

# General Information for Students

## 2023/24

### 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	<a href="https://www.sas.ac.uk/postgraduate-study/current-students">https://www.sas.ac.uk/postgraduate-study/current-students</a>
SAS Student Forms, Policies and Documents	<a href="https://www.sas.ac.uk/current-students/student-services/student-forms-policies-and-documents">https://www.sas.ac.uk/current-students/student-services/student-forms-policies-and-documents</a>
University of London Statutes, Ordinances and Regulations	<a href="https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations">https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations</a>
Quality Assurance Framework	<a href="https://www.sas.ac.uk/about-us/administration/policies">https://www.sas.ac.uk/about-us/administration/policies</a>
University of London Student Complaints and Academic Appeals Procedure	<a href="https://london.ac.uk/currentstudents/complaints-and-appeals-procedure">https://london.ac.uk/currentstudents/complaints-and-appeals-procedure</a>
University of London Ordinance 17: Code of Student Discipline	<a href="https://london.ac.uk/sites/default/files/2017-10/Ordinance-17-Code-of-StudentDiscipline.pdf">https://london.ac.uk/sites/default/files/2017-10/Ordinance-17-Code-of-StudentDiscipline.pdf</a>
Intellectual Property Policy – Part E of the policy applies to students	<a href="https://london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf">https://london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf</a>
Data Protection Policy	<a href="https://london.ac.uk/about-us/how-university-run/policies/data-protection">https://london.ac.uk/about-us/how-university-run/policies/data-protection</a>
Fees Schedule	<a href="https://www.sas.ac.uk/postgraduate-study/fees-and-funding/tuition-fees">https://www.sas.ac.uk/postgraduate-study/fees-and-funding/tuition-fees</a>
Admissions Policy	<a href="https://www.sas.ac.uk/sites/default/files/school_advance_studies/Admissions%20Policy.pdf">https://www.sas.ac.uk/sites/default/files/school_advance_studies/Admissions%20Policy.pdf</a>
Information Security Policy	<a href="https://www.sas.ac.uk/sites/default/files/school_advance_studies/ISP-001-information-security-policy.pdf">https://www.sas.ac.uk/sites/default/files/school_advance_studies/ISP-001-information-security-policy.pdf</a>
Acceptable Use Policy	<a href="https://www.sas.ac.uk/sites/default/files/school_advance_studies/ISP-002-acceptable-use-policy.pdf">https://www.sas.ac.uk/sites/default/files/school_advance_studies/ISP-002-acceptable-use-policy.pdf</a>

Research Ethics Policy and Procedures	<a href="https://www.sas.ac.uk/discover-our-research/research-governance-policies/research-ethics-policies-and-guidance">https://www.sas.ac.uk/discover-our-research/research-governance-policies/research-ethics-policies-and-guidance</a>
Code of Good Practice in Research	<a href="https://www.london.ac.uk/research/code-good-practice-research-university-london">https://www.london.ac.uk/research/code-good-practice-research-university-london</a>
Terms and Conditions	<a href="https://www.sas.ac.uk/about-us/administration/policies">https://www.sas.ac.uk/about-us/administration/policies</a>
Safeguarding	<a href="https://london.ac.uk/sites/default/files/governance/Safeguarding%20Policy%20-%20University%20of%20London.pdf">https://london.ac.uk/sites/default/files/governance/Safeguarding%20Policy%20-%20University%20of%20London.pdf</a>
Open Access Policy	<a href="https://www.london.ac.uk/research/open-access-policy">https://www.london.ac.uk/research/open-access-policy</a>
Student Engagement Policy	<a href="https://www.sas.ac.uk/sites/default/files/school_advance_studies/Student%20engagement%20policy%20Feb%202021.pdf">https://www.sas.ac.uk/sites/default/files/school_advance_studies/Student%20engagement%20policy%20Feb%202021.pdf</a>
Lone Study Procedure for Students	<a href="https://www.sas.ac.uk/sites/default/files/school_advance_studies/Student%20Late%20and%20Lone%20Study%20Procedure%20%20April%202022.pdf">https://www.sas.ac.uk/sites/default/files/school_advance_studies/Student%20Late%20and%20Lone%20Study%20Procedure%20%20April%202022.pdf</a>

## Registry Office Location

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

## Office hours:

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

## Team Contact Number

+44 (0)207 862 8846

## Key Email Contacts

Taught degrees enquiries

[taught.degrees@sas.ac.uk](mailto:taught.degrees@sas.ac.uk)

Research degrees enquiries

[research.degrees@sas.ac.uk](mailto:research.degrees@sas.ac.uk)

Admissions Enquiries

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

Tuition fee and payment enquiries

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

Study Online support

[studyonline\\_support@sas.ac.uk](mailto:studyonline_support@sas.ac.uk)

## Registry Staff

- Kalinda Hughes, Head of Registry Services  
Email: [kalinda.hughes@sas.ac.uk](mailto:kalinda.hughes@sas.ac.uk)  
Phone: +44 (0)207862 8873
- Katalin Koblos, Admissions Officer  
Email: [admissions@sas.ac.uk](mailto:admissions@sas.ac.uk)  
Phone: +44 (0)20 7862 8661
- Shaneeka Petrie-Belmar, Senior Registry and Student Services Officer  
Email: [taught.degrees@sas.ac.uk](mailto:taught.degrees@sas.ac.uk)  
Phone: +44 (0)20 7862 8126
- David Reid, Registry and Student Services Officer  
Email: [taught.degrees@sas.ac.uk](mailto:taught.degrees@sas.ac.uk)  
Phone: +44 (0)20 7862 8663
- Daniel Passes, Registry and Student Services Officer  
Email: [taught.degrees@sas.ac.uk](mailto:taught.degrees@sas.ac.uk)  
Phone: +44 (0)20 7862 8846
- Matt Clancy, Research Student Coordinator  
Email: [research.degrees@sas.ac.uk](mailto:research.degrees@sas.ac.uk)  
Phone: +44 (0)20 7862 8834
- Rachel Shaw, Doctoral Centre Manager  
Email: [rachel.shaw@sas.ac.uk](mailto:rachel.shaw@sas.ac.uk)  
Phone: +44 (0)20 7862 8320

## **2023/24 Term Dates**

### **Term 1 (all courses)**

Start date: 25 September 2023

End date: 8 December 2023

Reading week: 30 October-3 November 2023

### **Term 2 (all courses)**

Start date: 8 January 2024

End date: 22 March 2024

Reading week: 12-16 February 2024

### **Term 3 (all courses)**

Start date: 22 April 2024

End date: 28 June 2024

### **Christmas 2023/New Year 2024 closure**

25 December 2023 - 1 January 2024 inclusive

### **Easter holiday**

28 March – 2 April 2024 inclusive

### **Bank holidays**

6 May 2024 (Early May Bank Holiday)

27 May 2024 (Spring Bank Holiday)

26 August 2024 (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's Responsibilities

### Students undertake to:

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



## 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.

An induction to the School will be given on **22 September 2023** in person. The induction programme is viewable here: <https://www.sas.ac.uk/registration-and-induction>

## Tuition Fees

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

here: <https://www.sas.ac.uk/who-we-are/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: 15 November 2023

Instalment 3: 15 January 2024

Instalment 4: 15 March 2024

## Internally funded and sponsored students

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

Those in receipt of **partial** SAS, AHRC or Institute studentships / bursaries will be required to pay the fee balances as outlined. You will be required pay online via the registration system. The outstanding balance displayed and will take into account all studentships / bursaries.

### Externally funded and sponsored students

You accept responsibility for payment of fees even though a sponsor may in fact pay your fees. If you have sponsorship / scholarship funding (except those in receipt of SAS, AHRC or Institute studentships /bursaries) please ensure that you upload written confirmation of any award and payment arrangements -- dates, contact details to the registration system online.

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

### Postgraduate Loan Recipients

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

### Research students' continuing fees

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

### Defaults on fee payments

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

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

### Help

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

Email: [sas.fees@sas.ac.uk](mailto:sas.fees@sas.ac.uk)

Phone: 0207 862 8860 / 8400

- If you have a query with the tuition fee amount being charged
- To discuss a change to your current enrolment status which will affect your fees
- To discuss an alternative payment plan

## SAS Student ID Card

As a School student, you will be issued with a multi-purpose identity card. The card serves as an ID card for entry to Senate House, for access to the University of London Union, and, outside the University, to enable you to benefit from discounts offered by suppliers, etc. It also serves as a membership ID card to enable access to Senate House Library, the Warburg building, and the SAS libraries located in the IALS, IHR and ICS Institutes.

If you are a new student, you must first complete the [online registration form](#) to register your ID card. If you are a continuing student, please complete the [online renewal form](#) to renew your ID card. This step will allow you to access library eResources immediately.

To complete your library membership and gain physical access, you must activate your card at the Senate House Library membership desk located on the fourth floor of Senate House, on your first visit.

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](mailto:student.id@sas.ac.uk).

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

**Please note:** from September 2023, all student ID cards will be issued with an expiry date that reflects the expected end date of each student's programme, not the end date of each academic year.

## Email

### SAS email accounts

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

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

Students are required to operate multi-factor authentication on receipt of their email addresses. For help with this process please contact [service@london.ac.uk](mailto:service@london.ac.uk)

### To access computers and SAS network

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

Username: [firstname.lastname](#)  
Password: **provided during registration** (case sensitive)

You will then be redirected. Once you are successfully re-directed, you should see the 'Secure Logon for Office 365 page'. Please enter the first part of your username (firstname.lastname), NOT your email address, and password and click on logon or press enter. Please refer to the Office365 user guide at: [https://www.sas.ac.uk/sites/default/files/school\\_advance\\_studies/Using\\_office\\_365\\_services.pdf](https://www.sas.ac.uk/sites/default/files/school_advance_studies/Using_office_365_services.pdf)

### Everyware Service

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

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

### Passwords

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

Please take a moment to complete the registration process by [following the guidelines here](#).

### Eduroam (Wi-Fi Access)

Wireless networking is available to all SAS students via their School email accounts. Eduroam is a wireless network which allows users at the School to log in using their username and password. It

is also available to SAS students visiting other participating organisations which include a large number of UK universities and abroad.

### Connecting to Eduroam

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

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

This will work anywhere where there is an Eduroam network

If you experience any issues, please contact the IT Service Desk by email, [service@london.ac.uk](mailto:service@london.ac.uk).

### Proper usage

By enrolling with the School you agree to abide by the University's Information Security Policy for the use of University of London IT equipment and systems (see <https://www.sas.ac.uk/who-we-are/management-and-governance/policies>). You must also comply with the University's Acceptable Use Policy ([https://www.sas.ac.uk/sites/default/files/school\\_advance\\_studies/ISP-002-acceptable-use-policy.pdf](https://www.sas.ac.uk/sites/default/files/school_advance_studies/ISP-002-acceptable-use-policy.pdf)) when using your SAS email address and SAS networks.

### Expiry

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

## Attendance

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

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

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

For research students there is a minimum requirement that the regularity of expected contact points 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.

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

- i. Postgraduate taught students on a 12-month programme are expected to be engaged with their individual project during the summer, i.e. after the end of term (June). During this period there is a minimum requirement that the regularity of expected contact points is monthly.

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

### What constitutes a contact

- (a) Attending formal academic or pastoral care activities including:
  - (i) a lesson, lecture, tutorial or seminar;
  - (ii) a test, examination or assessment board;
  - (iii) a meeting with a supervisor or personal tutor;
  - (iv) a research-method or research-panel meeting, writing up seminars or doctoral workshops;
  - (v) an appointment with a welfare advisor or international student advisor;
- (b) Submitting:
  - (i) assessed or unassessed coursework; or
  - (ii) an interim dissertation, coursework or report;
- (c) Registration (for enrolment or matriculation)

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

### Attendance Policy for students with visas

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

Where permission is not sought the following procedures will apply:

- (i) after three missed contacts, the student will be contacted by their Student Officer or Supervisor to ascertain the reason for absence;
- (ii) after six missed contacts, the student will be contacted again by the Student Officer or Supervisor to ascertain the reason for absence and to inform them that the Programme Director and Head of Registry Services will be notified;
- (iii) 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.

### All students

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

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 logged 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

### **Postgraduate Taught (PGT) students**

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

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

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

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

### **Distance learning students**

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

### **Cause for concern**

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

### **Escalation**

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

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

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

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

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

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

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

If a student fails to submit a request for interruption within 10 working days, they will be written to again stating that they will be withdrawn if they do not engage with the process. The student is given a further 10 working days to respond after which the student will be informed in writing that formal withdrawal will take place. This withdrawal should happen no later than the 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 at [shl.membership@london.ac.uk](mailto:shl.membership@london.ac.uk) so that the membership expiry matches the date of expiry on the ID card.

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

Further information on Senate House Library, including borrowing rights can be found [here](#).

### SHL holdings

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

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

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

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](mailto: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](http://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 the 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](http://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](http://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](http://www.copac.ac.uk) and through a direct link from the ULRIS catalogue, provides a convenient way of searching many library catalogues simultaneously.

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

### **SCONUL Access Scheme**

SAS students studying for an MRes, PhD or MPhil are permitted to use other Libraries within the UK through the SCONUL Access Scheme.

Please check that the Library you wish to visit is part of the SCONUL Access scheme. Complete the SCONUL Access application form online via the SCONUL website. If your application is approved, please print the confirmation email and take it to the institution you wish to join.

If you have a question please get in touch with the appropriate person at your [Institute Library](#)

### **Library computer resources**

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

### **Library computer resources**

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

### **Everyware at Senate House Library**

SAS students have free access to the Library's Everyware service

(<http://www.senatehouselibrary.ac.uk/using-the-library/library-services/everyware/>).

With Everyware you can borrow Apple MacBook Airs, MacBook Pros, iPads and Windows notebooks for use in the Library. Everyware notebooks have Microsoft Office installed. Senate House Library provides free WiFi (<http://www.senatehouselibrary.ac.uk/using-the-library/help/connect-wifi>) throughout its spaces and collections to connect your Everyware device or your personal notebook to the internet. As a SAS faculty and student member of the Library, you can use your name and SAS card number to login to an extensive range of academic databases

(<http://www.senatehouselibrary.ac.uk/our-collections/databases-and-eresources/>). All School spaces (Senate House (second and third floors)) are fully wifi enabled.

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

### Specialist software

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

## Virtual Learning Environment / Study Online

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

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

## SAS-Space e-repository

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

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

## SASiety

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

## Academic Writing Support

The School's Doctoral Centre provides a range of training opportunities to help research and masters students adjust to the demands of academic writing in the UK Higher Education context. The annual [SAS research training programme](#) includes a series of sessions focused on academic writing, covering subjects such as writing introductions and conclusions, revising and reviewing your work, writing for different audiences, and footnotes and referencing software.

In addition, Dr Matthew Coneys – an experienced academic writer, editor and tutor – offers one-to-one and small-group tutorials for SAS students in which students can discuss any aspects of their academic writing. Topics typically discussed including difficulties structuring an argument, difficulties with planning and editing a long piece of writing, issues with grammar and sentence

structure, and questions of style and writing convention in UK academia. All group and individual sessions are free of charge, and registration and booking details will be sent to all SAS students at the start of the academic year.

[Study Online](#) – our Virtual Learning Environment for SAS students – also hosts the online course “[A Practical Guide to Projects and Dissertations](#)” designed by the University’s Centre for Distance Education and targeted in particular at Masters students planning their dissertations.

## Student Representatives’ Committee

Institute student representatives – Research and Masters - sit on the School Student Representatives’ Committee, which deals with student matters throughout the School. Institutes will consult their student body at the start of the autumn term to seek representatives. Members of the SAS Student Reps’ Committee 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](mailto: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 King's and UCL, is part of the London Arts & Humanities Partnership ([www.lahp.ac.uk](http://www.lahp.ac.uk)) and through this offers studentships under the Arts and Humanities Research Council (AHRC) scheme. LAHP studentships, awarded on a competitive basis, cover fees and maintenance, and are available to UK and EU full and part-time students. As well as doctoral students about to enter their first year of study, those about to start their second year of doctoral study may also apply. Further details on the LAHP competition are available from the [LAHP website](#), or from the LAHP office based in Senate House ([info@lahp.ac.uk](mailto:info@lahp.ac.uk)).

#### Postgraduate Master's Loan Scheme

The UK Government has introduced a [Postgraduate Master's Loan](#). These non-means-tested loans are available to both taught and research master's students. [Find out more](#) information about the loan scheme.

#### UK PhD Government Loans

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

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

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

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

#### Applying for Federal Loans at the School of Advanced Study

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

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

Email: [sas.fees@sas.ac.uk](mailto: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-and-funding/other-funding-sources>

### State benefits

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

### Council Tax

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

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

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

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

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

Registry can provide full-time students with written confirmation of student registration and eligibility for Council Tax exemption – please fill in the '[Student Letter Request Form](#)', which can be found at the SAS website (<https://www.sas.ac.uk/postgraduate-study/current-students/student-forms-and-documents> ), under the section 'Other forms and guidance'.

## Student welfare: advice and guidance

### Academic advice

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

### Personal safety

London is one of the most interesting and vibrant capital cities in the world; it is also one of the safest. However, as in any large, busy city, crime is a problem so you do need to take care about personal safety and looking after your belongings. Being so centrally located, the area surrounding the University of London is susceptible to crime. Please see <https://www.cityoflondon.police.uk/cp/crime-prevention/>, which gives useful advice and tips on

how to stay safe.

### Mentoring and Counselling

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

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

Students may also find the following contact numbers useful.

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

*For legal advice*

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

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

*For advice on debt:* National Debtline: 0808 808 4000; <http://www.nationaldebtline.org>

### Counselling services

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

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

Offers general counselling services as well as multi-ethnic counselling

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

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

### 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](mailto:student.wellbeing@sas.ac.uk) directly. The Disability & Student Wellbeing Adviser provides a safe, confidential and non-judgmental space in which students can discuss any issues that may be affecting your ability to study. This encompasses: any personal or emotional challenges you may be experiencing; mental health such as anxiety or depression or disability such as dyslexia or a long-term health condition.

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

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

### Health

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

- **Gower Street Practice**, 20 Gower Street London WC1E 6DP, telephone 020 7467 6800
- **Ridgmount Practice**, 8 Ridgmount Street, London, London, WC1E 7AA, 0207387 6306
- **Brunswick Medical Centre**, 39 Brunswick London WC1N 1NF; telephone 020 7837 3811
- **The Museum Practice**, 58 Great Russell Street, London, WC1B 3BA, 02074052739

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

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

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

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

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

**I would want this person to know if I suffer serious physical injury, including those relating to self-harm**

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

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

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

If you 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/](http://www.ukcisa.org.uk/), Tel: outside the UK +44 20 7107 9922 | inside the UK is 020 7107 9922.
- British Council Education UK: [www.britishcouncil.org](http://www.britishcouncil.org), [www.educationuk.org](http://www.educationuk.org), Tel: 0161 957 7755
- British Refugee Council: [www.refugeecouncil.org.uk](http://www.refugeecouncil.org.uk), Tel: 020 7346 6700.
- International Students' House, 229 Great Portland Street, London, W1W 5PN, [www.ish.org.uk](http://www.ish.org.uk), Tel 020 7631 8300.

## Overseas students' obligations

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

Under this system, the School has 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 policies 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](mailto: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](mailto:SHL.accessibilitysupport@london.ac.uk) tel 0207 862 8468

### **Using Computers**

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

### **Transport**

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

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

### **Emergency Evacuation**

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

### **Residential Accommodation**

Disabled students are eligible to apply for accommodation in the University of London Intercollegiate Halls, 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](http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898) . The allowances are not means-tested and there is no age limit.

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

### **Childcare and Nurseries**

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

#### **University Based Nursery**

University College London (UCL) Day Nursery:

50 – 51 Gordon Square and 59 Gordon Square (formerly IoE Nursery), London WC1H 0PQ Tel: 020 7679 7461 or email: [nursery@ucl.ac.uk](mailto:nursery@ucl.ac.uk). Priority to students and staff of UCL and Institute of

Education (IoE) students but other University of London students considered if places available.  
Visit the website: <https://www.ucl.ac.uk/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/childrens-centres](http://www.camden.gov.uk/childrens-centres)

#### Hampden Nursery:

80 Polygon Road, London NW1 1HQ.

Tel: 020-7974 2841 For further information please visit Camden's website: [www.camden.gov.uk/childrens-centres](http://www.camden.gov.uk/childrens-centres)

#### Regents Park Children's Centre:

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

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

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

### **Childminders**

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

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

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

### **Funding**

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

## Student Emergency Contact Protocol

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

## Emergency contacts and data protection

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

## Circumstances when the School may use an emergency contact

1. The University can use emergency contact information where there is demonstrable concern for the life and wellbeing of a student. This is most likely to be when there are serious concerns for the welfare of the individual student. Examples of circumstances when a decision might possibly be made to get in touch with the emergency contact may include:
  - Where the University is made aware of the emergency admission to hospital (NB. The School is not always aware when a student has been admitted to hospital).
  - collection of the student by emergency services in what appears to be a potentially life-threatening condition.
  - serious physical or mental illness.
  - where in the opinion of the University it is not possible to reasonably keep a student safe.
  - when a student is deemed to be 'missing' or uncontactable. This will be demonstrated by a prolonged lack of contact and a lack of response to direct requests for contact and efforts to contact or locate the student have been unsuccessful.
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.

## Graduation

For the 2022-23 Cohort who complete their programmes in the Autumn of 2023, the date of their graduation ceremony is 8 February 2024.

For the 2023-24 Cohort who complete their programmes in the Autumn of 2024, the graduation ceremony will be held in February 2025 (date to be confirmed).

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

## Automatic extensions

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

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

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

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

### Dissertations

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

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

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

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

A student whose academic performance gives cause for concern will:

- (a) receive a written warning from the programme director (or equivalent) or supervisor, including the conditions that must be satisfied to remedy performance, when the conditions must be met, and to whose satisfaction;

- (b) be offered counselling by his or her personal tutor or by a senior officer of the School.

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

Registration may be terminated in serious cases where:

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