Research Student Handbook

2022/23

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INTRODUCTION

Welcome from the Dean

I would like to welcome you to the School of Advanced Study, whether you are joining us for the first time, or returning for further research. The School is a unique institution in UK Higher Education, 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

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:

Document	Location of Document
Information for Current SAS Students	http://www.sas.ac.uk/current-students
SAS Student Forms, Policies and Documents	https://www.sas.ac.uk/current-students/student-services/student-forms-policies-and-documents
University of London Statutes, Ordinances and Regulations	https://london.ac.uk/about-us/how-universityhttps://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulationsrun/central-university-administration/statutes-ordinances-and-regulations
Quality Assurance Framework	https://www.sas.ac.uk/about-us/administration/policies
University of London Student Complaints and Academic Appeals Procedure	https://london.ac.uk/currentstudents/complaints-and-appeals-procedure
University of London Ordinance 17: Code of Student Discipline	https://london.ac.uk/sites/default/files/2017-10 /Ordinance-17-Code-of-StudentDiscipline.pdf
Intellectual Property Policy – Part E of the policy applies to students	https://london.ac.uk/sites/default/files/govern ance/intellectualpropertypolicy.pdf
Data Protection Policy	https://london.ac.uk/about-us/how-university-run/policies/data-protection
Fees Schedule	https://www.sas.ac.uk/graduate-study/feeshttps://www.sas.ac.uk/graduate-study/fees-and-funding/tuition-feesand-funding/tuition-fees
Admissions Policy	https://www.sas.ac.uk/sites/default/files/files/SAS%20Admissions%20Policy%20March%202021.pdf

Information Security Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/Information%20Security%20Policy.pdf
Acceptable Use Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/Acceptable%20Use%20Policy.pdf
Research Ethics Policy and Procedures	https://www.sas.ac.uk/research/researchhttps://www.sas.ac.uk/research/research-office/research-ethicsoffice/research-ethics
Code of Good Practice in Research	https://www.sas.ac.uk/sites/default/files/files/Code%20of%20Good%20Practice%20in%20Research%20-%20Approved%20Nov%2020.pdf
Terms and Conditions	https://www.sas.ac.uk/about-us/administration/policies
Safeguarding	https://london.ac.uk/sites/default/files/governance/Safeguarding%20Policy%20-%20University%20of%20London.pdf
Open Access Policy	https://www.sas.ac.uk/research/research-policies-and-protocols/open-access-policy
Student Engagement Policy	https://www.sas.ac.uk/sites/default/files/files/Student%20engagement%20policy%20Feb%202021.pdf
Lone Study Procedure for Students	https://www.sas.ac.uk/sites/default/files/files/Student%20Late%20and%20Lone%20Study%20Procedure%20%20April%202022.pdf

Key Contacts

Registry Office Location
Located in the Registry and Advice Centre
Ground Floor, Senate House, South Block, Malet Street, London WC1E 7HU

Office hours:
Appointments are encouraged but we are also open for walk-ins: 11am to 4pm.

Team Contact Number
+44 (0)207862 8846

Key Email Contacts
Taught degrees enquiries: taught.degrees@sas.ac.uk
Research degrees enquiries: research.degrees@sas.ac.uk
Admissions Enquiries: admissions@sas.ac.uk
Tuition fee and payment enquiries: sas.fees@sas.ac.uk
Study Online support: Studyonline_Support@sas.ac.uk

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

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

- Shaneeka Petrie-Belmar, Registry and Student Services Officer
  Email: taught.degrees@sas.ac.uk
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- David Reid, Registry and Student Services Officer
  Email: taught.degrees@sas.ac.uk
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- Vacant, Research Student Coordinator
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  Phone: +44 (0)20 7862 8750

- Simon Parr, Learning Technologist
  Email: simon.parr@sas.ac.uk
  Phone: +44 (0)20 7862 8750

- Kremena Velinova, Head of Research Training
  Email: Kremena.velinova@sas.ac.uk
  Phone: +44 (0)20 7664 4884

2022/23 Term Dates

Term 1 (all courses)
Start date: 26 September 2022
End date: 9 December 2022
Reading week: 31 October-6 November 2022

Term 2 (all courses)
Start date: 9 January 2023
End date: 24 March 2023
Reading week: 13-19 February 2023

Term 3 (all courses)
Start date: 24 April 2023
End date: 30 June 2023

Christmas 2022/New Year 2023 closure
24 December 2022 - 2 January 2023 inclusive (subject to confirmation)

Easter holiday
6-11 April 2023, inclusive (subject to confirmation)

Bank holidays
1 May 2023 (Early May Bank Holiday)
29 May 2023 (Spring Bank Holiday)
28 August 2023 (Summer Bank Holiday)

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' Responsibilities
Students undertake to:
- observe the Statutes, Ordinances and Regulations of the University of London
- treat staff and their fellow students equally and respectfully
- attend induction, read documentation provided, including regulations for their degree and student handbooks
- participate in timetabled classes, attend meetings with tutors
- obtain agreement from their tutors, in advance, for any essential absences
- take responsibility for managing their own learning: actively engaging in their course; ensuring they spend sufficient regular time in private study; participating fully in group learning activities; maintaining a record, in consultation with their supervisors, of supervisory meetings; inform supervisors promptly if circumstances arise which are likely to affect their work; discuss any teaching/supervisor problems with their supervisor(s) or with Institute Director (or other senior staff member)
- submit assessed work by stated deadlines, actively participate in feedback
- Comply with guidelines and procedures on ethical research, data protection matters, and be aware of health and safety and intellectual property implications
- make prompt payment of charges made by the institution
- support programme representatives and participate in systems which will lead to improvements in the quality of learning and teaching
- respect the physical environment of the University of London.

Responsibilities of Research Students and Supervisors

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

The research student is expected to:

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

The supervisory team is expected to:

- give guidance on the nature of the research and the standard expected
- advise on the planning of the research programme and appropriate training, and on the relevant literature and sources
- encourage familiarity with developments in the subject
- give advice about techniques and methods
- ensure that the student is fully aware of the progress of the work in relation to the expected standard and the agreed programme
- promote awareness of ethical and legal matters relevant to research, including plagiarism
- maintain contact through regular personal supervision in arrangements agreed with the student (which may include videoconferencing, at intervals of not less than two weeks during term times in the first year of study, and provide reasonable access for consultation at other times
- direct the student to undertake research training, attend taught courses, seminars, workshops and so on as necessary
- request written work as appropriate and return it with constructive criticism and in good time
- give detailed advice on completion dates of successive stages of the work, including the transfer from MPhil to PhD, so that the whole may be submitted within the scheduled time
- arrange for the student to present work to staff/graduate seminars
- keep formal records of meetings with students write reports on the progress of the work normally at least twice a year – such reports to be considered by the Institute Research Degree Committee within the prescribed progress review procedures and to be kept in the student's record
- record milestones achieved, such as transfer from MPhil to PhD, such reports to be kept in the student's record. Arrange for the necessary administrative steps to be taken and ensure the student receives any help necessary

The student's institute is responsible through its Research Degrees Committee (RDC) and by other appropriate means, for ensuring that appropriate administrative procedures are followed, including the

maintenance of records of meetings (of the RDC or of other bodies or persons in the institute if appropriate) and reports concerning progress of MPhil and PhD students.

PhD SUPERVISION

Supervisory Arrangements: The Joint Research Degrees Committee (JRDC)

Every institute is a member of one of the Joint Research Degrees Committees, each of which oversees the operation of research degrees in a number of institutes. The members of each Joint RDC are as follows:

- Institute of Classical Studies, Institute of Historical Research, Warburg Institute
- Institute of Modern Languages Research, Institute of English Studies, Institute of Philosophy, Central Academic Initiatives (including the Digital Humanities Research Hub)
- Institute of Advanced Legal Studies, Institute of Commonwealth Studies
- Heythrop College

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

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

The Role of your Supervisors

Main Supervisor

The main or principal supervisor is formally responsible for supervision of the student, with primary responsibility for the student's academic progress. The main supervisor will be one of the named supervisors and will be the normal point of contact for the student. In the case of interdisciplinary studies, two co-supervisors may have equal responsibility. However, one individual must always be assigned as main point of contact for the student.

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

Whenever possible, the appointed supervisors will see the student through to completion. If the main supervisor moves to another institution (a) supervision may be transferred to another member of staff in the original institute, or (b) the student may continue to be registered at the institute, with a member of the academic staff of the institute appointed as main supervisor and the original supervisor as secondary supervisor, or (c) the student may, subject to the agreement of all parties, be transferred to the supervisor's

new institution. If the supervisor retires, or his/her fixed term contract expires, the same provisions should apply – except that option (c) may not be available.

Co-supervisor

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

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

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

Supervisor of Record

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

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

Frequency of supervision

You should maintain contact with your supervisory team through regular personal supervision in arrangements agreed with your supervisor(s) at intervals of not less than two weeks during term times in the first year of study and at least every four to six weeks thereafter. It is recognised that face-to-face meetings are not always possible, and occasional personal contacts (such as videoconferencing or telephone) may be sufficient.
These meetings should normally be based upon the prior submission of written work and will be concerned primarily with discussion of that work as well as with general issues of progress and direction.

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

Supervisory Meeting Record

You are required to maintain a record of each supervisory meeting by completing a Supervisory Meeting Record form. This is to provide a record and stimulus for regular discussion of the student's progress and development.

A copy of this form is available online here:
https://www.sas.ac.uk/sites/default/files/files/Policies/2021_Updates/Supervisory_Meeting_Record Form.doc

A signed copy of the form should be sent to SAS Registry at research.degrees@sas.ac.uk. A copy should also be kept by you and your supervisor.

Progress Reports

The Institute Joint Research Degrees Committee considers twice a year the progress being made by research students, to ensure that you are making good progress in your studies, and to identify any problems you are encountering, either collectively or individually. We take our responsibility for monitoring your progress very seriously; as a research student you are also responsible for keeping us updated.

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

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

The form can be found online here:
https://www.sas.ac.uk/sites/default/files/files/Policies/2021%20Updates/Research%20Student%20Progress%20Report.doc. .

Safety, Risk Assessment and Research Ethics

 The School of Advanced Study requires all students to comply with the research ethics policy. This is available at: http://www.sas.ac.uk/research/research-ethics

To ensure research complies with the University's ethical duties, and to safeguard our researchers particularly when studying 'sensitive' topic, all students are required to self-assess topics and methodology against the ethics guidelines, and to submit a form detailing this self-assessment to the Research Ethics Committee, as fully explained in the research ethics policy. Students must also complete the Research Ethics Module available on Study Online. Doctoral students must complete the self-assessment and submit their ethics form before their upgrade interview.

RESEARCH TRAINING

By the very act of researching and writing your PhD you will acquire a number of skills 'on the job' that are essential to becoming a successful humanities researcher. However, some techniques and approaches are more quickly and effectively learnt through specialised research training. SAS and many of the institutes provide extensive programmes of training in skills for researchers, taught as courses and workshops of varying lengths over the course of the academic year. These include specialised and discipline-specific training (for instance in medieval palaeography, fieldwork for languages researchers, digital textual analysis and legal research methods) but also more generic, transferable skills such as archival research, public engagement, getting published and project management. There is more information on accessing this training below in the section 'Training Resources within SAS'.

Besides these resources within the School itself, SAS is a member of the Bloomsbury Postgraduate Skills Network (BPSN), a shared skills training programme that enables research students in participating institutions to attend training sessions at other member institutions, including UCL, King's, Birkbeck and SOAS. SAS students are encouraged to take advantage of the free training available via BPSN. The School is also a member of the London Arts and Humanities Partnership (LAHP), which offers a free programme of arts and humanities training. This training is open to all SAS research students, although priority is given to LAHP-funded students where courses are oversubscribed.

Many other sources of training for researchers are available from other providers and agencies, often for free or comparatively cheaply (for example on online learning platforms such as Coursera and FutureLearn). At an early stage of your research you should discuss with your supervisors the skills that you will need and develop a strategy for acquiring them. This strategy should be revisited, reviewed and developed as necessary as you proceed with your degree. The School asks that you maintain a log of all formal or informal training that you have undertaken during your studies. This may include but is not limited to:

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

When you submit your twice-yearly progress reports for consideration by the Joint Research Degrees Committee you will be asked to include descriptions of all the training that you have undertaken during the period in question.

Training Resources within SAS

The SAS Doctoral Centre is responsible for an extensive programme of free research training taught in live or recorded sessions by staff from across the School and a selection of external tutors, and is available to all our students. The programme also includes the SAS multidisciplinary PhD seminar, which provides research students with the opportunity to develop and receive feedback on their research and presentation skills. In 2021-22 it is expected that training will be conducted predominantly online but as Covid restrictions are lifted some sessions may be available face-to-face; you will be notified if this is the case. Full details of the programme are at: https://www.sas.ac.uk/current-students/student-services/research-training. Please contact the Head of Research Training, Kremena Velinova (kremena.velinova@sas.ac.uk), if you have any questions about the programme.

Study Online (the School's Virtual Learning Environment) also hosts a number of tutorials aimed at developing your research knowledge and skills in relation to subjects such as research ethics and sharing your research in the digital world. The School's public research training platform (PORT https://port.sas.ac.uk) hosts more discipline-specific materials, such as Law PORT's free training materials for legal researchers.

Many of the institutes provide specialised research training in subjects and techniques specific to their discipline. These will be described in the 'Research Training' section of their respective websites; enquire with your institute if you would like to take part in any of them.

Academic Writing Skills
The School hosts a Royal Literary Fund Fellow, to assist our research and masters students to adjust to the demands of academic writing of various kinds. The Royal Literary Fund Fellowships offer students at UK institutions of higher education the opportunity to access writing advice from professional, published writers who offer confidential, one-to-one tutorials during which students can discuss any aspect of their academic

writing. Typical problems discussed in tutorials include the following: struggling to start writing after a long period of research – being overwhelmed by one's materials; difficulties with editing down an overlong piece of work; difficulties structuring an argument; not knowing how to write an effective introduction or conclusion; difficulties with 'flow' – getting from one paragraph to another; planning and organisation – leaving things too late, uncertainty about how to plan a piece of written work, not leaving enough time for drafting; questions of grammar and punctuation – apostrophes, semicolons and commas; questions of style – overuse of academic jargon, overcomplicated sentence structure, lack of clarity.

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

For 21/22 the School has two fellows - Simon Booker and Martyn Crucefix. They will be taking sessions online and on site on Tuesdays and Wednesdays and when on site are based in Senate House room 203 during term-time. Students are welcome to book hourly tutorials or consultations with them from 10am – 5pm on those days, using an online sign-up schedule. If you have any questions please contact them at: simon@simonbooker.com and mcrucefix@sky.com

Please note that the RLF Fellow is only able to support locally-based students, and those studying by distance learning should contact the Doctoral Centre who will be able to arrange alternative provision.

PROGRESS AND MONITORING

Attendance requirements

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

The School has instituted a Student Engagement Policy to govern the frequency of student contacts. For research students there is a minimum requirement that the frequency of contact points is **monthly**. An entire calendar month without a point of contact will normally be considered as a missed contact. A contact point for theses purposes could be: regular supervisory meetings, a research training session, an appointment with a welfare advisor or a formal appointment with professional services or academic staff.

- Supervisory meetings can be undertaken on campus, by telephone or online. Each supervisory meeting is considered to be a point of contact.
- 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.
- Any time taken away from study is done in agreement between the student and their Supervisor, during which expected contact points are not required.
- MPhil and PhD supervisors will keep records of attendance. A student must contact 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.
- Prolonged absence caused by sickness must be reported to the Research Student Coordinator, and where relevant medical evidence must be provided.
- Research students are expected to demonstrate attendance at all points up to submission of their thesis for examination; this includes work done during a formal writing up period.
- Students undertaking research by Distance Learning are expected to engage with the same frequency as those studying locally.

Cause for concern

After two months in which contact as defined above has not taken place, the School will treat this as formal Cause for Concern and the Escalation procedure will be followed.

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 the Registry will send a formal email warning the student about attendance and requesting that they contact their 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 12th working day after the written notification.

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

Attendance policy for students on visas

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

Length of Registration

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

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

Timetable for PhD

The School strongly advises students to plan for completion of the PhD by the end of the third year or the equivalent in part-time study. It is difficult to set out a fixed timetable for PhD work as there are many variations but, however it is structured, it is essential that some planned programme of work be followed. Your progress through the PhD will be recognised by the completion of certain formal milestones. In chronological order, these are **Progression**, **Upgrade**, **Submission** and **Viva** (all described in more detail below).

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

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

- **Year 2**

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

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

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

- **Year 3**

  ◦ Final year of research

  ◦Final assessment - Full thesis to be bound and sent in to registry. A viva voce examination will take place normally within three months of submission

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

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

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

FORMAL MILESTONES

Progression

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

The Progression Process provides a valuable opportunity:

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

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

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

Progression requirements and procedure

In order to progress to a second year of study, students will be required, **by the end of year 1**, to submit to their supervisor(s) a portfolio of work including:
- a substantial piece of written work based on original research and at least equivalent to a chapter in length
- a brief outline of the whole thesis
- a preliminary bibliography
- evidence of research or technical skills development or research methods training course undertaken

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

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

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

Progression Form

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

Upgrade to PhD

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

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

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

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

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

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

The Panel will expect to find evidence of your ability:

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

2. To formulate clear and cogent lines of argument

3. To articulate a coherent research focus

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

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

Upgrade requirements and procedure

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

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

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

Upgrade Panel Meetings

1. In advance of the meeting, the panel members will write reports containing their assessment of the submitted material.
2. The panel convenes with all members present to exchange and read written reports and to determine the order and line of questioning. Reports are not circulated to Panel members before the meeting.
3. Candidate joins the meeting to discuss the work submitted and respond to Panel questions.
4. Candidate withdraws and Panel determines its decision for report to the Joint Research Degrees Committee (JRDC).
5. The Panel provides an agreed written report after the meeting for submission to the JRDC which will include all individual assessors' reports as an appendix.

The composition of the upgrade panel should be as follows:
- an external assessor
- an assessor with knowledge of the topic
- the student's supervisor(s).

While this composition must be complied with, there is considerable scope for flexibility in the panels that may be constituted to allow for the particular circumstances of any given project. For instance, although panels will normally include – beside the supervisor(s) – two assessors, the 'assessor with knowledge of the topic' and the 'external assessor' can, where suitable experts are uncommon, be the same person; the panel will therefore be smaller.

Having considered the written work and performance at interview, the upgrade panel may recommend to an Institute's JRDC:
- that the student be upgraded to PhD registration;
- that the student should be advised to proceed towards a less substantial thesis for the degree of MPhil;
- that the student should be allowed to reapply for upgrading, within a specified period (not more than nine months), to allow time to rectify problems identified by the panel. Reapplication for an upgrade decision may only take place once.

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

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

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

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

Upgrade Form

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

Academic Offences

Plagiarism

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

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

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

STUDENT STATUS

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

Interruption of Study

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

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

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

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

Writing up status

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

You must have completed all experimental work or collection of materials and, in the judgement of your supervisor, be in a position to submit your thesis for examination within 12 months. This means that for the following 12 months (for both full time and part-time students) you remain eligible for supervision and can use the normal School facilities for a reduced fee. This fee is called 'PhD Writing Up Fee' and the current rate can be found here. **Only in exceptional circumstances will a student be eligible for a second year of writing up.**

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

COMPLETING THE THESIS

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

Important points:

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

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

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

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

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

Examination Entry Forms

In submitting their theses, students must both complete their examination entry forms at least **four months before** the date they intend to submit their thesis and furthermore must submit some forms with the thesis itself. This will help to prevent delays in the examination process.

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The following forms must be submitted to the Research Students Coordinator in the Registry **at least four months before** the date of submission:

Examination Entry Form (here)

Reproduction of Thesis Form (here)

Description of Thesis Form (here)

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

Word Count Form (here)

Abstract Form (here)

Appointment of Examiners and Independent Chair

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

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

Binding the thesis

University of London regulations stipulate that the thesis should be submitted as two (or sometimes three) identical bound copies (see below for detailed instructions), although please note that during the continuing Covid-19 lockdown, theses have been submitted purely electronically.

Theses need to be robust enough to endure the examination process and also have to be easily identified while they are in the Registry; the candidate's name therefore must appear on the spine as well as the front cover.

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

Once the examination is successfully completed, final copies of the thesis are deposited in the University libraries so that the research undertaken can be publicly available. One copy will be deposited in the library of the candidate's institute (and will be the archival copy). The other will be deposited in the University of London Library at Egham, and may be used to make a microfilm copy if requested. A digital copy will also be uploaded to SAS Space, the School's depository. From here it will be extracted by the British Library and made publicly available on open access terms using their ETHOS system. These provisions notwithstanding, an embargo system is available to limit public access to the thesis for up to two years from the date of the formal awarding of the degree. To apply for an embargo, enquire at your institute regarding the conditions and procedures.

If at any stage you are uncertain what to do, please consult the Research Students Coordinator in the Registry, research.degrees@sas.ac.uk.

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

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

1. Number of Copies

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

2. Presentation

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

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

3. Paper

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

4. Layout

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

5. Pagination

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

6. Title Page

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

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

7. Abstract

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

8. Table of Contents

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

9. Illustrative material

Illustrative material may be submitted in an appropriate digital format on a **clearly labelled** USB drive and should be listed in the table of contents. Material that cannot be stored on a USB drive may be submitted in other formats at the discretion of the Registry. Enquiries should be made well in advance of the submission of the thesis to research.degrees@sas.ac.uk.

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

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

10. Practice/Performance PhDs

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

11. Binding

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

All theses (whether soft or hard-bound) must

- be covered in medium blue cloth (e.g. water resistant material);

- be lettered in gold up the spine with Degree, Year, and Surname and Initials in the same form as the School records, with letters 16 or 18 points (.25 inch)

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

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

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

Soft-bound theses

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

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

12. Binders

Addresses of binders are available online here.

The Viva Voce Examination

Your supervisor will arrange the date of your viva. It normally takes place within two or three months of thesis submission although the wait can be considerably longer depending on the availability of the examiners and their other commitments. After the viva, the examiners will complete a joint report and will

make a recommendation. Their decision will normally be communicated to you within four weeks of the viva taking place.

The possible recommendations could be:

Recommendation	What you need to do
Pass - immediate award of the degree without any changes being made to the thesis	No further work needed
Pass with minor corrections (3 months) - award of the degree subject to minor amendments	Amendments to be made and submitted to the internal examiner within three months
Pass with minor corrections (6 months) - award of the degree subject to minor amendments	Amendments to be made and submitted to the internal examiner within six months
Referral (18 months) - revision of the thesis and a requirement to resubmit. If a thesis is referred and a second viva takes place, the referral option is no longer available to examiners at that viva.	You are required to rewrite substantial parts of the thesis and the revisions needed are not minor. Revised thesis to be submitted with eighteen months, and another viva will take place thereafter to consider the work.
MPhil - award of a lower degree, with or without minor amendments	Amendments need to be made as required for submission for lower degree within three months
MPhil (12 months) - award of a lower degree, with revision of the thesis and a requirement to resubmit	You are required to rewrite substantial parts of the thesis and the revisions needed are not minor. Revised thesis to be submitted within twelve months for a lower degree

Fail - Thesis failed with no right of resubmission

A thesis can be submitted and examined at viva on a maximum of two occasions. In the event of a referral – which leads to a second viva – the option of a further referral is no longer available to the examiners and one of the other outcomes must be agreed.

PhD by Publication

Doctor of Philosophy by Publication

Applications are welcome from established members of staff who have been in post for at least 2 years who can demonstrate a record of publications or other public outputs of research of appropriate quantity and quality.

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

2.   The minimum period of study shall be six months of full-time study or the part-time equivalent.

Submissions will normally take place within twelve months of registration.

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

3.1   form a distinct contribution to the knowledge of the subject and afford evidence of

originality by the discovery of new fact and/or by the exercise of independent critical power;

3.2   be an integrated whole and present a coherent argument;

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

3.4   include a full bibliography and references;

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

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

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

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

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

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

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

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

    10.1   The examiners for the PhD by Publication will additionally:

        10.1.1   Evaluate the intellectual merit of the candidate's cited published work;

        10.1.2   Establish if a satisfactory case is made for coherence between the publications/outputs;

        10.1.3   Assess the contribution to knowledge represented by the publications and made apparent in any critical appraisal;

        10.1.4   Evaluate the rigour with which the candidate has contextualised and analysed his/her publications in the critical appraisal;

        10.1.5   Evaluate the appropriateness of the methods employed in the research and suitability of the application;

        10.1.6   Assess the candidate's contribution to the various phases of the research embodied in multi-authored works;

        10.1.7   Establish the candidate's ownership of the published work and appreciation of the state of knowledge within the candidate's research area;

Assess the candidate's research skills in terms of his/her potential as a

continuing independent researcher.

Graduation

For the 2021-22 Cohort who complete their programmes in the Autumn of 2022 the date of their graduation ceremony is 9 February 2023.

For the 2022-23 Cohort who complete their programmes in the Autumn of 2023 the date of their graduation ceremony is February 2024.

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

Alumni

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

In addition, for one year after the official completion date of your degree, you can claim the status of 'alumnus fellow' of the institute from which you have graduated. While an alumnus fellow you will:

1) Retain your SAS email address.
2) Be entitled to deposit outputs in the institutional repository (necessary for a REF-compliant publication record).
3) Have access to the careers and professional development services
4) Have access to physical resources such as the institute libraries and shared spaces for study.

 To apply for alumnus fellow status, contact your institute.

Benefits

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

Support us

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

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

STUDENT SERVICES AND PROCEDURES

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 this degree programme, you are agreeing to abide by the current statutes, rules and regulations of the University of London, the School of Advanced Study and the Institute at which you are studying.
Copies of the full text of all such regulations are available from Registry and are available at: http://www.sas.ac.uk/about-us/policies

Registration and Induction
Email invitations 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 **23 September 2022** in person. Invites have been sent out to students.

Student and Staff Welcome Event
A welcome event will be held on **27 September** at 5.30pm in the IHR Common Room. We look forward to seeing you all.

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

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

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

Fee payment
Fees can either be paid in **full** or in **four equal instalments**, payable on the following dates:
Instalment 1: before or at registration
Instalment 2: 15 November 2022

Instalment 3: 15 January 2023
Instalment 4: 15 March 2023

Internally funded and sponsored students
Those in receipt of **full** (100%) SAS, AHRC or Institute studentships / bursaries will not be required to make any payments and therefore, the timeframes and deadlines given in respect of tuition fee payment, do not apply.

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 take action. Continued registration and progression from one year to the next is conditional on the appropriate fee being paid. If you are in financial difficulty, you should contact 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
Phone: 0207 862 8860 / 8400

- 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 School student, you will be issued with a multi-purpose identity card. The card serves as an ID card for entry to Senate House, for access to the University of London Union, and, outside the University, to enable you to benefit from discounts offered by suppliers, etc.

It also serves as a membership ID card to enable access to Senate House Library, the Warburg building, and the SAS libraries located in the IALS, IHR and ICS Institutes. To gain physical access to all SAS libraries you must first complete the online registration or renewal form, then visit the Senate House Library membership desk located on the 4th floor to activate your ID card.

Student ID cards for continuing students will be posted by the registry office. New students can collect their ID card on induction day from the Registry and Advice Centre, which is located on the ground floor of Senate House. Student ID cards can also be posted on request.

Lost cards carry a £5 replacement fee.

Email

SAS email accounts

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

> Username (Email Address): firstname.lastname@postgrad.sas.ac.uk
> Password: **provided during registration** (case sensitive)

Students are required to operate multi factor authentication on receipt of their email addresses. For help with this process please contact service@london.ac.uk

To access computers and SAS network

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

> Username: firstname.lastname
> Password: **provided during registration** (case sensitive)

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

Everyware Service

The Everyware service provides Library members with free notebook and iPad loans for use within the Library. Library members (with valid SHL ID card) can borrow an Everyware device. These are available to use free of charge within the library – and give access to the internet, library services, Office 365, printing, and a range of accessibility software. etc. More information about this service can be found here.

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

Passwords

Self-service password functionality has now been enabled for Office 365. This means you can now change your password in O365 yourself without having to contact the IT service desk. In addition to this, forgotten passwords can be reset from within office 365 after following a simple registration process.

Please take a moment to complete the registration process by following the guidelines here.

Eduroam (Wi-Fi Access)

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

Connecting to Eduroam

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

Login using your username but replace '@postgrad.sas.ac.uk' with '@london.ac.uk' and password.
This will work anywhere where there is an Eduroam network
If you experience any issues, please contact the IT Service Desk by email, service@london.ac.uk.

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

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

Library resources

Senate House Library (SHL)
As a student of the School you can take advantage of free Senate House Library membership and benefit from access to millions of books, study spaces, free notebook loans, plus a superb range of academic databases.

Senate House Library now offers remote electronic registration for immediate access to e-resources whilst outside the library.

 To register for library membership, please complete the following steps:

 Continuing students

1. If you have an existing library membership, complete the School of Advanced Study Renewal Form
2. On your first visit to Senate House, bring your student ID card to the membership desk on the 4th floor of Senate House Library to activate your ID card and complete your membership

New students

1. Complete the School of Advanced Study Registration Form
2. On your first visit to Senate House, bring your student ID card to the membership desk on the 4th floor of Senate House Library to activate your ID card and complete your membership

Once your student ID card has been activated by a member of staff at Senate House Library, you can borrow books and enjoy the Library's Services, Collections and study spaces.

Students of the Warburg Institute will be issued with a separate library card on induction day for access to the Warburg library. Non-Warburg students must bring their student ID card to the Warburg library Reading Room enquiries desk to register for a Warburg library card.

Students studying via Distance Learning can email a scanned copy of their student ID card to the Senate House Library membership services team on shl.membership@london.ac.uk so that the membership expiry matches the date of expiry on the ID card, otherwise electronic registrations will need to be renewed every 4 months.

For any queries relating to library membership, please contact the Senate House Library membership services team on: shl.membership@london.ac.uk

Further information on Senate House Library, including borrowing rights can be found here.

SHL holdings

Senate House Library's holdings cover the humanities and social sciences with particular subject strengths in: English; Economic and Social History; History (its collections complement the IHR); Modern Languages (primarily Romance and some Germanic); Geography, Music, Philosophy and Psychology.
The Library has extensive area studies collections in United States, Latin American (including Caribbean) and Commonwealth Studies. Many British Government Publications are available digitally.

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

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

Contact details
Phone: 020 7862 8500
Email: shl.enquiries@lon.ac.uk
For more information see: Senate House Library | University of London

Student accessibility (see also below: Disability)
The Library offers extra services for disabled students:
- the option of using a proxy borrower to find and borrow items
- a fetch request service
- and extended loans.

Find out more about services for disabled students.

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 ID card. Different borrowing rights apply at different Institutes. For further information, see the Institutes' websites (available via www.sas.ac.uk).

Warburg students are issued with a separate library card for access to the Warburg library. These will be issued by the Warburg Institute on Induction Day. Non-Warburg students must bring their SAS ID card to the library Reading Room enquiries desk to register for a Warburg library card.

The University of London Library Access Agreement
The University of London Library Access Agreement enables the School's masters students to access nearly all of the libraries of the institutions which make up the federal University of London (www.lon.ac.uk) on production of their SAS cards. The value of this arrangement to University of London students is that it offers you access to books and other library materials in subject areas that are often unrivalled and which have been built over many years
For more information on the libraries the agreement allows access to and/or to view a copy of the agreement, please visit: www.london.ac.uk/libraries_agreement.html.

School of Oriental and African Studies (SOAS) Library
SAS students are able to use the nearby SOAS library and take advantage of their extended opening hours. SAS students will need to apply for a SOAS library card from the SOAS membership desk and will need to produce their SAS ID card in order to do so. Please visit this page for further information:
https://www.soas.ac.uk/library/using/admission/londonuni/

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

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

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

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 get in touch with the appropriate person at your Institute Library

Library computer resources
This agreement provides for reference access to the federal University of London's institutional libraries by all members of the University of London and supplements the national Sconul Access scheme. More information can be found here.

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

Everyware at Senate House Library
SAS students have free access to the Library's Everyware service (http://www.senatehouselibrary.ac.uk/using-the-library/library-services/everyware/). With Everyware you can borrow Apple MacBook Airs, MacBook Pros, iPads and Windows notebooks for use in the Library. Everyware notebooks have Microsoft Office installed. Senate House Library provides free WiFi (http://www.senatehouselibrary.ac.uk/using-the-library/help/connect-wifi) throughout its spaces and collections to connect your Everyware device or your personal notebook to the internet. As a SAS faculty and student member of the Library, you can use your name and SAS card number to login to an extensive range of academic databases (http://www.senatehouselibrary.ac.uk/our-collections/databases-and-eresources/). All School spaces (Senate House (second and third floors)) are fully wifi enabled.

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

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

Virtual Learning Environment / Study Online

The School has a Virtual Learning Environment (VLE) 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.

An introduction to the VLE will be given at the School's induction. Links to the VLE/Study Online are available on individual Institute websites, the postgraduate study pages of the SAS website or via

https://studyonline.sas.ac.uk/login/index.php. You will need to enter your password and username (given at registration) to access it.

SAS-Space e-repository

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

All SAS students are required to submit the final version of their thesis/dissertation electronically. If a dissertation receives a mark of merit or distinction its deposition in SAS Space is mandatory (except in special circumstances). Detailed guidance as to how to do this will be given to you in due course.

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 meet-ups 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 masters 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.

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, and registration and booking details will be sent to all SAS students at the start of the academic year.

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 in particular at Masters students planning their dissertations.

Student Representatives' Committee

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

Careers

The SAS Careers Service provides support for students and recent graduates across all the SAS institutes. Your SAS Careers Consultant is here to help and advise you. We offer one-to-one careers advice and coaching as well as

workshops and webinars. You will find the weekly SAS job vacancy bulletin, online job hunting help sheets and professional sector guides in the careers section in SAS Study Online.

The SAS Careers Service offers:

- Regular workshops and webinars with topics such as "Applying for PhD – why, where and how?' and 'Effective Job Hunting Online'. The details of these sessions will be sent to your SAS email account and you will also receive a regular careers bulletin sent to your SAS account.

- 1:1 30 minute careers advice appointments: These are confidential and personalised to you. Common issues include career development next steps, further study options, job hunting advice, CV review, and job interview preparation To book an appointment, please book via https://bit.ly/SASCareers121booking

- Email guidance. You can email us with your careers-related questions or request feedback on CVs, application forms or covering letters (in which case, do send us a copy of the job ad, too) We aim to provide a response within 3 working days.

For any careers queries, contact the SAS Careers Service email sascareers@careers.lon.ac.uk

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 Access to Learning 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 £20 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 (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).

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.

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:

[http://www.sas.ac.uk/graduate-study/fees-and-funding/other-funding-sources/federal-direct-loans-usstudents]() Unsubsidized Loans and Plus Loans are available through the Direct Loan programme operated by the US Education Department. Direct Loans are educational loans to assist US citizens with the costs of studying. Unsubsidized Direct Loans should be considered first as this is usually the cheapest way of borrowing. If needed, additional funding should then be considered by applying for a Direct Plus Loan. The maximum total borrowed from Direct Loans **cannot** exceed the annual maximum Cost of Attendance as set by the School. The School's Direct Loan Federal Code is **G06696** listed under 'School of Advanced Study – University of London'

Applying for Federal Loans at the School of Advanced Study

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

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

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

SAS Hardship Grant

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

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

Further information

Additional sources of funding for UK, EU and overseas are listed here:

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

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

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

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

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

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

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

Registry can provide full-time students with written confirmation of student registration and eligibility for Council Tax exemption – please fill in the 'Student Letter Request Form', which can be found at the SAS website (https://www.sas.ac.uk/current-students), under the section 'Key Information'.

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.

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

Students may also find the following contact numbers useful.
For general welfare advice: Nightline (6 pm to 8 am): 020 7631 0101
For legal advice
Citizens' Advice Bureau: www.adviceguide.org.uk. The local bureau for the School is: 3rd Floor, Holborn Library, 32-38 Theobalds Road, London, WC1X 8PA, tel: 08451 202965.
Community Legal Service Direct: www.clsdirect.org.uk: enables users to find providers funded by the Legal Services Commission (LSC)
For advice on debt: National Debtline: 0808 808 4000; www.nationaldebtline.co.uk

Counselling services
If you choose not to use the School's in-house 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)

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 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.
Mind: www.mind.org.uk/: a national charity which can provide help and advice to students experiencing any form of mental distress
Depression: www.studentdepression.org and https://charliewaller.org/ have helpful information and advice

Health
You are advised to register with a local doctor (GP surgery). All students including overseas students (and their dependants) are entitled to health care under the NHS. If you are living 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: www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx.

Overseas students
There are several sources of information and support available for overseas students.
- UK Council for International Student Affairs (UKCISA):, www.ukcisa.org.uk/, Tel: outside the UK +44 20 7107 9922 | inside the UK is 020 7107 9922.
- British Council Education UK: www.britishcouncil.org, www.educationuk.org, Tel: 0161 957 7755
- British Refugee Council: www.refugeecouncil.org.uk, Tel: 020 7346 6700.
- International Students' House, 229 Great Portland Street, London, W1W 5PN, www.ish.org.uk, Tel 020 7631 8300.

Overseas students' obligations
International students need to apply for 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 a number of legal responsibilities in order to fulfil its obligations as a student sponsor. If you enter the UK on a student visas you should be aware of these. The UKVI website lists both the sponsor's and student's obligations in full, but please note that we are legally required to:
- keep copies of students' passports, visas and Biometric Residence Permits (BRPs);
- keep up-to-date contact details for students; and
- inform the UKVI if a student fails to enrol on their programme, stops their studies or misses 10 expected 'contacts' on their programmes of study without reasonably granted permission
- maintain contact with the student.

Equality and diversity

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

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

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

The School believes that engagement in the development of equality polices and related action plans are very important. We uphold the principle that all students and members of staff have a right to be involved in matters that affect them. So we are always keen to hear your feedback.

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.

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

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

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

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

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

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 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). AbilityNet will also carry

out assessments of individual need. There is specialist software available for visually impaired students.

Transport
Most people access Senate House and the Bloomsbury area by public transport. Some disabled people living in the London area may be eligible for a London Transport Freedom Pass (www.freedompass.org) which allows free travel on public transport; the borough where you live will be able to tell you if you are eligible. Transport for London's Access and Mobility unit has information about schemes such as Dial-a-Ride and Taxicard for subsidised door-to-door transport for people who have serious mobility impairment and difficulty in using public transport, as well as an extensive range of guides: http://www.tfl.gov.uk/tfl/gettingaround/accessibility-guides/default.aspx

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

Residential Accommodation
Disabled students are eligible to apply for accommodation in the University of London Intercollegiate Halls, a number of which have a quota of specially-adapted rooms for students with disabilities.

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 .   The allowances are not means-tested and there is no age limit.

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

Childcare   and   Nurseries

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

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

London School Of Economics (LSE) Nursery:
8a Wild Street, London WC2B 5TB. Tel: 020 7107 5966 or email: Nursery@lse.ac.uk
Priority to students and staff of LSE. Visit the website: https://info.lse.ac.uk/staff/services/nursery/Nursery-partnerships

Local Day Nurseries

Coram Fields Community Nursery:

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

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

Thomas Coram Early Childhood Centre:

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

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

Collingham Gardens Nursery:

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

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

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

Konstam Nursery:

75 Chester Road London N19 5DH

020-7272 3594. 69 places for children between 2 years – 5years. After school service for 5-7 years. Parents need to be resident in Camden (unless there is no waiting list in which case studying full time in Borough of Camden is fine). For further information please visit Camden's website: www.camden.gov.uk/childrens-centres

Hampden Nursery:

80 Polygon Road, London NW1 1HQ.

020-7974 2841 69 places for children aged 3 - 5 years. Must be Camden resident though there may be a few places for non-residents. For further information please visit Camden's website: www.camden.gov.uk/childrens-centres

Regents Park Children's Centre:

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

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

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

Childminders

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

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

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

<u>Funding</u>
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 or research.degrees@sas.ac.uk.

Emergency contacts and data protection

4.   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

5.   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 possibly 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 what appears to be a potentially life-threatening condition.
- serious physical or mental illness.
- where in the opinion of the University it is not possible to reasonably 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.

6. In addition to attempting to contact the emergency contact, the School may pass these contact details to the emergency services or other healthcare professionals.

7. 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

8. 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.

9. Contact with the next of kin will be limited to the Head of Registry or the Director of Operations. This is in order to protect the student from breaches of confidentiality.

10. 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.