

**Department of Geography**  
Royal Holloway, University of London

***Postgraduate Handbook***  
***2009/2010***

**Head of Department**

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## WELCOME

This handbook provides you with as much information as possible to help you during your time as a postgraduate in the Department. It should be used with the College *Code of Practice for the Welfare of Postgraduate Students* (and for MA/MSc students your course handbook) as a guide to resources and procedures.

If you have any questions, please contact Tim Cresswell (Room 159) or Scott Elias (Room 124) who are Directors of Graduate Studies. Alice Christie, the Departmental Administrator (Room 160) or Liz Hamilton and Karen Oliver, the Postgraduate Administrators/Departmental Secretaries (Room 162), will also be able to answer general queries. Please also regularly check the main postgraduate notice board for new information about events, conferences and jobs. Incoming mail for you will be placed in the postgraduate post baskets in the post room (Room 163).

To help us contact you please let Liz or Karen know of any changes of address and please set up and use your college e-mail account as e-mail is our primary way of circulating information and getting in touch with you. Contact the Computer Centre to set this up and, if necessary, to arrange e-mail to be forwarded automatically from your college account to another e-mail address.

## MEMBERS OF STAFF

### **Head of Department**

David Simon (Professor)

### **Academic and Related Staff**

Simon Armitage (Lecturer)  
Luiza Bialasiewicz (Senior Lecturer)  
Simon Blockley (Lecturer)  
Ian Candy (Lecturer)  
Philip Crang (Professor)  
Tim Cresswell (Professor)  
Mary Dengler (Lecturer)  
Vandana Desai (Senior Lecturer)  
Mustafa Dikeç (Lecturer)  
Klaus Dodds (Professor)  
Felix Driver (Professor)  
Scott Elias (Professor)  
Peter French (Senior Lecturer)  
Clive Gamble (Professor)  
David Gilbert (Professor)  
Rob Kemp (Professor)  
Dorothea Kleine (Lecturer)

David Lambert (Reader)  
Alex Loftus (Academic Fellow)  
John Lowe (Professor)  
Duncan McGregor (Senior Lecturer)  
H. Macpherson (Teaching Fellow)  
Xingmin Meng (GIS Analyst)  
Claudio Minca (Professor)  
Jay Mistry (Senior Lecturer)  
Jim Rose (Professor)  
Danielle Schreve (Reader)  
David Simon (Professor)  
Tom Stevens (Lecturer)  
Don Thompson (Departmental Skills, Training & IT)  
Varyl Thorndycraft (Lecturer)  
Tim Unwin (Professor)  
Katie Willis (Reader)

### **Staff/Student Liaison**

Mike Dolton (DESO)

**Research Staff**

K. Brickell  
F. Coward  
S. Fregonese  
M. Frouin  
R. Housley  
J. Jacobs  
L. Jones

T. Nguyen  
A. Pinkerton (Lecturer in 2010)  
A. Rogers  
H. Scalway

**Honorary Positions**

P. Allen (Honorary Research Associate)  
G.R. Coope (BSc, MSc Manc, PhD, DSc  
Birm) (Visiting Professor)  
A. Currant (Honorary Research Fellow)  
E. Derbyshire (BA Keele, MSc McGill,  
PhD Monash) (Visiting Professor)  
C. Green (Honorary Research Fellow)  
R.J. Hamblin (Honorary Research Fellow)  
D. Hilling (Honorary Research Fellow)  
J. Lee (Honorary Research Associate)  
F Meddens (Honorary Research Fellow)

B. Moorlock (Honorary Research Fellow)  
S. Qadir (Honorary Research Associate)  
B. Robison (Honorary Research Associate)  
M. Seddon (Honorary Research Associate)  
P. Shanahan (Honorary Research  
Associate)  
C.B. Stringer (BSc Lond, PhD, DSc  
Bristol) FRS (Visiting Professor)  
M. Sumbler (Honorary Research Fellow)  
K. Till (Honorary Research Associate)

**Technical/Operations Staff**

E. Turton (Dept Superintendent)  
J. Kynaston (Cartographer)  
S. May (Photographic Technician)  
A. Palmer (Laboratory Technician)  
R. Christie (Laboratory Technician)  
I. Valcarcel (Laboratory Technician)  
W. Min Tun (Computer Technician)

**Administration/Secretarial**

A. Christie (Dept Administrator)  
A.M. Ballard (Undergraduate Administrator and Secretary)  
L. Hamilton (Postgraduate Administrator and Secretary)  
K. Oliver (Postgraduate Administrator and Secretary)

## THE POSTGRADUATE RESEARCH ENVIRONMENT

The Department of Geography at Royal Holloway is one of the top four research Departments in the UK (Grade 5\*\* in the 2001 research selectivity exercise), a world leader in Quaternary Science, Developing Areas research, Social and Cultural Geography, and Politics and Environmental Research. The Department regularly receives substantial research funding from such sources as NERC, AHRC, ESRC (from whom the Department has recognised status as a centre for postgraduate training), AHRC, the British Council, Leverhulme Trust, English Heritage, English Nature, Nuffield Foundation, DFID and UNDP/GEF, as well as from private sector companies such as Cisco Systems and Microsoft.

Research within the Department is structured around four groupings:-

- Centre for Developing Areas Research (CEDAR)
- Centre for Quaternary Research (CQR)
- Politics and Environment Research Group (PERG)
- Social and Cultural Geography Group (SCG)

Together, they promote a lively and interactive environment for postgraduate study. You will find that much postgraduate activity is arranged by these research groupings, but you are also expected to participate in wider Departmental events such as the seminar and public lecture programmes.

## THE REGISTRY AND COLLEGE POSTGRADUATE COMMUNITY

This handbook concentrates on the resources, facilities and organisation of postgraduate life in the Geography Department. However, it is also important to remember that there is a range of support and administrative resources available more widely in the College. The College Graduate School website ([www.rhul.ac.uk/Graduate-School/index.html](http://www.rhul.ac.uk/Graduate-School/index.html)) provides useful information on key contacts and sources of guidance in the Registry. There is also a wider college postgraduate community and regular events where you can meet postgraduates from other Departments.

## POSTGRADUATE LIFE IN THE DEPARTMENT

Postgraduates are an extremely important part of the Department's research community and social life. There are a range of formal and informal events and structures that work to integrate postgraduates into the Department and encourage contact between all the staff and postgraduate students across the range of research interests in the Department. These include the Departmental Seminar Series, Postgraduate Committee, Postgraduate Symposium as well as the social events (see below).

## RESEARCH SEMINARS

The Departmental Seminar Series is an integral part of your intellectual life as a postgraduate at Royal Holloway. These seminars are generally held fortnightly in the Departmental seminar room. They give you the opportunity to listen to, and debate with, international scholars at the forefront of geographical research and learn of the work of being undertaken within the Department. *We expect all postgraduates to attend these sessions*, as they are regarded as an essential component of research training. Sessions take place on Thursdays at 1300 in room 136, unless stated otherwise.

*For further information contact the Departmental seminar convener,  
Dr Katherine Brickell ([Katherine.Brickell@rhul.ac.uk](mailto:Katherine.Brickell@rhul.ac.uk); ext. 3648)*

## THE POSTGRADUATE COMMITTEE

The Postgraduate Committee is chaired by the Directors of Graduate Studies and meets once a term to discuss matters relating to postgraduates in the Department. It comprises seven members of staff and postgraduates representing both Master's and PhD students. Meetings discuss issues ranging from desk allocation to recruitment and advertising strategy. The Committee is the most important policy forum for postgraduate matters in the Department.

### **THE STAFF-STUDENT COMMITTEE**

The aims of the Staff-Student Committee are two-fold:-

- To provide a forum for the discussion of Departmental matters; and
- To provide a formal means of communication with the Departmental Board.

The Committee consists of five members of the academic staff, one undergraduate from each year, one postgraduate, and one representative from the Geographical Society. Elections for the student representatives are held at the beginning of each session. Further elections are held for any vacancies that may occur. The elections are conducted by a member of the Committee from the previous session. A chairperson and a secretary are elected to hold office for the year. Because of the importance of this Committee, the Head of Department will attend, by invitation, whenever possible.

Two meetings are held each term; further meetings may be held if called at the request of three or more members of the Committee. A meeting is quorate with five members present. Major items to be discussed at meetings should be submitted to the secretary and chair at least one week before the published date of meeting, so that they can be included on an agenda. Minutes of meetings are circulated to members of the Committee and all members of staff. They are also posted in the Department.

### **INFORMAL POSTGRADUATE SURGERY**

Approximately once a term the Director of Graduate Studies will hold an open and informal “surgery” in which postgraduate students can collectively meet and discuss issues relating to postgraduate life with the Director. The aim of these meetings is to consider issues collectively so that the Director can take them on board in his/her efforts to improve the general postgraduate learning and social environment.

### **THE GEOGRAPHICAL SOCIETY**

There is an active Geographical Society run by the students, that provides both a programme of visiting speakers and a range of social events, that in the past have included parties, quizzes, wine tastings, cocktail evenings and sports fixtures. Students also take an active part in showing applicants around the Department on UCAS interview days. All postgraduates are encouraged to join in.

### **RESEARCH TRAINING**

Research training is an essential and compulsory part of the taught and research degrees offered in the Department. Each Master’s programme has a dedicated training component in advanced research skills specific to the academic area of interest of the programme. For research students, there is a dedicated, formal, Departmental training programme that first year research students are required to undertake, and a wide range of other training opportunities. Master’s students should refer to their MA/MSc course handbooks for details of their research training. There is a separate on-line document that gives full details of research training opportunities and resources for research students. Participation in research training is one of the things that is discussed in the Annual Review process, and failure to attend relevant training sessions is treated most seriously. Research training should be recorded in a research training log that you will carry through your degree. Please see the following website and sign up for appropriate courses. <http://www.rhul.ac.uk/graduate-school/pages/rdp-details.html#man1>

## **PLAGIARISM**

Plagiarism is the presentation of another person's thoughts or words as though they were your own. This goes against everything for which a degree is designed, that is, to encourage you to think independently about your subject and the world around you. To commit plagiarism is therefore to defeat the purpose of taking a degree programme. The university and College, like all academic institutions, regard plagiarism as a serious examination offence, for which stringent penalties may be imposed. Ultimately these penalties include withholding the award of the degree itself. The following guidelines, based on those of the Academic Registrar of the University of London, outline how plagiarism can be avoided:

All work submitted as part of the requirements for any examination of the University of London must be expressed in your own words and incorporate your own ideas and judgements. Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, you must refer to that person in your text, and include the work referred to in your bibliography. Failure to observe these rules may result in an allegation of cheating. You should therefore consult your Supervisor if you are in any doubt about what is permissible.

Examples of what constitutes plagiarism include:

- Direct quotation from a piece of work without placing inside quotation marks and without acknowledgement of the source
- Summary of text in your own words that follows the structure of the original but fails to acknowledge the source
- Use of websites that are not acknowledged to obtain material
- Downloading of 'ready made' essays from the web
- Use of 'good' essays that may be circulating within the student body from previous years
- Collusion in group project work or techniques exercises – this may range from group use of diagrams produced by one student, to the circulation of texts between members of the group that are either (in crude examples) copied verbatim or reworded by individual members of the group
- In statistical or quantitative exercises, one student carrying out the exercise and circulating copies of computer output to others.

All of the examples in this list (that is not exhaustive) are examination offences and will be dealt with accordingly (see below).

There are stringent penalties for case of plagiarism. These are set out in the College's 'Regulations Governing Examination and Assessment Offences', that also contains details of the procedures to be followed should a case of plagiarism be suspected. Furthermore, if writing a reference, a member of staff is required to inform prospective employers that an examination offence was committed.

## **THE POSTGRADUATE SYMPOSIUM**

The Postgraduate Symposium is a part of the postgraduate induction at the beginning of the Autumn term. It is a day of informal postgraduate presentations organised by the postgraduate community in liaison with the Director of Graduate Studies. All new postgraduates must attend as part of their induction, and continuing postgraduates are expected to attend as it is an important part of the Department's research environment. All research students are required to give a presentation of their research in the symposium in their second or third year and the timing of this is decided on in discussion with the supervisor and advisor as part of the first year annual review. The symposium provides an opportunity to gain experience in presentation and for your research to be communicated to staff and postgraduates with a wide range of research interests.

## **CODE OF CONDUCT FOR THE ACADEMIC WELFARE OF POSTGRADUATE STUDENTS**

All postgraduates are covered by the College's *Code of Conduct for the Academic Welfare of Postgraduate Students* that specifies detailed rules and procedures. Copies of this document are issued to you during the induction. It provides important

information to supplement this handbook.

## **SUPERVISORS AND ADVISORS**

All research students are allocated a Supervisor and an Academic Advisor. Your supervisor provides the primary academic and pastoral support. Your Advisor is available to provide further guidance and takes part in the Annual Review Procedure. Master's Students are allocated a personal tutor who provides both academic advice and pastoral support.

## **COLLEGE POLICIES ON EQUAL OPPORTUNITIES, COMPLAINTS AND OTHER ISSUES**

### **Equal Opportunities**

Royal Holloway is committed to an Equal Opportunities Policy for all students. The College does not discriminate against any person on the grounds of race, ethnic origin, gender, age, marital status, details of dependants, nationality, disabilities, sexual orientation, religion, political beliefs or social origins. Please see the following Web page for more information:

**<http://www.rhul.ac.uk/college-profile/equal-ops.html>**

### **Complaints**

In the unlikely event of a complaint, in the first instance you should raise the problem with the person concerned. However, if this is not appropriate or satisfactory, then there are two channels to follow:

- a) Arrange to see your tutor/supervisor
- b) Arrange to see the Academic Coordinator, Programme Director or Director of Graduate of Studies

For further detail on the Complaints and Appeals procedure at Royal Holloway, see:

**<http://www.rhul.ac.uk/For-Students/complaints.html>**

For more policies, regulations, services and the Student Charter, please see the Online Student Handbook: **<http://www.rhul.ac.uk/Registry/OnlineStudentHandbook/index.html>**

## **UPGRADE FROM MPhil TO PhD.**

Normally all postgraduate research students are required initially to register for the degree of MPhil, even if it is their intention to aim for the award of PhD. Before a student's registration can be transferred from MPhil to PhD, a review must be carried out to ensure satisfactory progress

The review is conducted by a panel, comprising the supervisor(s) and adviser and another member of staff as observer. If the adviser is unavailable for the meeting, the Director of Graduate Studies will attend instead.

For full-time students, transfer should normally take place after the first year, and before the third year, of study. For part-time students, transfer should normally take place between the second and fourth years of study. University of London Regulations prohibit the transfer of registration to PhD after a student has already submitted an entry form for the MPhil examination.

In order to be considered for upgrading, the student must attend a formal meeting with the review panel, and submit work specified by the supervisor (this may vary depending on the nature of the research and the requirements of the supervisor) at least two weeks in advance of the meeting. Typical requirements would be:

(a) a substantial piece of written work with a bibliography; (b) a report of work done, including a literature review, with a timetabled research plan for the next year / completion; (c) any additional pieces of work that are required by the supervisor and appropriate to the research.

The student must be issued with a written invitation to the review meeting that states the work that the student is required to present and the deadline by when it must be submitted. Students are urged to contact immediately their supervisors in person if they require further clarification about the nature and purpose of the upgrade procedure

The outcome of the transfer review will be recorded on the appropriate form that is then signed by the Head of Department and the Director of Graduate Studies and sent to the Registry. A copy of the form and any other written reports on the transfer process that are to be kept on file in the department will be given to the student at the same time.

The Department will keep a written record of the meeting that will include:

(a) a copy of the work submitted by the student; (b) a record of the student's completion of, or exemption from, the College research development programme; (c) a copy of the notification form, together with any further written reports on the outcome of the meeting.

If the student satisfies the criteria for upgrading, the department may notify him/her informally, but formal notification will be sent by the Registry.

If the student does not satisfy the criteria for upgrading, then s/he may be given a second (final) attempt if it is within the time limits permitted by the College. Permission to reconsider a student outside these time limits must first be sought from the Dean of Faculty. The student should be given clear written guidance on how the criteria might be met at the second attempt. If the deficiencies in the first attempt are minor, the student may be asked to write an addendum to his/her report, or revise his/her written work, within a short timescale (e.g. one month), without another formal interview. If a student fails to meet the criteria for upgrade at a second attempt, the Registry should be notified and the student informed in writing that s/he may only submit an

MPhil thesis.

## **ABSENCE FROM COLLEGE**

If you are planning a vacation or have any other reason to interrupt your studies briefly you should discuss this fully with your supervisor at the earliest opportunity who will give advice and permission where appropriate. Master's students should be in college throughout term-time.

## **INTERRUPTION TO STUDIES**

You should discuss any problems that are affecting your progress with your supervisor and/or advisor. It is possible for you formally to interrupt your study if you are unable to continue with your studies for a prolonged period for any reason. For PhD students this may be taken into account in calculating your submission deadline. Remember that under new College regulations introduced in 2006, it is only possible for postgraduate students to be registered for four years full time research, that means that these must be submitted within this time period. It is therefore absolutely essential for postgraduates to discuss with their supervisors or the Director of Graduate Studies anything that interferes with their studies as soon as possible.

## **TEACHING OPPORTUNITIES**

Demonstrating and other forms of teaching assistance, up to a maximum of six hours per week, may be available within the Department. This must be negotiated between your supervisor, academic advisor, and Alice Christie, who is in charge of funds for Non-Established Teaching (NET). We will endeavour to provide teaching opportunities for every Research student who wants it. We view the acquisition of teaching experience as an important aspect of postgraduate training, but please note that opportunities are unavoidably limited. Opportunities also exist for research students to assist fieldtrips in the U.K. and abroad, although this requires permission from your supervisor. Research postgraduates undertaking teaching are required to complete the College Postgraduate Certificate in Skills of Teaching to Inspire Learning (inSTIL). This course is delivered by the Educational Development Centre (<http://www.rhul.ac.uk/registry/educational-development/index.html>). ALL STUDENTS WHO WISH TO UNDERTAKE TEACHING DURING THE ACADEMIC YEAR NEED TO PRE-REGISTER FOR THIS WITH ALICE DURING REGISTRATION. THIS WILL SPEED UP THE PROCESS OF PAYMENT AND ALLOW US TO KEEP A DATABASE OF STUDENTS WISHING TO TEACH.

## **POSTGRADUATE RESOURCES**

### **ROOMS AND RESOURCES**

Research students are currently accommodated in a suite of newly refurbished rooms nearby in the Geography Postgraduate Centre adjacent to the Electron Microscopy Unit (EMU). All research students who wish for it are provided with bookshelves and space in filing cabinets or lockers for their research work. Those who are in the Department for at least three days a week are also allocated their own desks. Those who wish to work in the Department on a less regular basis have the opportunity to work at hot-desks located in the postgraduate rooms. Desk allocation is arranged by the Departmental Postgraduate Administrators. 20 lockers are available for use by Master's students.

Research postgraduates are allocated 1500 free black and white photocopies and £150 of printing credit per year. Master's students are allocated 750 free black and white photocopies and £75 of printing credit per year. The postgraduate copier is located in the post room. CDs are available for sale in the Department. You may send out post and use the fax machine for research purposes with your supervisor's permission. The Department will fund the laser printing of one black and white top copy and the black and white photocopying of two further copies of PhD theses for submission. Cases for the limited and essential use of colour should be made via supervisors and will be considered by the Head of Department on an individual basis.

If you are in receipt of a Research Training Support Grant (from a Research Council) you can access this fund to pay for conferences and other research expenses by completing an Expenses Claim form with supporting receipts and giving it to Alice Christie. It is advisable to submit claims at the beginning of the month and as promptly as possible to reduce any delay in reimbursement. Please discuss urgent claims or the need for advance payment with Alice Christie at the earliest opportunity. It is also advisable to discuss the best use of the Research Training Support Grant with your supervisor.

A Departmental car is available for research purposes. Further information is available from Elaine Turton.

Postgraduate students at Royal Holloway also have access to the research facilities of the College's London Base, Bedford Square, Bloomsbury.

### POSTGRADUATE RESEARCH DEVELOPMENT FUND

1. The Postgraduate Research Development Fund (PGRDF) is a fund that has been set up to support postgraduate students in the Department of Geography at Royal Holloway in the development of their research programme.
2. It is intended for students who are not already supported by a Research grant that includes research support (i.e. ESRC, NERC). All students without such support are eligible to apply for PGRDF funds.
3. The fund will support expenses associated with attendance at conferences, seminars and workshops at which the applicant is presenting a paper. It will also support attendance at courses that will help to develop the student's research skills (i.e. language training courses, methodology courses etc). It is not intended to cover expenses associated with fieldwork.
4. Students have the right to apply for a total of £300 over the period of doctoral research. Students may apply for these funds more than once as long as the £300 total has not been exceeded.
5. Students have to apply for these funds and the application has to be supported by the doctoral supervisor. The Director of Graduate Studies also has to approve the application.
6. The application should include a short (no more than 500 words) justification for the use of funds.

### LIBRARY RESOURCES

A large proportion of any degree entails a considerable amount of reading. The Bedford and Founders Libraries on campus will hold many of the books and journals required for your courses as well as other materials. It is very likely that from time to time you will need to make use of the University of London Library at Senate House, or other London Libraries such as SOAS, UCL or The Royal Geographical Society (with the Institute of British Geographers). Information about access to these London libraries is available from the Departmental Educational Support Officer, Mike Dolton (Room 173). The College library provides access to many digital resources, and you should learn how to use these as soon as possible in your career at Royal Holloway.

### THE READING ROOM

In addition to the Library facilities the Department has its own Reading Room, containing an offprint collection and major course texts. These resources are designed to back-up the library facilities by offering multiple copies of key texts or access to geography material generally unavailable elsewhere in London. All books and offprints are available for borrowing on a short loan system and access is via the Departmental Educational Support Officer. The Reading Room also houses document collections for the Department's four research groupings, that can be consulted on request, as well as journals and periodical magazines available for reference. The Reading Room offers a quiet workplace and food and drink are not permitted.

### DEPARTMENTAL COMPUTING RESOURCES

The Department has a computing laboratory dedicated for the use of Geography students. Further Departmental computing facilities are located in the Humphreys Graphics Suite and the Mike Eden laboratory. Computer and related support is provided chiefly by:

- **Win Min Tun** Computer Technician
- **Xingmin Meng** Geographical Database Manager and GIS Analyst
- **Jenny Kynaston** Departmental Cartographer

### **Hardware:**

Postgraduate Computing, Room 146.

The computing hardware available to postgraduate students in the Geography Department currently comprises 20 Pentium 4 and Pentium D PCs. There are two additional computers in EMU. A small number of laptop computers are available to incoming PGR students who do not already own a laptop. Postgraduate students also enjoy the use of a Hewlett Packard A4 Mono and Colour LaserJet printers and a A4 scanner. A3 and A0 colour printers are located in the Graphics Suite, that also possesses an A3 flat bed scanner, slide scanner and negative film scanner.

### **Software:**

A wide and varied range of computer software is installed on the various machines in the postgraduate computing room. These include the following packages:

- **Microsoft Word** the popular word processing package
- **Microsoft Excel** spreadsheets and data analysis
- **Microsoft PowerPoint** powerful presentations package
- **Microsoft Access** relational database software
- **Microsoft Outlook** for sending and receiving emails
- **Macromedia Dreamweaver MX** web design
- **Macromedia Fireworks MX** photo manipulation
- **Adobe Photoshop** graphic design and image manipulation
- **Adobe Illustrator CS2** advanced industry standard vector drawing program and pdf file editing
- **ESRI ArcView** desktop GIS software, with Image Analyst and Spatial Analyst for topographic analysis and modeling
- **Minitab** specialist statistical package

Manuals and user guides for most of these software titles are available for short term loan and reference from the Departmental Computer Technician.

There are also extensive College computing facilities, details of which can be found in the Information Services folder, or at <http://www.rhul.ac.uk/information-services/computer-centre/>.

### **E-mail & Internet Access**

The Geography Department is a wi-fi zone and the internet can be accessed from laptops in this way. All machines in the computing lab are fully networked and therefore have e-mail, www and college connections. In order to make use of e-mail and college computing facilities students new to Royal Holloway are automatically registered by the College Computer Centre. Having done this an e-mail account can be set up allowing individuals to send and receive e-mail messages. All PCs in the computing room have Internet Explorer installed for web browsing. Please ensure that you regularly check your College e-mail account, since this is the main means through which you will be contacted about official matters.

### **Computer Training**

In addition to any computing practicals run by the Department a range of both introductory and more advanced hands-on training courses are run throughout the academic year by the Computer Centre on campus. Details are available from the Computer Centre and the Departmental Computer Technician

## HEALTH AND SAFETY POLICY

The Departmental Safety Committee is designed to oversee health and safety procedures in the Department, in order to ensure that all persons working in the Department do so in a healthy and safe environment. There are rules and regulations that are specific to particular Departmental activities, and every person who is working in or visiting these areas must make sure that they are acquainted with these regulations. Ignoring such provisions means not only putting yourself at risk, but those around you also.

All students and staff involved in fieldwork must comply with the Science Faculty Fieldwork - Code of Practice, which is available from the Departmental Health & Safety Coordinator (Ms. Elaine Turton). For those involved in laboratory work, there are Safety Notes and procedures specific to each laboratory; these must be read and understood before commencement of work. The same applies to the COSHH Regulations, which must be read, and a declaration form signed prior to commencement of work. This includes lab work as part of taught courses. Your course leader will organise this for you.

The Department is committed to providing a healthy and safe environment for staff and students to work in. Risk assessment is an ongoing part of Departmental activity, to ensure that all procedures, courses and field trips are implemented with the minimum risk to all concerned. Whilst the Department will do all that is reasonably practicable to reduce any risk to health and safety in the Department, it is also the responsibility of individuals to ensure that their working environment, procedures and actions are safe. **Safety is everyone's responsibility.**

There is a legal requirement that all work procedures are assessed for their level of risk. For certain classes you will be provided with the particular risk assessment.

**For dissertation work you will be required to complete the relevant risk assessments with your supervisor prior to beginning work.**

The Safety Committee, which reports directly to the Head of Department, and the Departmental Board, includes:

Ms Elaine Turton (Dept Safety Coordinator/Departmental Superintendent)  
 Dr. Simon Armitage (Chairman, Laboratory & Field Equipment Committee)  
 Mr Don Thompson (Fieldwork Coordinator)  
 Mr Iñaki Valcarcel (Dept Radiation Protection Supervisor)  
 Postgraduate Representative

The Department is located on five different sites. Persons with specific responsibilities for each site are:

Queen's Building	}	Ms Elaine Turton	ext.3808
Queen's Annexe			
EMU – Geography Post-Grad suite			
Tephra Laboratory	}	Mr Iñaki Valcarcel	ext.3579
Munro-Fox lab			
Luminescence laboratories			

Health and safety suggestions should be submitted to the Departmental Health & Safety Coordinator. If you think there is a risk to safety, please report it immediately to a member of the Departmental Safety Committee.

### Safety Policy Statement

Note: although this Policy refers to 'he' it applies to all employees, undergraduate and postgraduate students, contractors and visitors to the Department of Geography.

### Statement

This Policy statement is in support of the general Safety Policy document of Royal Holloway, University of London. Its purpose is to illustrate to all personnel who may be affected by the Department's functions and undertakings that they are entitled to be provided with the safest conditions that are reasonably practicable to maintain.

The Department recognises its responsibility to the College for ensuring every reasonable effort is made to fulfil the requirements of the general Safety Policy document and, in particular, will promote occupational health, accident prevention, fire protection and safety awareness amongst its own employees, those of any students, contractors, and any visitors entering Departmental premises or affected by Departmental activities.

To support the Policy, the Department will:-

- provide all employees with appropriate training;
- provide safe working equipment and, where necessary, personal protection;
- notify employees of any significant risk that exists in the course of their work, the reasons for preventative measures that need to be taken, and the approved safe methods of work;
- bring to employees attention their responsibilities both to themselves and others to work and act safely;
- conduct regular Departmental safety checks to monitor safety standards
- conduct an annual safety audit in order to evaluate the Departmental safety performance;
- liaise with suppliers to ensure that relevant information is available for the safe handling of goods and materials provided by them.

Particular emphasis will be placed on the training of persons with specific safety responsibilities (e.g. Head of Department, Health & Safety Coordinator) as these persons are highly influential in determining the degree of safety and awareness amongst personnel, and for ensuring work is carried out safely. It is important that these people cooperate for the mutual benefit of all College staff.

A Departmental Safety Committee will meet regularly, as appropriate, to ensure that all Departmental employees have the opportunity to monitor the effectiveness of the implementation of the College Safety Policy.

In order to have the maximum effect, the Department wishes to impress on all persons that this Policy Statement must have their full and active cooperation. Health and safety protection is a subject where all interests are mutual.

## **EMERGENCIES**

**First Aid.** If you suffer an injury, or find someone injured, call a qualified First Aider. A list of First Aiders is posted:

- on the door of each laboratory leading to a corridor
- on the door of each lecture room leading to a corridor
- on the safety notice board
- in the Departmental Office

The main first aid kit is situated in the Departmental Office, Room 162.

**Fire Alarm.** If the fire bell rings continuously:

- leave the building immediately, by the nearest safe route. Do not stop to collect belongings.

**Note: This may not be the door you used to enter the building.**

- report to Assembly Point 15 on the south side of the building straight away; do not wander off without reporting to a Fire Marshall
- do not enter the building again until authorised to do so

**Dealing with fires.** If you discover a fire:

- activate the nearest fire alarm immediately - this is your main priority
- leave the building by the nearest safe route
- report to Assembly Point 15, between Queen's Building and Reid Hall
- Fire Marshalls are appointed in each corridor; their instructions must be followed without question
- Do not fight fires unless trained to do so - the incorrect choice or use of a fire extinguisher could put your life at risk and/or make the fire worse.

## DEPARTMENT SAFETY

**The Geography Department (Including the Quad) is a No Smoking Area**

**Working hours.** The department working hours are 9am – 5pm. Access out of hours is by swipe card; these are available from Elaine Turton, Room Q130) and cost £5.

**Belongings.** Do not leave your belongings unattended:

- in corridors or stairwells
- near exits, particularly fire exits
- near to emergency equipment, such as fire extinguishers
- near to electrical equipment or sources of heat
- unattended bags will be removed by Security
- Safety Provisions. Be aware of fire exit routes, fire extinguishers, fire alarms and first aid kits in the Department.

**Medical Conditions.** Students suffering from conditions which in some circumstances could render them unconscious should report the fact on the Department's Health and Safety form (pink = postgraduates,) which all students complete on joining the Department, stating medication, so that field trip and course leaders can be advised accordingly only when necessary.

## FIELDWORK SAFETY

These notes complement the College's Science Faculty Fieldwork Code of practice which you should also consult. A copy of these guidelines may be obtained from the Safety Officer (Elaine Turton, Room Q130).

Whilst every effort is made to ensure that fieldwork provided by the College is safe, it has, by its nature some inherent risks, for example on coasts, exposed uplands or quarries. Severe weather conditions may be encountered in all seasons, especially near coasts or in upland areas. In accordance with the Health & Safety at Work Act 1974, course leaders have a responsibility to ensure that correct precautions are taken and have a duty to inform you of all health & safety issues relating to the work they are supervising.

In law, **YOU** have a duty of care to yourself and others whilst engaged in any activity related to your studies at Royal Holloway. **Potential dangers make it imperative that students cooperate by behaving responsibly in order to minimise the risk of accidents. Each individual is responsible for their own safety.**

A course leader's safety instructions will be clear and precise as to the fieldwork involved and should be observed by all members of the group at all times. If a member of your group should act in an unsafe manner, endangering themselves or others, you have a duty to report this to the field leader – you could save the person, or others, from serious injury.

A medical questionnaire must be completed by all students as required. (Postgraduate = pink forms) These forms will be issued when you join the department. You will be given the opportunity to update these forms by field trip leaders before trips. However, do not wait until such times to change your form if your personal circumstances change. Advise the Department Health and Safety officer (Elaine Turton) immediately. Students will also be required to sign an appropriate Risk Assessment prior to all fieldwork.

College insurance does **NOT** include personal accident cover for students on fieldwork. However, basic overseas insurance can be provided by the College for overseas fieldwork for a small charge – see Alice Christie Q160. For European fieldwork all students should obtain a European Health Insurance Card (previously known as the E111), the application form being obtainable from main post offices (allow 3-4 weeks). This provides basic medical cover in EU countries, although provisions vary greatly from one country to another. For other trips students are advised to take out suitable insurance cover, including re-patriation.

#### **THE FOLLOWING GUIDELINES SHOULD BE OBSERVED DURING ALL FIELD TRIPS:**

**Report any injury or illness immediately, regardless of how trivial it may appear.** All trips will have trained first aiders on hand.

**Wear adequate clothing and footwear** for the terrain and weather to be encountered. For rural areas, the following will generally be required:

- waterproof jacket and overtrousers.
- stout footwear (trainers are not appropriate for most field trips), Wellington boots in some situations
- warm sweater, hat and gloves for upland or winter trips
- Leaders may refuse to allow ill-equipped students to participate in field trips.

Additional information will be provided with the field risk assessment associated with any taught element of your course.

#### **Independent fieldwork**

All the provisions in Section 9.4 also apply to independent fieldwork. The nature of the training, however, involves an important element of self-reliance, and students undertaking independent fieldwork are necessarily responsible for their own safety in the field. The following guidelines **MUST** be followed where applicable. Further information on safety, including the College/Faculty Fieldwork Code of Practice, is available from the Departmental Safety Officer.

**Discuss likely safety issues, risks, equipment required and ethical considerations**, with your supervisor beforehand and complete a Risk Assessment Form.

**This is a legal obligation under the Workplace (Health, Safety and Welfare) Regulations 1992, operating from 1st January 1993.**

In addition to the risk assessment you must ensure your pink Health and Safety form is up-to-date and complete. If in doubt submit another with your risk assessment.

Plan your work carefully, bearing in mind your experience and training, the nature of the work, and the weather. Be careful not to over-estimate what can be achieved in a given time period.

**Leave information about your route** each day with a colleague or a local person. Never break arrangements to report your return. If camping, it is desirable to do so near habitation.

**Check weather forecasts.** Keep a constant look-out for weather changes. Do not hesitate to suspend work if the weather deteriorates.

**Carry at all times** an HSE approved first aid kit and the following items, where appropriate:

- adequate clothing and waterproofs
- emergency food (chocolate, mint cake, glucose tablets, etc)
- a survival (bivouac) bag or emergency blanket
- map, compass and watch
- torch and whistle

**Always obtain permission** before entering private property. Follow the recognised procedures for visits to building sites, quarries, mines, etc. Be careful to report on leaving the site.

**Working off-shore requires special precautions.** Small boats should only be used in the company of an experienced boatman or colleague. **Always wear a life jacket** (Mae West type). Aqualung equipment should only be used by experienced trained divers. Any activity requiring these type of work must be fully discussed with your advisors well before the fieldwork is due to start, as they require additional risk assessment activities at College Level.

**Make sure that you are conversant** with health and safety requirements in environments with which you are unfamiliar, such as underground, or abroad in tropical, desert or arctic conditions.

**Know the International Distress Signal:**

- six whistle blasts, shouts, or flashes of a torch
- pause for one minute
- repeat six whistle blasts, shouts or torch flashes

Continue until answered by three whistle blasts, shouts or flashes, followed by three more after an interval of one minutes; the answering signal is repeated several times. When in distress, do not exhaust yourself by shouting or blowing a whistle for too long a period - take a break and then start again.

**When working on mountains**, or other exposed areas; familiarise yourself with the mountain safety code. Be aware of the effects of exposure and hypothermia. Know, in advance, what to do in the case of an emergency. The safety code can be found on many web sites, the following link being typical (<http://www.ramblers.org.uk/info/practical/safety.html#Mountain>).

**Do not carry out fieldwork in countries** or regions if the British Government, or other bodies, have advised against travel to, holiday or work in, that country or region. Information can be obtained from the Foreign Office web site (<http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/>).

## **PHYSICAL LABORATORY PROCEDURES**

Should your course or research involve laboratory analyses you will be given a laboratory induction and a copy of Laboratory Operating Systems, Policies and Procedures prior to beginning work.

**Independent Project Work** must be approved beforehand by your supervisor and agreed with the supervising technician.

Risk assessment documentation and associated documents will be given to you by the supervising technician.

Supervision. **You will be supervised if necessary until the technician is satisfied you have received the information, instruction, and training and have gained the proficiency to work safely alone and will sign the training log accordingly.**

## **COMPUTING LABORATORY PROCEDURES**

You will be issued with a set of guidelines for working in the computing and graphics suites.

Again, staff reserve the right to exclude students from these facilities if safe good working practices are not adhered to. In this case the abuse of college computing regulations (including the downloading of programs or illicit material from the web) constitutes a breach of "good working practice" – the departments discretion is final.

## RESEARCH INTERESTS OF STAFF

### **Dr Simon Armitage** PhD

Luminescence dating, North and Southern African Quaternary climate and archaeology

### **Dr Luiza Bialasiewicz** PhD

European identities, politics of space, heritage and culture

### **Dr Simon Blockley** BSc, PhD

Abrupt climate change, past human response, tephrochronology, radiocarbon dating, advanced age modeling.

### **Dr Ian Candy** BSc, MSc, PhD

Uranium series dating, stable isotopic records of Quaternary climate change, Quaternary fluvial responses, Mediterranean palaeoenvironments

### **Professor Philip Crang** BA PhD

Cultures of consumption, transnationality, material culture, work and employment

### **Professor Tim Cresswell** PhD

Mobility, place, landscape and identity, geographical imaginations

### **Dr Mary Dengler** BA PhD

Environmental geography, politics of environmental governance, climate change, biodiversity, eco-tourism, water resource management, wetland eco-systems

### **Dr Vandana Desai** BA BSL MPA DPhil

Non-Governmental Organisation and civil society, community participation, low-income housing for the urban poor, impact of globalisation and economic liberalisation on gender and poverty, survival strategies and livelihoods in urban context

### **Dr Mustafa Dikeç**, PhD

French urban policy, social justice, immigration and politics

### **Professor Klaus Dodds** BSc PhD

Geopolitics and International Relations, international politics of Antarctica and Southern Ocean, popular geopolitics with special reference to films and cartoons

### **Professor Felix Driver** MA PhD

Colonialism and post-colonialism, imaginative geographies of the tropics, culture of exploration, imperial cities, history of geographical knowledge

### **Professor Scott Elias** BSc PhD

Palaeoecology, palaeoclimatology, Quaternary insect fossils, environmental archaeology.

### **Dr Peter French** BSc PhD

Coastal and estuarine management, coastal defence impacts, saltmarsh dynamic and pollution.

### **Professor Clive Gamble** MA PhD

Why, when and how we became a global species, public archaeology, Palaeolithic societies.

**Professor David Gilbert** BA DPhil

The history and geography of Modern London, fashion, consumption and the modern city, urban tourism, imperial cities, suburban cultures, social history and historical geography of British coal industry

**Professor Rob Kemp** BSc MSc PhD

Pedology, soil management, environmental pollution, palaeopedology, Quaternary science.

**Dr Dorothea Kleine**

ICT for development, ethical trade, globalization.

**Dr David Lambert** MA, PhD

White Caribbean identities, the cultural politics of settler colonialism and geographic engagements with the “new imperial history” and postcolonial theory.

**Dr Alex Loftus** MA DPhil

Urban sustainability, politics of water, urban interventions

**Professor John Lowe** MA PhD

Quaternary science, palaeoecology, climate change, biogeography, geological dating methods

**Dr Duncan McGregor** BSc PhD

Environmental management, geomorphology, land degradation in the humid and semi-arid tropics, the Caribbean, Ghana

**Dr Xingmin Meng** MSc PhD

Geographic Information Systems and related applications

**Professor Claudio Minca** PhD

Postcolonialism, tourism, imaginative geographies, politics and space

**Dr Jay Mistry** BSc PhD

Environmental and natural resource management, indigenous and traditional knowledge systems, fire management

**Dr Danielle Schreve** BSc PhD

Quaternary mammals, biostratigraphy, palaeoecology, biogeography, Palaeolithic archaeology

**Professor David Simon** BA MA DPhil

Urbanisation and urban and peri-urban change, survival strategies of the poor, development theory, geopolitics, policy and practice, transport, development-environment interface and sustainability, sub-Saharan Africa

**Dr Tom Stevens** (BSc Swansea; MS Massachusetts; DPhil Oxon)

Quaternary Science, with particular interests in Asian palaeoclimates, sediments, tectonics and surface processes; sedimentology; luminescence geochronology and detrital thermochronology; geoarchaeology; Loess sediments.

**Mr Don Thompson** BSc

Fluvial and hillslope processes in arid and semi-arid environments; problems of agriculture and water supply in developing countries

**Dr Varyl Thorndycraft** PhD

Fluvial geomorphology, palaeohydrology, geoarchaeology

**Professor Tim Unwin** MA PhD

ICT for Development, rural society and landscape, historical geography, viticulture and wine, critical theory.

**Dr Katie Willis** BA MPhil DPhil

Gender, households, migration and development, with particular reference to Latin America

#### **VISITING PROFESSORS**

**Professor G. R. Coope** BSc, MSc, PhD, DSc (Visiting Professor)

Quaternary insects, palaeoecology, palaeobiogeography

**Professor E. Derbyshire** BA MSc PhD FGS (Visiting Professor)

Sedimentology; geotechnics; scanning electron microscopy and image analysis; remote sensing; geomorphological mapping.

**Professor C.B. Stringer** BSc, PhD FRS (Visiting Professor)

Palaeoanthropology, human origins, ancient human occupation of Britain

**NOTES:**

**Department of Geography  
Queens Building  
Level 1**

