further details on Progress Review may be found in the Code of Practice and Regulations.

FINANCIAL MATTERS

MONEY MATTERS

It is essential that, whatever your source of financial support, you should apply in good time so that your funding arrangements are confirmed prior to the start of session.

BUDGETARY ADVICE

It almost goes without saying that, for most students, managing on a limited budget is not easy. If you are experiencing particular financial difficulties please do not hesitate to contact Sherelyn Hallam in the first instance to discuss this.

HARDSHIP FUNDS

The Academy receives limited funds from Government to provide financial assistance to those students who face financial hardship. If you are having difficulty in meeting your financial commitments you should ask for an application form for the Hardship Fund from Academic Administration and Support. It may be that, if you meet the criteria laid down by the Academy, you will be entitled to receive a non-repayable grant from the Hardship Fund. Please do not hesitate to apply for Hardship Funds if you are experiencing financial difficulty. Also, an emergency loan could be made if, for instance, your loan payment is delayed for any reason. The use of the Hardship Fund is limited to students who are normally domiciled in the UK.

CAREER DEVELOPMENT LOANS

Three high street banks participate in the Career Development Loan Scheme (CDLs) which offers loans at advantageous rates to UK postgraduate students. The three banks are: Barclays, The Co-operative and The Royal Bank of Scotland. You do not need to be an existing account holder but the bank may require you to open an account with them.

Government pays the interest on your loan while you're learning and for up to one month afterwards. You then repay the loan to the bank over an agreed period at a fixed rate of interest. You may be able to postpone the start of your repayments if, when you are due to start repaying:

- You are unemployed and claiming related benefits (including credited National Insurance contributions);
- You are employed and in receipt of one or more of the following benefits: Income Support, Housing Benefit, Council Tax Benefit or Working Tax Credit;
- You are taking part in a Government Training Programme and in receipt of Training Allowance;
- You have to attend your course for longer than expected (due to ill health or other special circumstances).

You will have to agree any postponement with your bank before the date your repayments are due to start. Provided you continue to meet one of the above conditions you may postpone the start of your repayments for up to a maximum of 17 months.

Further details of the CDL scheme are available from www.lifelonglearning.co.uk.

EXTERNAL TRUSTS

The Directory of Grant Making Trusts published by the Charities Aid Foundation, The Grants Register published by the Macmillan Press and the Charities Digest, published by the Family Welfare Association all provide information on charitable organisations which offer assistance to certain categories of students. These publications are available for reference in most public libraries. SAAS also maintains a Register of educational endowments (details can be obtained from their website) and www.scholarship-search.org.uk also provides a useful source of information.

TRAVEL AND OTHER EXPENSES

Research students may claim for appropriate travel and other expenses (such as conferences) by using the claim form published on the Internet. This can be found at www.rsamd.ac.uk/research/degree_docs.htm. Students should check with the Head of Postgraduate Programmes and Research before incurring any expense. For small amounts the Head of Postgraduate Programmes Research will authorise expenses, but larger amounts may need to be endorsed by Research Degrees Committee.

Keep all your receipts, as expenses cannot be reimbursed without receipts for everything. When submitting a claim, please send TWO completed signed copies of the form - one with ALL receipts attached – to the Programme Support Administrator. Please remember to use the cheapest form of transport available (e.g. don't use a car when a train ticket is cheaper).

INSURANCE

You should consider arranging insurance to cover the loss of, or damage to, your personal belongings.

COUNCIL TAX

By paying Council Tax, people contribute towards the cost of services provided by Glasgow City Council and for water. The regulations regarding students are quite straightforward. If you are living in accommodation which is occupied only by full time students, then the property will be exempt and you will not have to pay Council Tax. If you live in accommodation where there are people other than full time students, the property will not be exempt, but full time students living in it will not be counted towards the bill. However, everyone in the property will be jointly liable for payment. If you are a full time student and you are living in rented accommodation (other than the Halls of Residence, which are automatically exempt) it is important that you are registered as exempt by the Council Tax Office which is at 45 John Street, Glasgow (0141 287 7112). Remember, it is your responsibility to do this. Academic Administration and Support will provide you with confirmation of your student status on request.

REPRESENTATION

STUDENT MEMBERSHIP OF RESEARCH DEGREES COMMITTEE

An elected student representative sits on the Research Degrees Committee. He/she will seek your views but if you want to have any matter considered please take the initiative and approach him/her directly. The student member for 2009-10 is Colin Broom
c.broom@rsamd.ac.uk

STUDENT REPRESENTATION IN THE MONITORING EVALUATION AND REVIEW (MER) PROCESS

An elected student representative sits on the School of Music MER committee. He/she will seek your views but if you want to have any matter considered please take the initiative and approach him/her directly. The student member for 2009-10 is Steve Forman
s.forman@rsamd.ac.uk

STUDENT-STAFF FORUM

As its name suggests, the Student-Staff Forum, which is chaired by the Principal, is made up of a representative group of students and staff. The primary function of this Forum is to discuss matters relating to social and welfare provision which affect students and/or staff. The Forum meets regularly and its membership and minutes are posted on the notice board situated at the entrances to the Student Common Room. If you want any matter to be

raised at the Forum you should contact one of the student members, who are the office bearers of the Students' Union.

STUDENTS' UNION

Every student automatically becomes a member of the Students' Union when they join the Academy. If, however, you wish to opt out of membership, you should contact the Academic Registrar. The aims of the Students' Union are:

- To foster and advance the well-being of students.
- To represent students in all matters of their interest.
- To afford a recognised means of communication between students, the Board of Governors, the RSAMD Executive, and outside bodies.
- To pursue any matter of interest to its members.

The Students' Union office is located on the second floor, opposite the Library. The Students' Union tries to keep their office open every lunchtime from 1.00-2.00pm so that students can drop in with their queries etc. Alternatively, you can contact the Union on 0141 353 0147.

ADVICE AND SOURCES OF INFORMATION

There are a number of Student Support Services available within the Academy which offer advice and information to all students.

ADVICE AND INFORMATION SPECIFIC TO RESEARCH DEGREE STUDENTS

Your first point of contact in research is the Programme Support Administrator, who will be able to help you with administrative queries and can make appointments for you to see Dr Stephen Broad. The remit of members of research staff is as follows:-

Dr Stephen Broad Head of Postgraduate Programmes and Research
Any academic matters, problems or difficulties with your course of study, funding, progress, supervision, research training.

Dr Peggy Duesenberry Lecturer in Ethnomusicology
Academic matters, research training.

Programme Support Administrator
Administrative matters.

Mr Colin Broom Student Member of Research Degrees Committee
Anything you wish to be raised in Research Degrees Committee.

ADVICE AND INFORMATION PROVIDED CENTRALLY BY THE ACADEMY

As well as student support and advice from teaching and support staff within each School, there are also key contacts who can help and advise you throughout your studies.

COUNSELLOR AND DISABILITY ADVISOR

The counselling service offers confidential support in all issues related to physical, emotional and mental health. Embarking on a course of research can be both exciting and stressful. Issues may arise around relationships; family matters; the pressures of study and work; coping with stress and anxiety; bereavement. Jane Balmforth, the Academy

Counsellor and Welfare Advisor, offers individual and confidential support and advice to all students.

Jane also offers support and advice to any student who requires additional assistance in the pursuit of their studies due to a specific disability. Students are encouraged to disclose a disability or medical condition on their application form, and they will then be contacted by Jane to discuss appropriate support for their studies. Dyslexia and IT assessments can be arranged and all consultations are confidential. For more information, please ask for a copy of the Academy's *Information for Disabled Students and Applicants*, which is available from Jane Balmforth.

WELFARE AND INTERNATIONAL STUDENT ADVISOR

Sherelyn Hallam, the Academy Welfare and International Advisor offers advise and assistance to our International students and applicants. Sherelyn also acts as an initial point of contact for all our students in issues relating to welfare ensuring confidentiality in matters of a personal nature and will refer students to the appropriate organisations and agencies as required.

EFFECTIVE LEARNING TUTOR SUPPORT

Students at all ability levels can benefit from help with developing their study skills and the Effective Learning Service at RSAMD provides a confidential service tailored to meet your individual needs. Whether you are experiencing problems with your academic work or feel that your work could be improved by learning new study skills techniques, the Effective Learning Service can offer advice and support.

The Effective Learning Tutor, is available to provide assistance on a range of topics including:

- Improving the quality of your written assignments
- Referencing
- Critical Thinking
- Managing your time
- Reading strategies and note-making
- Revision and exam techniques

Please contact the Academic Administration and Support department for further information on this Service.

ACADEMIC ADMINISTRATION AND SUPPORT AND FINANCE OFFICES

The Academic Administration and Support department is located on the ground floor and provides a range of services for applicants, students, alumni and staff. In general, we are a good place to start if you have any queries or concerns, if we can't assist you ourselves we should be able to put you in contact with someone who can.

The services we offer are:

- Applicant and audition advice
- Matriculation
- Payment of fees
- Financial advice including Hardship funds
- English language tuition

- Effective Learning Support
- Counseling Service
- Support for students with disabilities
- Visa advice
- Council Tax forms
- Confirmation of student status
- Submission of assessments
- Graduation
- Transcripts

FINANCE

The Finance Office can be found on level 1 in the General office.

The following list includes staff, together with a brief description of their area of responsibility.

KEY STAFF

Suzanne Daly	Registrar
Tom Strathearn	Finance Manager
Irene Aitchison	Finance Office Supervisor, Insurance payments
Pauline Craig	Senior Finance Assistant, Payment of travel and other expenses
Debbie Wright	Administrative Assistant, Tuition fees, accommodation fees

LIVING IN GLASGOW

ACCOMMODATION

If you are still looking for accommodation you should contact Academic Administration and Support on Academic Administration and Support@rsamd.ac.uk

All of the higher education institutions in Glasgow collaborate in the maintenance of a database of private accommodation which is accessible on the following website: www.accom.gla.ac.uk/pad Please contact Academic Administration and Support for the username and password for access to this.

MEDICAL

If you are living away from home you must make arrangements to register with a doctor in Glasgow who should be located near to where you will be living. Please do not wait until you are ill to register with a local G.P.

BANKING

The high street banks all offer accounts specifically tailored to the needs of students. Typically, student accounts would include interest free overdraft facilities, so make sure that your chosen bank knows that you are a student when you open an account.

Banks close to the Academy include:

Bank of Scotland	55 Bath Street	0141 207 2900
Royal Bank of Scotland	23 Sauchiehall Street	0141 331 2131
Clydesdale Bank	120 Bath Street	0141 951 7006
Barclays Bank	227 West George Street	0141 207 3000

Lloyds TSB
NatWest

137 West Nile Street
18 Blythwood Square

0141 332 5215
0141 248 8281

SHOPPING

Many shops are open seven days a week, from 09.00-17.30/18.00 (though some shops are closed on Sundays). Larger stores and supermarkets operate late night opening on Thursdays. Large department stores are located on Sauchiehall Street, Buchanan Street and Argyle Street in the city centre.

Supermarkets: there are a number of different chains of supermarkets located in and around the city centre. For reasonable prices and a good variety of products you could try shopping at Sainsburys (Buchanan Galleries), Tesco (Argyle Street), or Sommerfield (Hillhead). The nearest stores to RSAMD in which to buy food are Sainsburys (Buchanan Galleries and Sauchiehall Street), Marks and Spencer (Sauchiehall Street) and Farmfoods (Cambridge Street) and there are also some discount food stores which you will find around the city, such as Lidl.

You will also find around the city a number of specialist food shops. Most of the supermarkets will stock a range of international, vegetarian and organic foods, but you could also try Hong's Chinese Provisions (Bath Street), Grassroots (Woodlands Road) and Holland & Barrett (Sauchiehall Street). The Woodlands area of the city, about 15 minutes away from the Academy, offers a number of shops offering Asian foods and Halal meats.

Pharmacists/Chemists: Boots (Sauchiehall Street, Buchanan Galleries and St. Enoch's Square), and Superdrug (Argyle Street, Sauchiehall Street), are popular and good value stores in which to buy toiletries etc. The Boots branches in Sauchiehall Street, Buchanan Galleries and St. Enoch's Square are equipped with pharmacies. There is always a pharmacy open 24 hours for emergencies. This changes daily so if you need medicine in an emergency, your local hospital will be able to tell you where there is a pharmacy open.

Clothes Shops: as you would expect, there are many clothes shops in and around the city centre, with many of the larger and more well-known stores located in Argyle Street, Buchanan Street and Sauchiehall Street.

Bookshops: there are several large bookstores in Glasgow, including Borders (Buchanan Street) and Waterstones (Sauchiehall Street). Biggars Music Shop (Sauchiehall Street) supply a range of music books. For second-hand books try:

ABC Educational Company
74 Miller Street
Glasgow G1
0141 204 3445

Voltaire and Rousseau
12 Otago Lane
Glasgow G12
0141 339 1811

ENTERTAINMENT

Glasgow is a lively and friendly city, with an exciting range of bars, clubs, restaurants, theatres, cinemas and concert venues. You should be aware though that the city centre gets very busy at weekends and you should look out for your personal safety as you would in any large city.

The RSAMD does not have its own Student Union bar, and Academy students tend to socialise in Trader Joe's bar, which is on Hope Street, less than two minutes walk from the Academy. You will also be able to use the universities' student unions (University of

Glasgow, University of Strathclyde and Glasgow Caledonian University) and the School of Art student union, by showing your matriculation card.

Restaurants in the city cater for a full range of tastes. You will find Indian (definitely the Glaswegian favourite) Chinese, Mexican and Italian restaurants all over the city, and there are also those that specialise in Russian, French, Greek, Thai, Mongolian and vegetarian foods, among others.

Although sadly now too old to appreciate it fully, the author of this handbook is assured that Glasgow's club scene is amongst the best to be found anywhere. There is a wide range of clubs catering for all tastes and you will find many of these advertised in bars around the city and again, many offer discounts for students.

Glasgow also offers a number of cinemas, theatres, concert venues, museums and galleries. Details of these can be found towards the back of this handbook. You may find a visit to <http://www.glasgowguide.co.uk> useful as it provides a very good guide to the City and what it has to offer.

TRANSPORT

Travelling on public transport in Glasgow is convenient as the city is well served by a number of local bus services, local trains, and an underground train system. The nearest Underground station to the Academy is either Cowcaddens (on West Graham Street), or Buchanan Street. You will need plenty of loose change when travelling on buses within Glasgow, as you must put the exact fare into the box beside the driver and no change is given. The nearest bus stops to RSAMD can be found on Renfrew Street and Hope Street.

If you are doing a lot of travelling on public transport within Glasgow, you could save time and money by buying a 'FirstCard'. These are available for periods of one week, four weeks or ten weeks, and give you unlimited travel on most services (depending on which 'zones' of Glasgow you choose to cover). To buy a card, you should call into Buchanan Bus Station. You will need to take a passport size photograph with you.

If you are planning to travel outside Glasgow by train it might be worthwhile investing in a Student Railcard, which entitles you to cheaper travel. Application forms can be obtained from all major railway stations in the UK and you will need two passport size photographs. A bus pass is also available for travel outside Glasgow and this can be obtained from Buchanan Bus Station (photographs required). Generally, if you are travelling by rail to the north or east of Glasgow (e.g. Inverness to the north or to Edinburgh in the east) you will travel from Queen Street Station and if you are travelling south (e.g. to destinations in England) you will travel from Central Station.

PLACES OF WORSHIP

Information about Churches of all denominations and Synagogues can be obtained from:

The Chaplaincy Centre (0141 553 4144)
University of Strathclyde
St. Paul's Building
90 John Street
Glasgow G1 1JH

Places of worship in and around the centre of Glasgow (some of historical interest):

Baptist	Adelaide Place Church, 209 Bath Street
Central Mosque	Gorbals Street, Gorbals
Church of Scotland (Presbyterian)	Glasgow Cathedral, Castle Street Renfield St. Stephen (Church), 262 Bath Street St. Columba Church (Gaelic), 300 St. Vincent Street St. George's Tron (Church), 165 Buchanan Street
Congregational	Hillhead Centre, 1 University Avenue
Episcopal (Anglican)	St. Mary's Cathedral, 300 Great Western Avenue
German Speaking Congregation	7 Hughenden Terrace
Greek Orthodox	St. Luke's, Dundonald Road, Kirklee
Hindu Mandir Sabha	10 Great George Street
Jewish Orthodox Synagogue	29 Garnet Street, Garnethill,
Methodist	Woodlands Church, 229 Woodlands Road
Order of Western Buddhists	320 Sauchiehall Street
Quakers	Religious Society of Friends, 16 Newton Terrace
Roman Catholic	St. Aloysius' Church, 25 Rose Street St. Andrew's Cathedral, 190 Clyde Street
Sikh Gurdwara	Otago Street

THEATRES, CONCERT VENUES & PERFORMING ARTS

Glasgow Royal Concert Hall	2 Sauchiehall Street	0141 353 8000
Theatre Royal	282 Hope Street	0141 332 3321
King's Theatre	297 Bath Street	0141 248 5153
Citizen's Theatre	119 Gorbals Street	0141 429 0022
Tramway	25 Albert Drive	0141 422 2023
Tron Theatre	63 Trongate	0141 552 4267
Barrowland	244 Gallowgate	0141 552 4601
Pavilion Theatre	121 Renfield Street	0141 332 1846
Royal Scottish National Orchestra	73 Claremont Street	0141 226 3868
Scottish Ballet	261 West Princes Street	0141 331 2931
Scottish Opera	39 Elmbank Crescent	0141 248 4567

CINEMAS

Cineworld	Renfrew Street	08709 070789
The Quay	Paisley Road	0141 418 0111
Glasgow Film Theatre	12 Rose Street	0141 332 8128

MUSEUMS & GALLERIES

Gallery of Modern Art	Queen Street	0141 229 1996
Burrell Collection	Pollok Park	0141 287 2550
People's Palace	Glasgow Green	0141 554 0223
The Hunterian Museum and Art Gallery	University Avenue	0141 330 4221

USEFUL CONTACT NUMBERS WITHIN RSAMD

RSAMD 0141 332 4101 <http://www.rsamd.ac.uk>

Dr Stephen Broad
Head of Postgraduate Programmes and Research Ext 329 s.broad@rsamd.ac.uk

Dr Peggy Duesenberry
Research Lecturer Ext 321 p.duesenberry@rsamd.ac.uk

Laura Watt
Programme Support, Research Ext 239 l.watt@rsamd.ac.uk

Ms Suzanne Daly
Registrar Ext 206 s.daly@rsamd.ac.uk

Ms Jane Balmforth
Counsellor/Disability Advisor Ext 282 j.balmforth@rsamd.ac.uk

Mrs Sherelyn Hallam Ext 281 s.hallam@rsamd.ac.uk

Colin Broom
Student Member of Research Degrees Committee c.broom@rsamd.ac.uk

Students' Union 0141 353 0147

Box Office 0141 332 5057

AND FINALLY

If you need any further information please do not hesitate to contact any of the members of staff named in this handbook. If you are unsure whom to contact, call Academic Administration and Support in the first instance. Should the need arise, do not hesitate to seek advice or assistance as your research progresses.

ANNEX A

Schedule of Practice and Rehearsal Rooms

List A Practice Rooms	List B Large spaces in the School of Drama	List C Large spaces in the School of Music
1.44	1.24 Rehearsal room (R1)	1.20 Fyfe Lecture Theatre
1.45	1.30 Rehearsal room (R2)	2.44(a)&(b)/5 Electronic Studio
1.46	1.31 Rehearsal room (R3)	2.46 Classroom 1
1.49	1.34 Rehearsal room (R4)	2.47 Classroom 2
1.51	1.36 Rehearsal room (R5)	2.48 Classroom 3
1.52	1.37 Rehearsal room (R6)	2.55 Classroom 4
1.53	1.35 Movement room	2.59 Scottish Music
1.54	1.57 V3	2.61 Recording Studio
1.59 - Woodwind	1.61 Organ room – Music	3.96 Guinness Room
1.60	1.63 Organ room - Music	3.98 Academy Concert Hall
1.64 - Percussion	1.66 V2	
2.49	1.67 V1	
2.50	1.73 Drama Room 2	AGOS
2.51	1.75 Groves Studio	Studio
2.53	1.94 Athenaeum Stage	CR1
3.19	1.95 Theatre	CR2
3.21 – Harp Room	1.96 Chandler	CR3
3.22	2.41 Practice Room	CR4
3.24	3.45 Piano practice	CR5
3.25	3.46 Piano practice	RR8
3.26	3.47 Piano practice	RR9 – Drama
3.51	3.48 Piano practice	RR10
3.52	3.49 Piano Practice	RR11
3.53		RR12 - Drama
3.54		RR13