



THE WARBURG  
INSTITUTE

SCHOOL OF  
ADVANCED STUDY  
UNIVERSITY  
OF LONDON

# MA in Cultural, Intellectual and Visual History

Student Handbook

2024-2025

[warburg@sas.ac.uk](mailto:warburg@sas.ac.uk)

## Introduction

This handbook is designed to provide an introduction to the administrative and teaching aspects of your chosen programme at the Warburg Institute.

Students will also find information outlining the administrative and regulatory requirements, academic support and welfare provision for students at the School of Advanced Study.

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## 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, serving as the hub for humanities research in Britain and uniting eight 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 research, and that from the time of your registration to the awarding of your degree your academic and personal interests are safeguarded and promoted. We hope that you will find this handbook useful 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 Jo Fox*  
**Dean and Pro-Vice Chancellor Research and Public Engagement**

# PART 1: The Warburg Institute

## Key Contacts for Students

### The Warburg Institute

University of London  
School of Advanced Study  
Woburn Square  
London WC1H 0AB

Tel: +44 (0) 20 78628949

Web: <https://warburg.sas.ac.uk/>

- Professor Bill Sherman, Director  
Email: [bill.sherman@sas.ac.uk](mailto:bill.sherman@sas.ac.uk)
- Dr John Tresch, Director of Studies Email: [john.tresch@sas.ac.uk](mailto:john.tresch@sas.ac.uk)
- Dr Alessandro Scafi, Programme Convenor for Cultural, Intellectual and Visual History Email: [alessandro.scafi@sas.ac.uk](mailto:alessandro.scafi@sas.ac.uk)
- Dr Lucy Nicholas, Languages and Palaeography Convenor Email: [lucy.nicholas@sas.ac.uk](mailto:lucy.nicholas@sas.ac.uk)
- Dr Thalia Allington-Wood, Programme Convenor for Art History and Curatorship Email: [thalia.allingtonwood@sas.ac.uk](mailto:thalia.allingtonwood@sas.ac.uk)
- Dr Sara Miglietti, PhD Convenor  
Email: [sara.miglietti@sas.ac.uk](mailto:sara.miglietti@sas.ac.uk)
- Mr Peter Lin, Institute Manager and Mental Wellbeing Contact  
Email: [peter.lin@sas.ac.uk](mailto:peter.lin@sas.ac.uk)  
Phone: +44 (0)207862 8898
- Miss Rebekah Pool, Warburg Student Coordinator  
Email: [rebekah.pool@sas.ac.uk](mailto:rebekah.pool@sas.ac.uk)  
Phone: +44 (0)207862 8909

### Term Dates 2024-25

**Term 1:** 23 September 2024 - 6 December 2024

Reading week: 28 October 2024 - 1 November 2024

**Term 2:** 13 January 2025 - 28 March 2025

Reading week: 17 February - 21 February 2025

**Term 3:** 28 April 2025 - 4 July 2025

#### University Holiday Closures:

23 December 2024 - 1 January 2025, inclusive

17 April – 22 April 2025, inclusive

#### Bank Holidays:

5 May 2025 (Early May Bank Holiday)

26 May 2025 (Spring Bank Holiday)

25 August 2025 (Summer Bank Holiday)



## Health & Wellbeing

The School of Advanced Study and Warburg Institute takes its responsibility towards student mental health very seriously. It has strengthened its support in this area and offers regular mental health awareness programmes to staff and students.

**The Institute has a Mental Wellbeing Contact for students: Mr Peter Lin.** If you have any concerns regarding your mental wellbeing during your studies you can contact Mr Lin on: [peter.lin@sas.ac.uk](mailto:peter.lin@sas.ac.uk) or 0207 862 8898. All enquiries and discussions will be strictly confidential and he will be able to direct you to the most appropriate sources of support.

If you would prefer not to discuss your concerns with a member of staff at the Institute, you can contact [student.wellbeing@sas.ac.uk](mailto:student.wellbeing@sas.ac.uk) directly. The 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.

If you have longer-term mental health difficulties, you may 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.

You will also find more detailed information and a more detailed list of sources on the School's Wellbeing Pages: <https://www.sas.ac.uk/postgraduate-study/current-students/health-wellbeing>

# The Warburg Institute

The Warburg Institute is one of the world's leading centres for studying the interaction of ideas, images and society. It is dedicated to the survival and transmission of culture across time and space, with a special emphasis on the afterlife of antiquity. Its open-stack Library, Photographic Collection and Archive serve as an engine for interdisciplinary research, postgraduate teaching and its prestigious events and publication programme.

Founded from the private cultural studies library developed by Aby Warburg at the turn of the twentieth century, it was world's first avowedly interdisciplinary institute in the humanities. A hallmark of the Institute today is its disciplinary openness, which makes it a critical focal point for innovative, cross-disciplinary research across the borderlines between the humanities, the sciences and the social sciences.

The Institute is recognised internationally for its unique collections. It houses a research Library of international importance; a Photographic Collection organised according to an iconographic classification system; and the Archive of Aby Warburg and the Warburg Institute, which also holds the papers of other major thinkers of the 20th century who were connected to the Institute.

The heart of the Institute is its Library, ranked in the list of 20 libraries that have changed the world, past and present, by the Open Educational Database. Its accessibility and relevance to cultural and intellectual historians are founded on the strength of its holdings, frequently absent from other UK libraries, its distinctive classification system, which encourages serendipitous discoveries, and its open-access stacks. The Library vigorously acquires material in every area of the collection, in both traditional and digital formats.

The main activities of the Institute are research, teaching and research facilitation and promotion. Its 2,000 registered Library users include hundreds of scholars from overseas and over 500 University of London postgraduate students. It also attracts in excess of 500 non-scholarly visitors each year. The Institute offers short-term specialised courses to postgraduate and research students from all over the world, as well as a postdoctoral Fellowship programme. Conferences, symposia and Work-in-Progress Seminars attract scholars and students from the UK and overseas and the Institute publishes a Journal (jointly with the Courtauld Institute of Art) and monographs (including *Warburg Institute Colloquia* and *Studies of the Warburg Institute* and *Oxford-Warburg Studies*).

## Studying at the Warburg Institute

### Opening Hours

Full details of building closure days can be found here: <https://warburg.sas.ac.uk/studying/current-students/keydates-students>

### Entry to the Building

You will be required to show your Student ID card (not Library ticket) at reception and you will require your ID card to access the Library from the upper floors of the building. During the Warburg Renaissance building project, access to the building may change according to the builders' needs. Please pay attention to announcements from the Institute and Building Managers and the OWL.

### Institute Newsletter – OWL

Information on the academic and other activities of the Institute will be shared with you through the Institute's weekly online newsletter, the OWL, which is circulated every Friday afternoon, in term-time. If you have any news to share or other announcements please email to [Warburg@sas.ac.uk](mailto:Warburg@sas.ac.uk) by 12pm on a Thursday.

### Smoking

Smoking (including vaping) is not permitted in any part of the building.

### Lockers

Lockers are available for students on request.

### Mobile Phones

Mobile phone use is not permitted in the Library and Institute work areas. Please be considerate to other Institute users when using your mobile phone within other areas of the building.

# Health and Safety & Emergencies

## General Health and Safety

You have a duty under the Health and Safety at Work Act to take reasonable steps to ensure your own safety and that of others. When working in a shared room, do not leave trailing cables or piles of books where others may trip over them.

## Raising the Alarm for a Suspected Fire

If you discover a fire or smell smoke, sound the fire alarm immediately by breaking the glass at the nearest red call point (by the lifts or external doors). The Receptionist will call the Fire Brigade during working hours.

If you hear the fire alarm (a continuous ringing of the alarm bells) leave the building at once by the nearest safe staircase/exit and assemble at the Fire Assembly Point. The Fire Assembly Point is in **Woburn Square**, opposite the Institute entrance. Please be prepared to encourage library readers and visitors to leave promptly and show them the way out if they seem uncertain what to do.

### Important

Anyone with a disability, or mobility issues, who is unable to evacuate via the stairs, should go to the refuge point which is located on ALL Institute stair landings; from here you will be able to call for assistance via an Emergency Voice Communications System, which will call through to the main Reception.



## Emergency Telephone Numbers

The Receptionist will call the Fire Brigade if the fire alarm is set off during working hours. If you need help for any other reason in office hours, call Reception (8949) and ask them to summon assistance or the emergency services. Give the Receptionist brief details of the emergency.

At other times, when Reception is not manned for example, dial 999 from any Institute telephone or 999 from a mobile phone to contact the national emergency services and state Fire Brigade, Ambulance or Police as required and follow the operator's instructions. Our address is **The Warburg Institute, Woburn Square, WC1H 0AB**. You should leave the building, leave the door open, and be prepared to meet them by the front door.

For intruder or security problems, when it may not be possible to call Reception, you can also call the Security Control Room on **020 7664 5568**.

## Fire Alarm Testing

This is usually done at 9 a.m. on Monday mornings, together with lift alarms and panic alarm. Tests are always short rings. There is no need to evacuate the building unless the fire alarms ring continuously for more than 3 minutes.

## First Aid

Please report any First Aid requirements or accidents to reception (8949) on the First Floor.



## Security

If you are last to leave a room you should close any open windows and switch off all lights, computers or heaters or other electrical equipment which could overheat.

## Lifts

Do not use the lifts outside normal working hours or in an emergency.

If you are trapped in a lift, press the alarm button for 3 seconds. It will automatically connect the telephone to a call centre. A person will answer asking for details of the lift you are in, which are listed near the control panel. If you get an engaged tone, press the alarm button again.

# Warburg Institute Library

The Warburg Institute Library is a world-renowned research collection with unique holdings in the arts and humanities. As a student at the Warburg, you benefit from enhanced access to the collection, including the opportunity to borrow books to work on in your Institute study room or at home.

## Enquiries

Please talk to library staff at the enquiries desk in the ground floor Reading Room if you need help or have any questions about the Library.

In the Reading Room you can borrow and return books, consult all Warburg and Senate House Library resources on networked computers, check out the newest books and periodicals and use the printer/copier and overhead scanner.

## How to Find Books

You can browse the library by checking the subject lists at the end of each set of shelves.

To look for a specific book, search the online catalogue at <https://catalogue.libraries.london.ac.uk/search~S12/> and note the classmark and floor location of the book you're looking for.

At the entrance to each floor there are two classmark location lists for that floor, one list for standard-sized books and a separate list for large-size. These lists show the numbers of the shelves where the classmark can be found. Each set of shelves ("bay") is numbered, so simply locate the relevant bay(s) to find your book.

## Borrowing Books

Borrowing is strictly limited to Warburg staff and students only. If you want to take books home or to your study room in the Institute, you must borrow them at the enquiries desk. You will not be allowed to borrow pre-1900, fragile, large size or Reading Room books.

To borrow a book, bring it to the library enquiries desk along with your SAS student card.

You can borrow up to fifteen books for one week, and you can renew for a further week by logging in to your account at <https://catalogue.libraries.london.ac.uk/search~S12/>. If you need to renew for longer, please email [warburg.library@sas.ac.uk](mailto:warburg.library@sas.ac.uk).

When returning books, please make sure they are returned to a member of staff at the enquiries desk so that they can be removed from your account.

## Inter-Library Loans

Please email [warburg.library@sas.ac.uk](mailto:warburg.library@sas.ac.uk) or ask at the enquiries desk if you would like to order a book by InterLibrary Loan from the UK or abroad. There is no charge for this service, but please note that we are unlikely to request books that are available in the Greater London area.

## Recommending Books for Purchase

We very much welcome book recommendations from students and researchers. Email your suggestions to [warburg.library@sas.ac.uk](mailto:warburg.library@sas.ac.uk) or fill in a book recommendation form at the enquiries desk.

## Care of Books

Please take care of the library's books, particularly when photocopying, and report any damaged books to Library staff. Don't place open books on top of each other or face downwards, use adhesive notes, or mark books in any way.

## Binding and Conservation

Please ask library staff if you want to see something that is identified on the catalogue as *At binders* or *To bind*. Books and periodicals intended for binding or conservation work may still be available in the building, or it can be arranged for you see them as soon as they are returned from binding.

## Printing and Copying Facilities

There is a printer/copier in the Reading Room for printing, scanning to email and photocopying. You need to register for an online PaperCut account to use these machines. See "Create a PaperCut Account" below for how to set up an account.

A Bookeye overhead scanner is available in the Reading Room for high quality digital scans. Use of this scanner is free and does not require a PaperCut account. You need a USB stick to save your scan.

Copying is self-service, but all library material to be copied must first be approved by library staff.

You may also take digital photographs of books, providing you comply with UK copyright law. A brief guide to UK copyright restrictions is displayed next to the copier and on the Library webpages at <https://warburg.libguides.com/howto/photocopy>. Ask library staff if you need book supports or weights to avoid damaging the books.

## Copy Charges

Copy/Print	A4	A3
Black and white	5p	10p
Colour	25p	50p
Scan to email	4p	4p
Bookeye scan	Free	Free

## Create a PaperCut Account to Photocopy and Print

Go to our dedicated PaperCut site at [printing.warburg.sas.ac.uk](http://printing.warburg.sas.ac.uk) and click on Register as a New User.

Complete the online registration form. You can choose any email address, username or password you like, but please do not use your SAS login and password to create an account. If you forget your password at any time, ask a librarian to reset it for you.

You will need to confirm your email address by replying to the automated email sent to the address with which you registered.

You can use your PaperCut account at Senate House Library, the Institute of Historical Research and the Institute of Advanced Legal Studies.

## Adding Credit

Add credit online by logging in to your PaperCut account at [printing.warburg.sas.ac.uk](http://printing.warburg.sas.ac.uk) and clicking on Add Credit in the sidebar. Choose the amount of credit you wish to pay for. You will be redirected to a payment gateway to pay by credit or debit card. You won't receive a receipt, but you can view or print your Transaction History at any time from your PaperCut account. Remember to log out after completing payment.

## Using the Machines for the First Time

To use the machines, tap your SAS card on the reader. The first time you do this, you will be asked to enter your PaperCut username and password. This will associate your card with your account and allow you to simply tap your card to log in at the machine in future.

Once you have logged in, you can choose between Print Release (tap the icon to see a detailed list of your documents, which can be printed off or cancelled), Device Functions (photocopying) or Scan.

## Printing Options

The easiest printing option is Mobility Print, which allows you to print directly from your smartphone or laptop. Check our online guide at [warburg.libguides.com/howto/photocopy](http://warburg.libguides.com/howto/photocopy) to find out how to do this from your device.

To print from a Warburg Library computer, open your document from the cloud or your USB flash drive. Select print and a window will appear asking you to log in to your PaperCut account.

For more information and other printing options, see [warburg.libguides.com/howto/photocopy](http://warburg.libguides.com/howto/photocopy)

## Print Release

However you choose to print, your document will not print out until you log in to the copier and choose to release it.

All documents are kept for 48 hours before they are automatically deleted. You will not be charged for a document until it is printed out.

To release your document, log in at the copier by tapping your card on the reader. A summary of your queued print jobs is visible on the main page, or you can choose Print Release to view a detailed list of documents which can then be printed off or cancelled. Remember to log out when you are finished.

## Access to Electronic Resources

All Warburg Institute and Senate House Library e-resources can be accessed within the Institute from any networked computer in the Library.

Off-site access to most Warburg Institute/Senate House Library electronic resources is restricted to Warburg Institute staff, fellows and students only. You can connect to electronic resources available for off-site access by logging in with your SAS card from your own device or at home. When prompted, enter your name along with the barcode number of your card.

The best way to access these resources is through:

The Warburg Databases and E-resources page: [warburg.libguides.com/az.php](http://warburg.libguides.com/az.php)

Senate House Library's Databases and E-resources page: [senatehouselibrary.libguides.com/az.php](http://senatehouselibrary.libguides.com/az.php) The online catalogue: [catalogue.libraries.london.ac.uk/search~S12](http://catalogue.libraries.london.ac.uk/search~S12)

## Website, Research Guides and Social Media

The library page on the Institute's website at <https://warburg.sas.ac.uk/library> gives access to the library's research guides and digital collections. The library also has a Twitter feed (@warburg\_library) and a Facebook page (@WarburgLibrary) which are updated regularly.

## Eating and Drinking

You may not eat or drink in any part of the Library, including carrels and study rooms that are located outside of the library space. Please help us to preserve our collections from damage and rodents by observing this rule.

You are permitted to have bottled water in your study area, but please keep it **on the floor** and not on desks, as spilled water can seriously damage books.

## The Photographic Collection

The Photographic Collection is in the Lower Ground floor of the Institute. The Collection contains around 400,000 photographs filed in around 18,000 separate folders, for the most part by iconography or subjectmatter. An index of the thematic divisions and sub-divisions can be accessed from the Institute's website (<https://warburg.sas.ac.uk/photographic-collection/index>). The photos are arranged in a system of folders, often enclosing other, smaller folders, within the filing cabinets. Each photo is (or should be) facing forwards, making it relatively easy to browse through an individual section. If you want to make an extended search, the smaller folders may be removed from the drawers and consulted at a convenient table in the room. After using a folder, please place it in the box marked 'Folders' on the trolley by the door, rather than returning it to the drawer.

The system for filing photos is complex, and it has a number of idiosyncrasies; unless they are already familiar with the Collection, most visitors find the layout puzzling. There are two members of staff in the Photographic Collection (Paul Taylor and Rembrandt Duits), and they are happy to give advice on how to find things, or on any other issue connected to your research.

You can take photographs with your phone of any of the material in the Collection's files. In the past there were issues of copyright to consider, but the law on the copyright of photographs is currently in flux. Our understanding is that photographs of out-of-copyright images are no longer subject to copyright, so there should be no legal objections to making copies of the photographs of almost all images in the Photographic Collection:

<https://www.gov.uk/government/publications/copyright-notice-digital-images-photographs-and-theinternet/copyright-notice-digital-images-photographs-and-the-internet>

## The Iconographic Database

The Photographic Collection also has a digital resource, the Warburg Institute Iconographic Database, which is accessible for free via a link on the Photographic Collection page of the Institute website ([http://warburg.sas.ac.uk/vpc/VPC\\_search/main\\_page.php](http://warburg.sas.ac.uk/vpc/VPC_search/main_page.php)). Here you can find over 100,000 images, around half of which are digital reproductions of photos in the Photographic Collection, or illustrations from books in the Library. The database can be searched by keyword or browsed via a subject tree that mirrors the iconographic classification system used in the Photographic Collection (although it should be noted that the database is being constructed as a new resource in its own right and not as an electronic carbon copy of the Photographic Collection). Large-size files of most images in the database can be downloaded and used for presentations, student theses and non-commercial publications. The most extensive section in the database is currently that devoted to Gods & Myths, which contains more than 30,000 images; there are also large sections on astrology, Biblical typology, Bavarian church imagery and Sacri Monti. The database has recently been redesigned and is now online in a new form.

## PART 2: MA Programme Details MA in Cultural, Intellectual and Visual History

The MA in Cultural, Intellectual and Visual History introduces students to the study of human civilisations worldwide and throughout history. Its strong focus on the European Renaissance provides a lens on the broader question of why and how scholars, politicians, artists and others have rediscovered and made use of past traditions. Students will become familiar with a variety of interpretative approaches, many informed by work done here at the Warburg, to the crucially valuable study of the past.

This programme (12-months full-time; 24-months part-time; 26-month part-time plus) aims to:

- Give students a deep and systematic understanding of the current methodological and theoretical approaches to understanding the cultural, intellectual, and visual history of Western Europe
- Develop mastery over key elements of the history of philosophy, science, literature, the arts and visual culture rooted in the Renaissance and the early modern period but embracing material from the middle ages to the advent of modernity
- Provide the advanced methodological skills required to read, understand, and critically analyse primary source materials.
- Develop the language and palaeographic skills necessary to conduct research in these areas, particularly skills in Renaissance Latin.
- Prepare students to undertake a piece of sustained academic research including: designing research questions, selecting appropriate advanced methodological approaches while critically evaluating their effectiveness, and undertaking their own analysis of the evidence and generating their own arguments.

The MA is a qualification in its own right. It also serves as preparation for further research. Many students have progressed to PhD study at the Warburg and elsewhere and many are pursuing successful academic careers in institutions across the globe including at the Universities of Cambridge, Copenhagen, Princeton, Berkeley, Notre Dame (US), Padua, UCL, Birkbeck, La Sapienza (Rome), Warwick, York and Yeshiva (New York). For further details on the research interests of teaching staff please visit our Research and Teaching page.

## Timetable

The timetable for the programme has been issued to you separately and is also available on Study Online.

## Who to contact for help

This section outlines who to contact with queries or for support during your studies.

- Administrative queries – SAS Taught Degrees ([taught.degrees@sas.ac.uk](mailto:taught.degrees@sas.ac.uk))
  - Mental Wellbeing concerns – Institute Manager, Mr Peter Lin ([peter.lin@sas.ac.uk](mailto:peter.lin@sas.ac.uk))
  - IT/Email problems: [service@london.ac.uk](mailto:service@london.ac.uk)
  - Fees - [sas.fees@sas.ac.uk](mailto:sas.fees@sas.ac.uk)
  - Academic matters concerning the overall MA Programme - MA Programme Convenor: Dr Alessandro Scafi ([alessandro.scafi@sas.ac.uk](mailto:alessandro.scafi@sas.ac.uk))
  - Academic matters on specific modules – the Module convenor as listed on your timetable and Study Online
  - General guidance and support (not only academic) – your academic advisor (see below)
  - Study Online Queries – Please email [Studyonline\\_Support@sas.ac.uk](mailto:Studyonline_Support@sas.ac.uk)
  - Queries regarding the Language and Palaeography elements of the programme and examinations – Language and Examinations Convenor: Dr Lucy Nicholas ([lucy.nicholas@sas.ac.uk](mailto:lucy.nicholas@sas.ac.uk))
  - Queries regarding specific language or palaeographical modules – module convenor as listed on your timetable and [Study Online](#)
  - Any academic concerns which cannot be dealt with by the contact above –Director of Studies, Professor John Tresch ([john.tresch@sas.ac.uk](mailto:john.tresch@sas.ac.uk))
  - Questions about possible PhD study at the Warburg or elsewhere: PhD Convenor, Dr Sara Miglietti ([sara.miglietti@sas.ac.uk](mailto:sara.miglietti@sas.ac.uk)) or your academic advisor
- 
- Lost Student ID Card – [student.id@sas.ac.uk](mailto:student.id@sas.ac.uk)
  - For Student Status Letters and Council Tax Exemption Letters (for full-time students only), please fill in the 'Student Letter Request Form', which can be found at the SAS website <https://www.sas.ac.uk/postgraduate-study/current-students/student-forms-and-documents>, under the section 'Other forms and guidance.'

## Academic Advisor

You will be assigned to a member of staff of the Institute who will act as your advisor for the first two terms. His or her responsibility is to give you general guidance and support (not only in academic matters: you should not hesitate to ask for other advice if you need it) and to assist you with the choice of assessed essay topics. Once you have been allocated an advisor at the start of term 1, you should send them an email to request an initial meeting. You can then contact them at any point in your studies for further tutorials or support. Your adviser may well suggest from time to time that you should consult other colleagues on specific research

problems. In the third term you will be assigned a supervisor or supervisors appropriate to the subject you choose for your dissertation.

## Student Reps

One student representative for each of the full-time and part-time cohorts across the postgraduate taught programmes will be elected to attend the following meetings:

- Staff Student Liaison Committee
- Termly Institute Meetings

The Institute's Staff Student Liaison Committee meets three times a year (see the programme calendar) and is a forum in which staff and students can discuss the delivery and assessment of the MA Programme. Discussion at each meeting is informed by the responses to the MA student questionnaires that will have been circulated prior to the meeting. The student representatives are also asked to provide a short, written report for consideration at the meeting.

At the Institute meetings (please see the programme calendar for dates) student representatives provide short reports on student activities and also receive information which they are then asked to share with the rest of the taught programme students.

The representatives will be elected at a meeting for all students. See Programme Calendar for full details. Being a student representative is an excellent way to get to know the wider Institute and be an active part of your MA programme.

# The Degree

## Core modules

Four core modules comprise the essential intellectual, cultural, professional and training elements of the programme:

- AHM220-01      Reviving the Past

Reviving the Past” introduces students to foundational knowledge and research skills for the study of the cultural, intellectual, and visual history of Europe, with a focus on the period comprised between the late Middle Ages and early modernity. It will provide students with a firm grasp on key elements of the transmission, renewal, and transformations of the classical tradition while introducing them to theory and method in intellectual and cultural history.

The module is divided into three main units. The first unit explores the concern with the legacy of antiquity spreading across Western Europe in the Middle Ages and early Renaissance. The second unit focuses on the complex cultural and intellectual changes brought about at the turn of the sixteenth century by the great geographical discoveries and by movements of religious reform. The third and final unit investigates engagements with ancient science in the seventeenth century and follows the constitution of a new, globally organized vision of the earth and cosmos into the early nineteenth century.

Students will become familiar with a range of specific historical cases and dynamics by making use of both primary and secondary texts in the Warburg Library; and they will learn to problematize keywords such as “medieval”, “Renaissance”, “Western”, “nature”, “culture”, “civilization”, “modern”, “transmission” and “translation” and their implications for contemporary understandings of the past. Throughout, students will learn through a combination of lectures and discussions, and through active engagement with authentic primary sources and relevant scholarly work.

- AHM250-01      Art History and Renaissance Culture: Image to Action (Term 1)

Image to Action examines the role of images in Renaissance culture. Each week, we will study one of several different types of imagery prevalent in the Renaissance and early-modern period – allegory, portraiture, the diagram, etc. – and explore the subjects and themes depicted in relation to ideas, social attitudes, and artistic practices that prevailed when they were made and circulated. This module supports the more specialised and applied modules of all MA and PG Cert strands and teaches key skills of research, analysis – particularly of visual material – and writing to enhance students’s ability to complete those units successfully. It also has a historiographic and methodological dimension: students will study the iconological methods pioneered by Aby Warburg and developed by scholars associated with him and with the Warburg institute, along with others. More than anything, it will provide students with the tools to think through images, and the roles images play in our understanding and study of Renaissance society and culture.

- Language and Palaeography Studies (Terms 1 and 2)  
Provides tutoring at several levels in Latin and training in Palaeography in English or Italian.

### AHM410-01      English Palaeography

This course is designed to help students analyse handwritten vernacular textual sources for the late medieval and early modern period. No previous training in palaeography is expected. Students will be introduced to the basic principles of palaeography and the key scripts used to produce manuscripts and documents in the British Isles between the fifteenth and seventeenth centuries, with an emphasis on developing the necessary skills to accurately transcribe unseen texts.

The module is run as a series of weekly seminars of 2 hours each. It will be taught using handouts, and homework will be set weekly. The module is assessed by an in-person exam, held in Term 3. There will also be a series of informal tests through the two terms. An in-person mock exam will also be organised.

### AHM420-01      Italian Palaeography

This course is designed to help students analyse handwritten vernacular textual sources for the Renaissance period. No previous training in palaeography is expected, but students should have a solid grasp of modern Italian grammar and vocabulary and, ideally, some familiarity with the



Renaissance language. Students will be introduced to the basic principles of palaeography and the key scripts used to produce manuscripts and documents in Italy between the fourteenth and seventeenth centuries, with an emphasis on developing the necessary skills to accurately transcribe unseen texts.

The module is run as a series of weekly seminars of 2 hours each. It will be taught using handouts, and homework will be set weekly. The module is assessed by an in-person exam, held in Term 3. There will also be a series of informal tests through the two terms. An in-person mock exam will also be organised.

#### AHM460-01 Latin (Beginners)

This course is aimed at students with no (or very little) previous Latin training. It focuses on grammar and vocabulary, and on the forms commonly used in texts for the medieval and early modern period. A key aim is to equip students with a basic understanding of the architecture of the language and to help develop confidence in reading longer passages in Latin. By the end of the course students should have achieved competency in the Latin language to an intermediate level.

The module is run as a series of two-hour weekly online seminars. It will be taught using handouts and overhead slides, and homework will be set weekly. The module is assessed by: (a) an online take-home assessment held in Term 2 and (b) an in-person exam, held in Term 3. There will also be a series of informal tests through the two terms. An in-person mock exam will also be organised.

#### AHM470-01 Latin (Intermediate)

This course is aimed at students with some previous experience of Latin. It entails a full review of grammar and syntax, and a central objective is to encourage students to read – with greater confidence – a range of late Medieval and Renaissance texts. By the end of the course students should have achieved competency in the Latin language to an advanced level.

The module is run as a series of two-hour weekly online seminars. It will be taught using handouts and overhead slides, and homework will be set weekly. The module is assessed by: (a) an online take-home assessment held in Term 2 and (b) an in-person exam, held in Term 3. There will also be a series of informal tests through the two terms. An in-person mock exam will also be organised.

#### AHM480-01 Latin (Advanced)

This course is aimed at students with a good grasp of Latin vocabulary, grammar and syntax (A-level equivalent or beyond). It will focus on the translation of texts from the medieval and early modern period, revising grammar and syntax along the way. Key aims are to equip students with a deeper grasp of the language, its scope, evolution and idioms, and to inculcate a greater confidence in the translation of Latin. It also offers an exposure to a wide variety of Latin texts and forms.

The module is run as a series of weekly seminars of 1.5 hours each. It will be taught using handouts, and homework will be set weekly. The module is assessed by: (a) an online take-home assessment held in Term 2 and (b) an in-person exam, held in Term 3. There will also be a series of informal tests through the two terms. An in-person mock exam will also be organised.

- AHM400-01 Methods and Techniques of Scholarship (Terms 1 and 2)

The main goal of the module is to introduce you to the nuts and bolts of scholarly work in late medieval and early modern cultural history (broadly conceived), and to prepare you for undertaking original research in this field.

In the Autumn Term ('Reading History'), our team of instructors will introduce you to a series of seminal articles and studies on different 'objects' (text, artworks, concepts, problems), showing you how each object can be – and has been – approached from a variety of perspectives. This will help you form a broad sense of the field of cultural history, its historical development, different methodologies, and open possibilities. We will also have skills-oriented sessions on topics such as reading scholarship, using and writing book reviews, conducting bibliographical research, and writing in an effective academic style.

The Spring Term ('Writing History') is a dissertation prep seminar that will guide you through the process of choosing, developing, and researching a topic for your final dissertation. Activities will range from tutorials to individual and small-group work to self-reflection and journal-keeping. In the final sessions of term you will each give a short oral presentation on your proposed dissertation

topic. Throughout the workshop the focus will be on creating a supportive atmosphere where you feel comfortable sharing your work and learn how to give and receive feedback in an interdisciplinary context.

NB: the terms indicated above relate to the full-time structure. Part-time and part-time plus structures will vary from this. Please see the degree structures below.

## Option modules

Students take two optional modules in Term 2 if studying full time (one if studying part time). The choice of option modules offered each year is determined in relation to a variety of issues, including student cohort size and teaching staff availability. A minimum of three students is required per option. Students make a provisional choice of optional modules when they enrol in the programme. However, optional modules will be presented by staff to students in October (see Key Calendar dates below for full details) and students are then able to adjust their initial choices if they wish to.

### AHM280-01 Religion and Society in Renaissance Italy

The course takes the religious history of Italy as the point of departure for an in-depth investigation of the significant social and political changes that took place between 1300 and 1650. From the late Middle Ages to the Renaissance politics and religion were inextricably bound together. Religion was expressed both in rituals – liturgies, performances, pilgrimages – and in texts and works of art, thus forming a significant dimension of Italian culture and scholarship. The focus of the course is on the primary sources (hagiographical, legal, literary, architectural and cartographical) which provide evidence for the reconstruction of religious customs and habits of mind and for the understanding of political events. The aim of this module is to identify and explain the significance of religious culture in late medieval, Renaissance and early modern Italy, providing a basic understanding of the interactions between politics, social life, cultural expression, and religion. From the late Middle Ages to the early modern period politics and religion were inextricably bound together, the Church was involved in temporal matters, and religious beliefs and practices were powerful motivating factors in contemporary policy making; religion was expressed both in rituals and in texts and works of art and formed a significant dimension of Italian culture and scholarship. Students are encouraged to develop a sound knowledge and critical understanding of Italian cultural history through the discussion of specific themes: the relation between pagan philosophy and Christian faith, Church and Empire, Church and Papacy, faith and space, sex and sanctity, Islam and Christianity, Jews and Christians, Church Councils and spiritual renewal, secular and religious utopias. Religion and Society in Renaissance Italy aims to critically assess the development of religious thought and practice by looking at texts and works of art, reaching – beyond factual information – a critical and unbiased assessment of the past and its complexities.

### AHM230-01 Cosmological Images: Representing the Universe

This course will study cosmograms: concrete objects which represent the universe as a whole. It will explore connections between art and science, including the intellectual function of images and the aesthetics of representing the cosmos and knowledge about it, in science, religion, and folk traditions. Students will be provided methods for studying such objects in action, as part of ritual practices, projects of knowledge, and political programs. One aim of the course will be to trace the changing form and content of cosmograms from the medieval through modern period, especially with regard to scientific images. The course will trace the gradual emergence of a cosmology said to be mechanical, materialist, and objective, and its interactions and oppositions with other views of the cosmos. By exploring these conflicts and controversies through a focus on cosmograms, we will ground these longstanding issues of intellectual history in concrete contexts and the making of objects and images.

### AHM290-01 Renaissance Political Thought from Erasmus to Campanella

This module will explore a range of canonical and non-canonical political texts from the sixteenth and early seventeenth centuries, contextualizing them historically and situating them in a longer tradition of moral and political philosophy that stretches back to Classical Antiquity and forward to modern times. We will also discuss methodological questions regarding their interpretation and engage critically with seminal scholarship in this area. Specific topics will include: what counts as a "political" text?; the reception and transformation of classical theories in new historical contexts (e.g. movements of religious reform; the rise of nation-states; the "discovery" of America and the beginnings of the colonial race); main trends (e.g. the rise of political "realism" vs. "utopianism") and debates (e.g., around the best form of government, resistance rights, religious toleration, just war, and the role of women in society).

### AHM380-01 Renaissance Sculpture in the Expanded Field

With a title that borrows from Rosalind Krauss's seminal 1979 article 'Sculpture in the Expanded Field', this module examines Renaissance sculpture according to broad parameters to think about how images and other media (such as drawing, print, architecture, paint) were fundamental to the creation and reception of sculptural objects. Together we will explore drawing and modelling in the artist workshop; the adaption and migration of sculpture into painting; the role of sculpture in the rituals of religious life – from mobile, polychromed crucifixes to immersive pilgrimage sites such as the Sacro Monte at Varallo; as well as sculpture within the framework of society and culture: large scale public work, portrait busts, installations within the villa garden and, finally, ephemeral sculptures made for festivities and banquets.

In doing so, we will encounter the famous, at times monumental, artworks by sculptors such as Donatello, Michelangelo and Giambologna, but we will also consider more unfamiliar objects and materials: life-size holy dolls, votive wax figures, sculptures made from food and the colossal monsters of the Sacro Bosco at Bomarzo. We will examine how sculpture was discussed in a range of primary sources, from artistic treatise to the fictional Hypnerotomachia Poliphili, alongside recent scholarship that engages with materiality and Renaissance making practices. It will become apparent that sculpture was a varied, experimental artform, which played a key role in the embodied practices of Renaissance life.

#### AHM100-01 The World of the Book in the European Renaissance

The aim of the module is to provide an understanding of the culture of the book in Renaissance Europe—a time and place that saw the invention of printing, the growth of both private and public libraries, the development of bibliographical protocols, the advent of the humanist printer, and new techniques for active reading. It also saw the beginnings of colonialism and conquest, cultural revolutions, religious reformations, and profound social upheavals. What role did the book play in these changes—or did it? How can it help us to understand the changing world of the European Renaissance? Through seminars, collection visits, and practical training at a historically appropriate printing press, this module will offer an overview of the history and the historiography of the book, with a special focus on the material aspects of production, dissemination, and use.

#### AHM050-01 The Classical Renaissance: Greco-Roman Rediscovery, Reception and Resurrection

This module places the spotlight on a major and vital dimension of the Renaissance: the revival of the classical tradition. We will begin by considering the quest for and rediscovery of ancient texts, and their subsequent diffusion and assimilation into humanist curricula across Europe. Students will be encouraged to consider how classical literature, rather than superseding a largely scholastic and Christian framework, was integrated into it, and also the extent to which the Church Fathers and medieval writers had already laid some of the groundwork for a much more extensive phenomenon of absorption. Students will be invited to take into account developments such as standardization and canon formation, but also regional and chronological trends.

The process of reception will be assessed from a number of different perspectives, but always in way that prioritizes full contextualization and the complexities of textual transmission. Areas of reception that will feature in the course include: the concept of *imitatio* (itself an ancient practice and idea), generic organization, literary modes (such as metre), the use of prose vs poetry, and preferences for Latin or Greek texts. The reception of certain classical authors whose influence was particularly profound will also be charted through case-studies, and these authors will include Cicero, Virgil, Ovid, and Plutarch. In parallel, students will be encouraged to explore the impact of ancient works that are in modern times less familiar but that were regularly consulted in the early modern period, such as the output of Late Antiquity. Another complicating factor will be the repackaging and mediation of classical literature in repositories which meant that early modern writers did not always need to return to the original source. A further key consideration in our discussions about reception will be Christian belief systems and also the Reformation, and a significant part of the course will be devoted to the question of the relationship between paganism and Christianity, and the degree of harmonization that was possible between the two. The course will further cover a range of areas in which reception occurred, from the world of art to the realms of diplomacy and nation-building.

The importance of the languages of Latin and Greek will constitute a further focus. As the primary vehicles for classical learning, we will assess the extent to which Greco-Roman sources enjoyed a hegemony even as the production of vernacular literature burgeoned. At the same time, students will be asked to reflect on the ways in which the growing vernaculars were able to harness classicizing approaches in ways that might be yet more inventive. A major theme of the module will be issues of bilingualism and multilingualism, and students will be introduced to macaronic texts and also tracts which expressly confront linguistic choice.

#### AHM060-01 Art and Nature in Northern Europe (1500-1700)

This course examines the connections between the visual image and understandings of nature in early modernity. It concentrates on northern Europe (primarily the Netherlands, Britain, Germany and France) and

its colonies in Asia and North and South America, exploring a series of case studies that focus on depictions of land, plants, animals and insects, and on the entanglement of these phenomena with human beings. The visual materials will include works in artistic genres such as landscape and still life painting, but also artefacts such as maps, travel books, automata, and anatomical and ethnographic depictions that challenge the modern distinction between artistic and scientific images. Rather than situating these materials within frameworks of art and collecting narrowly defined, the course asks how they were also connected to changes in social life, to widening patterns of trade and exploration, and to developments in dietetics, medicine, philosophy and other forms of knowledge.

The course begins by considering period understandings of nature, and their relationship to categories such as the human, the creatural, the supernatural and the preternatural. We will also think about how ecocritical and ecological approaches might deepen a historical investigation of our materials. The main run of classes will explore the interwoven empirical, political and symbolic meanings conveyed by early modern images of nature. Possible topics include: Dürer's watercolour nature studies; Bruegel's depictions of the months and seasons; early modern microscopy; visual cultures of human and animal anatomy; sottobosco painting; the early modern ménagerie; hunting scenes and gamepiece still life; Altdorfer's depictions of the German forest; and European artists' responses to the environments of the Atlantic world, Asia and the Arctic.

## Dissertation

The Dissertation (completed in Term 3 and over the summer) gives you the opportunity to conduct an independent research project under the guidance of a supervisor who is normally an academic at the Warburg. See Dissertation Guidelines below for more details.

## Attendance

The module tutor will keep a record of attendance for each module. Students are expected to attend the scheduled classes and seminars on their programmes and to be available for consultation with tutors with reasonable notice. **A student who is unable to attend a class should inform the module tutor in advance.** Prolonged absence (10 days or more) caused by sickness or other reasons must be reported to the MA Convenor, and medical or other relevant evidence must be provided.

## Weekly Preparation/Independent Study

Each week, you will have set of compulsory readings or preparatory tasks for each module. Usually this consists of both primary and secondary sources. The readings will be listed and provided on Study Online under the relevant module and week. It is important that you keep on top of these preparatory readings throughout your studies and come prepared to each seminar.

When doing the weekly readings, please take notes and bring these to class. Note what you find interesting, and even perplexing about the readings. What is each author arguing? Why? What type of language are they using? Who, if anyone, are their apparent opponents? What are they saying that is new, and what is preserving or continuing earlier arguments? Is there anything that you don't understand? Be ready to discuss your thoughts in class and to participate in discussion.

For each hour of taught classes, it is anticipated that you will have 2.5 hours of independent study. This means you should expect and plan to read for about 5 hours each week per module (25 hours in total). With taught hours included, this means that a full-time student should be working on their MA for about 35 hours a week.

If you have more time or time left over after the core preparatory tasks, we recommend that you also explore the further reading provided each week, which offers texts that go into greater detail on particular topics. These will also be of use when developing your essay ideas.

## Seminars

Each module has two hours of taught class time per week. These sessions are spaces for critical scholarly discussion and exploration. The two hours will consist of a mixture of lecturing and class discussion, largely focused on the core weekly readings / preparatory tasks (see above). The seminar room is thus a space for active learning, risk taking, real listening and conscientious, generous participation based on the following principles for both staff and students:

- Ask questions: always, anytime. There is no such thing as a stupid question.
- Float ideas: this is how interesting things happen.

- Defer judgement and be compassionate: in taking academic risks and asking questions, sometimes a view will come up that you disagree with, or something might be said that is incorrect. This is all part of the process. Assume that whatever has been said has been done so with good intent. Debate is possible without making it personal. Be curious and be open to having your views changed.
- Be present: more than simply attending, actively listen and participate throughout the session. If you use a laptop to take notes, please turn notifications and WIFI off to avoid unnecessary distractions (think too of how this not only disrupts your own learning but those who can see your screen). Put your phone away and mute it before class begins.
- Take responsibility and monitor your own input: as well as making sure you join in, be sure to allow space for the comments and contributions of others.
- Follow up and feedback: staff are always here should you wish to discuss anything from a seminar further.

## Assessment

The MA in Cultural, Intellectual and Visual History is assessed through coursework, a dissertation and two written examinations (one for Latin and one for Palaeography) which together constitute the examination for this degree.

All examinations procedures are governed by the Quality Assurance Framework of the University of London: <https://www.sas.ac.uk/about-us-6/how-we-are-run/policies>

All work submitted must be the candidate's own, and any quotation from a published or unpublished work must be acknowledged (see section on plagiarism below).

A candidate who does not successfully complete an examination or part of an examination at his/her first attempt may re-enter on one occasion, subject to the agreement of the Chair of the Examination Board and the Programme Convenor. Re-entry will take place at the next following examination date (likely to be the following year) or at a date agreed by the Examination Board. This will have an impact on your graduation date. Unless there are mitigating circumstances, all resit marks are capped at 50%.

Please note that examinations take place off site and you may be required to travel to a different location within London. You will be informed of this in advance to help you plan your travel.

## Events

The degree is complemented by the Institute's extensive events programme (see [warburg.sas.ac.uk/whatson](http://warburg.sas.ac.uk/whatson)), and events at the other Institutes that form part of SAS (see [sas.ac.uk/events](http://sas.ac.uk/events)). It is not compulsory to attend non-timetabled events, but we strongly encourage students to take advantage of this resource at the Institute and the school. Students are also encouraged to propose speakers or other events; periodic calls for proposals appear in the OWL.

## Work-in-Progress Seminar

The work-in-progress seminar appears in your timetable. It explores the variety of subjects studied at the Institute, with papers given by invited international scholars, research fellows studying at the Institute, and third-year PhD students. It is the central event of the Warburg academic community.

Unlike non-timetabled events, **attendance at the work-in-progress seminar is mandatory for all postgraduate students and there will be a sign-in sheet each week.** It is an opportunity to hear about new research, reflect on ways to approach and present work within the humanities, and to join academic debate by asking questions. It is also a valuable and regular occasion to get together with fellow students and staff outside of class.

## Key Calendar Dates

### Meetings, Reading Week, Parties

#### TERM 1

25 September – 8 December 2024

Welcome week (see separate timetable for full details)	First week of term; 23 – 27 September 2024
Meeting to elect student representatives	Tuesday 1 October 2024 12.00pm–12.30pm, location tbc
All Institute Meeting (student reps to attend)	Wednesday 2 October 2024 10am–11am, location tbc
Staff Student Liaison Committee Meeting (All students to attend)	Tuesday 15 October 2024 4.00pm–5.00pm, Auditorium
Meeting to introduce second-term options	Thursday 17 October 2024, 10.30am, Zoom
Submission deadline of preferred option choices. Please send to john.tresch@sas.ac.uk.	Thursday 31 October 2024, 5pm
Reading week (no classes)	Sixth week of term; 28 October – 1 November 2024
Christmas Party	w/c 2 December 2024 (date to be confirmed)

#### TERM 2

8 January – 22 March 2025

All Institute Meeting (student reps to attend)	Wednesday 22 January 2025 10am–11am, Auditorium
Staff Student Liaison Committee (only Student Representatives attend)	Tuesday 21 January 2025 4.00pm–5.00pm, Meeting Room 209
Reading week (no classes)	Sixth week of term; 17 – 21 February 2025
Submission date for essays for optional modules in term 2:	Monday 28 April, 5pm

#### TERM 3

22 April – 28 June 2025

All Institute Meeting (student reps to attend)	Wednesday 7 May 2025 10am– 11am, Auditorium
MA student dissertation presentations	Tuesday 13 May and Wednesday 14 May 2025, 1:30–5:00 p.m.
Confirmation of dissertation supervisor:	Monday 26 May – Friday 25 July 2025
Supervision period:	Monday 26 May – Friday 25 July 2025
Staff Student Liaison Committee (only Student Representatives attend)	Tuesday 3 June 2025 4.00pm–5.00pm, Meeting Room 209
Summer Party	w/c 23 June 2025 (date to be confirmed)

Final date for supervisor to read written sections:	Friday 25 July 2025
Submission deadline of dissertations:	Monday 1 September 2025

### Graduation

Degree results	Following exam board in Nov 2025
Graduation Ceremony	February 2026. Date TBC



## Programme Outline

### Modules, Degree Weighting and Module Credits

#### Full-time Mode

Term	Module	Assessment	Weighting	CATS Credits
1	Reviving the Past	4,000 word essay on selected text	11.1%	20
1	Art History and Renaissance Culture: Image to Action	2 x 2,000 word essays	11.1%	20
1 & 2	Language and Palaeographical Studies: (Latin and Palaeography; English or Italian)	a) Language takehome paper (online) (25%) b) 1-hour unseen examination (25%) c) 1-hour unseen examination in Paleography (in person) (50%)	22.2% (11.1 for each component)	40
1 & 2	Methods and Techniques of Scholarship	Compulsory; not assessed		
2	Option Module 1	4,000 word essay	11.1%	20
2	Option Module 2	4,000 word essay	11.1%	20
3	Dissertation	15,000 words	33.3%	60

#### Part-time Mode

	Modules	Assessment		CATS Credits
1	Reviving the Past	4,000 word essay	11.1%	20
1 & 2	Methods and Techniques of Scholarship	Compulsory; not assessed		
1 & 2	Language and Palaeographical Studies: Language	a) Language take-home paper (online) (25%) and b) 1-hour unseen language exam	11.1%	25

2	Option Module 1	4,000 word essay	11.1%	20
3	Dissertation: begin research			

## Year 2

1	Art History and Renaissance Culture: Image to Action	2 x 2,000 word essays	11.1%	20
2	Option Module 2	4,000 word essay	11.1%	20
1&2	Language and Palaeography Studies: Palaeography	1-hour unseen examination in palaeography	11.1%	15
3	Dissertation: complete	15,000 words	33.3%	60

Part-time students have fewer weekly contact hours than full-time students, as the MA course is spread across twenty-four months rather than twelve. Many part-time students will have other commitments alongside their studies, and the institute recognises that this can present particular challenges. You should not hesitate to approach your academic advisor or any other member of staff if you find that you are struggling to manage your workload. All students must commit to dedicating each week the amount of time that is necessary for them to fulfil their course requirements. All elements of the course must be completed as scheduled in the handbook.

## Part-time Plus Mode

### Year 1

Term	Modules	Assessment		CATS Credits
1	Reviving the Past	4,000 word essay	11.1%	20
1 & 2	Language and Palaeography Studies: Language	1-hour Language unseen examination	11.1%	25
1	Methods and Techniques of	Compulsory; not assessed		
	Scholarship, part 1			
2	Option module 1	4,000 word essay	11.1%	20
3	Dissertation: initial preparation			

### Year 2

1	Art History and Renaissance Culture: Image to Action	2 x 2,000 word essay	11.1%	20
1 & 2	Language and Palaeography Studies: Palaeography	1-hour unseen examination (in person)	11.1%	15
2	Methods and Techniques of Scholarship, part 2	Compulsory; not assessed		
3	Dissertation: establish bibliography and structure			

## Year 3

1	Dissertation research			
2	Option Module 2	4,000 word essay	11.1%	20
3	Dissertation: complete	15,000 words	33.3%	60

Part-time plus students have fewer weekly contact hours than part-time or full-time students, as the MA course is spread across thirty-six months rather than twenty-four or twelve. Many part-time plus students will have other commitments alongside their studies, and the institute recognises that this can present particular challenges. You should not hesitate to approach your academic advisor or any other member of staff if you find that you are struggling to manage your workload. All students must commit to dedicating each week the amount of time that is necessary for them to fulfil their course requirements. All elements of the course must be completed as scheduled in the handbook.

## Coursework

### Assignment Topics

**Reviving the Past:** The module is assessed by a 4,000-word essay consisting in a close reading of a passage chosen from a number of listed passages. Choices will be discussed in advance with the respective module tutors; each student will rank his or her choices and be assigned a passage and an essay tutor in the third week of term. You may also consult with your academic advisor at the Warburg Institute.

**Please note** that while you may use the module assignments and the dissertation to build up elements of the same topic, you may not recycle work you have done earlier in the course or before joining the programme. This is to avoid the issue of self-plagiarism, which can have serious consequences (see below). If you do wish to build on your previous work, or have any questions, please make sure to consult first with your MA Convenor or individual module tutor.

### Feedback

Members of staff can discuss issues relating to your assignments with you in seminars or individually organised tutorials (please feel free to reach out to staff members to arrange one of these at any time) but will not read

essay drafts. Up until Friday 25 July 2025, your Dissertation supervisor(s) will be able to read and comment upon draft sections of up to half your dissertation (see below section on dissertations for more details).

## Coursework Deadlines 2024-25

Selection of text passage for the Reviving the Past essay; submit ranked choices on Study Online	By Friday 4 October 2024, 5pm
Reviving the Past passage and supervisor assigned	By Friday 11 October 2024
Submission deadline for the essay for Reviving the Past; students to submit their essays on <a href="#">Study Online</a>	By Wednesday 11 December 2024, 5pm
Essay submission deadlines for the 'Art History and Renaissance Culture: Image to Action' module (2 x 2,000 words); students to submit their essays on <a href="#">Study Online</a>	Essay 1: by Monday 4 November 2024, 5pm  Essay 2: by Monday 2 December 2024, 5pm
Language examinations (take home)	5pm on Thurs 20 March to 5pm on Saturday 22 March 2025
Mocks for Palaeography and Languages (in-person)	Week of 28 March 2025
Submission deadline for Option modules 1 and 2 - Essays (4,000 words each) and Curating Renaissance Art and Exhibitions Virtual Exhibition + Proposal (3,000 words); students to submit their essays/Worksheet via <a href="#">Study Online</a>	By Monday 28 April 2025, 5pm
Revision sessions for Language and Palaeography	Week of 28 April 2025
Language examination (in person)	Wednesday 7 May 2025
Palaeography examinations (in person)	Friday 9 May 2025
Submission of proposed topic for Dissertation on <a href="#">Study Online</a>	Thursday 15 May 2025
Presentations by students on their Dissertation topics	Thursday 22 and Friday 23 May 2025
Confirmation of Dissertation supervisor	By Wednesday 28 May 2025
Supervision period	Monday 2 June – Friday 25 July 2025
Final date for supervisor to read written sections of the Dissertation	Friday 25 July 2025
Submission deadline for Dissertation (15,000 words); students to submit an electronic copy of their Dissertation via <a href="#">Study Online</a>	By Monday 1 September 2025, 5pm

**Submission deadlines are firm deadlines. It is essential that the essays and dissertation be submitted by the due date and time shown above (see penalties below, page 33).**

**NB: if an exam is missed without the absence being sanctioned by the Extenuating Circumstances Committee, re-sits will be capped at 50%.**

# Coursework Submission Instructions

All coursework (the Assessed Essays and Dissertation) is to be submitted electronically via the appropriate module page on Study Online; no hard copies are required.

## **The links for submission can be found on the module pages on Study Online**

You will be asked to give the file a name. Please use your **Student Number** followed by the title of the file submission (e.g. **CX100 Image to Action**)

As you are all already enrolled on the modules and using Study Online, you should not have any access issues but, for your information, the School has also produced [guidance](#) on using Turnitin via Study Online, which can be found on the main Study Online welcome page. For more information or if you have any questions, please email [Studyonline\\_Support@sas.ac.uk](mailto:Studyonline_Support@sas.ac.uk).

## **What to include on the front page**

Please make sure that the front page of your coursework includes the following:

- Programme title
- Student Number (please do not include your name)
- Module Title
- Coursework Title (the title of your essay or exhibition)
- Word Count

To avoid incurring penalties, it is important that you submit your coursework by the deadline and that you do not exceed the word limit.

**Please read carefully and follow the instructions set out above for the submission of your work and ensure that you include your Student Number and not your name on your submission.**

## Wordcounts

The stated word count for each assignment includes footnotes, but not bibliographies, image captions, and original language quotes when the translation is also provided (see below for details).

# Automatic Extensions

## Coursework

SAS expects all students to submit all assessments by the published deadline date and time, after which [penalties](#) will be applied.

However, we now have a policy in place to provide for situations where unforeseen and unforeseeable circumstances beyond your control prevent you from submitting coursework by the published deadline, and where a short period of additional time of 7 days will be sufficient to address the problem.

Students can apply for an automatic extension only **one** time across all modules per academic year, this applies to all students on all modes of study - Full Time, Part Time, Part Time Plus, Distance learning and on Campus.

Automatic assessment extensions are primarily suitable for written assignments including dissertations. Automatic Extensions are **NOT** eligible for presentations, performances or other practical tasks, un-seen and take-home examinations, placements, internships and where students have access to the assessment questions or answers in advance.

In order to confirm use of the automatic extension provision, students must complete and submit the [online form](#) up to **7 days before** the submission due date.

If you need more than one request for an extension this must be submitted as a mitigating circumstances claim.

## Mitigating Circumstances

Please note that an automatic extension may not be available in some cases, if you need the extension to last longer than 7 days you will need to submit your work on a date agreed by your course director and you will need to submit a mitigating circumstances [form](#).

Guidance on mitigating circumstances can be found [here](#).

If you need more than one request for an extension this must be submitted as a mitigating circumstances claim.

Please note that this is a SAS committee that meets once a year, before the Examination Board, and is out of the Warburg's control.

## Dissertations

Dissertations are also eligible for an automatic extension. In order to confirm use of the automatic extension provision, students **MUST** complete and submit the [online form](#) where possible a **minimum of 7 days before** the submission due date.

If you cannot submit the form 7 days before the due date the automatic extension cannot be accepted and the [penalty](#) for late submission will be applied. Requests for an extension longer than 7 days can be agreed by submission of a mitigating circumstances claim.

Students should note that such submission will have implications for marking and exam board verification and the student in this situation will be asked to register for a term in the new academic year for which a fee will be payable.

## Penalties for late or non-submissions

INFORMATION TAKEN FROM [QAF 2024/5 3.56](#)

Coursework for assessment (that is, all assessed work except the dissertation) handed in after the deadline without reasons deemed acceptable will be subject to a deduction of marks as follows:

- A penalty of 10% of the mark awarded for work up to one week late; except where the student has indicated that they are using their automatic extension;
- A penalty of 20% of the mark awarded for work between one and two weeks late; except where the student has applied for mitigating circumstances to be taken into account;
- Non-submission or work that has been submitted late without a pre-approved extension will be given a mark of **zero** and attempt will be used
- All work submitted as a second attempt will be capped at the pass mark of 50

*Dissertations* handed in after the deadline will be subject to the same penalties as coursework, except that the Institute reserves the right to not accept and/or mark a dissertation handed in after the deadline.

Students are advised that these penalties can seriously affect your mark, and alter your grade bracket. An assessment submitted one day late, for example, initially awarded a 65 (a merit), will receive a mark of 59 ( $65 - 6.5 = 58.5$ , rounded up), which is a pass.

As such, it is almost *never* worth handing in a piece of work late, particularly not if using the extra time to 'polish' an essay.

## Over-Length Work

Candidates must pay attention to word limits. For coursework exceeding the upper word limit by 10%, the mark will be reduced by five percentage marks, subject to a minimum mark of a minimum pass. NB: This is not an invitation to write 10% more than the stipulated word count.

## Under-Length Work

While there is no set penalty for under length essays, students should note that it will be hard to achieve the higher grades if their work is under the word count by more than 5-10%. Word limits have been set for a reason, and it will be difficult to achieve the necessary level of critical depth if handing in a shorter piece of coursework.

For more information, please see the [Quality Assurance Framework 2024/5](#) on the School's '[Policies](#)' page.

## Dissertation guidelines

Your dissertation is the opportunity for you to complete a substantial and sustained piece of research, with the aid of a dedicated supervisor.

Dissertations are 15,000 words long, including footnotes, and excluding the abstract, bibliography and other additional material. This length is chosen because it is the upper length of an academic journal article, and so provides relevant training for future academic or professional research.

**The deadline for submission is September 1, 2025, by 5:00 p.m.**

#### Dissertation Timeline:

It is never too early to begin considering possible topics. Throughout Term 2, you will begin formally developing a dissertation topic, supported by the sessions in Methods & Techniques of Scholarship. In that module there will be the chance to work on an initial proposal and share your ideas with your peers for feedback.

In Term 3, you will briefly present your developed thesis idea to all academic staff and your fellow MA students. At this point you may receive feedback of various kinds. Following your presentation, you will be allocated a supervisor. You may wish to contact staff (including potential supervisors) before the presentation to discuss possible approaches. Please see Coursework Deadlines for dates.

Presentations will be 5 minutes long and should introduce your object/topic of study; how you will build upon existing scholarship; and the angle or argument you think your thesis will take. Each presentation will be followed by 5 minutes of Q&A, aimed at further supporting you in honing and refining your ideas. Be sure to make a note of any questions or suggestions as these will be useful as your work progresses.

**NB: part-time students also complete part two of Methods and Techniques of Scholarship in their first year, including dissertation preparation and presentations.** Although this may seem to come early in the degree, it is expected that part-time students will be assigned a supervisor and begin preparatory work on their dissertations in the summer term of their first year. It is thus important that they complete the preparatory elements of Methods and Techniques of Scholarship in term two of year one. **Completing these elements is a requirement for proceeding with the degree.**

Once you have been assigned a supervisor, the supervision period for full-time students runs until Friday July 25<sup>th</sup> 2025. During this period, you can have a maximum of 6 supervisions. Your supervisor can also comment on documents including annotated bibliographies, plans and drafts equalling no more than 50% of your final dissertation. When reading drafts, your supervisor can make comments and suggestions on content, argument, style and structure, but they cannot copyedit your work for linguistic or grammatical errors.

The final date for supervisors to read any written work or have a full tutorial with you is Friday July 26<sup>th</sup> 2024. After this they can only respond to brief questions; students should be aware that August is when most academic staff take annual leave so availability will be limited.

#### When submitting your Dissertation, your document should include:

- Title page
- Abstract (no more than 500 words)
- Table of contents
- List of illustrations (if applicable)
- The text itself (introduction, sections or chapters, conclusion)
- Bibliography
- Illustration Section (if applicable)
- Appendices (if applicable)

The supervision period and remaining weeks for research and writing go swiftly, so it is recommended that students start their thinking and research as early as possible and make a schedule to ensure that they have enough time to write and edit their thesis before submission.

#### There is no one or right way to write a dissertation, but some helpful general principles if you are struggling are:

- Focused and in-depth is generally better than broad and sweeping. The narrower your topic, the stronger your work will likely be and the easier you will find it to write. A sharp focus will allow you to make a detailed and specific contribution to scholarship, rather than provide a general overview.



There are many ways to do this, but two of the most straightforward are to choose either a very specific case study/object, or a specific theme or question within a limited timeframe and geography. This doesn't mean you shouldn't explore other options if you have a different type of idea or question you want to investigate!

- Avoid something you've researched and written about before, particularly at undergraduate level.
- Introductions: you need to introduce your topic and your argument; situate your thesis in relation to existing scholarship; explain the rationale behind your approach or methodology; and provide a chapter overview or otherwise explain your structure to the reader.
- Chapters should follow logically. Be sure to understand why your chapters or sections are in the order that they are: the aim is to build a sequential, cumulative argument throughout the dissertation. Provide signposts for your reader: if you address a point that will also come up again later, say so. Dissertations of 15,000 words may have 3 sections of roughly 4,000 words each; some instead have two longer sections; others might have 4-5 much shorter sections. It really depends on your topic, and this is something to discuss with your supervisor. When planning your time, it can be helpful to think about how long you may need to research and write an essay of the length of one of your sections. Each section should also have its own angle or argument that helps build or contribute to your overall position. Ideally, you don't want each section to feel like a repetition of the same argument but about a different object, for example. Aim for a sense of logical progression and gradual expansion of your point.
- Conclusions are often the shortest section of the thesis and summarise the key points and findings of the thesis as a whole. They might also point to where the research could be taken in future.
- Proofing and copyediting a text of this length takes time. Be sure to factor this in before submission. If English is not your first language, you should find an experienced proof-reader to read through the text before you submit it.

#### Ethics Approval:

The [University Research Ethics Policy](#) [PDF] forms a part of the Code of Good Practice in Research.

As such, **all dissertations completed within the University of London have to seek Research Ethics approval**. This approval is for the research undertaken as part of your project.

To do so, students must complete an [Ethics Self-Assessment Form](#) (ESAF) and submit it via the SAS Research Office ([research.ethics@sas.ac.uk](mailto:research.ethics@sas.ac.uk)).

All students applying for ethics approval are required to confirm on the ESAF that they have completed the [online ethics training module](#) (available via Study Online) prior to submission of the form.

For more information and guidance see: [Appendix 1 - School of Advanced Study Ethical Approval Process and Guidance](#).

For further information should you need, please contact the Research Services team:  
[research.ethics@sas.ac.uk](mailto:research.ethics@sas.ac.uk)

Students should note that it is good to get this out the way early on / as soon as possible. While you will be able to submit your Dissertation before officially receiving ethics approval from the Research Office, please be aware that the University of London will not issue your degree certificates without approval in place.

## Style Guide

### English Language and Target Audience

Essays and dissertations must be written in English of an acceptable academic standard. They should be aimed at an academic audience.

### References and Bibliography

The essays and dissertation must be complete with references as footnotes and a bibliography.

For all matters of style (including bibliographical style) please follow the Chicago Manual of Style. Chicago: [https://www.chicagomanualofstyle.org/tools\\_citationguide.html](https://www.chicagomanualofstyle.org/tools_citationguide.html).

Other styles are acceptable, provided that they are recognised and applied in a clear and consistent fashion.

### Key formatting points to observe in your coursework:

**Always:** include an essay title and page numbers and double space your work (this makes marking much easier for your examiner)

**Quotations** always require footnotes indicating their source.

Long quotations (fifty words or more) should be given in separate blocks in single spacing, indented from the margin, without quotation marks.

Use double quotation marks for all other quotations (in order to be recognised by Turnitin software).

Quotations from a foreign language should be given both in the original and in translation (one will be in the main body and the other in the footnote, as you choose). Only the translation will count towards the word limit.

**Paraphrasing** is where you restate information/ideas in your own words. However, just changing a few words here and there does not make them your own and you must still cite your source. Always check your paraphrasing against the original text to ensure that you haven't copied the same phrases.

**Web sources:** treat information found on the web exactly the same as information found in printed material. Make sure that you write the complete url address and the date you accessed the website when referencing.

**Footnotes** should be placed at the foot of the page on which they occur. Please do not use endnotes. The first footnote for any source should be a full citation (see link to the Chicago Manual of Style above); you may subsequently abbreviate the source's title.

**A Bibliography** must follow the main essay or dissertation text. This is a full list of material cited.

It should be set out in two parts: 'primary sources' (manuscript and published works) and 'secondary works' (books and articles). List both alphabetically, by authors' surnames, and give details of books and articles in full, as for the first citation in footnotes (see Chicago Manual of Style above for more details).

Do not include sources that you have not cited in your essay.

## Images

If you reference an artwork or object in your essay, you need to provide a figure number (e.g., [Fig.1]) within the main body of your essay. The corresponding image and full image caption may be placed in an 'Illustration Section' following your Bibliography. Alternatively, if you are able to format images and captions smoothly and appropriately, you may instead include them within the body of the text.

Clarity of reproduction is important – check size and cropping. Both black and white and colour images are acceptable. You are encouraged to make use of the Warburg Institute's Photographic Collection containing hundreds of thousands of images, ranging in date from classical antiquity to circa 1800.

A full image caption goes as follows: artist name, artwork title, date, material/s, dimensions, location. For example:

Fig.1: Andrea Previtali, *Christ Blessing*, c.1512-15, oil on poplar, 47.7 x 38.1 cm, The National Gallery, London.

## Appendices

If you have a specific reason for including appendices, you should discuss the matter with your supervisor. If you are given approval to include appendices, you must make certain that they are not discursive and that they include only documentary material that examiners are not required to read in order to examine the text, but to which they may refer if they wish. An example of an appropriate appendix would be a transcription and translation of a primary source that you refer to throughout your work, or that you have translated yourself (a translation not being available elsewhere). Appendices follow the Bibliography and Illustrations Section.

## Presentation and Checking

The examiners give weight to the presentation of essays and dissertations, as set out in the marking criteria. This is School-wide practice. You should make sure that you give sufficient time and care to this aspect. Check very carefully for spelling mistakes, grammatical mistakes, errors in the transcription of quotations, mistranslations and errors of typing. All students, and particularly those for whom English is a second language, are strongly encouraged to have their work proofread by another reader. Ensure that references in the essay or dissertation are internally consistent and that footnote numbers correlate with those in the text.

## Word Limits

The word limits stated above for the essays and dissertation include footnotes, but exclude bibliography, image captions and any documentary appendices.

You must not exceed the word limits. Writing to a word limit is part of the exercise of academic writing. See the section on penalties, above. The total number of words which form part of the word limit are required on the essay cover sheet.

If you have quotes in an original language and also in an English translation, only count the translated text in your word count. Please include on the cover sheet the overall word count and the word count counting the quoted texts only once.

## USEFUL REFERENCE WORKS

- *The Oxford Dictionary for Writers and Editors* (in paperback as *The Oxford Writers' Dictionary*), Oxford University Press. Current edition.
- *The Oxford Spelling Dictionary*, Oxford University Press, Current edition. Essential for hyphenation, place and personal names and word-breaks at proof stage.
- *A Manual of Style*, University of Chicago Press. Current edition. Very comprehensive. Useful on abstruse points not dealt with elsewhere.

For general resources on research skills and academic writing, we recommend the following books:

- Stefan Berger, Heiko Feldner, and Kevin Passmore, *Writing History: Theory and Practice*, second edition (London: Bloomsbury, 2010)
- Jim Cullen, *Essaying the Past: How to Read, Write, and Think about History* (Malden and Oxford: Wiley Blackwell, 2013)
- Michael Harvey, *The Nuts and Bolts of College Writing*, 2nd edition (Indianapolis: Hackett, 2013)
- Gordon Harvey, *Writing with Sources. A Guide for Students*, 3rd edition (Indianapolis: Hackett, 2017)

## Plagiarism

All work submitted as part of the requirements for any examination of the University of London must be your own.

The School is committed to ensuring the quality and status of the degrees it awards through the University of London. Plagiarism is a threat to that quality and is a serious academic offence (see Student Academic Misconduct Policy under <https://www.sas.ac.uk/about-us-6/how-we-are-run/policies>).

### What Constitutes Plagiarism?

Plagiarism is the taking of another person's thoughts, ideas, words, results, judgements, images etc. and presenting them as your own. If you submit any piece of work for assessment that contains work that is not your own, without indicating this to the marker (by acknowledging your sources) you are committing 'plagiarism'.

The following are examples of plagiarism. These are not exhaustive:

- Directly quoting from the published or unpublished work of others without identifying the author and source in a footnote or endnote
- Copying the work of another student with or without their permission
- Using text downloaded from the internet, without acknowledgment or attribution
- Borrowing statistics or assembled facts from another person or source
- Buying/borrowing an essay/report and presenting it as your own
- Copying graphs, images, charts etc without proper citation
- Paraphrasing – putting another person's ideas and judgements into your own words without acknowledgement of the origin
- Submitting the same piece of your own assessed work (or a significant part thereof) more than once (credit can only be given once)
- Using text generated by AI tools

Students should feel free to discuss these issues with their advisor or module convenor at any time, but they should also recognise that they must take personal responsibility for the integrity of their academic writing, which includes learning what is expected of them by those responsible for marking their work.

Students should note that the use of, or contribution to, online essay banks, ghost-writing agencies, AI-generated text, or agencies who offer to edit essays in order to improve grades is strictly forbidden.

How not to plagiarise: <http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>

## What could happen if you do plagiarise

If it is found that you have plagiarised, this may result in:

- Expulsion from the School
- A mark of zero
- A record on your student file
- Becoming the subject of an investigation
- Cancellation of your examinations
- Not being allowed to re-enter an examination
- Loss of reputation

## Why you should not do it

Assignments provide a vehicle for assessing your performance during the programme and contribute to your overall programme result. However, they also assist you in understanding your subject and aid your learning on the programme. When you attempt to use the ideas and material of the programme independently, you learn more thoroughly and develop your own writing style. You are also likely to perform better in examinations.

There are good reasons why you should cite your source:

- Good scholarly practice
- Gives proper credit to other people's work and ideas
- Shows that you have researched widely
- Strengthens your work by lending weight to your ideas
- Enables others to check the evidence and accuracy of your information

## What to Do if You Are Suspected of Plagiarism

- Cooperate fully with the investigation. It is in your interests to be open and honest.
- Get some help. Registry staff can direct those accused of plagiarism to sources of advice.

## Marking

All marking is anonymous, except where explicitly stated otherwise. Assessed essays are 'seen second marked', meaning that they are marked twice and that the second marker is from the outset able to see the mark and feedback that has been given by the first marker. All dissertations are 'double blind marked', meaning that neither marker can see the other's comments and marks while they carry out their own marking. In each case, markers must ultimately arrive at an agreed mark. Marks may be subject to moderation. In addition, the MA's External Examiner reviews a wide range of coursework to ensure equal application of the marking criteria by different markers and across all the elements of the MA.

Note that all marks remain provisional until approved by the Examination Board, which includes external examiners.

Students should expect to receive written feedback from both markers and the agreed mark within 28 calendar days of the deadline for that particular piece of coursework.

## Pass Marks and Grade Descriptions

There are three classifications for award of the MA degree: pass, merit and distinction.

The pass mark is 50% — this applies to each assessed component of the degree and to the degree overall. Merit may be awarded for a mark of between 60% and 69% overall and not less than 60% for the dissertation. Distinction may be awarded for a mark of at least 70% overall, including not less than 70% in the dissertation. A student must achieve a pass in the dissertation in order to pass overall.

The following assessment criteria for the School of Advanced Study will be used for all components of the MA examinations, including the essays and dissertation.

### 85-100 Distinction

Outstanding performance above a distinction level. Work is of exceptional quality. The highest level of knowledge and understanding is demonstrated by independence and originality in conception, the highest level of critical skill, synthesis and analysis. The work contains analysis of sufficient originality and importance to change the conventional way of approaching the subject, and its presentation is of the highest standard. The work will be well-argued, well-organised and impeccably documented, and be of publishable or near-publishable quality.

### 75-84: Distinction

Excellent work, demonstrating a consistently very high level of knowledge and understanding. It shows clear evidence of originality and/or independent critical evaluation, high levels of skill in synthesis and analysis. Propositions are analysed with sufficient originality to challenge received ideas, and in a clear, sustained, relevant and focused manner. Presentation standards will be excellent.

### 70-74: Distinction

Very good to excellent work, demonstrating a very good level of knowledge and understanding. Work shows strong evidence of originality and/or independent critical evaluation, high levels of skill in synthesis and analysis. Arguments are well-organised and lucid. Presentation standards together with accompanying documentation are very good.

### 60-69: Merit

Good to very good work, showing a good level of knowledge and understanding of relevant material, demonstrated by evidence of originality of thought with signs of independence, a good level of critical skill, synthesis and analysis. Work will be well-organised, clearly argued, coherent and appropriately referenced. Presentation will be of a good standard.

### 50-59: Pass

The work is of an acceptable standard, demonstrating an adequate level of knowledge and understanding, some evidence of competence in synthesis and analysis, and adequate levels of presentation.

### 47-49: Fail

Unsatisfactory work, showing a basic but incomplete level of knowledge and understanding. Important elements may be lacking, and the argument may be persistently obscure, and lacking in coherence and focus.

35-46: Fail

Poor or very poor work, below or well below the standard required at the current stage. Work that is very or seriously flawed, displaying a lack of research and a lack of engagement with the question; incoherence or a grave misunderstanding of the topic; no signs of independence and originality in conception, little or no critical skill or ability to synthesise and analyse; very poor standards of presentation including inadequate or extremely poor referencing; short work.

25-34: Fail

Extremely poor work, demonstrating all the flaws outlined above.

0-24: Fail

Unacceptable or not submitted.

## Additional Marking Criteria for the Warburg Institute

*In all cases these criteria are in addition to the School of Advanced Study Criteria at each marking band*

85-100:

Work that shows strong evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.

75-84:

Work that shows strong evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.

70-74:

Work that shows clear evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.

65-69:

Work that shows some evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.

60-64:

Work that shows a good understanding of the material studied, supported by detailed reference to the relevant materials.

50-59:

Work shows an adequate knowledge of primary and secondary material.

There are no additional Institute criteria for marks below 50.

## Criteria for the marking of the Palaeography Paper

85-100 Distinction:

Every element in the passage set is correctly transcribed. The candidate shows complete understanding of the meaning of the text, applies the transcription conventions accurately and consistently, and detects any erasures or mistakes by the scribe. The presentation is clear and elegant.

75-84 Distinction:

Almost every element in the passage set is correctly transcribed. The candidate shows full understanding of the meaning of the text, applies the transcription conventions accurately and consistently, and detects any erasures or mistakes by the scribe.

70-74 Distinction:

In spite of an occasional mistake, the candidate shows that he/she is able to recognize letter forms and abbreviations very well. Transcription conventions are applied accurately.

65-69 Merit:

A good knowledge of letter forms and abbreviations is shown, and the transcription conventions are for the most part applied appropriately.

60-64 Merit:

A reasonable knowledge of letter forms and abbreviations is shown, and the transcription conventions are for the most part applied appropriately.

50-59 Pass:

An adequate grasp of the principle of reading the letters and realising the abbreviations of the text is shown. Application of the transcription conventions shows an understanding of the principles involved.

47-49 Fail:

The candidate has failed to demonstrate that he/she has an adequate grasp of the principle of reading the letters and realising the abbreviations of the text. Application of the transcription conventions shows a limited understanding of the principles involved.

35-46 Fail:

The candidate is unable to read the letters and realise the abbreviations of the text. Transcription conventions are disregarded or applied in a wholly unsatisfactory manner.

25-34 Fail:

The candidate shows very little ability and competence in the subject.

0-24 Fail:

Unacceptable work.

**Omissions:** as a general rule, a proportional quantitative approach will be followed: for instance, for a passage of 200 words, for every missing word, 0.5 points will be subtracted from the final mark. E.g. if an entire sentence of 10 words is omitted, the mark goes down 5 points.

## Criteria for the marking of the Language Exam Papers

85-100 Distinction:

Each chosen passage is fully and accurately translated. The candidate shows complete understanding of the meaning and cultural references of the passages and is able to put them into good English while not omitting any of the nuances of the original texts. The presentation is clear and elegant.

75-84 Distinction:

Each chosen passage is almost fully and accurately translated. The candidate shows good understanding of the meaning and cultural references of the passages and renders them into idiomatic English.

70-74 Distinction:

In spite of occasional minor errors the candidate shows that he/she understands the meaning and cultural references of the passages well, and is able to express that meaning clearly in English.

65-69 Merit:

In spite of some mistakes, the candidate by and large understands the meaning of the passages and makes reasonable guesses to overcome gaps in his/her knowledge of cultural references. He/she is able to express the meaning clearly in English.

60-64 Merit:



The candidate has a reasonable understanding of the passages overall, but has made some errors or omissions; his/her attempts at overcoming gaps in his/her knowledge of cultural references are not always successful. The English is not always clearly expressed.

50-59 Pass:

The candidate grasps the meaning of at least half the text of the passages, but has misinterpreted some sections, and the English is not always clearly expressed.

47-49 Fail:

The candidate has failed to understand most of the text of the passages, and much of the English does not make sense.

35-46 Fail:

The candidate is unable to make sense of the text of the passages, and has clearly a poor grasp of the languages concerned.

25-34 Fail:

The candidate shows very little ability and competence in the subject.

0-24 Fail:

Unacceptable work.

**Omissions:** as a general rule, a proportional quantitative approach will be followed: for instance, for a passage of 200 words, for every missing word, 0.5 points will be subtracted from the final mark. E.g. if an entire sentence of 10 words is omitted, the mark goes down 5 points. Exceptions can be made for words that do not carry meaning and that students may deliberately decide not to translate for stylistic and/or idiomatic reasons.

## Condonation

- A student must achieve a pass in the dissertation in order to be awarded the degree;
- A marginal failure in **one module** may be condoned (accepted or, in this instance, disregarded) at the discretion of the Examination Board provided that the overall mark for the programme is at least 50%; where the programme includes half-course units the condonation may, at the discretion of the Examination Board, be applied to two half-units;
- The definition of “marginal failure” is at the discretion of the relevant Examination Board but will not normally extend to a mark below 47%; the Examination Board may condone a mark below this norm when (a) the overall mark for the programme is at least 50%, and (b) the student achieves a mark of 60% or above in at least one significant element of the programme;
- A marginal failure in one individual question on the translation paper may be condoned provided that the overall mark on the paper is a pass. A marginal failure in an essay may be condoned provided that the composite mark for the three essays duly weighted is 50% or higher.
- The School of Advanced Study’s Academic Quality and Standards and Research Degrees Committees (AQSC and RDC) may determine that certain elements of a programme or of an assessed component are not eligible for condonation; this shall be included in the programme regulations available to students and teachers;

The original mark shall be recorded, with condonation noted as approved by the Examination Board.

## 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

*Student's 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.

# PART 3: General Information for Students

## Registry Office Location

Stewart House, Second Floor, 32 Russell Square, London WC1B 5DN

## Office Hours

Appointments are encouraged, but we are also open for walk-ins: 10am to 4pm

## Team Contact Number

+44 (0)207 862 8846

## Key Email Contacts

Taught degrees enquiries	<a href="mailto:taught.degrees@sas.ac.uk">taught.degrees@sas.ac.uk</a>
Research degrees enquiries	<a href="mailto:research.degrees@sas.ac.uk">research.degrees@sas.ac.uk</a>
Admissions Enquiries	<a href="mailto:admissions@sas.ac.uk">admissions@sas.ac.uk</a>
Tuition fee and payment enquiries	<a href="mailto:sas.fees@sas.ac.uk">sas.fees@sas.ac.uk</a>
Study Online support	<a href="mailto:studyonline_support@sas.ac.uk">studyonline_support@sas.ac.uk</a>

## Registry Staff

- Kalinda Hughes, Head of Registry Services  
Email: [kalinda.hughes@sas.ac.uk](mailto:kalinda.hughes@sas.ac.uk)  
Phone: +44 (0)207862 8873
- Katalin Koblos, Admissions Officer Email: [admissions@sas.ac.uk](mailto:admissions@sas.ac.uk)  
Phone: +44 (0)20 7862 8661
- Shaneeka Petrie-Belmar, Senior Registry and Student Services Officer  
Email: [taught.degrees@sas.ac.uk](mailto:taught.degrees@sas.ac.uk)  
Phone: +44 (0)20 7862 8126
- Daniel Passes, Registry and Student Services Officer  
Email: [taught.degrees@sas.ac.uk](mailto:taught.degrees@sas.ac.uk)  
Phone: +44 (0)20 7862 8846
- Matt Clancy, Research Student Coordinator  
Email: [research.degrees@sas.ac.uk](mailto:research.degrees@sas.ac.uk) Phone: +44 (0)20 7862 8834
- Rachel Shaw, Doctoral Centre Manager  
Email: [rachel.shaw@sas.ac.uk](mailto:rachel.shaw@sas.ac.uk)  
Phone: +44 (0)20 7862 8320

## Key Sources of Information

Other than this handbook, the following regulations, policies and procedures are also essential sources of reference which apply to your registration (or continuing registration) at the School:

<b>Document</b>	<b>Location of Document</b>
Information for Current SAS Students	<a href="https://www.sas.ac.uk/postgraduate-study/currentstudents">https://www.sas.ac.uk/postgraduate-study/currentstudents</a>
SAS Student Forms, Policies and Documents	<a href="https://www.sas.ac.uk/current-students/student-services/student-forms-policies-and-documents">https://www.sas.ac.uk/current-students/student-services/student-forms-policies-and-documents</a>
University of London Statutes, Ordinances and Regulations	<a href="https://www.london.ac.uk/about/governance/statutesordinances">https://www.london.ac.uk/about/governance/statutesordinances</a>
Quality Assurance Framework	<a href="https://www.sas.ac.uk/about-us/how-we-arerun/policies">https://www.sas.ac.uk/about-us/how-we-arerun/policies</a>
University of London Student Complaints and Academic Appeals Procedure	<a href="https://london.ac.uk/currentstudents/complaints-andappeals-procedure">https://london.ac.uk/currentstudents/complaints-andappeals-procedure</a>
University of London Ordinance 17: Code of Student Discipline	<a href="https://www.london.ac.uk/sites/default/files/Regulations/Ordinance-17-code-student-discipline.pdf">https://www.london.ac.uk/sites/default/files/Regulations/Ordinance-17-code-student-discipline.pdf</a>
Intellectual Property Policy – Part E of the policy applies to students	<a href="https://london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf">https://london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf</a>
Data Protection Policy	<a href="https://london.ac.uk/about-us/how-universityrun/policies/data-protection">https://london.ac.uk/about-us/how-universityrun/policies/data-protection</a>
Fees Schedule	<a href="https://www.sas.ac.uk/postgraduate-study/feesfunding/tuition-fees">https://www.sas.ac.uk/postgraduate-study/feesfunding/tuition-fees</a>
Admissions Policy	<a href="https://www.sas.ac.uk/sites/default/files/Admissions-Policy-SAS.pdf">https://www.sas.ac.uk/sites/default/files/Admissions-Policy-SAS.pdf</a>
Information Security Policy	<a href="https://www.london.ac.uk/sites/default/files/governance/ISP-001-information-security-policy.pdf">https://www.london.ac.uk/sites/default/files/governance/ISP-001-information-security-policy.pdf</a>
Acceptable Use Policy	<a href="https://www.london.ac.uk/sites/default/files/uploads/ISP-002-acceptable-use-policy.pdf">https://www.london.ac.uk/sites/default/files/uploads/ISP-002-acceptable-use-policy.pdf</a>

Research Ethics Policy and Procedures	<a href="https://www.sas.ac.uk/research-engagement/research-governance-policies/research-ethics-policies-guidance">https://www.sas.ac.uk/research-engagement/research-governance-policies/research-ethics-policies-guidance</a>
Code of Good Practice in Research	<a href="https://www.london.ac.uk/research/code-good-practiceresearch-university-london">https://www.london.ac.uk/research/code-good-practiceresearch-university-london</a>
Terms and Conditions	<a href="https://www.sas.ac.uk/sites/default/files/SAS%20Student%20Terms%20and%20Conditions%202024-25.pdf">https://www.sas.ac.uk/sites/default/files/SAS%20Student%20Terms%20and%20Conditions%202024-25.pdf</a>
Safeguarding	<a href="https://www.london.ac.uk/sites/default/files/safeguarding-policy-uol.pdf">https://www.london.ac.uk/sites/default/files/safeguarding-policy-uol.pdf</a>
Open Access Policy	<a href="https://www.london.ac.uk/research/open-access-policy">https://www.london.ac.uk/research/open-access-policy</a>
Student Engagement Policy	<a href="https://www.sas.ac.uk/sites/default/files/Studentengagement-policy-Feb-2021.pdf">https://www.sas.ac.uk/sites/default/files/Studentengagement-policy-Feb-2021.pdf</a>
Lone Study Procedure for Students	<a href="https://www.sas.ac.uk/sites/default/files/Student-Lone-Study-Procedure-April-2022.pdf">https://www.sas.ac.uk/sites/default/files/Student-Lone-Study-Procedure-April-2022.pdf</a>

## Admission

Your place to study for a postgraduate degree with us is subject to the following conditions:

- Provision of formal photographic identification upon formal registration (e.g. passport, photo driving licence).
- Satisfactory evidence of the qualifications which entitle you to be registered for the degree; two satisfactory references.
- Evidence of attainment of the minimum standard required in written and spoken English if your first language is not English. Institutes reserve the right to require you to withdraw from a programme if, in the opinion of the Programme Director, your proficiency in English is inadequate.
- Prompt and full payment of tuition fees for the academic year in which you are registered. See Tuition Fees, below.

Students may be provisionally enrolled at the beginning of the programme **for a period of two weeks**, pending satisfaction of conditions relating to verification of qualifications and/or language requirements.

**Please note that in registering for your 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.**

Copies of the full text of all such regulations are available from Registry and are available at:

<https://www.sas.ac.uk/who-we-are/management-and-governance/policies>

## Registration and Induction

Email invitations to register will be sent out to students in mid-August with a link to the online registration system.

An induction to the School will be given on **20 September 2024** in-person. The induction programme is available at: <https://www.sas.ac.uk/registration-and-induction>

## Tuition Fees

A copy of the School's comprehensive **Tuition Fee Policy** is viewable here:

<https://www.sas.ac.uk/sites/default/files/SAS-Tuition-Fee-Policy.pdf> . 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. The University reserves the right to withhold your final marks, and the award of your degree should your fees of any element remain unpaid.

### 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 **4 equal instalments**, payable on the following dates: Instalment 1: before or on registration deadline  
Instalment 2: 13 November 2024  
Instalment 3: 13 January 2025  
Instalment 4: 13 March 2025

### 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 periods and deadlines given in respect of tuition fee payment, do not apply.

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 online via the registration system. The outstanding balance displayed and 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 you upload written confirmation of any award and payment arrangements dates, contact details to the registration system online.

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

### Postgraduate Loan Recipients

Students who are in receipt of a student loan are required to use these funds to pay their tuition fees in the first instance. Any surplus may then be used to cover maintenance costs. Please upload a copy of your loan confirmation also. Your loan confirmation letter should contain full account details and a breakdown summary of payment schedule to the registration system online.

### 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 the Fees Office before we act. 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 the Fees Office. 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 the Fees Office, 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: Email: [sas.fees@sas.ac.uk](mailto:sas.fees@sas.ac.uk)

Phone: 0207 664 5590

- If you 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 SAS student, you will be issued with a multi-purpose identity card. The card serves as an ID card for entry to Senate House and, outside the University, to enable you to benefit from discounts offered by suppliers, etc. It also serves as a membership ID card to enable access to Senate House Library (SHL) and the SAS libraries located in the Warburg Institute, Institute of Advanced Legal Studies (IALS), Institute of Historical Research (IHR) and Institute of Classical Studies (ICS).

You will automatically become a member of SHL and be able to access the SAS institute libraries once you have registered on your programme and a student ID card has been created for you; this card will be issued by the Registry and Student Services Team. You should use your student ID card to enter the physical libraries and borrow books. Student ID cards can be collected from the Registry and Student Services Office located in Stewart House on the second floor. The Registry and Student Services team will notify you once your card is ready to be collected.

If you are a Distance Learning student, the registry team will email you a scanned copy of your student ID card.

Student ID cards can be posted to students on request. Please email [student.id@sas.ac.uk](mailto:student.id@sas.ac.uk).

Lost cards carry a £5 replacement fee and can be purchased through the online store:  
<https://store.london.ac.uk/product-catalogue/school-of-advanced-study-products/products/sas-replacementstudent-id-card>

## Email

### SAS email accounts

SAS email addresses follow the format **firstname.lastname@london.ac.uk**. You should check your SAS email account regularly as academic and administrative staff will use them as the primary mode of contact. Your SAS email can be accessed remotely via the web at: [Microsoft 365](#). You will be prompted as follows:

**Username (Email Address):** **firstname.lastname@london.ac.uk**

**Password:** You will receive a temporary password during registration and will be prompted to change it upon first login.

Students are required to setup multi-factor authentication (MFA) on receipt of their email addresses. For help with this process, please watch the videos on [YouTube](#), refer [to this PDF guide on how to set up MFA](#), and visit [Student IT Accounts Support Page](#) for more information.

For more information on accessing your email and using Microsoft 365 applications, [please refer to this PDF guide](#).

### Resetting your password

Self-service password reset (SSPR) functionality has now been enabled for Microsoft 365. This means you can now change and reset your Student IT account password yourself without having to contact the IT service desk. Please refer to [this YouTube video](#) and visit [Student IT Accounts Support Page](#) for more information.

### SAS PCs and Study Online (SAS VLE)

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

**Username:** **firstname.lastname@london.ac.uk**

**Password:** Your Student IT account password

### Laptop Loan Service

Senate House Library offers a free [laptop loan service](#) to all its members. 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.

### 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 many UK universities and abroad.

## Connecting to Eduroam

Pick the "eduroam" network from the list of Wi-Fi networks. Login using your standard SAS username (firstname.lastname@london.ac.uk) and password. This will work anywhere where there is an Eduroam network.

## 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. You must also comply with the University's [Acceptable Use Policy](#) when using your SAS email address and SAS networks.

## Expiry

Your email account can be retained for up to one year after you graduate. A reminder will be circulated beforehand of expiry, giving you enough time to transfer all the contents of your mailbox elsewhere.

## Attendance

Attendance or engagement will be measured by the number of points of contact over a particular period. These are as follows:

- For taught students, attendance at a timetabled lecture, tutorial, workshop, or seminar within a calendar week. Online engagement – engagement at module level with the Virtual Learning Environment (VLE) within a calendar week. A test, examination, or assessment; a research training session; an appointment with a welfare advisor or a formal appointment with professional services or academic staff; registration or enrolment.
- For research students, regular supervisory meetings, a research training session, an appointment with a welfare advisor or a formal appointment with professional services or academic staff within a calendar month.
- Submission of assessed or unassessed coursework, an interim dissertation, draft thesis chapters or a report.

For taught students there is a minimum requirement that the regularity of expected contact points is **weekly** during term-time regardless of mode of study;

For research students there is a minimum requirement that the regularity of expected contact points be **monthly**;

Expected contact points are not required during authorised periods of interruption, i.e. when a student is formally permitted by the School to defer their studies for an agreed period.

Expected contact points are not required outside of term time; however, the following exceptions apply:

- i. Postgraduate taught students on a 12-month programme are expected to be engaged with their individual project during the summer, i.e. after the end of term (June). During this period there is a minimum requirement that the regularity of expected contact points is monthly.
- ii. Postgraduate research students do not operate within conventional term times. Any time taken away from study is done in agreement between the student and their supervisor, during which expected contact points are not required.

## *What constitutes a contact*

- (a) Attending formal academic or pastoral care activities including:
  - (i) a lesson, lecture, tutorial, or seminar;
  - (ii) a test, examination, or assessment board;
  - (iii) a meeting with a supervisor or personal tutor;
  - (iv) a research-method or research-panel meeting, writing up seminars or doctoral workshops;



- (v) an appointment with a welfare advisor or international student advisor
- (b) Submitting:
  - (i) assessed or unassessed coursework; or
  - (ii) an interim dissertation, coursework, or report
- (c) Registration (for enrolment or matriculation)

The module leaders for taught programmes and PhD supervisors will keep records of attendance. A student must contact their Student Officer in Registry or their supervisor by email if they wish to request to miss a contact due, for example, to illness. This request must be authorised and will be kept on file. Failure to do so will result in this being counted as a missed contact.

#### *Attendance Policy for students with visas*

*In addition to the above, if a student on a student visa does not attend 10 expected consecutive contacts, we are required to inform the Home Office, and this might lead to withdrawing our sponsorship.*

Where permission is not sought the following procedures will apply after:

- (i) 3 missed contacts, the student will be contacted by their Student Officer or Supervisor to ascertain the reason for absence
- (ii) 6 missed contacts, the student will be contacted again by the Student Officer or Supervisor to ascertain the reason for absence and to inform them that the Programme Director and Head of Registry Services will be notified
- (iii) 8 missed contacts, the student will be invited to a meeting with the Programme Director and/or Head of Registry Services to discuss their attendance
- (iv) 9 missed contacts, the student will be written to officially informing them that they must get in touch and that the Home Office will be informed if one further contact is missed

#### *All students*

*If a student is unable to attend, they must notify the University; if this is not done, the absence will count as a missed point of contact.*

Students will need to complete a short-term absence form, using the 'change request' option within the [student portal](#) for absences in the first 10 consecutive days, including weekends and days on which they are not timetabled to attend. For absences longer than 10 days, a student must complete an Interruption request form using the 'change request' option within the [student portal](#).

Where possible, a request for authorised absence should be submitted in advance. Authorisation for unplanned absences may be submitted up to 5 working days after the last day of absence. Requests for authorised absence submitted after 5 working days may not be considered.

Authorised absence forms must be supported by appropriate evidence. This may include, but is not limited to, medical evidence such as a doctor's note where this has been necessary invitations to family events, confirmation of a job interview or other official documentation.

The School will consider requests for authorised absence sensitively and will try to accommodate all reasonable requests. However, where an absence may have a detrimental effect on a student's academic progress, or where absence levels are already of concern, such requests may not be granted.

Prolonged absence caused by sickness must be reported to the registry, and where relevant medical evidence must be provided.

## Postgraduate Taught (PGT) students

Attendance will usually be monitored in **at least one timetabled session per module per week**. These could be workshops, seminars, tutorials etc.

One week with no attendance at any module will normally be considered as a missed contact.

Where a taught student is studying overseas as part of a distance learning or on study abroad programme, responsibility for recording attendance will lie with the partner institution, who must inform the student's course director /registry of four consecutive days missed contact within 7 working days and must supply attendance records on request within 5 working days.

Where a taught student is undertaking a work placement, regular contact with the placement tutor or placement team will serve as evidence of ongoing attendance and engagement. Such contact is usually expected to take place monthly. An entire calendar month without a point of contact will normally be considered as a missed contact.

## Distance learning students

Distance learning students' engagement is also measured by the means outlined in the section above. Engagement will be determined and monitored by the programme team. The University retains the right to withdraw a student for lack of engagement, following prior warning emails.

## Cause for concern

The school defines the maximum length of time during which contact does not take place which will be deemed to constitute cause for concern as two weeks plus for taught students or two months for postgraduate research students regardless of mode of study. Following this period, the cause for concern will be escalated- see following section.

## Escalation

The University will make every effort to avoid having to initiate the formal attendance escalation procedure. However, if informal attempts to contact and re-engage a student are unsuccessful, the following procedure will apply:

At the point that a cause for concern has been raised by a tutor or supervisor a formal email will be sent from the registry warning the student about attendance and requesting that they contact their Tutor/Supervisor/Registry to discuss any issues.

If after 7 days there is no response, the student will be contacted again to ascertain the reason for absence and to inform them that the Programme Director/ Supervisor and Head of Registry services will be notified.

If after 14 days there is no response, the student will be invited to a meeting with the Programme Director or Supervisor and/or Head of Registry Services to discuss their attendance and a warning will be issued that the student is in danger of being withdrawn from the programme.

If the student is studying on a student visa, then the student is warned that further missed contacts would necessitate a report to the Home Office and the visa being revoked.

The student is given 10 days to respond to this invitation.

During this 10-day window, if a student supplies new evidence to support their absence, the School may use discretion to consider this. Where appropriate, this may halt withdrawal proceedings, if it is deemed that the evidence is sufficiently strong to retrospectively grant authorised absence, and the student is able to catch up with their studies.

If a student fails to submit a request for interruption within 10 working days, they will be written to again stating that they will be withdrawn if they do not engage with the process. The student is given a further 10 working days to respond after which the student will be informed in writing that formal withdrawal will take place. This withdrawal should happen no later than the 12<sup>th</sup> working day after the written notification.

Repeated patterns of intermittent unauthorized absence may also be considered sufficient grounds to initiate a withdrawal.

## Appeals against a withdrawal

### Grounds for Appeal

Students have the right to appeal against a withdrawal by default on the following grounds:

- a) That there are extenuating circumstances relating to ill health or personal difficulties which the student was unable to raise prior to or during the escalation procedure detailed in Section 7 and/or
- b) That the information held by the School relating to the student's attendance and/or engagement is incomplete or inaccurate, and the student was not able to correct this information at an earlier stage.

Students wishing to appeal must show a compelling reason this information could not be made available before the decision to withdraw was reached and provide supporting documentary evidence. Where the student could have made the information available prior to the decision being made, such evidence cannot normally be accepted as grounds for appeal.

### How to Appeal

Appeals must be received no later than **10 working days** after the date of email notification of the withdrawal. An acknowledgement email will be issued on receipt of the appeal.

Appeals received after the 10-working day deadline will be deemed out of time and will not normally be considered. The student will be issued with a Completion of Procedures letter including details of the Office of the Independent Adjudicator Scheme (see Section 9).

In exceptional cases only, a late appeal may be considered provided that the submission is accompanied by detailed and supported reasons for the late submission.

The appeal should be submitted in writing using the Student Attendance Monitoring Policy Appeal Form.

Original evidence must be provided in support of the appeal and listed on the Appeal Form. If evidence cannot be provided with the appeal form, it must be submitted no later than 5 working days after submission of the appeal form.

### Consideration of the Appeal

The appeal will be forwarded in its entirety to the Head of Registry Services, where it will initially be established that School records are accurate in relation to the issues raised in the appeal.

The Head of Registry Services will liaise with the Programme director to provide a response to the student within 15 working days of receipt of the appeal.

The School is empowered to make one of the following decisions:

- a) To dismiss the appeal if it is determined that no substantive case has been established. The appeal procedure within the University will be at an end, in which case the student will be given the reasons for the decision in writing. This will contain a Completion of Procedures statement including details of The Office of the Independent Adjudicator (OIA) Scheme.
- b) To uphold the appeal and request Registry to reinstate the student's registration with or without a recommendation that the student be granted a retrospective period of authorised absence. The School may specify conditions of reinstatement and the consequences of the student failing to adhere to these conditions. Should subsequent failure to adhere to these conditions result in the student's withdrawal, the student has a further right of appeal on the grounds detailed above.
- c) To rescind the withdrawal decision and offer a period of interruption considering relevant issues which may be raised in the appeal submission. If the offer of interruption is rejected by the student, the original withdrawal decision stands. The student will be given a Completion of Procedures letter containing details of the OIA Scheme. If the issues raised within the appeal submission are considered to potentially affect the student's ability to study on return to the University, the case may be referred to the Fitness to Study procedure.
- d) To refer the appeal to a meeting of the Academic Appeals Committee, in which case the procedure outlined in Sections 7 and 8 of the [Academic Appeals Procedure](#) will apply.

### External Adjudication

*Students who have been issued with a Completion of Procedures letter may be able to complain to the Office of the Independent Adjudicator (OIA) if they remain dissatisfied with a final decision of the University, providing*

*that their complaint is eligible under its Rules, which are available on the OIA website at <http://www.oiahe.org.uk>*

## Automatic extensions

Students will be offered one opportunity across all modules per academic year to submit for an automatic extension for up to 7 days. This applies to all modes of study.

Automatic assessment extensions are not eligible for presentations, performance or other practical's, un-seen and take-home examinations, placements and or internships with an element of assessment where students may gain unfair access to questions or answers.

For extensions of more than 7 days, the student should submit the coursework at a date agreed by the course director and apply via the mitigating circumstances process to the Board of Examiners.

Any more than one request for an extension per academic year is submitted as a mitigating circumstance. Information on mitigating circumstances can be found [here](#).

### Dissertations

Dissertations are subject to the same rules where students can confirm they wish to take up the allowance of late submission for up to 7 days after the submission date. Such confirmation **MUST** be submitted where possible a minimum of 7 days before the due date. Failure to confirm will mean that the automatic renewal is not applied and the penalty for late submission will be applied.

Requests or submission longer than 7 days can be agreed by submission to the mitigating circumstances panel.

Students should note that such submission will have implications for marking and exam board verification and the student in this situation will be asked to register for a term in the new academic year for which a fee will be payable.

Warnings about academic performance (QAF, section 2.68 – 2.72)

A student whose academic performance gives cause for concern will:

- (a) receive a written warning from the programme director (or equivalent) or supervisor, including the conditions that must be satisfied to remedy performance, when the conditions must be met, and to whose satisfaction; (b) be offered counselling by his or her personal tutor or by a senior officer of the School.

The warning may be repeated, and the conditions may be varied after further meetings with the student. A written record shall be retained of any such warning and a copy sent to the student.

Registration may be terminated in serious cases where:

- (c) a warning would not be appropriate; or
- (d) a warning cannot be issued (e.g. because the student cannot be contacted); or (e) the warning is ignored; or
- (f) academic performance remains unsatisfactory after due warning has been given

## Library resources

### Senate House Library (SHL)

Students at the School of Advanced Study have full access to Senate House Library's collections, study spaces and services.

#### Membership

Students will automatically become a member of SHL once they have registered for their programme and a student ID card has been issued. Students should use their student ID card to enter the physical library and borrow books. The barcode on the ID card is also used as the SHL membership number and should be used by students to access [SHL eResources](#).

Your programme induction may include a session about SHL, or you can [sign up for a tour](#) individually.

#### Collections

The Library's [holdings](#) cover the humanities and social sciences with 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. There are also extensive area studies collections in United States, Latin American (including Caribbean) and Commonwealth Studies. There are also extensive area studies collections in United States, Latin American (including Caribbean) and Commonwealth Studies.

#### Opening hours and services

The Library entrance is on the fourth floor of Senate House. SHL is [open](#) until 11pm on weekdays and 9pm at the weekends, throughout the year. Until 11pm on weekdays and 9pm at the weekends, throughout the year.

Library members can also use the [Bloom](#) study spaces on the lower ground floor which includes [bookable group study rooms](#) for collaborative study. The SHL catalogue and further information about services is available on its [website](#).

SHL offers enhanced [services for disabled students](#) including a bookable [Accessibility Suite](#).

#### Contact details

Phone: 020 7862 8500

Email: [senatehouselibrary@london.ac.uk](mailto:senatehouselibrary@london.ac.uk)

For any queries relating to library membership: [shl.membership@london.ac.uk](mailto:shl.membership@london.ac.uk)

### SAS Institute Libraries

Four of the SAS Institutes have internationally renowned research libraries. You can access any of the Institute libraries, on presentation of your SAS ID card. Different borrowing rights apply at different Institutes. For further information on each library, please click [here](#).

SAS students have access to the following libraries:

- [Senate House Library](#) ○ [Institute of Advanced Legal Studies](#) ○ [Warburg Institute](#) ○ [Institute of Classical Studies](#)
- [Institute of Historical Research](#)

## OpenAthens

OpenAthens is the authentication system used by students to access e-Resources. Directly from publisher websites, students should use the login or institutional login option. Select University of London: External System (ATHENS) in the dropdown list, then School of Advanced Studies students. Login using your standard SAS email and password.

The Athens login does not provide universal access to content on publisher websites; the presence of "University of London external - Athens" in the institutional login options on publisher websites does not indicate that the School subscribes to all of that publisher's resources, only that users can have their identity confirmed by Athens. For this reason, it is still recommended that SAS students access e-resources either via the [catalogue](#) (for e-Books and specific e-journals) or the [A-Z list of databases/ejournal collections](#) which is a complete and regularly updated list of what the School does subscribe to.

Find out more about [Databases and eResources](#).

Please also refer to the library [eResources guide](#).

## School of Oriental and African Studies (SOAS) Library

SAS students can 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 i. Please visit this page for further information:

<https://www.soas.ac.uk/research/library>

## 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.

Jisc Library Hub Discover is available at <https://discover.libraryhub.jisc.ac.uk/> and provides a convenient way to search across 202 UK and Irish academic, national and specialist library catalogues simultaneously.

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

## SCONUL Access Scheme

SAS students studying for an MRes, PhD or MPhil 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.

If you have a question, please contact the appropriate person at your [Institute Library](#).

## 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.

## Laptop Loan

Senate House Library offers a free [Laptop Loan Service](#) for all members which can be used anywhere within Senate House. All School spaces (Senate House (second and third floors)) are fully Wi-Fi enabled.

Documents can be printed out in the library from any device with an internet connection. Find out more about your printing options at: <https://www.london.ac.uk/about/services/senate-house-library/usinglibrary/services-help/copying-printing-scanning>.

## Specialist software

The **MakerSpace** is a shared space for digitisation and experimentation. Located on the second floor of Senate House in Room 265, this space provides facilities for knowledge exchange, capacity building and training within and beyond the School of Advanced Study. The MakerSpace comes equipped with a range of tools for working with cultural heritage objects, experimenting with imaging and 3D printing, and testing computational research approaches. This includes two 3D printers, multiple light tents, photogrammetry equipment, VR headsets, cameras, book scanners, touchscreen monitors, and Raspberry Pi computers.

## Virtual Learning Environment / Study Online

The School has a Virtual Learning Environment (VLE) called Study Online which is a dedicated area for students, enabling them to access training resources and to interact with fellow students across the School. 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/>. 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. If a dissertation receives a mark of merit or distinction its deposition in SAS Space is mandatory (except in exceptional circumstances). Detailed guidance as to how to do this will be given to you accordingly.

## SASiety

SASiety is a student-run organisation for all SAS students, of all ages, from all institutes, studying all programmes; Master's students, PhD students and Fellows are welcome to join us! Rather than a union, they are about ensuring that SAS students get to meet more people and gain social and academic contacts and support. Their aim is to create a sense of community here at SAS in Senate House and to provide a social space for fun events and ideas. They organise regular meetups and events and look forward to welcoming you to the common room in 101 (Senate House).

## Academic Writing Support

The School's Doctoral Centre provides a range of training opportunities to help research and Master's students adjust to the demands of academic writing in the UK Higher Education context. The annual **SAS research training programme** includes a series of sessions focused on academic writing, covering subjects such as writing introductions and conclusions, revising, and reviewing your work, writing for different audiences, and footnotes and referencing software. To view upcoming Research Training events, you can [filter the events listed on our website here](#).

In addition, **Dr Matthew Coneys** – an experienced academic writer, editor, and tutor – offers one-to-one and small-group tutorials for SAS students in which students can discuss any aspects of their academic writing. Topics typically discussed including difficulties structuring an argument, difficulties with planning and editing a long piece of writing, issues with grammar and sentence structure, and questions of style and writing convention in UK academia. All group and individual sessions are free of charge.

**Study Online** – our Virtual Learning Environment for SAS students – also hosts the online course “**A Practical Guide to Projects and Dissertations**” designed by the University's Centre for Distance Education and targeted at Master's students planning their dissertations.



## Student Representatives' Committee

Institute student representatives – Research and Master's – 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 can opt to represent the student body on University and School Committees.

## Careers

The SAS Careers Service provides support for students and recent graduates across all the SAS institutes, including all academic levels from MAs to Post-Docs. Our experienced team offers more than just job application feedback; we provide personalised coaching to help you set and achieve clear goals, overcome self-doubt, and stay motivated. We focus on personal development and strategic planning, offering new perspectives and solutions to help you navigate your unique career path effectively. Even if you are not focusing on your career currently, we can assist in identifying skills for development, managing change, or clarifying your interests and future direction.

### Our Services

#### 1. One-to-one coaching sessions

- 30 minutes per session.
- Confidential and tailored to your needs.
- Students can access this service throughout their studies and for up to 2 years after graduating.
- Any topics related to career development, skills development, or performance.
- To book an online appointment, visit <https://bit.ly/SASCareers121booking>, you can request an in-person appointment by emailing us at [sascareers@careers.lon.ac.uk](mailto:sascareers@careers.lon.ac.uk)

#### 2. Webinars and workshops relevant to your studies

- 30-minute to one-hour sessions.
- To see calendar of event and register, visit Study Online SAS Careers Service: <https://studyonline.sas.ac.uk/course/view.php?id=857>.
- We value your input. Your suggestions help us tailor our content to your interests and needs. To suggest a topic for future webinars and workshops, please visit this link: <https://forms.office.com/e/K1QEzs6Vsg> or simply email us with your idea.
- Examples of some past events:
  - SAS Career Necessities: "How to job hunt," "CV and cover letter for specialists," "How to network effectively," "Career Options in Academia & Education"
  - Industry Panel Events: "Library Careers," "Human Rights: Finding your Placement," "Maximising your skills as a Humanities Post-Graduate," "Heritage Careers Panel"
  - Researcher Development: "Maintaining Momentum - The Highs & Lows of the Postgraduate Study Journey," "The Imposter Syndrome," "How to Improve your HE Teaching Applications"
  - PGR Exploration series for MA students: "Is a PhD Right for Me?"

#### 3. UK/EU current vacancies bulletin: Updated regularly on Study Online SAS Careers Service.

4. **Free access to the leading international job board:** Goinglobal <https://online.goinglobal.com/>
5. **Free access to the practical virtual micro work experience:** TheForage <https://theforage.com>, ideal for those who are looking to gain experience in a new sector, but short of time to commit to a longer internship or placement. Enrol in a job simulation on Forage and complete tasks that replicate real work. Most common industries: Law, Banking, Consulting, Human Rights, STEM and Data.

### How to contact us:

We will send a regular careers bulletin sent to your SAS account with all the details of these events. For any careers queries, email us at [sascareers@careers.lon.ac.uk](mailto:sascareers@careers.lon.ac.uk). We will aim to get back to you within 3 working days.



## 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 £25 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 nine-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 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 (<https://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](mailto:info@lahp.ac.uk))

#### Postgraduate Master's Loan Scheme

The UK Government has introduced a [Postgraduate Master's Loan](#). These non-means-tested loans are available to both taught and research master's students. Find out more information about the loan scheme at <https://www.gov.uk/funding-for-postgraduate-study>.

#### UK PhD Government Loans

*You may be eligible for a UK PhD loan of up to £26,445 from Student Finance England or Student Finance Wales for a doctoral degree in any subject. These loans will be available to English-resident students and support all types of doctorate degree at universities within the UK. Find out more details about eligibility and repayment.*

#### US Federal Loans – William D Ford Federal Direct Loans

*The School of Advanced Study participates in the Federal Direct Loan programme:*

<https://www.sas.ac.uk/postgraduate-study/fees-funding/other-funding-sources/usa-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 several 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, Head of Registry Services.

Email: [sas.fees@sas.ac.uk](mailto:sas.fees@sas.ac.uk); tel: +44 (0)20 7664 5590

#### *UoL (University of London) 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/graduatestudy/fees-and-funding> . There are several useful sites which collate information on smaller, more niche funders: <https://www.sas.ac.uk/postgraduate-study/feesfunding/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](http://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 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 fill in the 'Student Letter Request Form', which can be found at the SAS website (<https://www.sas.ac.uk/postgraduate-study/current-students/student-forms-and-documents> ), under the section 'Other forms and guidance.'

## 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 <https://www.cityoflondon.police.uk/cp/crime-prevention/>, 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](mailto: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](http://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](http://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; <http://www.nationaldebtline.org>

### Counselling services

If you choose not to use the School's in-house counselling services, you may be eligible 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)

Further advice and support can be found on these sites:

Mind: [www.mind.org.uk/](http://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](http://www.studentdepression.org) and <https://charliewaller.org/> have helpful information and advice

### 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.

If you would prefer not to discuss your concerns with a member of staff at the Institute, you can contact the Disability & Student Wellbeing Adviser who provides a safe, confidential, and non-judgmental space in

which students can discuss any issues that may be affecting their ability to study. Please contact Katie on [student.wellbeing@sas.ac.uk](mailto:student.wellbeing@sas.ac.uk). Support can be provided to all students who may be facing any personal or emotional challenges as well as more focused disability support which can be put in place for a mental health condition such as anxiety or depression or a specific learning disability such as dyslexia or a long-term health condition.

## 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 near here, 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
- **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:

<https://www.nhs.uk/nhs-services/> .

## Details of people we may contact about your health, safety, and wellbeing.

As a student of the School of Advanced Study we appreciate we may not always be the first to know if you or someone close to you is concerned about your health, safety, and wellbeing. However, if you or another stakeholder connected to your studies raises concerns about your health, safety, or wellbeing with us, it may be helpful for someone who cares about you to know that you need help. If you become unwell, or if you are at risk of harm, our ability to help you is much greater if we can contact one or more people whom you trust and who care about you.

Many students choose to give the details of parents, guardians, or carers but you can also provide the details of anyone whom you trust, and you would want to know and may be able to help if we were worried about your health or wellbeing. Please could you let your Trusted Contact(s) know that you have shared their details with us.

- ☐ **I would want this person to know if I am admitted to hospital for emergency treatment**
- ☐ **I would want this person to know if I suffer serious physical injury, including those relating to self-harm**
- ☐ **I would want this person to know if I have not been seen for an extended period of time and cannot be contacted**
- ☐ **I would want this person to know if I have an ongoing illness and appear to be significantly deteriorating**
- ☐ **I would want this person to know if I experience a mental health crisis**

If you do not give us a name for your Trusted Contact, there might be situations where we need to contact your Next of Kin because we have serious concerns about your wellbeing. We will always try to get your consent first, but if the circumstances are such that we cannot get your consent we may share with your Next of Kin if we consider you to be at risk of physical, mental, or emotional harm.

## 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/](http://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](http://www.britishcouncil.org) , [www.educationuk.org](http://www.educationuk.org) , Tel: 0161 957 7755
- British Refugee Council: [www.refugeecouncil.org.uk](http://www.refugeecouncil.org.uk) , Tel: 020 7346 6700.
- International Students' House, 229 Great Portland Street, London, W1W 5PN, [www.ish.org.uk](http://www.ish.org.uk), Tel 020 7631 8300.

### Overseas students' obligations

International students need to apply for Student Visas 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/student-visa>

Under this system, the School has legal responsibilities to fulfil its obligations as a student sponsor. If you enter the UK on a student visa, 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 granted permission • maintain contact with the student.

### 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 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 policies and related action plans are important. We uphold the principle that all students and members of staff have a right to be involved in matters that affect them. We are always keen to hear your feedback.

### Disability

The School of Advanced Study has a Disability & Student Wellbeing Adviser. 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 & Student Wellbeing Adviser direct, please contact Katie Wood at [student.wellbeing@sas.ac.uk](mailto:student.wellbeing@sas.ac.uk).

Please:

- let us know about your needs in ample 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 support.

Students who disclose a disability will be invited to meet with the Disability & Student Wellbeing Adviser to discuss what support can be put in place, such as extensions, 1-1 support and equipment. This will all be detailed in a Support Plan which is approved by the student and is kept under review.

### **Access to Institutes and offices**

Most of the Institutes and offices of the School are 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 can access all necessary facilities although it may not always be easy for them to do so in a fully independent way.

Many 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 can access all necessary facilities, it is not always easy for them to do so in a fully independent way.

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)

The following services are available 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

Contact [SHL.accessibilitysupport@london.ac.uk](mailto:SHL.accessibilitysupport@london.ac.uk) tel 0207 862 8468

### **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](http://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](http://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, many have a quota of specially adapted rooms for students with disabilities.



## 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 £25,575. More information is available at:

[www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG\\_10034898](http://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 Nursery

University College London (UCL) Day 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](mailto: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/day-nursery/>

### Local Day Nurseries

Coram Fields Community Nursery:

93 Guildford Street, London WC1N 1DN. Tel: 020 7837 6138

36 places for 2–5-year-olds. Must be London Borough of Camden resident. Open 8am – 6pm.

Visit the website: <https://www.coramfields.org/nursery/>

Thomas Coram Centre and Nursery School:

49 Mecklenburgh Square, London WC1N 2NY. Tel: 020-7520 0385 or email:

[admin@thomascoram.camden.sch.uk](mailto:admin@thomascoram.camden.sch.uk). Places for 140 children aged 2 to 5 years. Must be Camden resident, although there are a few full-cost places for non-residents. Open 8:30am – 5:25pm.

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

Collingham Gardens Childrens' Nursery:

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

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

Must live in London Borough of Camden. Open 8am – 6pm.

Visit the website: <http://cgnursery.co.uk/>

Konstam Nursery:

75 Chester Road London N19 5DH

Tel: 020-7272 3594. For further information please visit Camden's website:

[www.camden.gov.uk/childrens-centres](http://www.camden.gov.uk/childrens-centres)

Hampden Nursery:

80 Polygon Road, London NW1 1HQ.

Tel: 020-7974 2841 For further information please visit Camden's website:

[www.camden.gov.uk/childrens-centres](http://www.camden.gov.uk/childrens-centres)

Regents Park Children's Centre:

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

For further information please visit Camden's website: [www.camden.gov.uk/childrens-centres](http://www.camden.gov.uk/childrens-centres)

Other Sources of Information – The website [www.childcare.co.uk](http://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 must 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.

The National Childminding Association website also has useful information [www.ncma.org.uk](http://www.ncma.org.uk)

### Funding

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

## **Student Emergency Contact Protocol**

1. All students are asked to provide details of an emergency contact when registering for their programme. This information is held on the School's student record system, in accordance with the principles set out in the General Data Protection Regulation.
2. Students can nominate anyone they choose to be their emergency contact - it need not necessarily be their legal next of kin. Students should, however, let that person know that they have been nominated as the emergency contact and that their contact details will be given to the University. Students should also ensure that the emergency contact has given permission to be an emergency contact. Wherever possible, students should give a mobile phone number as well as a landline so that contact can be made quickly.
3. Students are asked each year (via registration) to confirm their emergency contact information for the University. They are also asked to up to date these details via their registration task. Students may change these and other personal details at any time by contacting the Registry Office at [taught.degrees@sas.ac.uk](mailto:taught.degrees@sas.ac.uk) or [research.degrees@sas.ac.uk](mailto:research.degrees@sas.ac.uk).

### *Emergency contacts and data protection*

1. There is often concern about the sharing of information and whether it breaches data protection law. The GDPR and the UK Data Protection Act 2018 does not prevent the University raising concerns where there is a serious health or welfare issue without obtaining the consent of the student. The University has the legal grounds to do this where it assesses that the 'vital interests' of the individual are at stake. Where the circumstances described below apply, there is no data protection barrier to notifying the emergency contact. Similar grounds cover the sharing of data with emergency services or a health professional.

### *Circumstances when the School may use an emergency contact*

1. The University can use emergency contact information where there is demonstrable concern for



the life and wellbeing of a student. This is most likely to be when there are serious concerns for the welfare of the individual student. Examples of circumstances when a decision might be made to get in touch with the emergency contact may include:

- where the University is made aware of the emergency admission to hospital (NB. the School is not always aware when a student has been admitted to hospital)
  - collection of the student by emergency services in a potentially life-threatening condition
  - serious physical or mental illness
  - where in the opinion of the University it is not possible to keep a student safe
  - when a student is deemed to be 'missing' or uncontactable. This will be demonstrated by a prolonged lack of contact and a lack of response to direct requests for contact and efforts to contact or locate the student have been unsuccessful
2. In addition to attempting to contact the emergency contact, the School may pass these contact details to the emergency services or other healthcare professionals.
  3. In the event of a suspected or confirmed death of a student, the University will pass the emergency contact details to the emergency services to support them in their role of contacting next of kin. It is not the role of the School to first inform next of kin of a death.

#### *Deciding to contact the emergency contact*

1. If any member of staff considers that the student's emergency contact needs to be contacted, they should in the first instance discuss the case with the Institute Director or Head of Registry Services. A decision will then be made on the case presented. The decision can be escalated to the School's Director of Operations as required. The Director of Operations should be contacted during any out of hour's emergencies.
2. Contact with the next of kin will be limited to the Head of Registry or the Director of Operations. This is to protect the student from breaches of confidentiality.
3. Once contact has been made a record of the action taken and the outcome should be kept on the student's central file retained in registry. No detail will be kept where it can be accessed more widely.

## **Graduation**

For the 2024-25 Cohort who complete their programmes in the autumn of 2025, the graduation ceremony will be held in February 2026 (date to be confirmed).

Detailed information is sent to students following successful completion of the examination, and processing of results through exam boards held in November.

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