Research Student Handbook

2019/20

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INTRODUCTION

Welcome from the Dean

I would like to welcome you to the School of Advanced Study, whether you are joining us for the first time, or returning for further research. The School is a unique institution in UK Higher Education, uniting nine Research Institutes of international repute, seven of them with significant library resources; we believe that we offer an outstanding multidisciplinary environment for advanced learning and research in the humanities and social sciences, and we greatly value the contribution that all our students make to this environment.

We are glad that you have decided to bring your talents to the School and to participate in the vital and exciting enterprise of pursuing and disseminating knowledge. The purpose of this handbook is to give you full information about what is available, what to expect, how to get it, and what to do if problems arise. While your home Institute will be responsible for most aspects of your studies, the School and its Registry play an overarching role in ensuring that you progress smoothly through your course or research, and that from the time of your registration to the awarding of your degree your academic and personal interests are safeguarded. We hope that you will find this handbook useful (and would welcome suggestions for ways in which it might be improved), and that it will help to guarantee that your period of study at the School is as rewarding an experience as you, and we, would wish.

Professor Rick Rylance
Dean

Key Sources of Information

Other than this handbook, students should also read through the following regulations, policies and procedures which apply to your registration (or continuing registration) at the School:

Document	Location of Document
University of London Statutes, Ordinances and Regulations	https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations
Quality Assurance Framework	https://www.sas.ac.uk/sites/default/files/files/Policies/Quality%20assurance%20framework%20for%20postgraduate%20teaching.pdf
Programme Regulations	http://www.london.ac.uk/regs
University of London Student Complaints and Academic Appeals Procedure	https://london.ac.uk/current-students/complaints-and-appeals-procedure
University of London Ordinance 17: Code of Student Discipline	https://london.ac.uk/sites/default/files/governance/Ordinance-17-Code-of-Student-Discipline_0.pdf
Intellectual Property Policy – Part E of the policy applies to students	https://london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf
Data Protection Policy	https://london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf
Fees Schedule	https://www.sas.ac.uk/graduate-study/fees-and-funding/tuition-fees
Admissions Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/SAS%20Admissions%20Policy.pdf
Information Security Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/Information%20Security%20Policy.pdf
Acceptable Use Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/Acceptable%20Use%20Policy.pdf
Research Ethics Policy and Procedures	https://www.sas.ac.uk/research/research-office/research-ethics
Code of Good Practice in Research	https://www.sas.ac.uk/sites/default/files/files/Policies/Code%20of%20Good%20Practice%20in%20Research.pdf
Information for Current Students	http://www.sas.ac.uk/current-students

Terms and Conditions	https://www.sas.ac.uk/sites/default/files/files/Terms_and_Conditions_19-20.pdf

Key Contacts for Students

General enquiries	sas.registry@sas.ac.uk
Admissions enquiries	admissions@sas.ac.uk
Tuition fee and payment enquiries	sas.fees@sas.ac.uk
Research degrees examination and thesis submission	research.degrees@sas.ac.uk

Registry Staff

- Kalinda Hughes, Head of Registry Services
  Email: kalinda.hughes@sas.ac.uk
  Phone: +44 (0)207862 8873

- Katalin Koblos, Admissions Officer
  Email: katalin.koblos@sas.ac.uk
  Phone: +44 (0)20 7862 8661

- Ivan Leonidov, SAS Programme Coordinator (Institute of Advanced Legal Studies)
  Email: ivan.leonidov@sas.ac.uk
  Phone: +44 (0)20 7862 8663

- Christine Weir, SAS Programme Coordinator (IMLR, ILAS, Heythrop)
  Email: christine.weir@sas.ac.uk
  Phone: +44 (0)20 7862 8823

- Vacant, Registry Fees Officer
  Email: sas.fees@sas.ac.uk
  Phone: +44 (0)20 7862 8869

- Elena Aliferi, SAS Programme Coordinator (IHR, The Warburg Institute)
  Email: elena.aliferi@sas.ac.uk
  Phone: +44 (0)20 7862 8834

- Solange La Rose, SAS Programme Coordinator (ICwS, ICLS)
  Email: solange.larose@sas.ac.uk
  Phone: +44 (0)20 7862 8312

- Georgia Reeves, Postgraduate and Events Administrator, IES
  Email: georgia.reeves@sas.ac.uk
  Phone: +44 (0)20 7862 8680

Registry Office Location

School of Advanced Study, University of London

Ground Floor, Senate House, South Block, Malet Street, London WC1E 7HU

Opening Hours: 9.30 – 5.00pm

2019/20 Term Dates

	Term 1		Term 2		Term 3	
	start date	**end date**	**start date**	**end date**	**start date**	**end date**
Institute of Advanced Legal Studies (LLM DLRP)	30/09/2019	06/12/2019	06/01/2020	20/03/2020	20/04/2020	10/07/2020
Institute of Advanced Legal Studies (LLM ICGFREL)	30/09/2019	13/12/2019	06/01/2020	27/03/2020	20/04/2020	10/07/2020
Institute of Classical Studies	30/09/2019	06/12/2019	06/01/2020	20/03/2020	20/04/2020	10/07/2020
Institute of Commonwealth Studies	30/09/2019	13/12/2019	06/01/2020	20/03/2020	20/04/2020	10/07/2020
Institute of English Studies	30/09/2019	06/12/2019	06/01/2020	20/03/2020	20/04/2020	10/07/2020
Institute of Latin American Studies	30/09/2019	13/12/2019	06/01/2020	27/03/2020	20/04/2020	10/07/2020
Institute of Modern Languages Research	30/09/2019	06/12/2019	06/01/2020	20/03/2020	20/04/2020	10/07/2020
Institute of Historical Research	30/09/2019	06/12/2019	06/01/2020	20/03/2020	20/04/2020	10/07/2020
Institute of Philosophy	30/09/2019	06/12/2019	06/01/2020	20/03/2020	20/04/2020	10/07/2020
Warburg Institute	30/09/2019	13/12/2019	13/01/2020	27/03/2020	27/04/2020	03/07/2020
SAS Centre (incl. Heythrop)	30/09/2019	06/12/2019	06/01/2020	20/03/2020	20/04/2020	10/07/2020

Dates to Note :

26 September 2019	International Students' Welcome
27 September 2019	Registration and Welcome for new students
1 October 2019	Research Students' Induction (On-campus & Distance Learning)
1 October 2019	Dean's Welcome
2 – 4 October 2019	Distance Learning Research Students' Induction
TBC	Foundation Day
Tuesday 24 December 2019 - Wednesday 1 January 2020 inclusive	Christmas 2019/New Year 2020 closure (subject to confirmation by HR)
Thursday 9 April 2020 - Tuesday 14 April 2020 inclusive	Easter Holiday (subject to confirmation by HR)
Monday 4 May 2020	Early May Bank Holiday
Monday 25 May 2020	Spring Bank Holiday
Monday 31 August 2020	Summer Bank Holiday

SCHOOL OF ADVANCED STUDY
UNIVERSITY OF LONDON

Student Charter

The School is the UK's national centre for the support and promotion of research in the humanities and social sciences. Its nine research institutes at the University of London offer a unique scholarly community in which to pursue postgraduate study and research.

The Charter below sets out the rights and responsibilities of the School and its students.

The School's Responsibilities

The School undertakes to;

> encourage its employees to treat students and colleagues equally and respectfully

and to provide;

- high standards of teaching, support, advice and guidance
- access to activities that will enhance employability and personal development support for student participation in academic development and programme management, including elections of representatives
- clearly defined access to library and IT facilities
- clear deadlines and timeframes – in programme handbooks – for feedback on work submitted by students.
- programme handbooks for students which detail assessment criteria, contact hours, mode of delivery
- details on examination arrangements and regulations, academic guidance and support, appeals and complaints procedures
- clear information on programme costs, payment options and deadlines

Its teaching and supervisory staff undertake to

- treat students responsibly and with respect
- familiarise themselves with the Quality Assurance Framework and School supervisory practice
- keep themselves up to date with best practice in relation to teaching and supervision, including undertaking, where appropriate, training in research student supervision
- be accessible to students during term time and advise them of any absences likely to exceed two successive weeks during the vacation

- respond to emails from students within a reasonable time-frame, and generally within three working days during term-time

- keep students informed in advance about prospective periods of leave and planned supervisory arrangements during the leave

- advise students on progress in a timely fashion and warn where work is not of the appropriate standard or is being produced too slowly, and of steps which might be taken to remedy the situation

- provide constructive timely feedback in writing on all written work submitted by the student and keep copies on file

- ensure that students understand the requirements of the degree, provide guidance on the examination process, and help students to prepare

- provide students with guidance as to essential reading, including information on where this may be found, before the start of the academic year if possible, or at induction

- avoid cancelling classes or meetings unless for a completely unavoidable reason, and always advise in good time; rearrange any cancelled classes/meetings

- treat student data with integrity and be aware of responsibilities in relation to the Data Protection, Freedom of Information and Equality Acts

Students' Responsibilities

Students undertake to:

- observe the Statutes, Ordinances and Regulations of the University of London

- treat staff and their fellow students equally and respectfully

- attend induction, read documentation provided, including regulations for their degree and student handbooks

- participate in timetabled classes, attend meetings with tutors

- obtain agreement from their tutors, in advance, for any essential absences

- take responsibility for managing their own learning: actively engaging in their course; ensuring they spend sufficient regular time in private study; participating fully in group learning activities; maintaining a record, in consultation with their supervisors, of supervisory meetings; inform supervisors promptly if circumstances arise which are likely to affect their work; discuss any teaching/supervisor problems with their supervisor(s) or with Institute Director (or other senior staff member)

- submit assessed work by stated deadlines, actively participate in feedback

- Comply with guidelines and procedures on ethical research, data protection matters, and be aware of health and safety and intellectual property implications

- make prompt payment of charges made by the institution

- support programme representatives and participate in systems which will lead to improvements in the quality of learning and teaching

- respect the physical environment of the University of London.

Responsibilities of Research Students and Supervisors

The below supplements the School's Student Charter, and outlines the particular responsibilities of the School's research students, their supervisors, and the School.

The research student is expected to:

- agree with the supervisor (or the subject supervisor where more than one supervisor is appointed) the topic for research, and work on that topic
- discuss with supervisor(s) the type of guidance and form of comment found most helpful
- agree on a schedule of meetings
- abide by the Research Ethics code of good practice, and the University policy and procedures to ensure research integrity
- take appropriate initiative in raising problems or difficulties in research
- discuss training needs and opportunities, and undertake any research training or taught course or seminar required by supervisor(s)
- produce work in accordance with the plan and schedule agreed with supervisor(s), and, in particular, submit written material in sufficient time to allow for proper comment and discussion
- keep formal records of meetings with supervisor(s)provide formal progress reports as required (normally twice a year)discuss with supervisor(s) the preparation of the thesis and decide when to submit

The supervisory team is expected to:

- give guidance on the nature of the research and the standard expected
- advise on the planning of the research programme and appropriate training, and on the relevant literature and sources
- encourage familiarity with developments in the subject
- give advice about techniques and methods
- ensure that the student is fully aware of the progress of the work in relation to the expected standard and the agreed programme
- promote awareness of ethical and legal matters relevant to research, including plagiarism

- maintain contact through regular personal supervision in arrangements agreed with the student (which may include videoconferencing, at intervals of not less than two weeks during term times in the first year of study, and provide reasonable access for consultation at other times

- direct the student to undertake research training, attend taught courses, seminars, workshops and so on as necessary

- request written work as appropriate and return it with constructive criticism and in good time

- give detailed advice on completion dates of successive stages of the work, including the transfer from MPhil to PhD, so that the whole may be submitted within the scheduled time

- arrange for the student to present work to staff/graduate seminars

- keep formal records of meetings with students write reports on the progress of the work normally at least twice a year – such reports to be considered by the Institute Research Degree Committee within the prescribed progress review procedures and to be kept in the student's record

- record milestones achieved, such as transfer from MPhil to PhD, such reports to be kept in the student's record. Arrange for the necessary administrative steps to be taken and ensure the student receives any help necessary

The student's institute is responsible through its Research Degrees Committee (RDC) and by other appropriate means, for ensuring that appropriate administrative procedures are followed, including the maintenance of records of meetings (of the RDC or of other bodies or persons in the institute if appropriate) and reports concerning progress of MPhil and PhD students.

PhD SUPERVISION

Supervisory Arrangements: The Research Degrees Committee (RDC)

The student's institute is responsible through its Research Degrees Committee (RDC) and by other appropriate means, for ensuring that appropriate administrative procedures are followed, including the maintenance of records of meetings (of the RDC or of other bodies or persons in the institute if appropriate) and reports concerning progress of MPhil and PhD students.

The supervisors for each student will be appointed by the institute where the student is registered, by decision of each institute's RDC. Only in exceptional circumstances will a student be assigned to a single supervisor. A team of at least two supervisors will be appointed; the main (or 'subject') supervisor must be appointed before the student registers; the co-supervisor(s) may be appointed after registration, but within the first term of study. Monitoring and review will thus be undertaken by a supervisory team of academics with defined responsibilities.

The Role of your Supervisors

Supervisor of Record

The Supervisor of Record will usually be the Director, or another member of the academic staff of the institute with appropriate seniority and experience. The Supervisor of Record has formal responsibility for students registered in the institute in particular to ensure that students are properly supervised, that appropriate records are kept and that proper reporting is made within the institute, the School and beyond.

The Supervisor of Record may also be the main supervisor or co-supervisor of particular students in the institute. Where a student's main supervisor does not have an appropriate position in the institute (e.g. if he or she is not a full-time member of the institute's staff) the Supervisor of Record will be part of that student's supervisory team and therefore will be one of the named supervisors for the student.

Main Supervisor

The main supervisor is formally responsible for supervision of the student, with primary responsibility for the student's academic progress. The main supervisor will be one of the named supervisors and will be the normal point of contact for the student. In the case of interdisciplinary studies, two co-

supervisors may have equal responsibility. However, one must always be assigned as main point of contact for the student.

A main supervisor should normally be appointed from within the School. In the unusual circumstances that a main supervisor is appointed from outside the School, this should be under a contractual relationship, affording the necessary degree of academic and administrative control. In such circumstances, the external supervisor should be furnished with all relevant documentation relating to the programme, the School and University of London regulations. Further, in these circumstances, the role of the Supervisor of Record assumes prominence.

Whenever possible, the appointed supervisors will see the student through to completion. If the main supervisor moves to another institution (a) supervision may be transferred to another member of staff in the original institute, or (b) the student may continue to be registered at the institute, with a member of the academic staff of the institute appointed as main supervisor and the original supervisor as co-supervisor, or (c) the student may, subject to the agreement of all parties, be transferred to the supervisor's new institution. If the supervisor retires, or his/her fixed term contract expires, the same provisions should apply – except that option (c) may not be available.

Co-supervisor

A co-supervisor is appointed to provide particular expertise, or to support the main supervisor in other defined ways. Co-supervision allows the formal involvement of academics from Colleges and from outside the University. The proportional responsibilities of main supervisor and co-supervisor will vary according to the requirements of each case but must be made clear to the student at the outset.
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In order to be eligible for appointment as a co-supervisor, individuals must either:

• meet the conditions described above for main supervisor or should be;
• academic staff and research fellows in Colleges of the University or other HEI, subject to satisfactory contractual agreement;
• suitable persons employed in 'academic-related' trades and professions – e.g. British Library, British Museum, the Bar and independent researchers/scholars, subject to satisfactory contractual arrangements and formal safeguards for continuity of supervision (see above);

- academic staff and research fellows in the institute who have sufficient experience to be appointed as main supervisors.

The School recommends that no supervisor should be supervising more than 8 full time students at any one time as main supervisor.

Frequency of supervision

You should maintain contact with your supervisory team through regular personal supervision in arrangements agreed with your supervisor(s) at intervals of not less than two weeks during term times in the first year of study and at least every four to six weeks thereafter. It is recognised that face-to-face meetings are not always possible, and occasional personal contacts (such as videoconferencing or telephone) may be sufficient.

These meetings should normally be based upon the prior submission of written work and will be concerned primarily with discussion of that work as well as with general issues of progress and direction.

Progress reports are the main source of evidence for monitoring progress. The submission of these reports is a mandatory requirement, as part of the degree. For Tier 4 students (in the UK on a tier 4 visa) non-completion of research progress reports will be classed as a missed contact after 2 missed reports and support for visa's will be in jeopardy.

Supervisory Meeting Record

You are required to maintain a record of supervisory meetings by completing this form. This is to provide a record and stimulus for regular discussion of the student's progress and development. A copy of this form is available online here and also in the appendix of this handbook.

You should complete this form after each supervisory meeting and send it to the supervisor present for their sign off. A signed copy of the form should be sent to SAS Registry at sas.registry@sas.ac.uk. A copy should also be kept by you and your supervisor.

Progress Reports

The Institute Research Degrees Committee considers twice a year the progress being made by research students, to ensure that you are making good progress in your studies, and to identify any problems you

are encountering, either collectively or individually. We take our responsibility for monitoring your progress very seriously; and as a research student you are also responsible for keeping us updated.

As well as seeking a report from your supervisor(s), as part of the monitoring process we require students to describe their own progress - to highlight any difficulties encountered, make a note of anything which has gone well, and to set out plans for next steps.

Your progress reports are the main source of evidence for monitoring progress. The submission of these reports is a mandatory requirement, as part of your degree. For Tier 4 students (in the UK on a tier 4 visa) non-completion of research progress reports will be classed as a missed contact after 2 missed reports and our support of your visa will be in jeopardy.

The form can be found available online here and also in the appendix of this handbook.

Safety, Risk Assessment and Research Ethics

The School of Advanced Study expects students undertaking a taught or research degree involving any research to comply with the research ethics policy. This can be found in the appendix and is also available here: http://www.sas.ac.uk/research/research-ethics

In order to comply with the Government's Prevent agenda and to safeguard our researchers who may be studying 'sensitive' topics, all students are required to self-assess topics and methodology against the ethics guidelines

RESEARCH TRAINING

Over the course of a doctoral programme, a research student is expected to take approximately 30 days of training. To serve as a cumulative log during your studies and to help us track your progress towards this goal, please maintain records of any training, formal or informal, which you have undertaken during your studies. This may include but is not limited to:

- Training courses or sessions you have attended or completed online. Please include personal development training (e.g. 'how to write an academic cv'), as well as discipline-specific training, or language or IT training

- Other skills development. Examples include delivering a paper at a seminar, organizing an event, attending a conference.

Our [discipline-specific, generic and online research training programme](#) draws on the research and teaching expertise of our institutes and the University of London.

We offer well-established discipline-specific research training (most notably in history, law, English, modern languages and music) as well as in specialist areas (palaeography, book history, Renaissance culture, medieval manuscript studies).

Our workshop programme of generic research and transferable skills training provides the transferable and employability skills necessary for wider preparation for careers in academia and elsewhere. These are complemented by research methodologies courses for students in the social science disciplines, and in the software and management information tools required to enable students to complete their research effectively. Training covering research promotion through social media ([Social Scholar seminars](#)) is also available.

Most of our research training is available to postgraduate students and early-career researchers across the UK, much of it free-of-charge.

We are also a member of the [Bloomsbury Postgraduate Skills Network](#), a shared skills training programme that enables research students in participating institutions to attend training sessions at other member institutions, including UCL, Birkbeck and SOAS.

The School is, together with King's College London and UCL, part of the [London Arts & Humanities Partnership (LAHP)](#) – the Arts and Humanities Research Council (AHRC) consortium under which the

School is able to offer [funding for doctoral studentships](#). Second year students are eligible to apply for this funding.

Online Research Training

The School and its institutes offer a variety of online research skills tutorials. We have also listed below selected online research training offered by providers external to the School that you might find useful.

[Study online](#)

An internal resource, for students of the School.

[Postgraduate online research training (PORT)](#)

The PORT website provides a useful training reference point for all postgraduates studying in the arts and humanities. Its online research skills tutorials cover a variety of topics including: building databases, palaeography, digital tools, studying a PhD, and languages resources.

[Library skills tutorial](#)

Senate House Libraries provides an On-line Library Research Skills Tutorial to give guidance in the skills needed to conduct postgraduate library-based research in the humanities and social sciences.

[Academic Writing Skills](#)

The School hosts a Royal Literary Fund Fellow, to assist our research and masters students to adjust to the demands of academic writing of various kinds. The Royal Literary Fund Fellowships offer students at UK institutions of higher education the opportunity to access writing advice from professional, published writers who offer confidential, one-to-one tutorials during which students can discuss any aspect of their academic writing. Typical problems discussed in tutorials include the following: struggling to start writing after a long period of research - being overwhelmed by one's materials; difficulties with editing down an overlong piece of work; difficulties structuring an argument; not knowing how to write an effective introduction or conclusion; difficulties with 'flow' - getting from one paragraph to another; planning and organisation - leaving things too late, uncertainty about how to plan a piece of written work, not leaving enough time for drafting; questions of grammar and punctuation - apostrophes, semi-colons and commas; questions of style - overuse of academic jargon, overcomplicated sentence structure, lack of clarity.

The range of questions which can be discussed is as broad as students want it to be: the RLF Fellow is there specifically to respond to students' needs and there is no restriction on the kind of work that may be brought to a tutorial: it might be a thesis or a dissertation, or it might be a funding application, a letter or a presentation. What RLF Fellows do <u>not</u> do is proofread or correct students' work, and they have no expertise in dealing with dyslexia or EFL.

Gwendoline Riley is the current RLF Fellow. Gwendoline is based in Senate House room 203, every Wednesday and Thursday during term-time. Students are welcome to book hourly tutorials or consultations with her from 10am – 5pm on those days, using an online sign-up schedule. If you have any questions please contact Gwendoline at Gwendoline.Riley@sas.ac.uk.

External online research training

A multiplicity of online research training is available elsewhere:

- Vitae is a national organisation that exists to 'realise the potential of researchers' and offers lots of online advice and guidance, plus occasional face-to-face training opportunities, to researchers at all levels. There is a particular emphasis on employability and careers, which you might find helpful.

- Birkbeck offers online training and its packages on research ethics, for instance, are especially helpful.

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Research training available on Study Online

Specific to Law

- How to get a PhD in Law: the PhD in Law and research methods
- Introduction to Westlaw UK and Lexis Library
- OSCOLA: Researchers Training for IALS students (available on PORT as well)
- Treaties & International Conventions (available on PORT as well)
- Customary International Law (available on PORT as well)

General

- Managing your research project
- Introduction to Public engagement
- Giving a Seminar or Conference Paper

- Getting Research Published
- An Introduction to Social Media
- Research Data and Ethics
- Professional Development Planning for researchers (Coursera)
- Understanding Research methods (Coursera)
- Discovering Your PhD Potential: Writing a Research Proposal (Free Future Learn Course)
- How to do a Literature Review (Free Future Learn Course)
- Why Research Matters (Free Future Learn Course)
- Developing your Research Project (Free Future Learn Course)

We are happy to add to the list above. Please email Kremena Velinova if you come across anything you think might be useful for others.

MONITORING AND PROGRESS

Attendance requirements

With the exception of distance learning students, students should centre their academic activities on the institute, and are expected to be resident in the UK for the entire period of their research degree. Notwithstanding this requirement the minimum time a student must be resident in the UK is for the first two years (full time) or first four years (part time). Subject to this, the RDC may permit you to spend part of the programme in 'off-campus' study in order to carry out research for your thesis on the condition that you keep in regular contact with your supervisory team.

If for any reason you are unable to attend the required academic activities or maintain contact with your supervisory team you should inform your supervisor (via the appropriate administrative officer or directly). Prolonged absence caused by sickness must be reported to the institute, and medical evidence must be provided.

Length of Registration

The normal minimum period of full-fee registration in the School shall be three years full-time for PhD and two years full-time for MPhil, or the equivalent in part-time study.

The maximum period of study for PhD, including interruptions, shall be six years for full time and eight years for part time students. A student's period of registration may only be extended beyond the maximum years through successful application to the AQSC. In such instances the maximum period of registration may only be extended for a period of one academic year at a time to a maximum period of no more than seven years for full time and nine years for part time students.

Timetable for PhD

It is difficult to set out a fixed timetable for PhD work as there are many variations but, however it is structured, it is essential that some planned programme of work be followed. The School and your Institute will impose certain formal milestones.

The School strongly advises students to plan for completion of the PhD by the end of the third year or the equivalent in part-time study.

- **Year 1**

  - Progression at the end of before the end of Year 1

  - Progression assessment - a substantial piece of written work based on original research and at least equivalent to a chapter in length; a brief outline of the whole thesis; a preliminary bibliography; evidence of research or technical skills development or research methods training course undertaken

- **Year 2**

  - Upgrade from MPhil to PhD before the end of Year 2

  - Upgrade assessment - a substantial portion of the draft thesis (usually a chapter - at least 10,000 words), to an upgrade panel for consideration, a thesis outline setting out the research question to be addressed and an introduction. An interview with the upgrade panel

- **Year 3**

  - Final year of research

  - Final assessment - Full thesis to be bound and sent in to registry and a viva voce examination

- **Continuation (Year 4) – *subject to successful application to the RDC***

  - Final year if needed. Often called 'Writing Up Year'

  - Specific criteria need to be met to enter this stage. See page 74.

FORMAL MILESTONES

Progression

There is a formal review of progress in the first year, to formally monitor a student's progression to Year 2 of the programmes (this process is called Progression). A student may only Progress if the School is satisfied that the student is working at an appropriate level.

The Progression Process provides a valuable opportunity:

1. To consider whether you are working to a standard and a pace that can reasonably be expected of a student having completed 12 months of a full time programme (or equivalent) and whether the written submission provides evidence that you have the potential to upgrade to PhD in Year 2.

2. For your supervisors to provide you with constructive feedback on your work

3. To make suggestions in respect of the further development of the research project.

Progression requirements and procedure

In order to progress to a second year of study, students will be required, **by the end of year 1**, to submit to their supervisor(s) a portfolio of work including:

- a substantial piece of written work based on original research and at least equivalent to a chapter in length
- a brief outline of the whole thesis
- a preliminary bibliography
- evidence of research or technical skills development or research methods training course undertaken

The work submitted must demonstrate the student meets the following criteria:

- commitment to pursuing research at SAS leading to the PhD degree;
- satisfactory participation in relevant research or technical skills development or research methods training courses;

- ability to engage critically with a range of primary sources and to provide an independent interpretation of them;

- ability to synthesise information and demonstrate that it provides context for the study;

- ability to organise arguments and ideas in a logical fashion.

Having considered the written work the supervisor(s) may recommend:

• that the student progress to year 2

• that the student's registration be terminated

• deferral of a decision for an agreed period, up to a maximum of six months, to allow the student time to rectify problems identified by supervisor(s). Deferral of a decision may only take place once per candidate.

The supervisory recommendation is then submitted to the RDC of the institute for consideration. All recommendations are subject to the approval of the institute's RDC and the usual academic appeals processes of the University of London.

Progression Form

You will need to complete a Progression Assessment Form and submit this to your supervisor long with your written work. The form can be found available online here and also in the appendix of this handbook. Once the assessment has taken place your supervisor should forward a copy of the form to sas.registry@sas.ac.uk.

Upgrade to PhD

Initially you are registered for the MPhil degree. Most students wish to proceed to a PhD (although it is possible to stop at PhD), your registration needs to be changed accordingly. The purpose of the upgrade is to assess your progress and ability to complete the PhD programme in the required time frame.

If you have progressed quickly enough by the end of year 1, the upgrade procedure may replace the year 1 to year 2 progression procedure described above. Normally, however, this takes place at some point between the end of year 1 and the end of year 2 (equivalent for part-time students).

The Upgrading Process provides a valuable opportunity:

1.   To consider whether you are working to a standard and a pace that can reasonably be expected of a student having completed 12 to 24 months of a full-time programme (or equivalent) and whether the written submission and your responses at the meeting of the Upgrade panel provides evidence that you have the potential to complete a successful thesis within the normal maximum period of registration.

2.   To provide you with constructive feedback on your work from an academic expert in addition to your supervisor(s).

3.   To make suggestions in respect of the further development of the research project.

The upgrading interview provides an opportunity for you to receive feedback from, and to discuss your work with, an academic (or academics) not previously involved in the research. It is also an important form of early preparation for the viva. The interview should be constructive and offer critical evaluation and feedback.

The Panel will expect to find evidence of your ability:

1. To identify, understand and engage critically with relevant research literature

2. To formulate clear and cogent lines of argument

3. To articulate a coherent research focus

4. To produce a high standard of presentation in respect of language and by referencing your work ac curately and consistently

5. Potentially to make a distinct contribution to knowledge in your field in your final thesis

Upgrade requirements and procedure

In order to upgrade from MPhil to PhD, students should be required to:

- submit written work - a substantial portion of the draft thesis (usually a chapter of at least 10,000 words) demonstrating capacity for PhD level writing and research, to an upgrade panel for consideration;

> **Requirement for Warburg Students Only**
>
> Submit written work - a substantial portion of the draft thesis (about 25,000 words) demonstrating capacity for PhD level writing and research, to an upgrade panel for consideration. We are aware that this differs to the recommendation of 10,000 words in the School's QAF. However the Warburg Institute believes that this portion (representing one quarter of the whole thesis) should be completed before the beginning of your final year.

- the submission will include a thesis outline setting out the research question or questions to be addressed, indicative chapter headings with a brief synopsis of the content of each chapter, and an indication of the research methodology to be employed.
- a timetable for completion of the thesis (which may be done by annotating the chapter outline with indicative dates for completion of the first draft)
- attend an interview with an upgrade panel

Upgrade Panel Meetings

1. Panel convenes with external and internal assessors to exchange and read written reports and to determine the order and line of questioning. Reports are not circulated to Panel members before the meeting.
2. Candidate joins the meeting to discuss the work submitted and respond to Panel questions.
3. Candidate withdraws and Panel determines its decision for report to the Research Degrees Committee (RDC)/Higher Degrees Committee (HDC).
4. The Panel provides an agreed written report after the meeting for submission to the RDC/HDC which will include all individual assessors' reports as an appendix.

The composition of the upgrade panel should be as follows:

- an external assessor;
- an assessor with knowledge of the topic;

- the student's supervisor(s).

Having considered the written work and performance at interview, the upgrade panel may recommend to an Institute's RDC:

- that the student be upgraded to PhD registration;
- that the student should be advised to proceed towards a less substantial thesis for the degree of MPhil;
- that the student should be allowed to reapply for upgrading, within a specified period (not more than nine months), to allow time to rectify problems identified by the panel. Reapplication for an upgrade decision may only take place once.

The upgrade panel's recommendation is then submitted to the RDC of the Institute for consideration. All recommendations are subject to the approval of the RDC of the Institute and the usual Academic Appeals processes of the University of London.

Upgrade to PhD registration is conditional upon the RDC of the Institute being satisfied that the work is of a sufficiently high standard.

Deferral of the upgrade procedure may be made for six months in exceptional cases (for example, if students are away for long periods of fieldwork).

In exceptional cases, the upgrade process may allow the student to submit written work (as specified above) to an upgrade panel without the accompanying interview. In these cases, the panel recommendation, once it has been endorsed by the Institute's RDC, must be considered by the AQSC, accompanied by (a) a statement from the supervisor(s) as to why an upgrade interview is not necessary and (b) approval from the RDC of this exemption

Upgrade Form

You will need to complete an Upgrade Assessment Form and submit this to the upgrade panel long with your written work. The form can be found available online here and also in the appendix of this handbook. Once the assessment has taken place your supervisor should forward a copy of the form to sas.registry@sas.ac.uk.

Academic Offences

Plagiarism - All assessed work submitted in connection with your research degree must be your own work and expressed in your own words. Plagiarism – i.e. the presentation of another person's thoughts, words or experimental results as if they were your own – **mus**t be avoided. Where you use quotations from published or unpublished works of other persons, they must always be clearly identified by being placed inside quotation marks, with a full reference to the source (for example, in a footnote or other reference system) and the source work listed in the bibliography at the end of the text. Equally, if you refer to another person's ideas, judgements or experimental results, you must acknowledge clearly their origin in the same way. Any person reading your work should be able to distinguish clearly between your own contribution to the work and the ideas and formulations that have been obtained from other sources. If you ignore these rules, and fail to acknowledge any material or ideas obtained from other sources, you could be accused of plagiarism (the theft of another person's work, with the intent to pass it off as your own). There is no need to prove that you intended to pass off other people's work as your own: the fact that it is not properly acknowledged is the offence. Therefore poor referencing or proof-reading could have potentially serious implications. All cases of plagiarism will be treated very seriously.

Students are therefore expected to be familiar with School's rules concerning plagiarism. If you are unsure about what plagiarism is, or whether your work might contravene the rules on plagiarism, you should seek advice from your supervisor.

Examiners of your theses may use "TurnItIn" or similar plagiarism detection software at their discretion if there is any suspicion of plagiarism. If plagiarism is detected it will be immediately referred to the Registry. You may have to re-submit your work or at worst it may affect your continued registration. The School has an obligation to inform funding bodies where academic misconduct has been found.

STUDENT STATUS

Please note the following student status categories for students who are absent from the School or writing up their thesis. It is very important that you are registered in the correct category as there are implications for fee liability and completion timetables. The Registry will **only** accept changes in status which are notified by the completion and approval of the correct forms. Retrospective applications will not be accepted. Completed forms should be sent to sas.registry@sas.ac.uk.

Interruption of Study

An Interruption of Studies should be requested when you need to interrupt your studies for personal, financial or medical reasons no fees are paid during this period. Your registration is effectively suspended and the completion clock stops.

Students with scholarships need to check whether any conditions are imposed by the funding body with respect to Interruption, for example, whether payments will resume on return from an Interruption and whether payments continue past the original end date of the scholarship.

Students with visa restrictions need to seek specific advice from the Registry Office before making an Interruption of Studies request, as a change of location may affect their ability to remain in the UK.

To obtain this status you should submit an application to the Registry for review and approval. The form can be found available online here. You are advised to apply for this change in good time as retrospective applications are not permitted. Once approved the change of status will become effective at the start of the forthcoming term.

Writing up status

Writing up' refers to the stage of the thesis (normally beyond three years' full time work; six years' part-time) when no new evidence is being gathered and you are close to completion of writing up your research, referencing etc. If you have completed the required minimum period of study, not exceeded the maximum period, and have gathered all your evidence, then you can apply to transfer to 'writing up status'. **No student can transfer to writing up without having first upgraded.**

You must have completed all experimental work or collection of materials and, in the judgement of your supervisor, be in a position to submit your thesis for examination within 12 months. This means that for the following 12 months (for both full time and part-time students) you remain eligible for supervision

and can use the normal School facilities for a reduced fee. This fee is called 'PhD Writing Up Fee' and the current rate can be found here. **Only in exceptional circumstances will a student be eligible for a second year of writing up.**

To obtain this status you should submit an application to the next RDC meeting for review. The form can be found available online here and also in the appendix of this handbook. You are advised to apply for this status in good time as retrospective applications are not permitted. Once approved the change of status will become effective at the start of the forthcoming term.

COMPLETING THE THESIS

Approximately six months before you intend to submit your thesis, you should begin the process of entering for examination. You should start by discussing this with your supervisor(s) and then completing the Examination Entry forms (see relevant section).

Important tips:

- You are responsible for **proof-reading your thesis**.

- You should **provide your supervisor(s) with sufficient time** in which to comment on final drafts of written work. You should ask them how much time is needed and factor this into your submission plans.

- You must **allow sufficient time for the entire** examination process by submitting the relevant forms according to the advised time. You may also wish to follow up with your supervisor(s) on their submission of the examiner nomination forms as these are often a cause of delays.

- The date for the Viva Voce Examination **should not be arranged** until you have received confirmation that your Examination Entry forms have been received and are complete. Also, that your Examiners have been appointed and that the thesis has been sent to them. You should contact the Registry for confirmation.

- Tuition fees **will be charged** until you hand in the final submission of the theses for examination.

Examination Entry Forms

Students are required to submit their examination entry forms at least **four months before** the date they intend to submit their thesis. This will help to prevent delays in the examination process. Once completed the forms should be submitted to your Programme Coordinator in the Registry.

Examination Entry Form

Reproduction of Thesis Form

Description of Thesis Form

Forms to be submitted when you **hand in** your final thesis submission

Word Count Form

Abstract Form

Copies of these forms are available online [here](#) and also in the appendix of this handbook.

Appointment of Examiners and Independent Chair

Your thesis will be examined by two examiners. One examiner will usually be external to the University of London, whilst the other will in most cases be internal i.e. an individual from a member institution of the Federation of UoL. An independent Chair will also be appointed.

Your main supervisor is required to nominate your examiners by completing an Examiner Nomination form. The form will also ask your supervisor to appoint an Independent Chair. CVs for both examiners should be attached to the form and should be submitted at least **four months before** the thesis submission date. Again this will help to prevent delays in the examination process. Once completed the forms should be submitted to your Programme Coordinator in the Registry.

Copies of these forms are available online [here](#).

Binding the thesis

Theses need to be robust enough to endure the examination process and also have to be easily identified while they are in the School of Advanced Study (SAS) Registry, Ground Floor (South Block), Senate House because they are stored on shelves and need to have the candidate's name on the spine to distinguish them.

Once the examination is successfully completed, final copies of the thesis are deposited in the University libraries so that the research undertaken can be publically available. One copy will be deposited in the library of the candidate's Institute (and will be the archival copy) and one copy will be deposited in the University of London Library at Egham, and may be used to make a microfilm copy if requested. A digital

copy will also be uploaded to SAS Space, the School's depository. From here it will be extracted by the British Library as part of the Ethos initiative.

Examiners sometimes require candidates to make minor amendments to an otherwise successful thesis. They will either give you the thesis back after the oral examination or ask the SAS Registry to do so. If you are asked directly by your examiners to make amendments, you should check with them whether to give your corrected thesis to the examiners, your supervisor or to the SAS Registry. It is not possible for the university to issue the result of the examination until it has two final, approved copies of the thesis.

If at any stage you are uncertain what to do, please ask the Registry Team in the SAS Registry, Ground Floor (South Block), Senate House, Malet Street, London, WC1E 7HU, Tel: 020 7862 8823, Email: sas.registry@sas.ac.uk

For the requirements of a thesis (including any length limitations), the current Regulations for the relevant degree should be consulted.

Every candidate submitting a thesis must do so in accordance with the following instructions:

1. **Number of Copies**

   Two copies must be submitted to the School of Advanced Study (SAS) Registry, Ground Floor (South Block), Senate House. However, a candidate may be required to provide a third copy of their thesis if a third examiner is appointed, or at any stage in the examination process. To facilitate this, each candidate is required to bring one additional copy to the oral examination, paginated in the same way as the copies submitted to the University and adequately bound.

2. **Presentation**

   Theses must be presented in a permanent and legible form in typescript or print. Mathematical or similar formulas may be inserted neatly by hand. Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the thesis. In no circumstances should 'Sellotape' or similar materials be used for any purposes.

   You must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof readers of a thesis.

3. **Paper**

A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Only one side of the paper may be used. [See also Section 11 below].

4. **Layout**

Margins at the binding edge must not be less than 40mm (1.5 inches) and other margins not less than 20mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

5. **Pagination**

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis (see also Section 9 below).

6. **Title Page**

The title page must bear the officially-approved title of the thesis, the candidate's full name as registered, and the name of the Institute at which the candidate was registered and the degree for which it is submitted.

The title page should be followed by a signed declaration that the work presented in the thesis is the candidate's own.

7. **Abstract**

The signed declaration should be followed by an abstract consisting of no more than 750 words. An extra copy of the abstract typed on the special form provided with the entry form, is required for publication in the ASLIB *Index of Theses.* You should submit this copy to the School of Advanced Study (SAS) Registry at the same time as you submit your theses.

8. **Table of Contents**

In each copy of the thesis the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

9. **Illustrative material**

Illustrative material may be submitted in the following forms and should be listed in the table of contents:

a. Audio recordings: Compact cassette tape C60 or C90 .

b. Photographic slides: 35mm in 2" x 2" frame.

c. A reliable brand CD-R with phthalocyanine dye (clear light green or light green disc hue), DVD-R or DVD+R.

d. Illustrative material in other forms (including videotapes) may be submitted at the discretion of the Registry Office. Enquiries should be made well in advance of the submission of the thesis to the School of Advanced Study (SAS) Registry.

Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page (see Section 6 above).

Each copy of the thesis submitted must be accompanied by a full set of this material.

10. Practice/Performance PhDs

A candidate who is undertaking practice/performance in accordance with the provisions of the relevant MPhil and PhD regulations should have sought approval from their Institute of the form of the retainable documentation in advance of submitting the thesis. A thesis may be submitted in A3 format where provision has been made in the relevant regulations or where the Institute of registration has agreed there is a demonstrable need. Requests for the thesis to be printed on both sides of the page should also be submitted to the Institute.

11. Binding

In the first instance candidates should submit two copies of their thesis. These can be soft-bound or hard-bound.

All theses (whether soft or hard-bound) must

- be covered in medium blue cloth (e.g. water resistant material);
- be lettered in gold up the spine with Degree, Year, and Surname and Initials in the same form as the School records, with letters 16 or 18 points (.25 inch)

If the thesis has to be bound in two volumes, the spine should indicate this clearly, e.g. Vol. 1 and Vol. 2.

[The date on the copies of the thesis submitted for examination in November and December should be that of the following year.]

Hard-bound theses must have the pages sewn or be mechanically fixed in a permanent manner.

Soft-bound theses

After the examination is complete you should make sure that the School of Advanced Study (SAS) Registry has two copies of your thesis with any required corrections completed and one electronic copy sent via email.

The University will not issue the result of the examination to successful candidates until it has received two final copies and the examiners have confirmed that any amendments to the thesis required by them have been made.

12. Binders

Addresses of binders are available online [here](#).

The Viva Voce Examination

Your supervisor will arrange the date of your viva. It normally takes place within two or three months of thesis submission although the wait can be considerably longer depending on the availability of the examiners and their other commitments. After the viva, the examiners will complete a joint report and will make a recommendation. Their decision will normally be communicated to you with 4 weeks of the viva taking place.

The possible recommendations could be:

Recommendation	What you need to do
Pass - immediate award of the degree without any changes being made to the thesis	No further work needed
Pass with minor corrections (3 months) - award of the degree subject to minor amendments	Amendments to be made and submitted to the internal examiner within three months
Pass with minor corrections (6 months) - award of the degree subject to minor amendments	Amendments to be made and submitted to the internal examiner within six months

Referral (18 months) - revision of the thesis and a requirement to resubmit	You are required to rewrite substantial parts of the thesis and the revisions needed are not minor. Revised thesis to be submitted with eighteen months
MPhil - award of a lower degree, with or without minor amendments	Amendments need to be made as required for submission for lower degree within three months
MPhil (12 months) - award of a lower degree, with revision of the thesis and a requirement to resubmit	You are required to rewrite substantial parts of the thesis and the revisions needed are not minor. Revised thesis to be submitted within twelve months for a lower degree
Fail - Thesis failed with no right of resubmission	

PhD by Publication

Doctor of Philosophy by Publication

1. The award of Doctor of Philosophy by Publication is designed for individuals with an existing portfolio of published work (not more than 10 years old) addressing a central research question.

2. The minimum period of study shall be six months of full-time study or the part-time equivalent. Submissions will normally take place within twelve months of registration.

3. Assessment for the award shall in all cases be by submission of a portfolio, a critical appraisal and an oral examination, which shall be conducted in English. The work shall be equivalent to that expected of a standard Doctor or Philosophy in that the thesis/critical appraisal shall:

3.1 form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new fact and/or by the exercise of independent critical power;

3.2 be an integrated whole and present a coherent argument;

3.3 be written in English and the literary presentation shall be satisfactory, although the College/School of Advanced Study at which the candidate is or will be registered may permit on an exceptional basis only a thesis/critical appraisal in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis/critical appraisal shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;

3.4 include a full bibliography and references;

3.5 demonstrate research skills relevant to the thesis/critical appraisal and portfolio being presented

4. The **portfolio** shall consist of peer verified outputs which are in the public domain and /or published research which must constitute a substantial and coherent body of work which is comparable to the extent of work required of a standard PhD programme and which demonstrates a significant contribution made to the field.

5. The number of publications will depend on both the academic area and the type of publication included in the submission.

6. Where the candidate is not the first author in co-authored papers and there is no published statement as to the contribution of each author, the extent of their contribution should normally be certified by at least one co –author.

7. The majority of publications should have been published, but it will be possible to include some publications which are in press or which have been accepted for publication.

8. Publications should not have been included in the submission for another research degree.

9. Publications should demonstrate that the quality, extent and level of research undertaken is at least equivalent to that expected of a traditional PhD student who has reached end of writing up.

10. The critical appraisal shall consist of 10,000 – 15,000 words demonstrating how the outputs form a coherent body of work, demonstrate methodological and conceptual rigour, articulate the contribution to the field and clarify the individual contribution made in cases where the work has been co-authored.

    10.1 The examiners for the PhD by Publication will additionally:
        10.1.1 Evaluate the intellectual merit of the candidate's cited published work;
        10.1.2 Establish if a satisfactory case is made for coherence between the publications/outputs;
        10.1.3 Assess the contribution to knowledge represented by the publications and made apparent in any critical appraisal;
        10.1.4 Evaluate the rigour with which the candidate has contextualised and analysed his/her publications in the critical appraisal;
        10.1.5 Evaluate the appropriateness of the methods employed in the research and suitability of the application;
        10.1.6 Assess the candidate's contribution to the various phases of the research embodied in multi-authored works;
        10.1.7 Establish the candidate's ownership of the published work and appreciation of the state of knowledge within the candidate's research area;
        10.1.8 Assess the candidate's research skills in terms of his/her potential as a continuing independent researcher.

Graduation

Graduation takes place in early December each year. The date of the ceremony for students graduating in 2019 is 6 December 2019. Detailed information is sent to students following successful completion of the examination.

Alumni

Your association with SAS does not end on your graduation day: it continues for the rest of your life, no matter what post-degree path you pursue. We're here to help you build your professional network and stay current with SAS news and events. We encourage you to join our online community by subscribing to our monthly newsletter, by following our blog, and by connecting with us on social media.

Benefits

Graduates of SAS are also alumni of the University of London and are entitled to a wide range of benefits and services: from discounts on membership of Student Central and Senate House Library to specialist advice and coaching from the Careers Group. You can find out more about these benefits on the [University of London Alumni and Friends](#) page.

Support us

We encourage you to take an active role in shaping the SAS and University of London alumni communities. There are a number of ways you can help, such as mentoring a student or recent graduate, acting as an ambassador for the University of London, or helping start or manage an alumni group in your area.

We're working to make it easier for you to learn about these opportunities and to sign up online. In the meantime, if you'd like more information, please email the University of London Development Office at development@london.ac.uk.

STUDENT SERVICES AND PROCEDURES

Registration and Enrolment

Please note that by registering for this degree programme, you are agreeing to abide by the current statutes, rules and regulations of the University of London, the School of Advanced Study and the Institute at which you are studying.

Email invitations will be sent out to students in mid-August with a link to the online registration system. **In addition to completing the online registration task you are still required to attend one of the registration events below.**

New students

All new students are expected to attend formal School of Advanced Study Registration and Induction events as follows:

26 September 2019   **International Students' Welcome**

2.00 pm, Room 234 Senate House

All international students should attend.

A full timetable for registration is available online.

27 September 2019   **School of Advanced Study Registration**

10.00 am to 12.00 pm in the Wolfson Suite, Senate House

Student Welcome and Induction

14.00 pm to 18.00 pm in the Wolfson Suite, Senate House

All new students are required to attend.

A full timetable for registration is available online.

1 October 2019	**Research Students' Induction**
	9.30 am to 18.00 pm in room 246, Senate House.
	All new research students are required to attend. Research students who began their studies in 2018-19 but were unable to attend last year's session are encouraged to attend this year's. A full programme is available online.
	Dean's Welcome
	5.30 pm, second floor lobby, Senate House
2-3 October 2019	**Distance Learning Research Students' Induction**
	9.30 am to 16.00 pm in room 234, Senate House
	All new distance learning research students are required to attend. A full programme is available online.

Continuing students

Those of you who are not new students do not need to register and enrol on 27 September, and will find it much quicker to complete the registration and enrolment process during the following drop in sessions:

20 September	2.30pm to 4.30pm	Room 234, Senate House
23 September	2.30pm to 4.30pm	Room 234, Senate House

In order to re-register you will need to bring **formal (photographic) identification** – for instance, your passport, ID card, driving licence, and international students are required to bring their passports and visas, police registration document (as applicable) and Biometric Residence Permit.

Tuition Fees

A copy of the School's comprehensive **Tuition Fee Policy** is and is viewable here: http://www.sas.ac.uk/about-us/policies. Key points from the Policy are outlined below.

You should ensure that you have the funds available to pay your fees before you embark on a programme. Payment of tuition fees in full or payment of the first instalment (25%) is required prior to registration. You will not be awarded your degrees or issued with your final marks unless you have paid all outstanding tuition fees.

University of London Online Payment System

Tuition fee payments should be made online via the University of London online payment system as part of your online registration task. Fees can be paid in full or via instalments. The outstanding tuition fee balance is also displayed.

Fee payment

Fees can either be paid in **full** or in **four equal instalments**, payable on the following dates:

Instalment 1: before **15 September 2019**

Instalment 2: 15 November 2019

Instalment 3: 15 January 2020

Instalment 4: 15 March 2020

Internally funded and sponsored students

Those in receipt of **full** (100%) SAS, AHRC or Institute studentships /bursaries will not be required to make any payments and therefore, the timeframes and deadlines given in respect of tuition fee payment, do not apply. You will not need to login to the University's E-Payment system.

Those in receipt of **partial** SAS, AHRC or Institute studentships /bursaries will be required to pay the fee balances as outlined. You will be required pay via the University's E-Payment system. The outstanding balance displayed on the University's E-Payment system will take into account all studentships /bursaries.

Externally funded and sponsored students

You accept responsibility for payment of fees even though a sponsor may in fact pay your fees. If you have sponsorship /scholarship funding (except those in receipt of SAS, AHRC or Institute studentships /bursaries) please ensure that the Registry is furnished with written confirmation of any award and payment arrangements -- dates, contact details. If you are privately sponsored you will need to forward the login details for the University's E-Payment system to your sponsors and for ensuring that your fees are paid. If you have a Professional Career Development Loan, please submit a copy of your loan confirmation to the Registry. Your loan confirmation letter should contain full account details and a breakdown summary of payment schedule.

Please note that you retain liability for payment of your entire fee should the sponsoring body default on a payment, or withdraw sponsorship.

Research students' continuing fees

Research students are reminded that they should expect their fees to be subject to an annual uplift for their second and subsequent years of study.

Defaults on fee payments

If you default on any payment, you will be given 5 days to contact Registry before we take action. Continued registration and progression from one year to the next is conditional on the appropriate fee being paid. If you are in financial difficulty, you should contact Registry. Where there are financial problems we will try to come to an alternative financial arrangement.

Continuing students who have previously had a non-standard payment plan agreed with Registry, but who have later defaulted on that plan, will not be granted another non-standard payment plan.

Help

If you have any queries about paying your fees, you can contact the team in the following ways:

Vacant, Registry Fees Officer

Email: sas.fees@sas.ac.uk

Phone: 0207 862 8869

Please contact the **SAS Registry** in the following instances:

-        Have a query with the tuition fee amount being charged

-        To discuss a change to your current enrolment status which will affect your fees

-        To discuss an alternative payment plan

SAS Student ID Card

As a School student, you will be issued with a multi-purpose identity card. It serves as a membership ID card for your own Institute library, and the barcode, once validated, will carry information on borrowing rights in all the Senate House Libraries (www.ulrls.lon.ac.uk) these include SHL and the four SAS libraries located in IALS, IHR, ICS and Warburg Institutes. It will also enable offsite access to a range of electronic resources provided by the libraries. The card serves as an ID card for entry to Senate House, for access to the University of London Union, and, outside the University, to enable you to benefit from discounts offered by suppliers, etc.

ID cards will be issued on registration. Lost cards carry a £5 replacement fee. ID cards are issued by the Registry.

SAS Email Accounts

SAS email addresses follow the format firstname.lastname@postgrad.sas.ac.uk. You should check your SAS email account regularly as academic and administrative staff will use them as the primary mode of contact. SAS email can be accessed remotely via the web at: https://login.microsoftonline.com. You will be prompted as follows:

Username (Email Address):   firstname.lastname@postgrad.sas.ac.uk

Password: **provided during registration** (case sensitive)

To access computers and SAS network

When you access SAS PC or online areas such as the SAS VLE (studyonline.sas.ac.uk), you will be prompted to enter the following:

Username: firstname.lastname

Password: **provided during registration** (case sensitive)

You will then be redirected. Once you are successfully re-directed, you should see the 'Secure Logon for Office 365 page'. Please enter the first part of your username (firstname.lastname), NOT your email address, and password and click on logon or press enter. Please see here for an Office365 userguide [PDF].

Passwords

Self-service password functionality has now been enabled for Office 365. This means you can now change your password in Office 365 yourself without having to contact the IT service desk. In addition to this, forgotten passwords can be reset from within office 365 after following a simple registration process.

To complete the registration process by following the guidelines here.

Eduroam (Wi-Fi Access)

Wireless networking is available to all SAS students via their School email accounts. Eduroam is a wireless network which allows users at the School to log in using their username and password. It is also available to SAS students visiting other participating organisations which include a large number of UK universities and abroad.

Connecting to Eduroam

Pick the "Eduroam" network from the list of Wi-Fi networks

Login using your username but replace '@postgrad.sas.ac.uk' with '@london.ac.uk' and password.

This will work anywhere where there is an Eduroam network

If you experience any issues, please contact the IT Service Desk by email, service@london.ac.uk.

Support

If you need any help, please contact sas.support@postgrad.sas.ac.uk or service@london.ac.uk. But please do provide as much information as possible when contacting the support team, including:

- what are you trying to access (emails or VLE …)
- describe the problem if it is more than a password resetting issue
- your student ID
- your institute

Proper usage

By enrolling with the School you agree to abide by the University's Information Security Policy for the use of University of London IT equipment and systems (see http://www.sas.ac.uk/about-us/policies). You must also comply with the University's Acceptable Use Policy (https://www.sas.ac.uk/sites/default/files/files/Policies/Acceptable%20Use%20Policy.pdf) when using your SAS email address and SAS networks.

Expiry

Your email account will be disabled on the last day of the year in which you graduate**.** A reminder will be circulated beforehand, giving you enough time to transfer all the contents of your mailbox elsewhere. Accounts will usually be deactivated during periods of interruption or deleted following a withdrawal.

Library resources

Senate House Library

As a student of the School you can take advantage of free Senate House Library membership and

benefit from access to millions of books, study spaces, free notebook loans, plus a superb range of academic databases.

Your SAS ID card will be automatically activated for Senate House Library membership. Once activated (this may take a few days) you can borrow books and enjoy the Library's Services, Collections and study spaces.

SHL holdings

Senate House Library's holdings cover the humanities and social sciences with particular subject strengths in: English; Economic and Social History; History (its collections complement the IHR); Modern Languages (primarily Romance and some Germanic); Geography, Music, Philosophy and Psychology.

The Library has extensive area studies collections in United States, Latin American (including Caribbean) and Commonwealth Studies. Many British Government Publications are available digitally.

The Library's Historic Collections houses an impressive 12 million catalogued items, substantial and unique holdings in rare books, 55 named Special Collections and over 40 collections of archives and manuscripts. The distinctive strengths of the Historic Collections are in 17th to 19th century book holdings, historic periodicals and palaeography.

Location

The Library entrance is on the fourth floor, Senate House. Scan your SAS card at the entry gates to enter.

Contact details

Phone: 020 7862 8500 · Email: shl.enquiries@lon.ac.uk ·
senatehouselibrary.ac.uk

Opening hours, term time:

Mon-Thursday: 9.00-20.45

Friday: 9.00-18.15

Saturday: 9.45-17.15

Opening hours, vacation:

Mon-Friday: 9.00-17.45

Saturday: 9.45-17.15

Find out more about [Library opening hours](#) (vacations and public holiday closures).

Disabled students (see also below: Disability)

The Library offers extra services for disabled students:

- the option of using a proxy borrower to find and borrow items
- a fetch request service
- and extended loans.
- A range of assistive software
- Dedicated desks/room

Find out more about [services for disabled students](#).

SAS Institute Libraries

Four of the SAS Institutes have internationally renowned research libraries (4 of which are based in Institutes). You can access any of the Institute libraries, on presentation of your ID card. Different borrowing rights apply at different Institutes. For further information, see the Institutes' websites (available via www.sas.ac.uk).

<u>Sconul</u>

If you are a student studying for a research degree (PhD or MPhil) or are on an MRes with the School of Advanced Study, you are permitted to use other Libraries within the UK through the SCONUL Access Scheme. Please check that the Library you wish to visit is part of the SCONUL Access scheme. Complete the SCONUL Access application form online via the SCONUL website. If your application is approved, please print the confirmation email and take it to the institution you wish to join. Here is a helpful link from SHL.

http://www.senatehouselibrary.ac.uk/using-the-library/help/library-guides/accessing-other-libraries-sas-members

The University of London Library Access Agreement

The University of London Library Access Agreement enables the School's masters students to access nearly all of the libraries of the institutions which make up the federal University of London (www.lon.ac.uk) on production of their SAS cards. The value of this arrangement to University of London students is that it offers you access to books and other library materials in subject areas that are often unrivalled and which have been built over many years

For more information on the libraries the agreement allows access to and/or to view a copy of the agreement, please visit: www.london.ac.uk/libraries_agreement.html.

School of Oriental and African Studies (SOAS) Library

SAS students are able to use the nearby SOAS library and take advantage of their extended opening hours. SAS students will need to apply for a SOAS library card from the SOAS membership desk and will need to produce their SAS ID card in order to do so.

Term time opening hours
Monday to Friday 9am to 11.30pm*
Saturday & Sunday 10.30am to 11.30pm*

*Service desk (Membership, Issue and Enquiry Desk) and Special Collections Reading Room hours vary: Further information on opening hours

There is no charge and no restriction on access, except to IT facilities which are confined to SOAS students. Access to some databases is available through the OPACS.

As fully registered external members, SAS students will be able to take advantage of the longer opening times providing they have applied for and received their SOAS Library card and enter SOAS before 20.00 Monday to Thursday, before 19.00 on Fridays and before 18.00 on Saturdays and Sundays.

Other Libraries

SAS students can gain access to many other libraries in London that have close academic links with the School including the British Library, the University of London Institute in Paris, the Wellcome Library for the History of Medicine, the Society of Antiquaries of London, and the Bibliographical Society.

The combined catalogue of CURL (the Consortium of University and Research Libraries) which is available at www.copac.ac.uk and through a direct link from the ULRLS catalogue, provides a convenient way of searching many library catalogues simultaneously.

Access arrangements to other libraries vary considerably, and it is always advisable to check these before visiting. Your institute or the Registry can provide proof of student status where necessary.

Library Computer Resources

Please note that you are required to observe instructions on virus protection and the Janet Acceptable Use Policy, available at: https://community.ja.net/library/acceptable-use-policy Computer use is monitored and the downloading of material of an offensive nature will be treated extremely seriously.

Everyware Service at Senate House Library

SAS students have free access to the Library's Everyware service. With Everyware you can borrow Apple MacBook Airs, MacBook Pros, iPads and Windows notebooks for use in the Library. Everyware notebooks have Microsoft Office installed.

These are available to use free of charge within the library – and give access to the internet, library services, Office 365, printing, and a range of accessibility software. etc. More information about this service can be found [here](#).

Day ticket holders are not eligible to use this service, but are welcome to use the Library's desktop PCs or bring their own devices. (A small number of desktop PCs are also available in the Library for access to the Library's catalogue and e-resources.).

Senate House Library provides free WiFi (http://www.senatehouselibrary.ac.uk/using-the-library/help/connect-wifi) throughout its spaces and collections to connect your Everyware device or your personal notebook to the internet. As a SAS faculty and student member of the Library, you can use your name and SAS card number to login to an extensive range of academic databases (http://www.senatehouselibrary.ac.uk/our-collections/databases-and-eresources/). All School spaces (Senate House (second and third floors)) are fully wifi enabled.

Documents can be printed out in the Library from any device with an internet connection. Find out more about your printing options (http://www.senatehouselibrary.ac.uk/using-the-library/library-services/copying-printing-and-scanning).

Specialist software

Specialist research software is available in the Library Training Suite (SPSS, NVivo etc), and in the Senate House study space on the second floor of Senate House, Room 265. Disability-access hardware and software is also available.   Priority is given to those who wish to use these pcs for specialist work.

Virtual Learning Environment / Study Online

The School has a Virtual Learning Environment (VLE), which is a dedicated area for students enabling them to access training resources and to interact with fellow students across the School.

An introduction to the VLE will be given at Institute inductions. Links to the VLE/Study Online are available on individual Institute websites, the postgraduate study pages of the SAS website or via https://studyonline.sas.ac.uk/login/index.php. You will need to enter your password and username (given at registration) to access it.

SAS-Space e-repository

SAS-SPACE - http://sas-space.sas.ac.uk/ - is the digital repository for the School of Advanced Study. The mission of SAS-SPACE is to provide a stable, well-managed, permanent repository for digital scholarly and research materials of enduring value produced at, or in association with, the School. SAS-SPACE is also the platform for digital collections and archives of individuals, scholarly societies and other bodies associated with the School.

All SAS students are required to submit the final version of their thesis/dissertation electronically. Detailed guidance as to how to do this will be given to you in due course.

Student Central

Student Central offers a whole range of facilities and activities including cafes, bars, live music and events, a health and fitness studio and the largest swimming pool in central London. It is free to join as a SAS student. Student Central continues to host over 40 clubs and societies, from Archery to Canoe Polo, Hip Hop to Debate. The full list can be accessed here: https://www.studentcentral.london/activities/.

EnergyBase, is Student Central's fitness club and provides members with over fifty fitness activities, for all levels of ability and commitment, with its 53-station fitness suite, 33m swimming pool, fitness classes, sprung sports hall and multi-purpose studio. You can join Energy Base for an additional fee, and as a SAS student you will get a discount.

Student Central is owned by the University of London and managed by its General Manager, Steve Harwood, and his dedicated team who are happy to help you with any questions. Student Central, Malet Street, London, WC1E 7HY, T: 020 7664 2000 E: studentcentral@london.ac.uk

Student Representatives' Committee

Institute student representatives – Research and Masters - sit on the School Student Representatives' Committee, which deals with student matters throughout the School. Institutes will consult their student body at the start of the autumn term to seek representatives. Members of the SAS Student Reps' Committee sits on SAS and School committees and act as a representative of the whole School student body. There are a number of other representative roles Research Students are invited to perform, such as serving on the Research and Ethics Committees.

Careers

The SAS Careers Service provides support for students and recent graduates across all the SAS institutes. Your SAS Careers Consultant, Victoria Wade, is here to help and advise you. She offers one to one careers advice and coaching, as well as providing workshops and careers events.

The SAS Careers Service offers:

- Workshops with topics including 'Writing a Successful PhD application' and 'Getting a Post-doc'. Please contact Christine Weir for further details (+44 (0)20 7862 8823, E: christine.weir@sas.ac.uk).

- 1:1 20 minute careers advice appointments: These are best suited to brief guidance regarding career direction, job hunting advice, CV advice and application advice. To book an appointment, please contact sascareers@careers.lon.ac.uk

- 1 hour in-depth practice interviews. If you have an interview coming up, you can book in for a practice interview where the Careers Consultant will help you improve your interview technique and give you feedback. You will need to complete a form detailing the jobs you are applying for,

supply a copy of the application form or CV that you have submitted and a copy of the job advert or description. To book a practice interview, please email sascareers@careers.lon.ac.uk

- For the first time this year, we will be running Careers Cafes. The Careers Cafes will bring together groups of students from across the SAS institutes to have informal discussions about career related topics. They will be a good chance to engage in different career topics, share your experiences, raise any questions about the topic and also network with other SAS students. Look out for further information from Christine Weir.

For more information contact the SAS Careers Service by phone (0207 862 6008) or email sascareers@careers.lon.ac.uk.

Accommodation

We hope that by the time you register, your accommodation needs will have been met. However, if this is not the case, or you encounter problems with your current accommodation, useful information can be found at http://www.housing.london.ac.uk/ and Private Housing Guide.

Intercollegiate Halls of Residence

SAS has been allocated a small number of places in the University of London's Intercollegiate Halls of Residence for full-time students who have been offered a place of study. For further details see http://www.halls.london.ac.uk/ , or contact the Registry (sas.registry@sas.ac.uk) for details of the process. You are encouraged to submit applications for Halls of Residence as early as possible.

Late-Summer places: from mid-September each academic year students may apply directly to the Residences for unallocated places. The Registry will circulate further information to students who are not offered a quota Halls place in due course.

There is a separate application process for disabled (specially adapted), couples and family-sized Halls accommodation, which fall outside of the School's quota. Please contact the Registry for advice on the application process, or the Intercollegiate Halls Accommodation Bureau (http://www.halls.london.ac.uk/) direct:

Phone: (+44) (0) 207 862 8881

Email: info.halls@london.ac.uk

Halls of Residence can also often offer short-term accommodation to students and visitors over the summer.

Travel

18+ Student Oyster Photocard

Full-time SAS students can apply for a TfL 18+ Student Oyster photocard. Part-time postgraduate students are not eligible to apply unless they are receiving financial help from the Hardship Fund (see below).

A Student Oyster card entitles the holder to 30% savings on the cost of adult Travelcards and Bus & Tram Pass season tickets valid for 7 days, one month or longer periods of up to one year. There is a £10 fee for the photocard. You can apply for your 18+ Oyster photocard at https://photocard.tfl.gov.uk/tfl/gotoApply.do?type=student&from=home

To complete your application you will need:

Your seven digit unique student number (located on the front of your SAS student card)

A digital photograph

A debit or credit card to pay the application fee

Please note that the establishment name you should select when making your application is 'School of Advanced Study' (not your institute of study). Once you have made your application, it goes to the SAS Registry for online verification. This may take a few days.

Funding your studies

Grants and Studentships

AHRC studentships

The School, with King's and UCL, is part of the London Arts & Humanities Partnership (www.lahp.ac.uk) and through this offers studentships under the Arts and Humanities Research Council (AHRC) scheme. LAHP studentships, awarded on a competitive basis, cover fees and maintenance, and are available to UK and EU

full and part-time students. As well as doctoral students about to enter their first year of study, those about to start their second year of doctoral study may also apply. Further details on the LAHP competition are available from the LAHP website, or from the LAHP office based in Senate House (info@lahp.ac.uk).

UK PhD Government Loans

From September 2018, the UK government will offer loans of up to £25,000 to support students wishing to undertake a PhD who are not in receipt of UK Research Council funding. These loans will be available to English-resident students and support all types of doctorate degree at universities within the UK. Although you are not eligible for this loan if you already receive UK Research Council funding, you can combine this loan with other funding sources.

Further details about eligibility and repayment can found here.

Professional and Career Development Loans

The PCDL loan scheme will close to new borrowers next year. The final date for students to submit applications including top ups to any existing loans, will be **Friday, 25 January 2019**. The learner must start the course by **24 March 2019**.

A Professional and Career Development Loan (PCDL) is a deferred repayment bank loan to help you pay for vocational learning or education. Loans are offered at reduced customer interest rates. You may be able to borrow between £300 and £10,000, which can be used to cover up to 80% of tuition fees (100% if you have been unemployed for three months or more at the time of application) plus any related expenses – including books, childcare, and travel. Visit www.direct.gov.uk/en/EducationAndLearning/AdultLearning/FinancialHelpForAdultLearners/CareerDevelopmentLoans/index.htm, or call 0800 585 505. The School's **Learning Provider Number is 2901.**

US Federal Loans - William D Ford Federal Direct Loans

The School of Advanced Study participates in the Federal Direct Loan programme: http://www.sas.ac.uk/graduate-study/fees-and-funding/other-funding-sources/federal-direct-loans-us-students Unsubsidized Loans and Plus Loans are available through the Direct Loan programme operated by the US Education Department. Direct Loans are educational loans to assist US citizens with the costs of studying. Unsubsidized Direct Loans should be considered first as this is usually the cheapest way of

borrowing. If needed, additional funding should then be considered by applying for a Direct Plus Loan. The maximum total borrowed from Direct Loans **cannot** exceed the annual maximum Cost of Attendance as set by the School. The School's Direct Loan Federal Code is **G06696** listed under 'School of Advanced Study – University of London'

Applying for Federal Loans at the School of Advanced Study

You should have accepted an unconditional offer for a place on an on-campus degree at the School and be an eligible US citizen to apply for a US Federal Direct Loan. Please note that only on-campus degree students are eligible for Federal Direct Loans at SAS. Students studying by distance-learning or at certificate or diploma level are not eligible. There are a number of steps to applying for a Direct Loan. Applications usually take 4-6 weeks to be processed so early application is advised.

Contact details for US Loan queries: Kalinda Hughes, Registry Services Manager.

Email: sas.registry@sas.ac.uk; tel: +44 (0)20 7862 8873; fax: +44 (0)20 7862 8657.

SAS Hardship Grant

The SAS Hardship Grant provides discretionary financial assistance for all students – particularly to meet extra costs that cannot be met from other sources of support. The Fund is intended to alleviate financial hardship. An application can also be made for research students who wish to attend courses or conferences and who do not have the funds to pay for this themselves.

You can apply for help from the Fund at any time during the academic year. Application forms can be downloaded here.

Further information

Additional sources of funding for UK, EU and overseas are listed here: http://www.sas.ac.uk/graduate-study/fees-and-funding . There are a number of useful sites which collate information on smaller, more niche funders: http://www.sas.ac.uk/graduate-study/fees-and-funding/other-funding-sources

State benefits

The majority of students cannot apply for benefits. Exceptions may include lone parents, students with disabilities, pensioners, and part-time students on low incomes. Students should contact their local benefits office for more details or browse the Direct Gov web site at www.direct.gov.uk/en/index.htm.

Council Tax

The Council Tax is a tax payable on dwellings. If you are a full-time student you are exempt from paying Council Tax. You will not have to pay Council Tax if you live in:

- University Halls of Residence;
- A shared house or flat where all residents are students.

If you live in a bedsit or rent a room from a landlord, the landlord should be responsible for payment of Council Tax.

If you live in a house with non-students, Council Tax will probably apply and the other occupants may wish to pass on some of the cost to you.

If you are a full-time student living at home with a lone parent your parent should be able to claim 25% discount on their Council Tax. If you are a full-time student living with both parents there will be no reduction to their Council Tax bill.

Registry can provide full-time students with written confirmation of student registration and eligibility for Council Tax exemption – please just ask us.

Student Welfare: Advice and Guidance

Academic advice

Programme tutors will normally be responsible for guiding you through your degree and helping you with any personal or administrative problems. If this proves to be unsuitable, you may contact Registry or your Institute Manager who will be able to advise on an alternative.

Personal safety

London is one of the most interesting and vibrant capital cities in the world; it is also one of the safest. However, as in any large, busy city, crime is a problem so you do need to take care about personal safety and looking after your belongings. Being so centrally located, the area surrounding the University of London is susceptible to crime. Please see

http://www.cityoflondon.police.uk/CityPolice/Advice/personalsafety/ , which gives useful advice and tips on how to stay safe.

Mentoring and Counselling

The School offers mentoring sessions for students who are undergoing periods of academic pressure or are dealing with unexpected and adverse life events that are affecting their emotional wellbeing. Mentoring sessions are conducted with colleagues from Equality Focus in a private and confidential setting. Counselling is more appropriate for emotional problems. The counsellor (again from Equality Focus) will not tell you what to do, but will, instead, provide a non-judgemental forum in which you can discuss and think about your difficulties. Mentoring is more active and is better suited to the resolution of academic problems (e.g. issues of timetabling, dissertation planning, exam preparation, etc). To make a counselling or mentoring appointment, please contact the Registry who can refer you or alternatively contact Katie Wood the Disability & Student Wellbeing Adviser directly at student.wellbeing@sas.ac.uk.

If you have longer term mental health difficulties, you may wish to consider declaring this as a disability. This may thus entitle you to counselling from the School's advisors. This counselling is specifically geared to assisting you complete your studies successfully.

Students may also find the following contact numbers useful.

For general welfare advice: Nightline (6 pm to 8 am): 020 7631 0101

For legal advice

Citizens' Advice Bureau: www.adviceguide.org.uk. The local bureau for the School is: 3rd Floor, Holborn Library, 32-38 Theobalds Road, London, WC1X 8PA, tel: 08451 202965.

Community Legal Service Direct: www.clsdirect.org.uk: enables users to find providers funded by the Legal Services Commission (LSC)

For advice on debt: National Debtline: 0808 808 4000; www.nationaldebtline.co.uk

Counselling services

If you choose not to use the School's in-house councelling services, you may be eligibale to use other services in the area.

Waterloo Counselling Service: http://www.waterloocc.co.uk/

Offers general counselling services as well as multi ethnic counselling

Tel 020 7928 3462; Barley Mow Clinic, Frazier Street, London, SE1 7BD

Please note that there is a cost for this service (approximately £10 per session for students)

Mental Health

The School takes its responsibility towards student mental health very seriously. It has strengthened its support in this area and now offers regular mental health awareness programmes to student-facing staff and students. Talk to us if you are experiencing problems. Please contact student.wellbeing@sas.ac.uk   if you are experiencing any difficulties. Our Disability & Student Wellbeing Adviser provides a safe, confidential and non-judgmental space in which students can discuss any issues that may be affecting your ability to study. This encompasses: any personal or emotional challenges you may be experiencing; mental health such as anxiety or depression or disability such as dyslexia or a long-term health condition.

Mind: www.mind.org.uk/: a national charity which can provide help and advice to students experiencing any form of mental distress

Depression: www.studentdepression.org and www.Cwmt.org have helpful information and advice

Health

You are advised to register with a local doctor (GP surgery). All students including overseas students (and their dependants) are entitled to health care under the NHS. If you are living in halls near the University , you may wish to register at one of the GP surgeries nearby:

- **Gower Street Practice,** 20 Gower Street London WC1E 6DP, telephone 020 7467 6800

    New Student Registration at Gower Street Practice

    In late September and early October we register students attending colleges close to the practice

    If you live in a hall of residence close to the practice you can register on-line here**

    Alternatively if you live in one of the postcodes below you can attend the practice in person between 9am and 5pm Monday to Friday between 21st September and 5th October to register.

    EC1, EC2, EC3, EC4

    N1, N4, N5, N6, N7, N8, N10, N11*, N13, N15, N16, N17,N19, N22

    NW1, NW3, NW5, NW6*, NW8

    SW1, SW3, SW6*, SW7, SW10*

    W1, W2, W8, W9, W10*, W11*, W14*

    WC1, WC2

    *Parts of these postcode areas fall outside our area. You can check with reception.

- **Ridgmount Practice,** 8 Ridgmount Street, London , London, WC1E 7AA, 0207387 6306
- **Brunswick Medical Centre**, 39 Brunswick London WC1N 1NF; telephone 020 7837 3811
- **The Museum Practice,** 58 Great Russell Street , London, WC1B 3BA, 02074052739

If you live outside the catchment areas for the GP surgeries listed above, or wish to choose another, you should visit the NHS Choices website, where you can search for local doctors and dentists: www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx.

Overseas students

There are several sources of information and support available for overseas students.

- UK Council for International Student Affairs (UKCISA):, www.ukcisa.org.uk/, Tel: outside the UK +44 20 7107 9922 | inside the UK is 020 7107 9922.

- British Council Education UK: www.britishcouncil.org, www.educationuk.org, Tel: 0161 957 7755

- British Refugee Council: www.refugeecouncil.org.uk, Tel: 020 7346 6700.

- International Students' House, 229 Great Portland Street, London, W1W 5PN, www.ish.org.uk, Tel 020 7631 8300.

Overseas students' obligations

International students need to apply for Tier 4 General Student Visa for enter to UK. For detailed information on the student visa application process, please visit the UK Visa and Immigration (UKVI) website: https://www.gov.uk/tier-4-general-visa

Under this system, the School has a number of legal responsibilities in order to fulfil its obligations as a student sponsor. If you enter the UK on a student visas you should be aware of these. The UKVI website lists both the sponsor's and student's obligations in full, but please note that we are legally required to

- keep copies of students' passports, visas and Biometric Residence Permits (BRPs);
- keep up-to-date contact details for students; and
- inform the UKVI if a student fails to enrol on their programme, stops their studies or misses 10 expected 'contacts' on their programmes of study without reasonably granted permission
- maintain contact with the student.
- Report on academic progress

Equality and Diversity

The School of Advanced Study aims to provide an environment where everyone can access its programmes and activities – conferences, workshops and seminars, library provision and teaching programmes. The School of Advanced Study is proud of the diversity of its community and is committed to ensuring all of our staff and students are treated with dignity and respect. We welcome all students who are academically qualified and motivated to benefit from the programmes we offer through the member Institutes.

The School is committed to treating all people with equally, irrespective of any of the `Protected Characteristics´ as defined by the Equality Act 2010. The protected characteristics are age, disability including mental health, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The School is covered by the University of London's key equality policies, for example the Equal Opportunities Policy and other such schemes. However, to ensure that the School is meeting all the legislative requirements and in line with best practice we have developed our own Statement and Action Plans.

The School believes that engagement in the development of equality polices and related action plans are very important. We uphold the principle that all students and members of staff have a right to be involved in matters that affect them. So we are always keen to hear your feedback. If you would like to talk to someone in confidence please contact Kalinda Hughes, kalinda.hughes@sas.ac.uk ; Head of Registry Services, School of Advanced Study; Second Floor, South Block, Senate House, Malet Street, London, WC1E 7HU

Disability

The School of Advanced Study has an external Disability Officer. Students who have notified the School of a disability should have received a Pre-Entry Support Needs form (new students) or Support Needs Form (continuing students) to complete. If you have not received a form, please contact the Registry as quickly as possible. If you would like to speak to our Disability Officer direct, please contact Katie Wood at Equality Focus; katie@equalityfocus.co.uk.

Please:

- let us know about your needs in good time so that we have the appropriate opportunity to address those needs
- give both positive and negative feedback so that we can improve our services. Let us know if the recommendations for your support are not carried out and you do not receive alternative format handouts, for example
- let us know if your situation changes and you need more, or different kinds, of support.

Access to Institutes and offices

Most of the Institutes and offices of the School are located in Senate House. The exceptions are the Institute for Advanced Legal Studies (17 Russell Square) and the Warburg Institute (Woburn Square).

Senate House is a listed building and as such there are some limitations to the alterations that can be made. However, wheelchair users and those with reduced mobility are able to access all necessary facilities although it may not always be easy for them to do so in a fully independent way.

A number of teaching and meeting rooms in Senate House are equipped with a fixed induction loop system for hearing-impaired students, and there is a mobile induction loop system for use elsewhere.

The Institute of Advanced Legal Studies and the Warburg Institute are in nearby buildings which have ramps, lifts, and accessible toilets. Again, although wheelchair users and those with reduced mobility are able to access all necessary facilities, it is not always easy for them to do so in a fully independent way.

Note that for academic year 18/19 the Institute of Advanced Legal Studies is undergoing some refurbishment.

It is possible to arrange for new students with impaired vision to be accompanied both within the building and to the tube station or bus stop, until they have become familiar with these routes. The School's external disabilities advisors can help arrange this in conjunction with Camden's Sensory Disabilities Team.

Senate House Library (see also above)

Charlotte McDonaugh (Charlotte.mcdonaugh@london.ac.uk) is the Senate House Library Disability Officer. She and SHL in general are able to do the following for disabled student library users:

- A retrieving book service (that is, getting books from shelves);
- Arranging borrowing rights for proxies;
- Membership cards for people supporting the disabled user, or their carers;
- Extended loans.

Using Computers

Disabled students who qualify for the DSA may receive support for computer purchase. Remote email access and web access to the Library's electronic research resources and journals are available. Advice on personal computer adaptation can be obtained free from AbilityNet (www.abilitynet.org.uk). AbilityNet will also carry out assessments of individual need. There is specialist software available for visually impaired students.

Transport

Most people access Senate House and the Bloomsbury area by public transport. Some disabled people living in the London area may be eligible for a London Transport Freedom Pass (www.freedompass.org) which allows free travel on public transport; the borough where you live will be able to tell you if you are eligible.

Transport for London's Access and Mobility unit has information about schemes such as Dial-a-Ride and Taxicard for subsidised door-to-door transport for people who have serious mobility impairment and difficulty in using public transport, as well as an extensive range of guides:
http://www.tfl.gov.uk/tfl/gettingaround/accessibility-guides/default.aspx

Emergency Evacuation

If you have a disability which might cause delay in recognising or responding to an emergency alarm, a personal emergency evacuation plan will be agreed. If your disability is likely to affect your ability to evacuate the building, we should notify your tutors of your evacuation plan, so that others know how to help you in an emergency.

Residential Accommodation

Disabled students are eligible to apply for accommodation in the University of London Intercollegiate Halls, a number of which have a quota of specially-adapted rooms for students with disabilities. (See p 11 above.)

Disabled Students' Allowances (DSA) Arrangements

Home students, and some EU students, are eligible for the Disabled Students' Allowances (DSA). There is one DSA allowance for postgraduate students to meet disability-related programme costs of up to £10,993. More information is available at:

www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898 . The allowances are not means-tested and there is no age limit.

The DSA is administered by Student Finance England or Research Councils. Equality Focus can assist students in applying for it, and can help to arrange the study needs assessment which is required to access the allowances.

Childcare and Nurseries

There is no childcare or nursery provision in Senate House or at the central University however, there are some nurseries near to Senate House that may be useful for students with small children. Places are often limited but the details of local nurseries can be found below:

University Based Nurseries

University College London (UCL) Nursery:

50 – 51 Gordon Square and 59 Gordon Square (formerly IoE Nursery), London WC1H 0PQ Tel: 020 7679 7461 or email: nursery@ucl.ac.uk. Priority to students and staff of UCL and Institute of Education (IoE) students but other University of London students considered if places available. Visit the website: https://www.ucl.ac.uk/estates/news/a-z-services/nursery-services

London School Of Economics (LSE) Nursery:

8a Wild Street, London WC2B 5TB. Tel: 020 7107 5966 or email: Nursery@lse.ac.uk

Priority to students and staff of LSE. Visit the website: http://www.lse.ac.uk/nursery/

Local Day Nurseries

Coram Fields Community Nursery:

93 Guildford Street, London WC1N 1DN. Tel: 020 7833 0198

26 places for 2-5 year olds. Must be London Borough of Camden resident. Open 8am – 6pm. Visit the website: http://www.coramsfields.org/?q=community-nursery

Thomas Coram Early Childhood Centre:

49 Mecklenburgh Square,London WC1N 2NY. Tel: 020-7520 0385 or email: admin@thomascoram.camden.sch.uk. Places for 106 children aged 6 months to 5 years. Must be Camden resident, although there are a few full-cost places for non-residents. Open 8am – 5:30pm.

Visit the website: http://www.thomascoram.camden.sch.uk/

Collingham Gardens Nursery:

Henrietta Mews, off Wakefield Street, London WC1N 1PH.

Tel: 020-7837 3423 or email: cgnursery@btconnect.com. 24 places for children aged 2 to 5 years.

Must live in London Borough of Camden. Open 9am – 5pm. Visit the website: http://collinghamgardensnursery.com/

Konstam Children's Centre:

75 Chester Road London N19 5DH

020-7272 3594. 69 places for children between 4months – 5years. After school service up to 7 years. Parents need to be resident in Camden (unless there is no waiting list in which case studying full time in Borough of Camden is fine). For further information please visit Camden's website: www.camden.gov.uk/childrenscentres

Hampden Children's Centre:

80 Polygon Road, London NW1 1HQ.

020-7387 1822. 69 places for children aged 4 months - 5 years. Must be Camden resident though there may be a few places for non-residents. For further information please visit Camden's website: www.camden.gov.uk/childrenscentres

Regents Park Children's Centre:

Augustus St, London NW1 3TJ. Tel: 020-7387 2382.

70 places for children aged 6 months - 5 years. (9 baby places for children 6m- 2years, 12 toddler places for children aged 2 – 3years, 49 places for children aged 3 – 5 years). For further information please visit Camden's website: www.camden.gov.uk/childrenscentres

Other Sources Of Information – The website www.childcare.co.uk gives useful guidance in types of childcare. You can also search for childcare providers, including child-minders.

Childminders

A registered childminder is someone who can look after your child from their own home. To gain registration the childminder's home is inspected by the government to ensure that it is a safe environment for children. In addition childminders have to provide references, prove that they are healthy, trained and are checked by the police. Government inspections are carried out on a regular basis. Childminders can look after children of any age although the regulations on registration only apply when they are looking after children under the age of eight. The government also stipulates that childminders can look after up to six children under the age of eight. Of those six, no more than three can be under the age of five and of those no more than one should be under the age of one. Childminders can be more flexible than day nurseries and are often cheaper.

To search for a childminder in Camden https://www.camden.gov.uk/ccm/content/education/pre-school/childcare-folder/childminders.en

The National Childminding Association website also has useful information www.ncma.org.uk

Funding

Further information on funding available to assist with childcare costs can be found at https://www.childcarechoices.gov.uk/

APPENDIX 1: SUPERVISORY MEETING RECORD FORM

Supervisory Meeting Record

All research students are required to maintain a record of supervisory meetings by completing this form. This is to provide a record and stimulus for regular discussion of the student's progress and development. The expectation is that, in their first year, students should meet one of their supervisory team at least once a fortnight during term time, and at least every four to six weeks thereafter. It is recognised that face-to-face meetings are not always possible, and occasional personal contacts (such as videoconferencing or telephone) may be sufficient.

Completing this form

Students should complete this form after each supervisory meeting and send it to the supervisor present for their sign off. A signed copy of the form should be sent to SAS Registry at sas.registry@sas.ac.uk. A copy should also be kept by both the supervisor and the student.

Complete boxes as relevant:

Name of Student		Name of Supervisor/s	
Date and Time		Meeting Format *(delete as appropriate)*	Face-to-Face / Phone / Email
Review of actions from the last supervisory meeting			
Topics for Discussion			
Skills Development Needs Identified			
Actions set for the next meeting			
Date of Next Meeting		Work Submission Date (if applicable)	
Signature of Student			
Signature/s of Supervisor/s			

RESEARCH STUDENT PROGRESS REPORT

How to complete this form

Students should complete Parts 1, 2 and 3 and email the completed form to your Programme Coordinator

The answer boxes should be expanded as necessary.

For submission to the Research/Higher Degrees Committee

PART 1: STUDENT DETAILS

to be completed by student

Your name	
Main supervisor	
Additional supervisor(s)	
Research title (title or working title of thesis):	
Date of first registration as a research student at the Institute (month/year):	
MPhil / PhD status:	
Part-time or full-time:	
Writing up status? y/n	
Home, EU or Overseas:	
If Overseas, please give current visa expiry date:	
Expected completion date	

PART 2: STUDENT'S PROGRESS REPORT

Self-assessment of progress

to be completed by student

2.1   In the space below, please assess your progress in the last 6 months. Your assessment should cover the following bullet points, but please add more information if you wish:

- List the number of chapters you have drafted/completed,
- Give a brief account of any fieldwork you have undertaken,
- Summarise any primary and secondary sources you have consulted,
- Briefly note any problems you have encountered since you last reported – for instance, difficulties with access to material, with writing, with organizing your material, etc),
- Note the steps that you have taken to overcome these difficulties,
- Give a brief overall assessment of your progress.

Supervision and training

to be completed by student

2.2   Please list the supervisory meetings you have had in the last 6months, giving their dates, and the main discussion points to emerge. [*Please note that you are strongly advised to make a brief note after each supervisory meeting, noting especially the targets you are set. It is good practice to then email this to your supervisor(s), to ensure that you both have a clear record*.]

2.3   Over the course of a doctoral programme, a research student is expected to take approximately 30 days of training. To serve as a cumulative log during your studies and to help us track your progress towards this goal, please provide below a brief account of any training, formal or informal, which you have undertaken in the last 6 months. This may include but is not limited to

- Training courses or sessions you have attended or completed online. Please include personal development training (eg 'how to write an academic cv', as well as discipline-specific training, or language or IT training
- Other skills development. Examples include delivering a paper at a seminar, organizing an event, attending a conference.

Please provide the approximate duration of each course or activity listed (for example: *Working in Archives - 0.5 day seminar, Research Methodology in Law - 3 day conference,* etc.).

Research Ethics

to be completed by student

2.4   Have you completed a Research Ethics Self- Evaluation and submitted this to the Research Office?

YES / NO (delete as applicable)

2.5   If yes, have you addressed any issues or concerns raised?

YES / NO (delete as applicable)

2.6   If no, please explain why this hasn't been completed using the space below

PART 3: PLANNING AHEAD

to be completed by student

3.1   In the space below, please briefly set out your plan of work for the period for the next six months

3.2   In the space below, please identify any training or personal development needs which you have identified.

3.2   Optional question. You may use the space below to record any practical difficulties you may be having, including those relating to your visa status, or requests that you may have:

Once you have completed Parts 1, 2 and 3, please email this form to your SAS programme coordinator.

PART 4: SUPERVISOR'S REPORT

to be completed by the Supervisor[1]

Note – Freedom of Information Subject Access Requests

Supervisors are reminded that under Freedom of Information legislation, students may submit Subject Access requests that permit them to view all information held by the University (including with the School and the Institute) about them.

Supervisors' assessment of progress to date

4.1   In the space below, please assess the student's progress since the previous meeting of the Institute's (H/RDC). You should briefly comment on, where relevant:

- the quality of draft chapters/other work completed,
- the suitability of the scope of the proposed thesis for PhD standards,
- the rate of the student's progress,
- the suitability of steps taken to overcome problems encountered,
- training and development needs identified and steps taken to meet those needs

Supervisors' review of student's plan of work

4.2   In the space below, please comment on the suitability of the student's plan of work for the period until the next H/RDC (6 months). You may wish to comment on:

- the ambition and scope of the plan,
- the timeliness or prioritisation of particular tasks,
- potential difficulties that may be encountered, and
- any other relevant factors.

Supervisors' comments on formal progression

4.3   Please indicate if you wish to recommend the student for any of the following stages, and add any comments you feel would be helpful . Please fill out this section even if no recommendation for upgrade, transfer, or submission is being made.

---

[1] This section should be completed by the student's main supervisor – that is, the one most familiar with the student's work and progress, in consultation with other supervisors.

Assessment for upgrade to PhD
(only after more than 1 year's full-time registration or
equivalent)

Transfer to continuation fee status
(only after 3 years' full-time PhD registration or
equivalent)

Proceeding to submission
(only after 3 years' full-time registration or equivalent)

Other recommendation

Once you have completed Part 4 (the student having already completed Parts 1, 2 and 3) you should email the form to your SAS programme coordinator.

APPENDIX 3: WRITING UP STATUS FORM

CHANGE OF MODE FORM
APPLICATION FOR CONTINUATION/WRITING UP STATUS

Continuation status can only be applied at the start of a term. No changes can be made in the summer term and changes cannot be made retrospectively. Applications must be received well in advance to allow for application process.

Section 1: Student to complete

Institute_____

Name_____ Student Number_____

Current Mode of Study (Full Time/Part Time)_____

Start Date (Month/Year)_____

What is your expected completion date (Month/Year)_____

Are you on a Tier 4 visa
Yes   No

Have you successfully passed the upgrade from MPhil to PhD?
Yes   No

Has your supervisor seen a full draft of your thesis?
Yes   No

Have you had any periods of interruption to your MPhil/PhD Study?
Yes   No
If Yes please give details:

Print Name_____Signature_____

Please forward this form to your supervisor to complete Section 2

Section 2: Supervisor(s) to complete

Have you seen a full draft of the candidate's thesis

Yes   No

Do you recommend the candidate transfers to continuation/writing up status

Yes   No

Print Name_____   Signature_____

Regulations and Institute Approval Overleaf

Continuation ("writing-up") fee Regulations

At the end of the normal period of full fee registration, where the student is in the final process of writing up or editing their thesis prior to submission for examination, but not before the fourth year (full time) or seventh year (part time) of

continuous registration, the Institute may permit a student to continue their registration on payment of a reduced 'continuation fee'.

Continuation fee status will not be granted before the transfer from MPhil to PhD registration.

The continuation fee shall be the same in all Institutes in the School, and shall be the same for Home/EU and overseas students. The fee will be no more than 25% of the standard full-time Home/EU fee.

Subject to the provisions of the following paragraph, the maximum period of registration on continuation fee status will normally be 12 months;

Permission to continue for a further 12 months will be at the discretion of the Institute.

Students may continue on the 'continuation fee' beyond two years only through successful application to the AQSC. In such cases the fee can be applied for one further year only (maximum permitted time on the continuation fee being no more than three years). Students who have not submitted by the end of the third year will be returned to the relevant PhD fee. The fee charged is at the discretion of the Institute but it is to be higher than the continuation fee.

The Institute may require a student who has been examined and who has been required by the examiners to carry out corrections and/or further work on the thesis to pay the full fee or the continuation fee or such fee as the Institute shall determine.

The liability for payment of fees will normally continue until the date of award of the degree.

Writing Up Fee is not pro-rated. There is a flat fee for the whole year

Applications must be received in advance of any changes. Changes cannot be made retrospectively

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INSTITUTE RESEARCH DEGREE COMMITTEE APPROVAL

Have you seen a full draft of the candidate's thesis?

Yes   No

Do you recommend the candidate transfers to continuation/writing up status?

Yes   No

Print Name_____

Signature_____

REGISTRY

Student Meets Criteria   Yes   No

Approved   Yes   No

Record Updated   Yes   No

Print Name_____

Signature_____

APPENDIX 4: EXAMINATION ENTRY FORM

Ph.D/MPhil

UNIVERSITY OF LONDON

FORM OF ENTRY FOR THE DOCTORMASTER OF PHILOSOPHY (MPhil/Ph.D.)

SCHOOL OF ADVANCED STUDY

THE FORM MUST BE RETURNED <u>TO THE SCHOOL OF ADVANCED STUDY (SAS) REGISTRY, SENATE HOUSE, NOT LATER THAN FOUR MONTHS BEFORE THE SUBMISSION OF THE THESIS</u>.

RECEIPT OF THIS FORM BY THE UNIVERSITY INITIATES THE PROCESS OF APPOINTING EXAMINERS AND IT IS THEREFORE IMPORTANT THAT IT IS RETURNED WHEN INDICATED SO THAT YOUR EXAMINATION IS NOT DELAYED ONCE YOU HAVE SUBMITTED YOUR THESIS.   (A CANDIDATE PERMITTED TO RE-ENTER WITHIN A SPECIFIED PERIOD SHOULD SUBMIT THE ENTRY FORM AND THESIS AT THE SAME TIME).

Full Names of Candidate as registered (please use BLOCK CAPITALS and underline surname)(See *Note 1 overleaf)*

....
                                                                                                              (Mr/Mrs/Ms)

INSTITUTE of the University

....

Date of Registration for PhD   ....   Field of Study ....

Approved title of thesis (in BLOCK CAPITALS)

....

....

....

Month and year in which it is intended to submit the thesis for examination …...

I confirm that the work I submit for examination is entirely my own

Address for correspondence during conduct of examination and notification of result *(See Note 2 overleaf)*

....

....

.... Telephone Number ....

Private Address to which you wish your degree diploma to be sent *(See Note 3 overleaf)*

....

....

I agree to my Supervisor being present at my oral examination if he/she so wishes. **YES/NO** (delete as applicable)

If you have previously been a candidate for the degree, please state when ....

Signature of candidate ....Date ……......................

See Note 4 overleaf for instructions on the return of this form

FOR COMPLETION BY SUPERVISOR AND COLLEGE REGISTRY

We hereby certify that the candidate named above has either already completed or is expected to complete within the next six months, a course of study in accordance with the Regulations under the supervision of the teacher named below. We shall notify the University immediately if a candidate who has not at present completed the prescribed course does not do so. We confirm that the information given above is correct.

<u>**AQSC to advise on or appoint examiners**</u> ....

Name and title of Supervisor

(please specify title, department, telephone number and, if applicable, campus and e-mail addresses)

....

....

Signature

....

The oral examination will be arranged by ....
(please specify the name of the responsible individual and , if not the supervisor, give the details requested for the
supervisor)

....

Signature on behalf of the Governing Body of College..

Date ....   Official Title ....

Notes

1.   If you are awarded the degree your degree diploma will bear your names as they appear in the College's records on the date of the award. No change can be made in your names as they appear on the entry form unless a specific request is received from your College.

2.   Notice of the oral examination and the letter giving your result will be sent to this address and it is essential that any change should be notified immediately to the SAS Registry, Ground Floor (South Block), Senate House, University of London, Malet Street, London, WC1E 7HU; Tel: 020 7862 8662 Email: sas.registry@sas.ac.uk

3.   The degree diploma label must bear the same address as shown overleaf. Any change of address should be notified to the SAS Registry, Ground Floor (South Block), Senate House, University of London, Malet Street, London, WC1E 7HU; Tel: 020 7862 8662 Email: sas.registry@sas.ac.uk

4.   After completion of the form it must be returned by the SAS Programme Coordinator, SAS Registry, Ground Floor (South Block), Senate House, University of London, Malet Street, WC1E 7HU.

Please check that the following items are attached to your form:

Reproduction of Thesis form

Description of Thesis form

Label for despatch of your degree diploma (see Note 2 above) **and, if appropriate**:

Statement concerning conjoint work (see Note 5 below)

Statement concerning work previously submitted for another award (see Note 6 below)

and return the form with attachments to the Registry Office, School of Advanced Study

The form **Declaration of Number of Words for MPhil and PhD Theses** should be returned to the Registry Office with your theses.

Additionally the **Abstract form**, which is for the Association of Special Libraries and Information Bureaux (ASLIB), must be submitted at the time as you submit your theses to the Registry Office.

5.   If the thesis describes conjoint work, a statement (certified by the candidate's supervisor) must accompany this form showing clearly the candidate's personal share in the investigation.

6.   A candidate will not be permitted to submit as a thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field work which he/she has already submitted for a degree or comparable award of this or any other university or institution, provided that he/she attaches full details to this form and also indicate in the thesis any work which has been so incorporated.

7.   The University will not accept responsibility for entry forms sent otherwise than in accordance with these instructions.

Candidates are reminded that the decision to submit a thesis is in any particular form rests with the candidate alone and that the outcome of the examination is determined by two or more examiners acting jointly.

APPENDIX 5: REPRODUCTION OF THESIS FORM

REPRODUCTION OF THESES

A thesis which is accepted by the University for the award of a Research Degree is placed in the Library of the College and in the Senate House Library, and an electronic copy will be placed in an open access institutional e-repository. The copyright of the thesis is retained by the author.

As you are about to submit a thesis for a Research Degree, you are required to sign the declaration below. This declaration is separate from any which may be made under arrangements with the College at which you have *pursued* your course (for internal candidates only). The declaration will be destroyed if your thesis is not approved by the examiners, being either rejected or referred for revision.

Head of Academic Office

To be completed by the candidate

NAME IN FULL (Block Capitals)_____

TITLE OF THESIS_____

DEGREE FOR WHICH THESIS IS PRESENTED_____

DATE OF AWARD OF DEGREE *(To be completed by the University)*_____

DECLARATION

1. I authorise that the thesis presented by me in *[   ] for examination for the MPhil/PhD Degree of the University of London shall, if a degree is awarded, be deposited in the library and electronic institutional repository of the appropriate College and in the Senate House Library and that, subject to the conditions set out below, my thesis be made available for public reference, inter-library loan and copying.

2. I authorise the College or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.

3. I authorise the College and the University of London Libraries, or their designated agents, to make a microform or digital copy of my thesis for the purposes of electronic public access, inter-library loan or the supply of copies.

4. I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version: The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author.

5. I authorise the College and/or the University of London to make a microform or digital copy of my thesis in due course as the archival copy for permanent retention in substitution for the original copy.

6. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

7. I understand that in the event of my thesis being not approved by the examiners, this declaration would become void.

*Please state year.

DATE_____SIGNATURE_____
_____

Note: The University's Ordinances make provision for restriction of access to an MPhil/PhD thesis and/or the abstract but only in certain specified circumstances and for a maximum period of two years. If you wish to apply for such restriction, please enquire at the School of Advanced Study (SAS) Registry, Ground Floor, Senate House, University of London, Malet Street, London, WC1E 7HU; Email: sas.registry@sas.ac.uk.

THIS DECLARATION MUST BE COMPLETED AND RETURNED WITH THE EXAMINATION ENTRY FORM

APPENDIX 6: DESCRIPTION OF THESIS FORM

IMPORTANT NOTICE TO STUDENTS

DESCRIPTION OF THESIS

All candidates are required to submit WITH THEIR ENTRY FORM a short description of the content of their thesis of approximately 300 words. **It must not extend over more than one side of paper and should be typed.**

NOTE:

1. Failure to submit this with the entry form may result in your examination being substantially delayed.

2. The description should be set out overleaf or submitted on a separate sheet. **If it is submitted on a separate sheet, please ensure that you include your name and the title of the thesis on that sheet.**

DESCRIPTION OF THESIS

Name of candidate   ....

Title of thesis   ....

....

<u>TEXT</u>

APPENDIX 7: WORD COUNT FORM

UNIVERSITY OF LONDON

DECLARATION OF NUMBER OF WORDS FOR MPHIL AND PHD THESES

The University Regulations for the Degrees of MPhil and PhD prescribe a maximum word limit of 60,000 words for the MPhil degree and 100,000 words for the PhD degree. In both cases this length includes footnotes, but excludes the bibliography and any appendices. Appendices should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.

Exceeding the word limit

Only in exceptional circumstances may a student apply for permission to exceed the word limit (normally up to a maximum of 10% over the word limit). This must be made at least **six months** in advance of submission of the thesis (at the time of the PhD entry form submission). It must be fully supported by the supervisor, who will be required to provide a full explanation as to why the student cannot fulfil the requirements for the degree within the standard word limit set by the University Regulations. The request will be forwarded to the Chair of AQSC for consideration.

This form should be signed by the candidate and the candidate's Supervisor and **returned with the theses to:**

Research Degree Examinations, School of Advanced Study (SAS) Registry, Ground Floor, Senate House, Malet Street, London, WC1E 7HU.

Name of Candidate: ....

Thesis Title: ....

....

....

College:..

I confirm that the word length of

      1) the thesis, including footnotes, is ....

      2) the bibliography is ....

and, if applicable,

      3) the appendices is ....

I confirm that the work submitted is entirely my own

Signed: .... **Date**: ....
          Candidate

I confirm that the thesis submitted by the above-named candidate complies with the relevant word length specified in the College and/or federal Regulations for the MPhil and PhD Degrees.

Signed:..**Date**. ....
          Supervisor

APPENDIX 8: ABSTRACT FORM

UNIVERSITY OF LONDON
<u>Abstract of Thesis</u>

Author (full names) ....

Title of thesis ....

. ...

.. .. Degree ....

APPENDIX 9: PROGRESSION ASSESSMENT FORM

MPhil Progression
ASSESSMENT FORM

How to complete this form
Students should complete Parts 1 and 2 and return to their Supervisor with the required written work and brief outline of the full thesis

The answer boxes should be expanded as necessary.

1. STUDENT DETAILS	
Full name:	
Institute of study:	
Title of MPhil thesis:	
Supervisor(s)	
Date of initial registration for MPhil:	
Full-time/ Part-time:	
Date of progression:	

2. STUDENT'S REPORT ON PROGRESS

SECTION 3
To be Completed by the Supervisor

3. SUPERVISOR's REPORT *(to include recommendations as appropriate)*				
Do you support the application for progression?	**Yes :**	❑	**No:**	❑
Date:				
Name and Signature				

4. HIGHER/ RESEARCH DEGREES COMMITTEE APPROVAL *(Comments*	
Date:	
Signed (on behalf of the Committee):	

Progression and Upgrading of Research Students Regulations

Progression from year 1 to year 2 *(full time – year 2 to 3 for part-time)*

In order to progress to a second year of study, students will be required, by the end of June in year 1, to submit to their supervisor(s) a portfolio of work including:

- a substantial piece of written work based on original research and at least equivalent to a chapter in length
- a brief outline of the whole thesis
- a preliminary bibliography
- evidence of research or technical skills development or research methods training course undertaken

The work submitted must demonstrate the student meets the following criteria:

- commitment to pursuing research at SAS leading to the PhD degree;
- satisfactory participation in relevant research or technical skills development or research methods training courses;
- ability to engage critically with a range of primary sources and to provide an independent interpretation of them;
- ability to synthesise information and demonstrate that it provides context for the study;
- ability to organise arguments and ideas in a logical fashion.

Having considered the written work the supervisor(s) may recommend:

- that the student progress to year 2
- that the student's registration be terminated
- deferral of a decision for an agreed period, up to a maximum of six months, to allow the student time to rectify problems identified by supervisor(s). Deferral of a decision may only take place once per candidate

The supervisory recommendation is then submitted to the RDC of the institute for consideration.

All recommendations are subject to the approval of the institute's RDC and the usual academic appeals process of the University of London

APPENDIX 10: UPGRADE ASSESSMENT FORM

Upgrading from MPhil to PhD
ASSESSMENT FORM

How to complete this form
Students should complete Parts 1 and 2 and return to their Supervisor with the required chapters of work

The answer boxes should be expanded as necessary.

4. STUDENT DETAILS	
Full name:	
Institute of study:	
Title of MPhil thesis:	
Supervisor(s)	
Date of initial registration for MPhil:	
Full-time/ Part-time:	
Date of upgrading panel:	

5.   STUDENT'S REPORT ON PROGRESS

SECTION 3
To be Completed by the Assessment Panel
Once complete forward to your Programme Coordinator, SAS Registry, Ground Floor, Senate House, Malet Street, WC1E 7HU for consideration at the Research Degree Committee

6. REPORT OF THE ASSESSMENT PANEL (to include recommendations as appropriate)	
Do you support the application for transfer to MPhil to PhD?	**Yes :** ❑ **No:** ❑
Date:	
Names, positions (e.g. internal assessor, external assessor, supervisor) and signatures of panel members:	
a)	
b)	
c)	
5. REPORT OF THE INSTITUTE'S HIGHER AND RESEARCH DEGREES COMMITTEE (to include recommendations as appropriate)	
Date:	

Signed (on behalf of the Committee):	

Upgrading of Research Students Regulations

Upgrading from MPhil to PhD (Full-time students: year 2/Part-time students: year 3–4)

If the student is considered to have progressed quickly enough by the end of year 1, the upgrade procedure may replace the year 1 to year 2 progression procedure described above. Normally, however, at some point between the end of year 1 and the end of year 2, in order to upgrade from MPhil to PhD, students should be required to:

- submit written work - a substantial portion of the draft thesis (usually a chapter of at least 10,000 words) demonstrating capacity for PhD level writing and research, to an upgrade panel for consideration;
- The submission will include a thesis outline setting out the research question or questions to be addressed, indicative chapter headings with a brief synopsis of the content of each chapter, and an indication of the research methodology to be employed.
- A timetable for completion of the thesis (which may be done by annotating the chapter outline with indicative dates for completion of the first draft) attend an interview with an upgrade panel

Panel convenes with external and internal assessors to exchange and read written reports and to determine the order and line of questioning. Reports are not circulated to Panel members before the meeting.

Candidate joins the meeting to discuss the work submitted and respond to Panel questions.

Candidate withdraws and Panel determines its decision for report to the Research Degrees Committee (RDC)/Higher Degrees Committee (HDC).

The Panel provides an agreed written report after the meeting for submission to the RDC/HDC which will include all individual assessors' reports as an appendix.

The composition of the upgrade panel should be as follows:

- an external assessor
- an assessor with knowledge of the topic
- the student's supervisor(s)

Having considered the written work and performance at interview, the upgrade panel may recommend to an institute's RDC:

- that the student be upgraded to PhD registration
- that the student should be advised to proceed towards a less substantial thesis for the degree of MPhil
- that the student should be allowed to reapply for upgrading, within a specified period (not more than nine months), to allow time to rectify problems identified by the panel. Reapplication for an upgrade decision may only take place once

The upgrade panel's recommendation is then submitted to the RDC of the institute for consideration. All recommendations are subject to the approval of the institute's RDC and the usual academic appeals processes of the University of London.

Upgrade to PhD registration is conditional upon the RDC of the institute being satisfied that the work is of a sufficiently high standard.

Deferral of the upgrade procedure may be made for six months in exceptional cases (for example, if students are away for long periods of fieldwork).

In exceptional cases, the upgrade process may allow the student to submit written work to an upgrade panel without the accompanying interview. In these cases, the panel recommendation, once it has been endorsed by the institute's RDC, must be considered by the AQSC, accompanied by (a) a statement from the supervisor(s) as to why an upgrade interview is not necessary and (b) approval from the RDC of this exemption.