Research Student Handbook

2024/25

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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	https://www.sas.ac.uk/postgraduate-study/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://www.london.ac.uk/about/governance/statutesordinances

Quality Assurance Framework	https://www.sas.ac.uk/about-us/how-we-are-run/policies
University of London Student Complaints and Academic Appeals Procedure	https://london.ac.uk/currentstudents/complaints-andappealsprocedure
University of London Ordinance 17: Code of Student Discipline	https://www.london.ac.uk/sites/default/files/Regulations/0rdinanc e-17-code-student-discipline.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/postgraduate-study/fees-funding/tuitionfees
Admissions Policy	https://www.sas.ac.uk/sites/default/files/school_advance_studies/ Admissions%20Policy.pdf
Information Security Policy	https://www.london.ac.uk/sites/default/files/governance/ISP-001information-security-policy.pdf
Acceptable Use Policy	https://www.london.ac.uk/sites/default/files/uploads/ISP-002acceptableuse-policy.pdf
Research Ethics Policy and Procedures	https://www.sas.ac.uk/research-engagement/researchgovernancepolicies/research-ethics-policies-guidance
Code of Good Practice in Research	https://www.london.ac.uk/research/code-good-practiceresearchuniversity-london
Terms and Conditions	https://www.sas.ac.uk/sites/default/files/SAS%20Student%20Ter ms%20and%20Conditions%202024-25.pdf

Safeguarding	https://www.sas.ac.uk/sites/default/files/Safeguarding-Policy-University-of-London.pdf
Open Access Policy	https://www.london.ac.uk/research/open-access-policy
Student Engagement Policy	https://www.sas.ac.uk/sites/default/files/Student-engagementpolicy-Feb-2021.pdf
Lone Study Procedure for Students	https://www.sas.ac.uk/sites/default/files/Student-Lone-Study-Procedure-April-2022.pdf

Key Contacts

Your main contact for all enquiries about your research degree is research.degrees@sas.ac.uk. Your main points of contact are:

- Matt Clancy, Research Student Coordinator
  Email: research.degrees@sas.ac.uk
  Phone: +44 (0)20 7862 8834

- Rachel Shaw, Doctoral Centre Manager Email: rachel.shaw@sas.ac.uk
  Phone: +44 (0)20 7862 8320

Other Key Email Contacts
Admissions and visa enquiries: admissions@sas.ac.uk
Tuition fee and payment enquiries: sas.fees@sas.ac.uk
Study Online support: Studyonline_Support@sas.ac.uk

For more information about the Doctoral Centre and our staff please visit our website.

2024/25 Term Dates

Term 1 (all courses)
Start date: 23 September 2024
End date: 6 December 2024
Reading week: 28 October-1 November 2024

Term 2 (all courses)
Start date: 13 January 2025
End date: 28 March 2025
Reading week: 17-21 February 2025

Term 3 (all courses)
Start date: 28 April 2025 End
date: 4 July 2025

Christmas 2024/New Year 2025 closure
23 December 2024 - 1 January 2025 inclusive

Easter holiday
17 – 22 April 2025 inclusive

Bank holidays
5 May 2025 (Early May Bank Holiday)
26 May 2025 (Spring Bank Holiday)
25 August 2025 (Summer Bank Holiday)

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 Research Degrees Committee (RDC)

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

- Institute of Classical Studies, Institute of Historical Research, Warburg Institute
- Institute of Languages, Cultures and Societies, Institute of English Studies, Institute of Philosophy, the Digital Humanities Research Hub and the University of London in Paris
- Institute of Advanced Legal Studies, Institute of Commonwealth Studies, Refugee Law Initiative
- Heythrop College

The student's institute is responsible through its 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 the 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 RDC. 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 cosupervisors 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 cosupervisor will vary according to the requirements of each case but must be made clear to the student at the outset.

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. It is expected that first year students should meet their main supervisor at least once a fortnight during term time. In subsequent years they should meet at least every four to six weeks. Meetings may take place either in person or via video conference.

Supervision meetings may take place between the student and the main supervisor and co-supervisors (the supervisory team), or just with the main supervisor. If the latter, students are expected to meet with their co-supervisor separately and ideally six times a year as a minimum in the first two years.

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.

Supervisory Meeting Record

You are required to maintain a record of each supervisory meeting by completing a Supervisory Meeting Record form on the SITS System (please refer here for further information). This is to provide a record and stimulus for regular discussion of the student's progress and development. **Submission of these reports is a mandatory requirement for all students**. Please note that for Tier 4 students these are also used for recording monthly contact points.

Progress Reports (Monitoring and Review of Research Student progress)

The Research Degrees Committee considers twice a year the progress being made by research students. This ensures that you are making good progress in your studies, and identifies 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 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 should be completed and submitted via the SITS System (please refer here for further information).

The Doctoral Centre will write to you when it is time to submit your Progress Report. This will be in May and December each academic year in time for the Research Degrees Committees which take place in June and January each year.

Research Ethics

The School of Advanced Study **requires all students undertaking a research degree to comply with the research ethics policy** and, ideally, submit an assessment form some time during their first year of study. The policy and guidance is available at: https://www.sas.ac.uk/research-engagement/researchgovernancepolicies/research-ethics-policies-and-guidance

The policy is there to ensure that your research complies with the University's ethical duties, and to safeguard our researchers particularly when studying 'sensitive' topics. All students are required to selfassess topics and methodology against the ethics guidelines, and to submit a form detailing this selfassessment 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. Research students must complete the self-assessment and submit their ethics form **before** undertaking primary research and before their upgrade interview.

Please note that you will not be permitted to upgrade or submit your thesis without having complied with the research ethics policy and you are encouraged to discuss this with your supervisor at an early stage of your research.

Once you have completed the process you will receive a confirmation and approval email from the Research Ethics Team and this will include a code. The date of approval and the code should be added to your SITS record (please refer here for further information) and you will need to quote this code on your upgrade and thesis submission paperwork.

Guidance on travel arrangements and travel risk assessment

If you are planning on travelling outside of the UK for the purposes of fieldwork, research, conference attendance or other activities whilst representing the University of London you are required to read the guidance and complete the risk assessment forms. You can find these here.

Travel Insurance

As a research student you will be covered under the University of London's travel insurance policy – please register here - Register - TravelCert (ajg.com) using your university email address and complete the details.

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.

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 research student conference, which provides research students with the opportunity to develop and receive feedback on their research and presentation skills. Full details of the programme are at: https://www.sas.ac.uk/current-students/student-services/researchtraining. Please contact the Head of Research Training, Kremena Velinova (kremena.velinova@sas.ac.uk), if you have any questions or feedback about the programme.

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, KCL, 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 disciplinespecific training, or language or IT training.

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

You can upload your training events on the SITS System (please refer here for further information).

When you submit your twice-yearly progress reports for consideration by the Research Degrees Committee you will be expected to have added your training events. Over the course of a doctoral programme, a research student is expected to take approximately 30 days of training. Your attendance at training will be used when reviewing your progress at Research Degree Committee meetings and formal milestones

Further Training Resources within SAS

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 is launching a new public research training platform (RESHAPED) this academic year with a range of cross-disciplinary and discipline-specific online training courses and resources. You will receive further details of how to access the new platform during the 2024-2025 academic year. Many of the institutes provide specialised research training in subjects and techniques specific to their discipline. .

Your Institute should inform you of training available for their own students but in most cases you'll also be able to attend training offered by other Institutes which should be listed in the cross SAS events calendar.

Academic Writing Skills

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.

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: 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 Dr Coneys does <u>not</u> do is proofread or correct students' work, and they have no expertise in dealing with dyslexia or EFL.

Language Training

We are pleased to be able to offer free language training via King's College London. This is offered to all students at institutions (such as SAS) that are members of the AHRC's London Arts & Humanities Partnership (LAHP). Please note that you do not need to be LAHP funded to take advantage of this excellent opportunity.
Languages offered include: Arabic, French, German, Italian, Japanese, Latin, Mandarin, Russian and Spanish at a variety of levels of expertise.
For further information please visit: https://www.kcl.ac.uk/language-centre/collaborations/dtp Please note the deadline for applications is usually the last Friday in September, this year it is Friday 27 September 2024.

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 RDC may permit you to spend part of the programme in 'off-campus' study in order to carry out research for your thesis on the condition that you keep in regular contact with your supervisory team. Any period spent 'off-campus' will count towards your overall registration period and normal fees are payable.

Students on a Tier 4 visa wishing to spend time 'off-campus' should initially contact kate.koblos@sas.ac.uk to discuss the implications of this on your visa.

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 these 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 Registry, 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 Doctoral Centre 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 normal maximum period of study for PhD, **including interruptions**, will be six years for full time, and nine 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 ten 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 (Year 2 for part-time)

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 (Year 4 for part-time)

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 (Year 6 for part-time)

Final year of research

Final assessment - Full thesis to be submitted. A viva voce examination will take place normally within three

months of submission

Writing Up Year – *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 further information on Writing Up](#)

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 a PhD in Year two;
2. For your supervisors to provide you with constructive feedback on your work; 3. To make suggestions in respect of the further development of your 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[1] 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:

- a 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;
- that the student has identified and can describe the key question or questions to be addressed by the thesis;
- that the student has identified the most important secondary literature bearing upon the questions addressed.

Furthermore, the assessors will expect to find evidence of the student's ability:

- to engage critically with a range of primary sources and to provide an independent interpretation of them;
- to synthesise information and demonstrate that it provides context for the study;
- 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 submitted to the RDC of the Institute for consideration. All recommendations are subject to the approval of the Institute's RDC and the usual academic appeals processes of the University of London.

Progression Form

You will need to complete a Progression Assessment Form via the SITS System (please refer here for further information) and submit this to your supervisor along with your written work.

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[1] Particularly in cases where students may not be undertaking primary research such as fieldwork until their 2nd year of research, a literature review can count as 'original research' as long as it demonstrates critical engagement and independent interpretation of the existing research literature.

Upgrade to PhD

All research students are initially registered for the MPhil degree. Most students wish to proceed to a PhD (although it is possible to stop at MPhil) and your registration needs to be updated accordingly. The purpose of the upgrade is to assess your progress and ability to complete the PhD programme within 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 work submitted must demonstrate the following:

- satisfactory progress in the work so far;
- satisfactory technical and generic skills development;
- formulation of a viable plan for completion of the work within the normal time-frame of the PhD programme;
- consideration of the ethical dimensions of the project, and application for ethics approval from the Research Ethics Committee;
- a familiarity with appropriate research methods and approaches to the topic;
- that the approaches, methods and theoretical framework to be applied have been identified and explained;
- that the student is thinking critically and analytically, not merely descriptively;
- that the student has developed a comprehensive intellectual and practical plan for completion of the thesis;

Furthermore, the assessors will expect to find evidence of the student's ability:

- to identify, understand and engage critically with relevant research literature;
- to formulate clear and cogent lines of argument;
- to articulate a coherent research focus;

- to adhere to a high standard of presentation in written style and in accurate and consistent referencing;

- to make a distinctive and original contribution to knowledge or understanding of the field in question.

Upgrade requirements and procedure

In order to upgrade from MPhil to PhD, students are required to submit:

- a substantial portion of the draft thesis (usually an original chapter of at least 10,000 words) demonstrating capacity for PhD level writing and research;

- a thesis outline setting out the research question or questions to be addressed. Whilst the exact nature of the information provided will depend on discipline, it should typically cover at least the following elements (not necessarily as discrete items):
  - an introduction giving the context of the work; ○ a literature review; ○ a research question and hypothesis; ○ a section on methodology; ○ a plan including indicative chapter headings with a brief synopsis of the content of each chapter together with a timetable for their completion;
  - a bibliography;

This written material will form the basis of discussion for the examination conducted by the upgrade panel.

> **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.

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 Research Degrees Committee (RDC).
5. The Panel provides an agreed written report after the meeting for submission to the RDC which will include all individual assessors' reports as an appendix.

The composition of the upgrade panel should be as follows:

- an external assessor (drawn from outside the School; assessors from the University of London colleges are acceptable);
- an assessor from the School (who may, if necessary, be drawn from the same institute as the student, but who must not have had any previous association with the project, for instance as a secondary supervisor);

Your supervisor(s) may also attend the meeting and their presence may be useful for the ongoing development of your thesis. If your supervisors attend, they are not members of the examining panel and should not be involved in the decision-making process.

Both of the appointed assessors should have a broad understanding of the topic, but it is only necessary that the external assessor be a subject specialist. Additional examiners or, if it is felt necessary, an independent chair may be appointed by prior arrangement with the chair of the institute's RDC. If an independent chair is appointed their role is identical to that described below for the final viva.

Please note that upgrade examiners cannot also serve as final examiners. If it is intended that a particular scholar should serve as a final examiner of the thesis, that person should not be put forward as an examiner for upgrade.

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

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

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

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

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

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

Upgrade Form

You will need to complete an Upgrade Assessment Form and accompanying documentation on [the SITS System](#) (please refer [here](#) for further information).

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 – **must** 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. Plagiarism offences also include presenting text created by a generative AI or Large Language Model such as Chat GPT as the student's own. 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 Doctoral Centre for investigation. 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

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 request 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, although please note interruptions are counted towards your maximum period of study.

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 (admissions@sas.ac.uk) 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 research.degrees@sas.ac.uk for review and approval. The form can be found available online here: https://www.sas.ac.uk/postgraduatestudy/currentstudents/student-forms-and-documents. 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.

Parental Leave

Students are also entitled to apply for parental leave following the same process as above. There is a specific parental leave form which can also be found online here - https://www.sas.ac.uk/postgraduatestudy/current-students/student-forms-and-documents.

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, gathered all your evidence and completed a full first draft of your thesis, 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.**

Transferring to Writing up is not automatic. 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 parttime 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: https://www.sas.ac.uk/postgraduatestudy/fees-and-funding/tuition-fees.
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 for approval by the relevant RDC Chair. The form can be found available online here: https://www.sas.ac.uk/postgraduate-study/current-students/studentformsand-documents. 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. Apply via the SITS System (please refer here for further information).

COMPLETING YOUR 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.

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 research.degrees@sas.ac.uk for confirmation.

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

Examination Entry

At least four months before you plan to submit your thesis you will need to log in to the SITS online system (please refer here for further information) and complete the examination entry form. You will need to complete the form itself and upload two further forms at the point of entering for the exam.

Forms can be found on the website here:
https://www.sas.ac.uk/postgraduate-study/current-students/student-forms-and-documents

- Reproduction of Thesis Form
- Description of Thesis Form

Submitting your thesis

When you are ready to **submit** your final thesis for examination you should log into SITS (please refer here for further information) and complete the thesis submission form. You will also need to complete and upload the following: (available here)

- Word Count Form (also needs to be signed by your supervisor)
- Abstract Form

You will need to email your thesis to research.degrees@sas.ac.uk. The file will likely be too large to send as an email attachment so you can use a file sharing option such as Google Drive or WeTransfer. The research degrees office will check everything is correct and forward your thesis directly to your examiners. They will be able to download an electronic copy of your thesis to prepare for your exam.

Appointment of Examiners and Independent Chair

Your thesis will be examined by two examiners. One examiner will 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. The examiners be expert in the field of thesis and able to make an independent assessment of the Student. The candidate's supervisor shall not be an examiner.

The examiners shall prepare independent preliminary written reports on the thesis prior to the oral examination.

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. The forms should be submitted at least **four months before** the thesis submission date. Again this will help to prevent delays in the examination process.

Format and submit your thesis: general guidance

Please note: You no longer need to submit a physical copy of your thesis. Please refer directly to the "Submit Your Thesis" section below.

Format your thesis

Every candidate submitting a thesis must do so in accordance with the instructions below.

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

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

Presentation

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 your thesis.

Please note the following guidance for the presentation of your thesis. The guidance on printing should be used in case there is a request by the examiners for a printed copy to be provided and in case you wish now or at a later stage to print and bind your thesis.

Paper

A4 size, plain white paper (210 x 297 mm) should be used. **Layout**

If printing your thesis is required, both sides of the paper may be used. Margins at the binding edge must not be less than 40mm (1.5 inches) and other margins not less than 20mm (0.75 inches). If printing of the thesis is not required, all margins should still be a minimum of 20mm.
Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used. You may wish to consult with your supervisor on text/font conventions in your discipline, but we recommend using a clear, standard font (e.g. Times New Roman) in 11 or 12pt.
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 included in the volume, including maps, diagrams, blank pages, etc. If submitting a physical copy, 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.

Word count

The University Regulations for the Degrees of MPhil and PhD prescribe a maximum word limit of 60,000 words for the MPhil degree and 100,000 words for the PhD degree. In both cases this length includes footnotes, but excludes the bibliography and any appendices. The appendices should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish. Further details can be found in the [University regulations](#)**.** *In exceptional circumstances may a student apply for permission to exceed the word limit (normally up to a maximum of 10% over the word limit). Where a large amount of original and translated texts is included in the main text of the thesis or footnotes (more than 200 words of translated text in total), it will also be possible to seek permission to increase the word count by up to 5000 words. This must be made at least six months in advance of submission of the thesis and must be fully supported by the supervisor.* **Title Page**

The title page must bear the following:

- the officially-approved title of the thesis
- the candidate's full name as registered
- the name of the Institute at which the candidate was registered
- the degree for which the thesis is submitted.

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

'I, [full name] confirm that the work presented in this thesis is my own. Where information has been derived from other sources, I confirm that this has been indicated in the thesis.' **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 upload this copy to [SITS](#) (please refer [here](#) for further information) as detailed above at the same time as you submit your theses. **Table of Contents**

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. It is good practice to use bookmarking within the PDF of the thesis in electronic form to allow readers to jump to the relevant section, figure, table etc. from the table of contents. **Referencing**

There is currently no definitive school guide to referencing because particular referencing styles are preferred by different academic disciplines as they work better with the kind of texts that are most commonly used in that discipline.

The most common schemes use either an author-date system within the text, or footnotes.

Depending on which referencing style you use there are many sources of guidance available.

Senate House library has an [introductory guide to referencing](#) and the most common styles which may be helpful.

Your supervisor and Institute will be able to provide you with further information and guidance as to the preferred style for your discipline, and we recommend discussing this with your supervisor near the beginning of your studies.

Binding

There is no requirement to provide a hard copy of your thesis. If you wish to print your thesis please see guidance below.

All bound 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)

- have no lettering on the front cover of the thesis

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 should have the pages glued in.

Binders

Addresses of binders are available online here.

The Viva Voce Examination

Viva arrangements
Your supervisor will liaise with you and your examiners to arrange a mutually agreeable time and place for your viva examination. 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. Your viva may take place in person, online via video conference or sometimes a mixture of the two. This will depend on the location and availability of you and your examiners and of course your preferences.

Preparing for your viva
Your supervisor will discuss the best way to prepare for your viva and may arrange for you to have a mock viva prior to the agreed date. It is recommended that as part of your preparations you re-read your thesis and try to anticipate the questions and discussion points that may come up. You should also consider the relevant literature on your research, especially any recent work that you may not have been aware of since submitting your thesis. Your supervisor may be able to assist you with this.

During your viva
Your viva is the opportunity to show your in-depth knowledge and understanding of your subject area and to discuss the important research findings that you have made. Your examiners will wish to discuss your research with you and ensure that the work contained in your thesis is your own. They wish to see whether you have started to become and independent and well-rounded researcher who is making a valuable contribution to the research community.

Your supervisor will be invited to attend your viva examination, unless you request otherwise (you can indicate this on your exam entry form). Your supervisor does not have the right to participate in the viva examination but may contribute if invited to do so by the examiners. There is also an independent chair who acts on behalf of the School of Advanced Study to oversee procedures and ensure the regulations are followed.

There is no formal procedure for the conduct of the viva examination. The examiners will likely introduce themselves and then take it in turn to ask questions or raise discussion points. They will not expect you to know your thesis by heart but will refer to the particular page or section when discussing each point. You will need to bring a copy of your thesis to the viva with you and you are welcome to bring any further notes as well.

Examinations criteria The thesis
shall:

1. consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

2. for PhD: form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

3. for MPhil: be either a record of original work or of an ordered and critical exposition of existing knowledge and provide evidence that the field has been surveyed thoroughly;

4. be an integrated whole and present a coherent argument [a series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of thesis, but may be adapted to form an integral part of it and thereby make a relevant contribution to its main theme. Publications derived from the work in the thesis may be bound into the back of it as supplementary material];

5. give a critical assessment of the relevant literature, describe the method of research and its findings, include a discussion of those findings (and, for PhD, indicate in what respects they appear to the candidate to advance the study of the subject; in so doing, demonstrate a deep and synoptic understanding of the field of study – the candidate being able to place the thesis in a wider context, showing objectivity and the capacity for judgment in complex situations and autonomous work in that field);

6. be written in English and of satisfactory literary presentation; in the case of a thesis in the field of modern foreign languages and literatures, on the application of the Research Degrees Committee (RDC) of the Institute at which the candidate is or will be registered, the Academic Standards and Quality Committee (AQSC), if it sees fit, may submit an application for the thesis to be written in the language of study; such request will be considered on an exceptional basis by the AQSC; if permission is granted, the thesis shall include additionally a submission of between 10,000 and 20,000 words in English which shall summarise the main arguments of the thesis;

7. Foreign language sources may be provided in the original without translation when people to whom the thesis will be of interest (including the examiners) may be reasonable expected to be familiar with the language in question. However, in other cases, it may be necessary to provide translations and, depending on the author's preference and intended readership, it is a

widespread academic practice to provide both the original and the translated text. While it is possible to include either translations or the original text in the appendix (depending on intended audiences) without being subject to the work count, this is not always appropriate where the author would prefer the reader to have the option to engage with both the original and translated text within the main body of thesis.

8. As a result, where a large amount of original and translated texts is included in the main text of the thesis or footnotes (more than 200 words of translated text in total), it will be possible to seek permission to increase the work county by up to 5000 words.

9. Include a full bibliography and references.

10. Not exceed 60,000 words (for MPhil) or 100,000 words (for PhD); the bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer to if they wish. Only in exceptional circumstances may a study apply to the Head of Registry Services for permission to exceed the word limit (normally up to a maximum of 10% over the word limit). This must be in advance of submission of the thesis (at the time of the PhD entry form submission), must be fully supported by the supervisor, who shall provide a rationale for exceeding the word limit, and the request must be forwarded to the Chair of the AQSV for consideration. The student will be notified of the outcome by the Doctoral Centre Manager;

11. For PhD: demonstrate research skills relevant to the thesis being presented;

12. for PhD: be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

Outcome of the viva

After the viva, the examiners will complete a joint report and will make a recommendation. Their decision will normally be communicated to you by the Doctoral Centre within four weeks of the viva taking place. You will have the opportunity to read the joint report provided by the examiners.

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 degree subject to minor amendments	Amendments to be made and submitted within of the three months to the examiner designated to check corrections.
Pass with major corrections (6 months) - award degree subject to minor amendments	Amendments to be made and submitted within of the six months to the designated examiner.
Referral (18 months) - revision of the thesis and a requirement to resubmit	Requirement to rewrite substantial parts of the thesis and the revisions needed are not minor. Revised thesis to be submitted with eighteen months

MPhil - award of a lower degree, with or without minor amendments	Amendments need to be made as required for submission for lower degree within three months
MPhil (12 months) - award of a lower degree, revision of the thesis and a requirement to resubmit	You are required to rewrite substantial parts of with 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.

Once the examination is successfully completed, and any amendments have been signed off by the examiners, the Doctoral Centre will write to you to confirm your result and ask you to upload a final copy of your thesis 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, please use the form available online here. **Please carefully review the notes at the start of the form, and arrange for your supervisor to approve this before emailing the completed form to research.degrees@sas.ac.uk**.

Please note that your award will not be confirmed until you have completed this final stage of the PhD process.

APPEALS

A candidate may appeal the result of the examination if the degree was not awarded by following the procedures set out in sections 4.173-4.191 of the Quality Assurance Framework.

Graduation

For students who complete their programmes in the Autumn of 2024 the date of their graduation ceremony is 6 February 2025.

For the 2024-25 Cohort who complete their programmes in the Autumn of 2025 the graduation ceremony will be held in February 2026 (date to be confirmed).
Detailed information is sent to students following successful completion of the examination.

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

Registration and Induction

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

A general induction to the School for all new students will be given on **Friday 20 September 2024** in person, followed by the research student induction on **23 and 24 September.** The general induction programme is viewable here: https://www.sas.ac.uk/registration-and-induction. Invites will be sent out to students. The general induction will be followed by a student and staff welcome event at 17:30.

Tuition Fees

A copy of the School's comprehensive **Tuition Fee Policy** is viewable here: https://www.sas.ac.uk/whoweare/management-and-governance/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. The University reserves the right to withhold your final marks and the award of your degree in the event that your fees of any element remains unpaid.

University of London Online Payment System

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

Fee payment

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

Instalment 1: before or at registration
Instalment 2: 13 November 2024
Instalment 3: 13 January 2025
Instalment 4: 13 March 2025

Internally funded and sponsored students

Those in receipt of **full** (100%) SAS, AHRC/LAHP 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/LAHP 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 (SHL) and the SAS libraries located in the Warburg Institute, Institute of Advanced Legal Studies (IALS), Institute of Historical Research (IHR) and Institute of Classical Studies (ICS).

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

If you are a Distance Learning student, the registry team will email you a scanned copy of your ID card. Student ID cards for all students can be posted on request. Please send an email to student.id@sas.ac.uk.

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

Email

SAS email accounts
SAS email addresses follow the format **firstname.lastname@london.ac.uk**. You should check your SAS email account regularly as academic and administrative staff will use them as the primary mode of contact. Your SAS email can be accessed remotely via the web at: Microsoft 365.
You will be prompted as follows:
Username (Email Address): firstname.lastname@london.ac.uk
Password: You will receive a temporary password during registration and will be prompted to change it upon first login.
Students are required to setup multi-factor authentication (MFA) on receipt of their email addresses. For help with this process, please watch the videos on YouTube, refer to this PDF guide on how to set up MFA, and visit Student IT Accounts Support Page for more information.
For more information on accessing your email and using Microsoft 365 applications, please refer to this PDF guide.

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

SAS PCs and Study Online (SAS VLE)
When you access a SAS PC, or online areas such as the SAS VLE (https://studyonline.sas.ac.uk/), you will be prompted to enter the following:
Username: firstname.lastname@london.ac.uk
Password: Your Student IT account password

Laptop Loan Service
Senate House Library offers a free laptop loan service to all its members. Day ticket holders are not eligible to use this service but are welcome to use the library's desktop PCs or bring their own devices.

Eduroam (Wi-Fi Access)
Wireless networking is available to all SAS students via their School email accounts. Eduroam is a wireless network which allows users at the School to log in using their username and password. It is also available to SAS students visiting other participating organisations which include many UK universities and abroad.

Connecting to Eduroam

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

Proper usage

By enrolling with the School you agree to abide by the University's Information Security Policy for the use of University of London IT equipment and systems. You must also comply with the University's Acceptable Use Policy when using your SAS email address and SAS networks.

Expiry

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

SITS Research Management Portal

All research student events including supervision meetings, progress reports, upgrades etc. including exam entry and thesis submission will take place via the Research Student Management system. The system can be accessed by accessing www.sits.london.ac.uk where you will see your student record. You should click on the "Research" tab where you will a list of events for you to complete at the appropriate time. For full instructions and an overview of the system please see our help pages here - https://www.sas.ac.uk/postgraduate-study/doctoral-centre. If you have any queries at any time please contact us via research.degrees@sas.ac.uk.

Attendance Policy

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

- For research students, regular supervisory meetings, a research training session, an appointment with a welfare advisor or a formal appointment with professional services or academic staff within a calendar month.
- Submission of assessed or unassessed coursework, an interim dissertation, draft thesis chapters or a report.

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

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

Postgraduate research students do not operate within conventional term times. Any time taken away from study is done in agreement between the student and their Supervisor, during which expected contact points are not required.

What constitutes a contact

(a) Attending formal academic or pastoral care activities including:

- a lesson, lecture, tutorial or seminar;
- a test, examination or assessment board;
- a meeting with a supervisor or personal tutor;
- a research-method or research-panel meeting, writing up seminars or doctoral workshops;
- an appointment with a welfare advisor or international student advisor; (b) Submitting:

- assessed or unassessed coursework; or
- an interim dissertation, coursework or report;

(c) Registration (for enrolment or matriculation)

PhD supervisors will keep records of attendance. A student must contact the Doctoral Centre (research.degrees@sas.ac.uk) or their supervisor by email if they wish to request to miss a contact due, for example, to illness. This request must be authorised and will be kept on file. Failure to do so will result in this being counted as a missed contact.

Attendance Policy for students with visas

In addition to the above, if a student on a student visa does not attend ten expected consecutive contacts, we are required to inform the Home Office, and this might lead to withdrawing our sponsorship. Student contacts are monitored on a termly basis by the Doctoral Centre, Registry and SAS Institutes.

Where permission is not sought the following procedures will apply:

(i)   after three missed contacts, the student will be contacted by the Doctoral Centre or Supervisor to ascertain the reason for absence;

(ii)   after six missed contacts, the student will be contacted again by the Doctoral Centre or Supervisor to ascertain the reason for absence and to inform them that the Programme Director and Head of Registry Services will be notified;

(iii) after eight missed contacts, the student will be invited to a meeting with the Programme Director and/or Head of Registry Services to discuss their attendance;

(iv)   after nine missed contacts, the student will be written to officially informing them that they must get in touch and that the Home Office will be informed if one further contact is missed.

For absences of **more than 10 consecutive working days**, students must complete an authorised absence form. This form must be authorised by their Programme Director or supervisor, and lodged with the Registry.

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

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

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

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

Distance learning students

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

Cause for concern

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

Escalation

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

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

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

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

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

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

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

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

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

Appeals against a withdrawal

Grounds for Appeal

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

a) That there are extenuating circumstances relating to ill health or personal difficulties which the student was unable to raise prior to or during the escalation procedure detailed in Section 7 and/or

b) That the information held by the School relating to the student's attendance and/or engagement is incomplete or inaccurate, and the student was not in a position to correct this information at an earlier stage.

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

How to Appeal

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

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

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

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

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

Consideration of the Appeal

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

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

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

a) To dismiss the appeal if it is determined that no substantive case has been established. The appeal procedure within the University will be at an end, in which case the student will be given the reasons for the decision in writing. This will contain a Completion of Procedures statement including details of the OIA Scheme (see Section 9).

b) To uphold the appeal and request Registry to reinstate the student's registration with or without a recommendation that the student be granted a retrospective period of authorised absence. The School may specify conditions of reinstatement and the consequences of the student failing to adhere to these conditions. Should subsequent failure to adhere to these conditions result in the student's withdrawal, the student has a further right of appeal on the grounds detailed in 8.1 above.

c) To rescind the withdrawal decision and offer a period of interruption in light of relevant issues which may be raised in the appeal submission. If the offer of interruption is rejected by the student, the original withdrawal decision stands. The student will be given a Completion of Procedures letter containing details of the OIA Scheme (see Section 9). If the issues raised within the appeal submission are considered to potentially affect the student's ability to study on return to the University, the case may be referred to the Fitness to Study procedure.

d) To refer the appeal to a meeting of the Academic Appeals Committee, in which case the procedure outlined in Sections 7 and 8 of the Academic Appeals Procedure will apply.

External Adjudication
Students who have been issued with a Completion of Procedures letter may be able to complain to the Office of the Independent Adjudicator if they remain dissatisfied with a final decision of the University, providing that their complaint is eligible under its Rules, which are available on the OIA website at http://www.oiahe.org.uk

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 research databases.

Senate House Library now offers remote electronic registration for immediate access to eResources 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 Library, bring your student ID card to the membership desk located on the fourth floor of Senate House 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 Library, bring your student ID card to the membership desk located on the fourth floor of Senate House 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 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.

Senate House Library 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 paleography.

Senate House Library's Libguide lists all the electronic databases to which SHL subscribes and is presented as an A-Z list which can be sub-divided by subject, type and provider.

Location

The Library entrance is on the fourth floor, Senate House. Scan your SAS ID card or digital 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 during welcome week. Non-Warburg students must bring their SAS ID card to the library Reading Room enquiries desk to register for a Warburg library card.

OpenAthens

OpenAthens is the authentication system used by students to access eResources. Directly from publisher websites, use the login or institutional login option. Select University of London: External System (ATHENS) in the dropdown list, then School of Advanced Studies students. Login using your standard SAS email and password. The Athens login does not provide universal access to content on publisher websites. Please refer to library catalogues and websites to confirm availability of content. Please also refer to the library eResources guide [here](#).

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/research/library

Other Libraries

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

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 (https://www.london.ac.uk/senatehouselibrary/using-the-library/library-services/laptop-loan-service). With Everyware you can borrow Apple MacBook Airs, MacBook Pros, iPads and Windows notebooks for use in the Library. Everyware notebooks have Microsoft Office installed. 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/databasesanderesources/). All School spaces (Senate House (second and third floors)) are fully Wi-Fi enabled.

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

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 electronically. Detailed guidance as to how to do this will be given to you in due course.

Open Access

Our Open Access policy, which aligns with UKRI, can be viewed here: https://www.london.ac.uk/about/policies/researchgovernance/open-access-policy.

Any query regarding Open Access should be sent to mailto:open.research@london.ac.uk

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).

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 can opt to represent the student body on University and School Committees.

Careers

The SAS Careers Service provides support for students and recent graduates across all the SAS institutes, including all academic levels from MAs to Post-Docs. Your SAS Careers team 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 of SAS Study Online.

The SAS Careers Service offers:
- Regular free webinars with topics such as 'Is a PhD Right for Me'?, 'Effective Job Hunting • Online', 'CVs for Humanities Post-Graduates' and 'Career Options in the Heritage Sector'.
- You can find the dates and registration links for all sessions on the careers section of SAS Study Online. You will also receive a regular careers bulletin sent to your SAS account with all the details of these events.
- One-to-one 30 minute careers advice appointments: These are confidential, impartial and personalised to you. Common topics include career development next steps, further study options, job hunting advice, CV review, and job interview preparation. We always love to speak with our SAS students, so whatever job you are looking for, or if you just want to discuss your career plans with us, do come and talk to us. 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). You can also email us to book a mock interview. We will aim to get back to you within 3 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 £25 fee for the photocard.

You can apply for your 18+

Oyster photocard at https://photocard.tfl.gov.uk/tfl/gotoApply.do?type=student&from=home To complete your application you will need:

- Your nine digit unique student number (located on the front of your SAS Student Card) • A digital photograph
- A debit or credit card to pay the application fee

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

Funding your studies
Grants and Studentships

AHRC studentships
The School, with a number of other London-based universities, 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.

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-loansusstudents 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.

UoL 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-andfunding/otherfunding-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.

If you require a student letter, e.g. student status, council tax, please submit a [letter of request form.](#) The Registry team will only process letters for students who are registered.

Other student forms and documents related to your studies can be found on the SAS website.

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; http://www.nationaldebtline.org

Counselling services
If you choose not to use the School's in-house counselling services, you may be eligible to use other services in the area.
Waterloo Counselling Service: http://www.waterloocc.co.uk/
Offers general counselling services as well as multi ethnic counselling
Tel 020 7928 3462; Barley Mow Clinic, Frazier Street, London, SE1 7BD

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

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

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

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

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

☐ **I would want this person to know if I am admitted to hospital for emergency treatment**

☐ **I would want this person to know if I suffer serious physical injury, including those relating to selfharm**

☐ **I would want this person to know if I have not been seen for an extended period of time and cannot be contacted**

☐ **I would want this person to know if I have an ongoing illness and appear to be significantly deteriorating**

☐ **I would want this person to know if I experience a mental health crisis**

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

Overseas students

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

- UK Council for International Student Affairs (UKCISA):, www.ukcisa.org.uk/, 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 Nursery

University College London (UCL) Day Nursery:

50 – 51 Gordon Square and 59 Gordon Square (formerly IoE Nursery), London WC1H 0PQ Tel: 020 7679 7461 or email: nursery@ucl.ac.uk. 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

Local Day Nurseries

Coram Fields Community Nursery:

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

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

Visit the website: https://www.coramsfields.org/nursery/

Thomas Coram Centre and Nursery School:

49 Mecklenburgh Square, London WC1N 2NY. Tel: 020-7520 0385 or email: admin@thomascoram.camden.sch.uk. Places for 140 children aged 2 to 5 years. Must be Camden resident, although there are a few full-cost places for non-residents. Open 8:30am – 5:25pm. Visit the website: http://www.thomascoram.camden.sch.uk/

Collingham Gardens Childrens' Nursery:

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

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

Must live in London Borough of Camden. Open 8am – 6pm. Visit the website: http://cgnursery.co.uk/

Konstam Nursery:

75 Chester Road London N19 5DH

Tel: 020-7272 3594. For further information please visit Camden's website: www.camden.gov.uk/childrenscentres

Hampden Nursery:

80 Polygon Road, London NW1 1HQ.

Tel: 020-7974 2841 For further information please visit Camden's website: www.camden.gov.uk/childrenscentres

Regents Park Children's Centre:

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

 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 must provide references, prove that they are healthy, trained and are checked by the police. Government inspections are carried out on a regular basis. Childminders can look after children of any age although the regulations on registration only apply when they are looking after children under the age of eight. The government also stipulates that childminders can look after up to six children under the age of eight. Of those six, no more than three can be under the age of five and of those no more than one should be under the age of one. Childminders can be more flexible than day nurseries and are often cheaper.

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

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

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

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

1. There is often concern about the sharing of information and whether it breaches data protection law. The GDPR and the UK Data Protection Act 2018 does not prevent the University raising concerns where

there is a serious health or welfare issue without obtaining the consent of the student. The University has the legal grounds to do this where it assesses that the 'vital interests' of the individual are at stake. Where the circumstances described below apply, there is no data protection barrier to notifying the emergency contact. Similar grounds cover the sharing of data with emergency services or a health professional.

Circumstances when the School may use an emergency contact

1. The University can use emergency contact information where there is demonstrable concern for the life and wellbeing of a student. This is most likely to be when there are serious concerns for the welfare of the individual student. Examples of circumstances when a decision might 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 lifethreatening 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.

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

3. In the event of a suspected or confirmed death of a student, the University will pass the emergency contact details to the emergency services to support them in their role of contacting next of kin. It is not the role of the School to first inform next of kin of a death.

Deciding to contact the emergency contact

1. If any member of staff considers that the student's emergency contact needs to be contacted they should in the first instance discuss the case with the Institute Director or Head of Registry Services. A decision will then be made on the case presented. The decision can be escalated to the School's Director of Operations as required. The Director of Operations should be contacted during any out of hour's emergencies.

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

3. Once contact has been made a record of the action taken and the outcome should be kept on the student's central file retained in registry. No detail will be kept where it can be accessed more widely.