

TRINITY LABAN



CITY UNIVERSITY
LONDON

Guidance Notes for RDP Applicants 2024-25

Trinity Laban Conservatoire of Music and Dance

www.trinitylaban.ac.uk

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Dance: Laban Building, Creekside, London SE8 3DZ, +44 (0)20 8305 9400

MPhil/PhD Programmes

Thank you for your interest in Research Degree Programme (RDP) at Trinity Laban. In addition to the information we give at <http://www.trinitylaban.ac.uk/research/research-degree-programme>, the following should assist you in developing your application.

Our research degrees are validated by City University of London.

Research Degree Programme

We offer the following programmes of study:

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

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

Research degree students normally register initially for Master of Philosophy (MPhil), giving time for students to develop methodology and refine their topic. This leads to an assessment of the project at a midway stage when registration may be considered for transfer to PhD. This transfer is assessed by written and/or verbal presentation.

Modes of Study and Durations

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

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

Research Degree Personnel

The MPhil and PhD programmes are led by Prof Jonathan Clark, Head of Research at Trinity Laban (telephone 020 8305 9345, email: J.Clark@trinitylaban.ac.uk). Prof Clark welcomes informal queries relating to any aspect of potential postgraduate level research at Trinity Laban. The Administrator for the Research Degree Programme is Sara Pay (email S.Pay@trinitylaban.ac.uk). Enquiries about fees/deadlines and other questions about the RDP can be addressed here.

Research at Trinity Laban

Trinity Laban supports a wide range of research-based activity, including choreography, composition, sound-art, music/dance performance, dance theatre, scenography, music/dance science, as well as encouraging collaborative work, for example between music and dance, film or technology. Some researchers pursue interdisciplinary work, combining practice with theoretical perspectives, for example looking at the cultural context of the creation and performance of work, or education and pedagogically based work. Practitioners/researchers from Trinity Laban are developing innovative, collaborative projects which aim to push the boundaries of the art forms and promote the development of new artistic media.

[Detailed information on research at Trinity Laban: RDP, projects, events and staff](#)

Library Resources

Trinity Laban is a specialist Higher Education Institution with two libraries, the Laban Library & Archive for Dance and the Jerwood Library for Music. To access materials relating to other disciplines, our students can register with other libraries including those at City University of London who validate our research degrees, and the British Library. For an insight into which resources are available at Trinity Laban, access the Laban and Jerwood library catalogues via the following links:

Jerwood Library

catalogue: <http://jlpa.trinitylaban.ac.uk/uhtbin/webcat>

Journal Finder (TL journal subscriptions): <http://search.ebscohost.com/login.aspx?authtype=guest&custid=ns071427&groupid=main&profile=pf>

QuickSearch (searches all subscribed electronic content, incl. the Laban Library catalogue):

<http://search.ebscohost.com/login.aspx?authtype=guest&custid=ns071427&groupid=main&profile=eds>

Laban Library

http://liberty.trinitylaban.ac.uk/liberty/libraryHome.do?SAMLResponse=&clientAlias=&time=&digest=&corporationAlias=Laban_Library

Entry Criteria for the Research Degree Programme

Eligibility

Applicants wishing to undertake the RDP must have one or more of the following minimum qualifications before considering an application:

- an Honours degree in a related field (either 1st class or upper 2nd class) from a UK institution or an overseas qualification of an equivalent standing obtained after a course of study extending over not less than three years in a higher education institution, and in a subject appropriate to the proposed research project;
- a Taught Postgraduate degree in a subject appropriate to the programme to be followed;
- a professional or other qualification obtained by examination and approved by Trinity Laban as an appropriate entrance qualification for the MPhil/PhD degree in question;
- appropriate professional experience and a demonstrable reputation (as attested by suitably qualified referees) in the nominated area.

Applicants possessing alternative qualifications or relevant experience may also be considered.

In addition, for applicants whose first language is not English, an IELTS score of **6.5** (or equivalent, for non-visa students) **in each element** with certification attained no more than 2 years prior to application is mandatory. The IELTS requirement is a prerequisite for applying to Trinity Laban: the institution does not make conditional offers based on its future completion. Applicants with the required English qualification may be asked to provide additional evidence of proficiency in English.

Programme Objectives

Eligibility for the RDP is also contingent on the proposed project fulfilling the following broad objectives for the Programme:

- to expand the body of knowledge of and about music and/or dance and/or collaborative arts in a practical, intellectual, and scholarly way;
- to promote the development of research to the level of public dissemination, including performance, publication, and conference presentation;
- to enlarge the group of music and/or dance and/or collaborative arts scholars and contribute to ongoing debates in the wider fields of music and/or dance and/or collaborative arts.

Types of Submission and Word-Counts

Type of Final Submission	MPhil	PhD
Fully Written	c. 50,000	c. 100,000 words (maxima)
Creative Practice: Practical and Written A	Portfolio/Practical submission of 5-6 completed pieces, and be of (in total) approx. 50 mins in duration, to be submitted in hardcopy format (DVD/CD/score etc) c. 15,000 word project commentary to be submitted as softbound hardcopy	Portfolio/Practical submission portfolio of c. 6-8 completed pieces, and be of (in total) approximately 90 minutes in duration, to be submitted in hardcopy format (DVD/CD/hardcopy score etc) c. 20,000-25,000 word project commentary to be submitted as softbound hardcopy
Creative Practice: Practical and Written B (Exceptional thesis)	<i>Exceptional thesis (higher word count) Not Available</i>	Portfolio/Practical submission of c. 3-4 completed pieces, and be of (in total) approximately 45 minutes in duration, to be submitted in hardcopy format (DVD/CD/hardcopy score etc) c. 50,000 word project commentary to be submitted as softbound hardcopy

Music and/or Dance Science: Empirical methodology, quantitative data/analysis only	c. 30,000 words Submit softbound hardcopy	c. 60,000 words Submit softbound hardcopy
Music and/or Dance Science: Mixed-mode methodologies, qualitative and quantitative data/analysis	c. 35,000 words Submit softbound hardcopy	c. 70,000 words Submit softbound hardcopy
Music and/or Dance Science: Qualitative methodology, qualitative data/analysis only	c. 40,000 words Submit softbound hardcopy	c. 80,000 words Submit softbound hardcopy

The decision of which written element to submit (project commentary or thesis) has to be taken with the guidance and agreement of the student's supervisors and the Head of Research.

Initial Application Requirements

To be eligible for consideration, applicants are expected to submit:

- An outline research proposal (of circa 2,000 words) detailing the nature and objectives of the proposed MPhil/PhD project and submission (to help you with this, see the section below entitled- Writing Your Research Proposal);
- A summary CV of relevant educational background and professional experience, including any performance, composition/choreography or other relevant artistic experience, a list of creative works produced either as sole author or contributor, and details of funding previously received including, grants, and prizes;
- Certified copies of all degree certificates;
- Copy of English Language certification (if required, for students whose first language is not English: an IELTS (Academic) score of 6.5 (or equivalent, for non-visa students) in each element with certification attained no more than 2 years prior to application);
- For proposals engaging in practical elements, a portfolio incorporating any other appropriate documentary evidence (e.g. CD / DVD / CD-ROM /.pdf /weblinks) of the creative practice of the candidate, where relevant;
- An indication of sources of financial support; names and contact details for two satisfactory references, from persons who are eligible and appropriately qualified to judge the applicant's academic and professional competence to work at doctoral level.

All applicants are expected to show evidence of their skills and experience within the relevant field of study through a face-to-face interview/audition. Applicants who are unable to attend interview/audition in person may, by exception, be asked to participate in a video- or telephone-conference interview/audition.

Your application will consist of an application via **UCAS Conservatoires** with the additional information detailed above to be submitted via **Embark**. Please see the section on **How to Apply** on page 7.

Writing Your Research Proposal

The Trinity Laban RDP places particular emphasis upon *practice as research*, which implies: research which is initiated in practice, where questions, problems, challenges are identified and formed by the needs of that practice and its practitioners; research that is borne out of, and engages with, studio/laboratory/community practice and the practice of scholarly writing, in which the written and practical elements inform each other and/or research that

has its primary focus on developing an innovative conceptual, practice-based body of work, and that progresses knowledge within the project's designated field(s). In writing your research proposal, you should bear this in mind. In addition, the proposal should also include:

- a clear description of the field to which the work will contribute;
- an indication of awareness of existing research (both practical and theoretical) in the field;
- an outline of how the research project will manifest itself in both written and practical components including the relationship between such components;
- the analytical and critical questions that would be addressed in the accompanying written component;
- any plans for collaborative work and/or details of any access to special resources required- these might include access to rehearsal/performance facilities (dance studios, theatres and/or concert spaces) at Trinity Laban, the use of ensembles for recordings, studio-time for computer-based/electroacoustic music, specialist library/archive resources etc.;
- an indication of how the applicant wishes to benefit from particular staff expertise at Trinity Laban;
- a proposed time-line for completion;
- a preliminary bibliography.

Trinity Laban will NOT accept research proposal applications where the artistic component is a group-devised production/object. Trinity Laban does also not accept research proposals that are simple rewordings of proposals previously submitted for a Postgraduate Taught Degree (e.g. MA, MMus). Applicants must be the single or lead practitioner in their proposed creative component – i.e. primary performer, composer, choreographer for performance or lead researcher if the work falls within the fields of dance/music science or community outreach work. They must have primary responsibility for the research-relevant aspect of the work if it is collaboratively-based work.

Selection and Admissions

Policy on non-traditional entrants and overseas students

Each individual applicant is considered exclusively on their own merits, regardless of the nature of their prior experience or qualifications cited. Overseas and home/EU applicants will receive equal treatment and standing, the principal criteria for consideration being their evidenced potential to undertake the proposed programme of study, and a clear rationale for the reasons for undertaking their study specifically at Trinity Laban. Overseas/EU applicants, like home applicants, should expect to have an interview and/or undertake an audition. However this may, if necessary, be conducted via video- or telephone-conference.

Visa Regulations

Once applicants have formally accepted a place at Trinity Laban and can confirm that they have the funds to support themselves during their programme of study, they should be able to obtain entry clearance. EU and EEA students require a Student Visa unless they have pre-settled or settled status; Visa nationals will have to apply for a visa. You

can find detailed information and links to UK Government guidance at

<https://www.trinitylaban.ac.uk/study/how-to-apply/international-application-information/immigration-visas/>

Visa Nationals – who usually can study full-time only - must obtain entry clearance at least one month (but not more than six months) before traveling to the UK. Visa regulations do not permit postgraduate students to change from full-time to part-time status during their studies without also changing their visa. It is the responsibility of the student to ensure that they obtain the appropriate visa.

Registration

Internal, or resident students are the norm at Trinity Laban. Students attend Trinity Laban regularly for tutorials and training seminars, to conduct their research and to give presentations on their current research topics.

Selection and Admissions Process

Prior to submission of a formal application, potential applicants are invited to contact the Head of Research with outline proposals which he might share with an appropriate reader. If the project is judged to be viable and the applicant to meet the eligibility criteria, the applicant will be encouraged to submit a full application.

Applications are initially considered by the Research Peer Review Panel, made up of senior research staff, led by the Head of Research; and subsequently by the Trinity Laban Research Degree Committee, with guidance from the Panel as above, and, subject to the recommendation of admission of the candidate to the programme, Trinity Laban will – taking account of the wishes of the candidate – nominate two supervisors who will work with the candidate throughout their studentship. There are two points of admission within the academic year – September and January (N.B. Any external studentships offered coincide with the September entry point).

There are two application deadlines for these entry points to the Programme- **1st June** and **1st October** (for September and January entry respectively); applications are usually considered during June and October.

Rejected Applications

Applications may be rejected on any of the following grounds (N.B. This list should not be considered exhaustive, but rather indicative of typical reasons for rejection):

- poor 'fit' with the Programme objectives;
- application falls within a more traditional academic area that can more appropriately be supported by a university music, dance, or performing arts department;
- lack of supervisor expertise within Trinity Laban;
- lack of confidence in the candidate's ability to develop the project/topic in question;
- inadequate demonstration that a candidate has the necessary academic profile to undertake a research degree;
- lack of differentiation from a previously submitted PGT project proposal;
- resource requirements not agreed with student.

Acceptance Letters

Successful applicants are sent an individual letter of acceptance. This together with relevant attached/linked documents set out the terms of the offer and includes information about:

- Fees and details of any studentship offered, including the requirements and/or conditions of any sponsor and an outline of opportunities to undertake teaching or other duties (these are usually related), as well as any conditions associated with any such teaching or other opportunities;
- the expected period of study for which the student is enrolled;
- supervisory arrangements and requirements with regard to attendance, progress reports and contact with supervisors;
- contact details for the Head of Research and the Research Administrator;
- clarification of the resources to be made available to the student;
- English language or any other necessary support the RDP Committee considers the student will need to access in order to be able to complete the programme;
- arrangements for enrolment and registration;
- the responsibilities of the student for their studies and candidacy for the research degree.

The student will be directed to the Trinity Laban RDP Student Handbook and other relevant induction materials. Students with stated disabilities and/or other support needs are referred to Trinity Laban's Student Services department. The terms of the letter are binding on the institution and, upon acceptance, on the student. Further information with regard to practical issues including accommodation, or travel information is provided automatically to any student whose home address is outside the London area.

Studentships

Trinity Laban might occasionally offer PhD studentships, usually related to awards from funding councils to facilitate staff research. All studentships are advertised at www.jobs.ac.uk. Trinity Laban currently has **no available internal studentships/bursaries**.

Important Note: No funding is available currently for RDP students from the Arts and Humanities Research Council.

Equality, Diversity and Access Policy

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

<https://www.trinitylaban.ac.uk/student-life/student-support/financial-support>

How to Apply

See also the section on *Initial Application Requirements* above: your application will consist of an application via [UCAS Conservatoires](#) and additional information which has to be submitted via [Embark](#): (1) an outline research proposal, (2) a summary CV, (3) certified copies of all degree certificates, (4) a copy of English Language certification (if required), (5) for proposals engaging in practical elements, a portfolio of your creative practice. Find links to both platforms on our [RDP webpages](#).

Notes on the application process:

Your complete application will consist of two separate online application processes, one via UCAS and another via EMBARK both of which have to be completed.

UCAS

The UCAS Conservatoires process registers you as an applicant for Trinity Laban with details requested following a standard, UK-wide format. It is not always entirely relevant to the specifics of the Research Degree Programme and it is on EMBARK that you will find the opportunity to state your detailed choices and upload all the necessary materials.

[UCAS information page for Trinity Laban PhD applicants](#) with link to

[UCAS general application information and application start page](#)

We are aware that some choices to be made are unusual:

Under 'discipline' – you will be required to choose music/dance/composition. Please select the one most appropriate, you will be able to state precise choices in EMBARK.

'Personal statement' – this isn't needed, instead you will upload your research proposal on EMBARK.

Audition location – you should be able to choose online and/or in person. This doesn't really matter – your application will be processed in the same way and of course an audition might not be applicable to your choice of course.

Reference section – this will allow you to either paste them in, or move on and submit them later after adding their contact details.

MPhil applicants – again, this is a choice you can state within EMBARK.

EMBARK

This is where you state more detailed/relevant choices and upload all relevant materials which are part of your application: (1) an outline research proposal, (2) a summary CV, (3) certified copies of all degree certificates, (4) a copy of English Language certification (if required), (5) for proposals engaging in practical elements, a portfolio of your creative practice.

If you encounter problems with either application process, please do not hesitate to contact the Research Administrator Sara Pay S.Pay@trinitylaban.ac.uk