



**THE WARBURG
INSTITUTE**

**SCHOOL OF
ADVANCED STUDY
UNIVERSITY
OF LONDON**

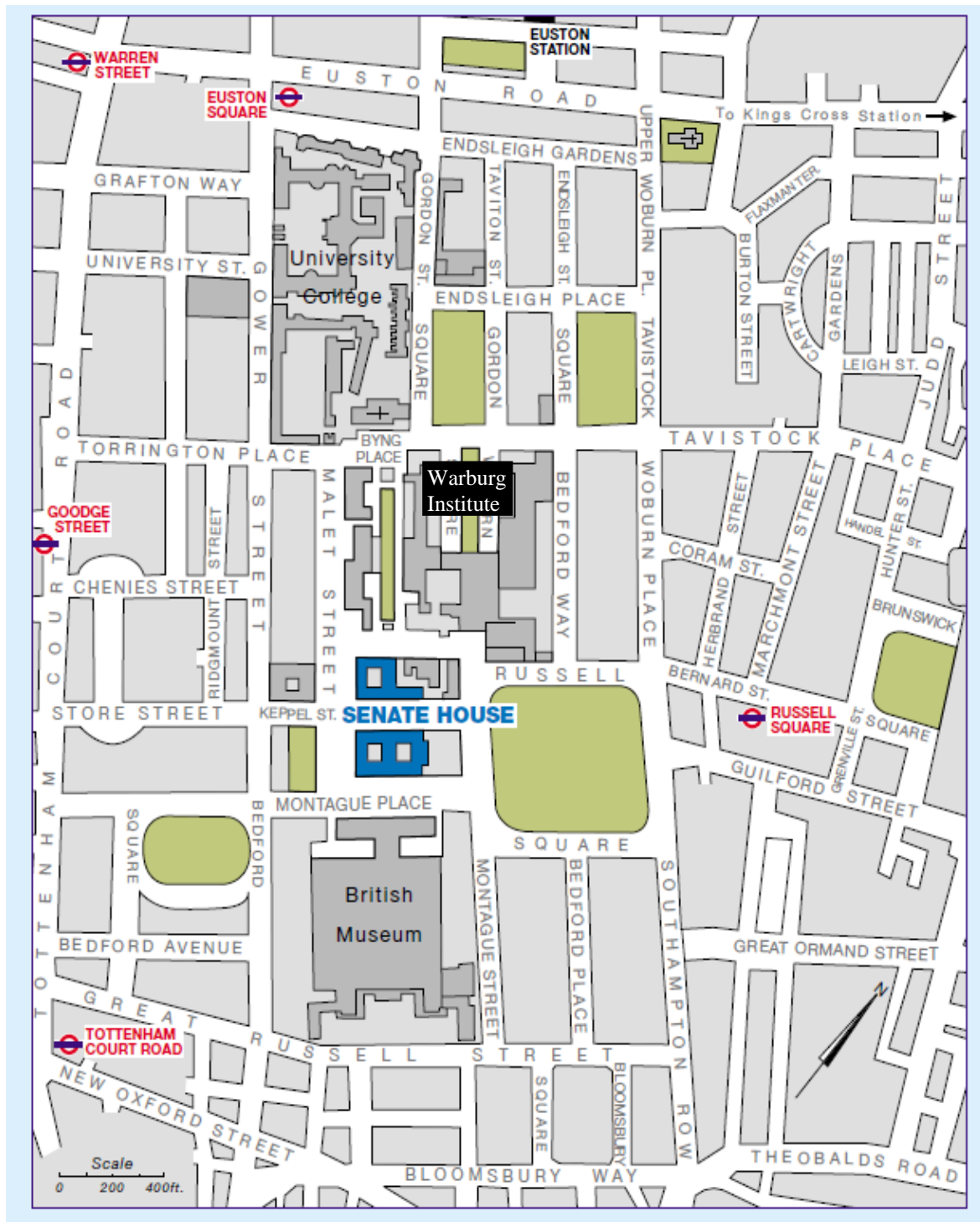
**MA in CULTURAL and INTELLECTUAL HISTORY
1300-1650**

**STUDENT HANDBOOK
2017-2018**

The Warburg Institute
Woburn Square, London WC1H 0AB
Telephone: +44 (0) 20 78628949
warburg@sas.ac.uk
warburg.sas.ac.uk

THE UNIVERSITY OF LONDON

BLOOMSBURY CAMPUS



Warburg Institute 

TABLE OF CONTENTS

Page No.

Welcome from the Dean	4
The School of Advanced Study	4
The Warburg Institute	5 - 6
Key Sources of Information	7
Contact Details	8
Term Dates	8
Admission	10
Tuition Fees	10
About the Institute	13 - 14
About the Programme	15 - 19
Course Calendar	20
MPhil/PhD Admission	21
The Warburg Library	21
Photographic Collection	23
Internet Services	24
Post	25
Health and Safety	25
General Information for Students	26
SAS Email Account	26
Eduroam (Wi-Fi)	28
Other Library Resources	28
Virtual Learning Environment (VLE)	31
Student Central	32
Careers	33
Accommodation	33-34
Travel (18+ Student Oyster photocard)	34
Funding your Studies	34-37
Student Welfare and Advice	37-40
Equality and Diversity	40
Disability	40-42
Childcare	42-44
Graduation	44
SAS Quality Assurance Framework: Guidance and Regulations (Extracts)	
Staff and Student Responsibilities	45-46
Plagiarism	46-47
Penalties	47-49
Research Ethics	50
Academic Discipline, Complaints Harassment and Discrimination	50-58
Examinations Regulations	59-61
Mitigating Circumstances	61-63
Presentation of Written Work, Grade Descriptors and Style Sheet	64-77
Module Weightings	78

WELCOME FROM THE DEAN

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

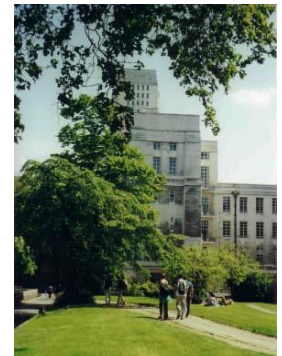
We are glad that you have decided to bring your talents to the School and to participate in the vital and exciting enterprise of pursuing and disseminating knowledge. The purpose of this handbook is to give you full information about what is available, what to expect, how to get it, and what to do if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

Professor Rick Rylance

Dean

THE SCHOOL OF ADVANCED STUDY

The School (or SAS) unites 9 specialist humanities and social science research Institutes at the centre of the University of London. Located in Bloomsbury, the School has strong links with the Colleges of the University and with the wider national and international research community in each of its disciplines. The School and Institutes run a varied programme of seminars, conferences, lectures, workshops, and research training events. The combined collections of the Institute libraries and the Senate House Library form the Senate House Libraries.



The School has a unique atmosphere of both specialised scholarly study and interdisciplinary collegiality. There are approximately 300 master's and research students in the School who, with staff and researchers, form a friendly and lively academic community.

THE WARBURG INSTITUTE

The Warburg Institute is renowned across the world for the study of cultural and intellectual history, particularly the role of images in culture. It is dedicated to research on the history of ideas; the dissemination and transformations of texts, ideas and images in society, and the relationship between images, art and their texts and subtexts. It offers postgraduate study at MA and PhD levels, and Long- and Short-term Fellowships and Visiting Fellow titles to postdoctoral scholars.

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

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

The heart of the Institute is its Library, ranked in the list of 20 libraries that have changed the world, past and present, by the Open Educational Database. Its accessibility and relevance to cultural and intellectual historians are founded on the strength of its holdings, frequently absent from other UK libraries, its distinctive classification system, which encourages serendipitous discoveries, and its open-access stacks. The Library vigorously acquires material in every area of the Collection, in both traditional and digital formats. By the end of 2017, the new 'Warburg Library Online' will offer three new resources to scholars worldwide: a digital library; an open repository of published material that is relevant to the Institute's areas of academic interest; and research guides that are electronic and virtual. These resources will substantially broaden and deepen the Library's current support of first class scholarship.

The main activities of the Institute are research, teaching and research facilitation and promotion. Its 2,000 registered Library users include hundreds of scholars from overseas and over 500 University of London postgraduate students. It also attracts in excess of 500 non-scholarly visitors each year. The Institute employs 40 members of staff, including academic, research, library and curatorial and administrative staff, and has 35 registered students studying MA courses or pursuing PhD research. It offers short-term specialised courses to postgraduate and research students from all over the world, as well as a postdoctoral Fellowship programme, funded from its own endowment funds, which attracts up to 300 applications for some 12-15 fellowships. Conferences, symposia and workshops attract scholars and students from the UK

and overseas and the Institute publishes a Journal (jointly with the Courtauld Institute of Art) and monographs (including *Warburg Institute Colloquia* and *Studies of the Warburg Institute* and *Oxford-Warburg Studies*).

The Institute accepts postgraduate students for the MPhil and PhD degrees by dissertation only, and also offers two, one year, full-time MA Programmes: the MA in Cultural and Intellectual History from 1300 to 1650 and the MA in Art History, Curatorship and Renaissance Culture offered in collaboration with the National Gallery.

Key Sources of Information

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

Document	Location of Document
University of London Statutes, Ordinances and Regulations	http://www.london.ac.uk/statutes.html
Quality Assurance Framework for Teaching	http://www.sas.ac.uk/sites/default/files/files/Policies/QAF.pdf
Tuition Fee Policy	http://www.sas.ac.uk/sites/default/files/files/Policies/SAS%20Tuition%20Fee%20Policy.pdf
Admissions Policy	http://www.sas.ac.uk/sites/default/files/files/Policies/SAS%20Admissions%20Policy.pdf
University of London Student Complaints and Academic Appeals Procedure	https://www.sas.ac.uk/sites/default/files/files/Policies/UoL%20Student%20Guide%20to%20Student%20Complaints%20and%20Academic%20Appeals%20Procedure.pdf
University of London Ordinance 17: Code of Student Discipline	http://www.london.ac.uk/fileadmin/documents/about/governance/ordinances/Ordinances_2015/Ordinance_17_Code_of_Student_Discipline.pdf
Information Security Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/Information%20Security%20Policy.pdf
Acceptable Use Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/Acceptable%20Use%20Policy.pdf
Data Protection Policy	http://www.london.ac.uk/data-protection.html
Tuition Fees Schedule	http://www.sas.ac.uk/graduate-study/fees-and-funding/tuition-fees
Research Ethics Policy and Procedures	https://www.sas.ac.uk/research/research-office/research-ethics
Code of Good Practice in Research	https://www.sas.ac.uk/sites/default/files/files/Policies/Code%20of%20Good%20Practice%20in%20Research.pdf
Information for Current Students	http://www.sas.ac.uk/current-students

Key Contacts for Students

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

Warburg Institute Contact Details

Course Director
Dr Joanne Anderson
joanne.anderson@sas.ac.uk

Associate Director (Administration)
Ms Catherine Charlton
catherine.charlton@sas.ac.uk

Buildings and Facilities Manager
Ms Susanne Page
susanne.page@sas.ac.uk

The Warburg Institute,
Woburn Square
London, WC1H 0AB
+44 (0)20 7862 8949

Registry Staff

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

Daly Sarcos, Admissions Officer
daly.sarcos@sas.ac.uk
+44 (0)20 7862 8661

Christine Weir, Research Degrees (ICwS, IHR, Warburg) and Examinations Officer
christine.weir@sas.ac.uk
+44 (0)20 7862 8823

Sonal Thakker, Registry Fees Officer

sonal.thakker@sas.ac.uk

+44 (0)20 7862 8869

Elena Aliferi, SAS Programme Coordinator (Warburg Institute and IHR)

elena.aliferi@sas.ac.uk

+44 (0)20 7862 8834

Registry Office Location

School of Advanced Study, University of London

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

Opening Hours: 9.30 – 5.00pm

Term dates 2016-17

Autumn term 02 October – 15 December 2017

Reading Week: 6 – 10 November

Spring term 15 January – 28 March 2018

Reading Week: 19 – 23 February

Summer term 30 April – 7 July 2017

School closures:

Christmas: 25 December 2017 to 1 January 2018 inclusive

Easter: 29 March – 3 April 2018 inclusive

Bank Holidays: Monday 7 May 2017; Monday 28 May 2017; Monday 27 August 2018

Foundation Day during which the School may be closed for some hours: 21 November 2017

Admission

The School of Advanced Study's Admissions Policy is available at: <http://www.sas.ac.uk/about-us/policies>

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

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

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

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

Copies of the full text of all such regulations are available from Registry and are available at: <http://www.sas.ac.uk/about-us/policies>

Tuition Fees

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

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

University of London Online Payment System

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

Fee payment

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

Instalment 1: before **15 September 2017**

Instalment 2: 15 November 2017

Instalment 3: 15 January 2018

Instalment 4: 15 March 2018

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. If you have a Professional Career Development Loan, 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.

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

Defaults on fee payments

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

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

Help

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

Sonal Thakker, Registry Fees Officer

Email: sonal.thakker@sas.ac.uk or sas.fees@sas.ac.uk

Phone: 0207 862 8869

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

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

ABOUT THE INSTITUTE: GENERAL INFORMATION

Opening Hours

October to July:

Monday to Thursday - 9 a.m. to 8 p.m.

Friday - 9 a.m. to 6 p.m.

Saturday - 10 a.m. to 5 p.m.

August and September

Monday to Friday - 10 a.m. to 6 p.m.

Saturday - closed

Entry to the Building

You must sign your name in the student file at reception when you first enter the building each day. MA students must also sign the attendance list in the room in which their classes are held each day. You may be required to show your reader's ticket at reception. You may take bags etc. into the Library.

The Warburg Institute is not open to the general public or to casual visitors. If you wish to bring a visitor into the building (other than to attend a seminar/lecture, or as an invited guest for tea) you must arrange for them to be issued with a reader's ticket if they are eligible to use the Library or Photographic Collection; if you wish to bring other guests (parents, friends into the building, you must obtain permission from the Associate Director (Administration), Catherine Charlton.

Leaving the Building

You will be asked to show your bag when you leave the building. Details of the conditions under which you may take Library books out of the building are provided in the Library section of this handbook. You must listen out for the warning bell which will be rung twenty minutes and ten minutes before the Library closes each day. You must pack up your belongings and leave the building promptly when you hear the 10 minute bell.

Common Room

The Common Room is open for all users of the Institute during building opening hours and users may bring in their own food and drink at any time.

Tea, coffee and confectionery are available to buy from 4.00 to 4:30 p.m. Monday to Friday during term time. (Occasionally we are not able to offer this service on Fridays if we are hosting a large conference). There is also a nespresso coffee machine in the Common Room and pods can be paid for at reception. Lunch is also available in the Common Room from 1.00p.m. every Wednesday in term time.

There is a kitchen available for the use of students on the second floor of the Institute with tea and coffee making facilities and a microwave which can be used to reheat food. Please use the Common Room only for eating food.

MA Work Room

In addition to the unreserved desks in the Library there is a work room, located on the second floor, available for use by all our MA students.

Noticeboard

Information on the academic activities of the Institute, other Colleges of the University of London and other universities in the UK and abroad is displayed on the noticeboards on the ground floor. Information on grants and scholarships is also posted on these boards. Full and up to date information on Institute activities is also provided on our website.

Smoking

Smoking is not permitted in any part of the building.

Lockers

Lockers are available for students and on payment of a returnable deposit of £5, which will be forfeited if you lose the key. Please contact Susanne Page if you would like use of a locker.

Mobile Phones

Mobile phones may be used in the rear courtyard or Common Room only.

Bicycles

A bicycle rack is available in the rear courtyard of the Institute. Please contact Susanne Page for a key to the back gate of the Institute if you want to make use of the rack. A returnable deposit of £5 is payable.

Warburg Institute Publications

Information about the publications of the Warburg Institute is available in the entrance hall and on our website and copies of our books and the *Journal of the Warburg and Courtauld Institutes* can be obtained from Reception. Students are offered a 25% discount on the published price of our books and a 20% discount on the *Journal*.

ABOUT THE PROGRAMME – MA in CULTURAL AND INTELLECTUAL HISTORY 1300 - 1650

Welcome

Welcome to the Warburg Institute and to the MA in Intellectual and Cultural History 1300 to 1650. We hope you are looking forward to your postgraduate studies and that you will find the Programme rewarding and fulfilling. You have already received information on the Programme structure and your core and optional modules and your timetable for the first term and we will be providing additional information on each of the modules and reading lists and information on the presentation of your written work in the coming weeks. If you are in any doubt about which timetabled classes you should attend please consult the Course Director, Dr Alessandro Scafi or the Associate Director (Administration), Catherine Charlton. You will find that the Work-in-Progress Seminars will cover a wide range of topics, not all of them related to your Programme, but we expect you to attend them and encourage you to also to attend our various other seminars, lectures and colloquia, and those offered by other Institutes in the School of Advanced Study, which will provide material of interest and value to you.

You will be assigned to a member of staff of the Institute who will act as your adviser for the first two terms. His or her responsibility is to give you general guidance and support (not only in academic matters: you should not hesitate to ask for other advice if you need it) and to assist you with the choice of assessed essay topics. For your dissertation you will be assigned to a supervisor or supervisors who may or may not be the same as your adviser. Your adviser or supervisor may well suggest from time to time that you should consult other colleagues on specific research problems. Your academic adviser or supervisor will report regularly on your progress to the Institute Committee of Teaching Staff which meets monthly during term time.

A calendar for the Programme setting out key dates can be found on page 20. Information on grade descriptors, the presentation and submission of written work and a summary of module weightings for the Programme can be found on pages 63-75. If you have any initial questions or concerns about your studies please address these to Alessandro Scafi or Catherine Charlton. As the course progresses you may also want to raise issues with your academic adviser or individual course tutors.

It cannot be too strongly stressed that, although research in the Humanities is in general an individual matter, everyone gains from contact with others working in the same or related fields. The Warburg Institute is an international and interdisciplinary research community with a long tradition of cooperation between all those who work in the Institute. Its Library, Photographic Collection and Archive are staffed by scholars and used by scholars from all over the world and by postgraduate students from other institutions within the University of London and from other universities in Britain and abroad. The staff of the Institute are always ready to discuss your, or their, work with you and to give you all the help that they can; experience has shown that the same is true of all our Fellows and many of our readers and we should like to encourage you to benefit by, and to cultivate, that scholarly generosity. We are all here to support and assist you and to enable you to get the most out of the Programme and to take full advantage of the outstanding resources available at the Warburg Institute.

If you feel that your work is not progressing satisfactorily for reasons beyond your control, or that you and your supervisor or adviser have not established an effective working relationship, or if there is any other matter that is troubling you and that you may wish to discuss in confidence, you should, in the first instance, talk to Dr Alessandro Scafì. If you still have concerns you may discuss any matter direct with Catherine Charlton.

The aim of the MA Programme is to give you a solid grounding in the cultural and intellectual history of the period 1300 to 1650. To this end, you will study a number of different topics, and will learn to interpret primary sources belonging to various disciplines. The programme aims to equip students for interdisciplinary research in the late medieval and early modern period with a particular emphasis on the reception of the classical tradition. Students will broaden their range of knowledge to include the historically informed interpretation of images and texts, art history, philosophy, history of science, literature and the impact of religion on society.

Structure

The first week of the MA Programme is intended to provide a broad introduction to the main issues to be raised, and to familiarise you with key concepts and with the Institute's scholarly resources. The remainder of the first term, and the whole of the second, will be occupied by course work; you will take two core courses (the details of which are set out below) in each of these terms. In addition, there will be compulsory language classes in Latin, Renaissance French and Italian and optional palaeography classes, a regular series of compulsory seminars on Techniques of Scholarship and the weekly 'Work in Progress' research seminar. You should expect to spend between 10 and 12 hours each week in classes.

The MA programme convenor for the academic year 2017-18 is Dr Alessandro Scafì.

Core Components

First Term: 2 October - 15 December 2017

Two core courses which represent the essential intellectual, historical and artistic features of the period, will be taken in the first term:

- Image to Action
- Religion and Society in Renaissance Italy

During the term, you will be asked to prepare a class presentation for each of these courses, and to agree with the course tutor a topic for an essay of 4,000 words for each course. Both essays of 4,000 words must be handed in by 5.00 p.m. on the first day of the second term, 15 January 2018. Assessment of these essays forms part of the examination.

Second Term: 15 January - 28 March 2018

Two optional courses will be taken. The list of courses from which you will be asked to choose will include the following, **but please note that some options may not run if the number of students electing any one option is small:**

- Artistic Intentions 1400 to 1700
- Mapping Worlds: Medieval to Modern
- History of the Book in the Renaissance
- Islamic Authorities and Arabic Elements in the Renaissance
- Italian Mural Painting and the Making of Visual Cultures
- Music in the Arts and Sciences of the Renaissance
- Renaissance Material Culture
- Sin and Sanctity in the Reformation

You will be asked to make your choice of options, in discussion with the teachers concerned, towards the end of the first term and you will be notified of the classes you have been allocated in early December.

You may be required to prepare presentations for these classes in the second term. You will be required to agree with the course tutor a topic for one essay for each course of 4,000 words. Both essays must be handed in by 5.00 p.m. on the first day of the third term, 30 April 2018. Assessment of these essays forms part of the examination.

Third Term: 30 April – 7 July 2018

There will be no formal course work, although language classes may continue prior to the examinations in the first two weeks of term. An unseen language translation examination of three hours duration will be set in the second or third week of the term. Early in the third term you will discuss a possible dissertation topic with the course convenor for the MA and other members of staff and a topic and supervisor for your dissertation will be approved by the academic staff of the Institute.

Language Classes

Weekly reading classes in Latin, Italian and French will be provided in terms one and two to introduce you to the form that these languages took in the Renaissance. They assume a reasonable level of competence in all three languages.

Palaeography Classes

The following non-compulsory weekly palaeography classes will be available in terms one and two:

- Latin Palaeography
- Italian Palaeography

Techniques of Scholarship

You will be expected to attend the regular Techniques of Scholarship seminars held in terms one and two covering a range of research skills and topics including working with manuscripts, early printed books, research tools, presentation skills, working with objects and using historical archives.

Essays and Dissertation

- (i) *Essays:* As mentioned above, you will write four essays of 4,000 words. You will agree a topic for your essay with the course tutor which will be considered for approval by the academic staff of the Institute. The course tutor and other members of academic staff will be pleased to discuss issues relating to your essay with you but will not read any drafts. Two essays must be handed in by 5 p.m. on the first day of the second term, 15 January 2018, and two by 5 p.m. on the first day of the third term, 30 April 2018. Assessment of these essays forms part of the examination.
- (ii) *Dissertation:* Early in the third term you will discuss a possible dissertation topic with the course convenor for the MA and other members of the academic staff of the Institute. You will be asked to give a brief presentation on your proposed topic to your fellow students and members of staff after which a final decision will be reached on your topic by the academic staff and a supervisor for your dissertation will be appointed. Your supervisor will read and comment on written drafts up to the end of July, by which date you must submit your final title and a plan of the entire dissertation. After this date you will still have the opportunity of discussing your work with your supervisor. The dissertation should be 18,000 – 20,000 words long and must be submitted by 5.00 p.m. on Monday 24 September 2018. Assessment of the dissertation forms the most important element in the MA examination.

Attendance and Academic Performance

Students must attend all scheduled classes and seminars on their courses and must be available for consultation with tutors with reasonable notice. The MA in Cultural and Intellectual History is a demanding course and students who miss classes are in danger of falling behind in their studies. It is important to keep the Course Director and Associate Director informed if you have difficulty in keeping up with the course. A student who is unable to attend a class or other arranged meeting should inform the tutor or supervisor. Prolonged absence caused by sickness must be reported to Guido Giglioni or Catherine Charlton and medical evidence must be provided. If a student is absent from a course without permission for more than two consecutive weeks the Institute may enquire into the circumstances.

You should be aware that, according to Ordinance 30 [Termination of Registration on Academic Grounds (other than failure in a prescribed examination)] a student's registration may be terminated on academic grounds where the student's academic performance, progress, attendance or attainment falls below the required standard in a way that suggests that the course of study is unlikely to be completed satisfactorily or successfully. This includes (but is not limited to) absence from classes, seminars or other required activities, failure to submit required work, submission of work significantly below the required standard, and any other factors that impede academic progress, such as lack of cooperation with a tutor or supervisor.

A student who fails to attend class may be regarded as not having completed the course. Their coursework may not be marked and consequently they may be regarded as having failed that course and may be refused permission to proceed to the dissertation and completion of their degree. You should also note that the Board of Examiners receives a report on mark deductions or other penalties for the late submission of work.

Student Representation

A student representative is elected annually by the students of the Institute. This representative co-ordinates students' views, dealing with queries and issues as necessary, and attends the Institute's regular staff meeting (monthly during term-time) and the Higher Degrees Committee. The student representative is also a delegate to the School of Advanced Study group of student representatives (see also SAS General Information for Students). Training is offered to those elected as student representatives.

The Institute Staff Student Liaison Committee, which includes two representatives from each of the taught MA programmes and PhD student representatives, meets at the end of each term and is a forum in which students and staff can discuss issues about the delivery and assessment of the MA and PhD Programmes. Discussion at each meeting is informed by responses to MA student questionnaires and minutes of meetings are considered by the Higher Degrees Committee of the Institute and the Academic Quality and Standards Committee of the School of Advanced Study.

Learning Difficulties and Disabilities

The School of Advanced Study's disability statement is available on its website at <http://www.sas.ac.uk/about-us/introducing-school/policies/disability-statement-students>. If you require any assistance or information on disabled facilities and support, either at the Institute or in other parts of the University, you should contact the Catherine Charlton or refer to the School of Advanced Study's section of this Handbook which refers to disability (see also SAS General Information for Students).

Change of Address

Any change of address during your period of registration as a student should be notified to the Associate Director and the School of Advanced Study Registry.

Next of Kin

All students must notify the Associate Director (Administration) of the name, address and telephone number of their next of kin. A form is available for completion in the student pack provided at the beginning of the academic year. Details of your next of kin will be kept on file.

MA COURSE - CALENDAR

First Term: 2 October to 15 December 2017

Foundation week	First week of term 2-6 Oct
Reading week (no classes)	Sixth week of term (6-10 November) w/c 13 November
Meetings to introduce second-term options	17 November
Submission of option choices by students	17 November
Submission of title for first 4,000 word essay	
Confirmation by staff of option choices and essay titles	22 November
Staff Student Liaison Committee Meeting	13 December
Class presentations	To be arranged by teachers
Christmas Party	End of first term

Second Term: 15 January to 28 March 2018

Submission of first 4,000-word assessed essay	First day of term, 15 January, 5 p.m.
Submission of applications for LAHP funding for PhD study for entry October 2017	Mid to late January
Reading week (no classes)	Sixth week of term (19-23 February)
Submission of titles for second and third 4,000 word essays	2 March
Class presentations	To be arranged by individual teachers
Confirmation by staff of second and third essay titles	7 March
Staff Student Liaison Meeting- staff & students	28 March

Third Term: 30 April to 7 July 2018

Submission of second and third 4,000 word essays	First day of term, 30 April, 5 p.m.
Palaeography examination	First or second week of May (TBC)
Language examinations	First or second week of May (TBC)
Submission of proposed topic for dissertation	11 May
Presentations to Students and Staff on Dissertations	22 May
Confirmation of topic for dissertation	31 May
Application for Institute bursary for following year	Early June
Approval of dissertation topic by Higher Degrees Committee	18 June
Staff Student Liaison Committee Meeting	5 July
Submission of dissertation plan & title	31 July
Final date for staff to read written work	31 August
Submission of dissertation	24 September, 5 p.m.
Degree results	1 November
Graduation ceremony	Date to be confirmed

MPHIL/PhD ADMISSION

Admission

If you are an MA student and wish to apply to register to study for a PhD at the Institute you will need to submit a research proposal for approval by members of the academic staff. If you intend to apply for LAHP funding (see <http://www.lahp.ac.uk/>) you should start to prepare your proposal in November in consultation with your intended supervisor in order to meet the LAHP submission deadline of late January 2018.

If you are not applying for LAHP funding you may submit an application at any time during the academic year but we recommend that you do so by early May to ensure that decisions on your application are reached well before the summer vacation. This is particularly important if you intend to apply for the award of a Warburg Bursary (see <http://warburg.sas.ac.uk/studying-warburg-institute/fees-and-funding/>).

Warburg Library

LIBRARY

Working Areas

Students may work in the Reading Room, the stacks or the MA work room on the second floor. The Reading Room houses general reference works, new acquisitions, CD-ROMs and other electronic resources, as well as the most recent issues of periodicals. Reading Room books and journals may not be reserved or removed from the Reading Room. Catalogue terminals and a microfilm reader-printer are also situated in the Reading Room.

Library Catalogues

The online catalogue holds records for all items accessioned by the Warburg Library and may be consulted at the public computer terminals in the Reading Room and on each floor of the stacks, as well as from any personal device. The online catalogue also allows you to see the complete holdings of the other member-Institutes of the School, such as the Institute of Historical Research and the Institute of Classical Studies, and of Senate House Library.

Fetching Books from the Shelves

Students have free access to the stacks and fetch their own books. There is a supply of marker cards kept in baskets on the window sills and throughout the stacks on all floors. Each book removed from the shelves **MUST** be replaced by one of these cards appropriately filled in with Date, Author, Short Title, Classmark, Name of Reader, and Floor (under the last item write the number of your room or of the floor number where you are working).

Missing Books

Students are asked to report books missing from the shelves (after a thorough search) to the Reading Room staff.

Reservation of Books

Each student may reserve up to 12 books in the MA work room. Please ensure that all books are visible and identified with a slip of paper with your name on it. Study areas are periodically checked by Library staff. If more than the permitted number of books are reserved, all will be removed and re-shelved.

Borrowing

Borrowing is restricted to students registered at the Institute and is limited to overnight and weekend loans. No more than four books can be borrowed at one time. All borrowing must be approved by a Reading Room librarian during library opening hours. A borrowing slip should be filled out for each book, and a date-stamped permission card should be obtained and handed in at Reception in the front hall when leaving. It is the responsibility of students to show the book to a Reading Room librarian when it is returned, so that the borrowing slip can be destroyed. Failure to follow the correct procedures may lead to a student's borrowing privileges being suspended or revoked.

Return of Books to the Shelves

Students should not replace books on the shelves after use. Books no longer required should be placed on the trolleys marked *Books for Shelving* to be found on all floors of the stacks near the lifts. In the Reading Room there is a table similarly marked next to the enquiries desk.

Photocopying, Scanning and Printing

Photocopying and scanning is self-service, but all material to be copied must first be approved by Reading Room staff. A Bookey Scanner is available for the copying of fragile, very large, or tightly bound books. It is also permitted to take digital photographs. Students should register for a PaperCut account at printing.warburg.sas.ac.uk in order to photocopy, scan and print from both networked Warburg Library computers and from personal devices. Top-up cards (£10 and £3) may be purchased from the Reading Room desk or credit can be added online. A brief guide to UK copyright restrictions is displayed on the notice-board next to each copier and further information may be found on the Library webpages.

Printing from Microfilm and Microfiche

The universal reader-printer is located in the Reading Room. The Reading Room staff can provide initial assistance. Scans of microfiches and microfilms can be either printed or saved onto CD-ROMS or memory sticks.

Recommending Books for Purchase

Students should ask a member of the Reading Room staff for a book suggestion form. When completed the form should be left in the box marked *Book Recommendations* in the Reading Room desk. Alternatively, students may make suggestions directly to the Librarian.

Inter-Library Loans

Students may request books on Inter-Library Loan free of charge. Please consult with Reading Room staff if you would like to order a book, but please note that we will not request anything within the Greater London area.

Binding and Conservation

Please ask Reading Room staff if you wish to see something that is designated identified on the catalogue as “At binders” or (for periodicals) “To bind”. Books and periodicals intended for binding or conservation work may still be available in the building, or it can be arranged for you see them as soon as they are returned from the bindery.

Website: Library Pages

The library pages on the Institute’s website (<http://warburg.sas.ac.uk/library>) provide access to the online catalogue, the subject classification of the library, a complete and updated list of e-resources, and the Digital Library.

Electronic Resources

All Warburg Institute and Senate House electronic resources are available on networked computers within the Library. Many Warburg Institute electronic resources (see <http://warburg.libguides.com/az.php>) are also available to access from student’s own devices using a Warburg Library card. The electronic resources provided by the Senate House Library are also available to Warburg students to access from their own devices with a SAS card (see <http://senatehouselibrary.ac.uk/our-collections/databases-and-eresources/>). Clicking on these resources will bring you to an authentication form requiring your name and library card number.

Further information on the Senate House Library can be found in the SAS General Information for Students below. p 26.

THE PHOTOGRAPHIC COLLECTION

The Photographic Collection is open when the library is fully open, and everyone is welcome to use it: you do not have to be an art historian.

The system for filing photos is complex, and it has a number of idiosyncrasies, so we recommend that you ask one of the staff for help and guidance. Unless they are already familiar with the Collection, most visitors find the layout puzzling. There are two members of staff in the Photographic Collection (Paul Taylor and Rembrandt Duits), and they are happy to give advice on how to find things, or on how you might solve a particular iconographic problem.

The room is lined with filing cabinets which have the main subject-headings inscribed on them. (The separate section at the North end with the Menil Archive of the Image of the Black in Western Art is, however, arranged differently, in ring-binders.) An index of the thematic divisions and sub-divisions can be accessed from the Institute's website, and a print-out of this index is available for consultation in the Photographic Collection. The photos are arranged iconographically in a system of folders, often enclosing other, smaller folders, within the filing cabinets. Each photo is (or should be) facing forwards, making it relatively easy to browse through an individual section. If you want to make any extended search, the smaller folders may be removed from the drawers and consulted at a convenient table in the room. (Photos should not be taken to other parts of the library.) After using a folder, please place it in the box marked 'Folders' on the central table, rather than returning it to the drawer.

You may make photocopies of any of the material in the Collection's files, though please show what you propose to copy to a member of staff before taking it down to the photocopying machines. You can also take digital photographs, as well as make scans of photographs on the scanner at the north end of the Collection. Please note that this scanner can only be used to make scans from library books when those books have been cleared by a member of the library staff in the Reading Room.

The Institute's photographer, Ian Jones, can also make copy photographs and scans for personal research, seminars or student dissertations. For Institute seminars, he will be willing to make 25 scans free of charge. However, if you want to publish photos then the laws of copyright come into play. Most of the photographs in the drawers are not the copyright of the Institute, so for permission to use them you may need to write to the photographer (when mentioned), to the museum which houses the object, or to the owner. Around 50,000 photographs entered the collection more than 70 years ago, and so are now out of copyright, while around 25,000 photos were taken by the Warburg Institute, and are (usually) marked on the reverse with our Copyright stamp. There are ca 400,000 photos in total.

Orders for scans and photos are dealt with by the Photographic Collection staff; please do not take material straight upstairs to the Photographic Studio.

There will be an introduction to the Collection for new students and fellows during Foundation week. If you miss this, you can always ask a member of Photographic Collection staff to show you how the system works.

The Iconographic Database

The Photographic Collection also has a digital resource, the Warburg Institute Iconographic Database, which is accessible for free via a link on the Photographic Collection page of the Institute website (http://warburg.sas.ac.uk/vpc/VPC_search/main_page.php). Here you can find digital reproductions of a selection of photos from the Photographic Collection and illustrations from old and rare books from the Library. The database can be searched by keyword or browsed via a subject tree that mirrors the iconographic classification system used in the Photographic Collection (although it should be noted that the database is being constructed as a new resource in its own right and not as an electronic carbon copy of the Photographic Collection). Large-size files of most images in the database can be downloaded and used for presentations, student theses and non-commercial publications. The most extensive section in the database is currently the one devoted to Gods & Myths, which contains more than 30,000 images.

INTERNET SERVICES

E-mail: Login details for your student e-mail account are provided at SAS registration. E-mail is available on any computer connected to the Internet (by logging on to a webmail server) but should not be consulted in the Reading Room or on the web browsers in the library stacks.

Internet: most library terminals have Internet access. Note that our own website has a valuable set of links to other sites of use to researchers. Any queries relating to our website should be addressed in the first instance to Catherine Charlton.

Problems: if you experience any problems with the printers or scanners please report these to Susanne Page, either by e-mail (susanne.page@sas.ac.uk) or in person. Problems relating to “postgrad.sas.ac.uk” email accounts should be reported direct to service@london.ac.uk.

POST

Letters addressed to you and any internal mail will be placed in the appropriate pigeon hole (in the MA students room). Please check your pigeon hole regularly. Letters to other members of the University of London in nearby Colleges may be sent by precinct mail service. You should indicate the department, college and street on the envelope but not the postcode. You should write “Precinct mail” in the top right-hand corner of the envelope and place it in the pigeon hole nearest the lift. The precinct mail is collected daily at about 3 p.m. It will take at least two days for any letter to reach a college as all mail goes to the Senate House mail room before being distributed.

HEALTH AND SAFETY, EMERGENCIES

Health and Safety

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

Raising the Alarm for a Suspected Fire

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

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

Emergency Telephone Numbers

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

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

For intruder or security problems, when it may not be possible to call Reception, you can also call the Senate House Reception Desk on 020 7862 8133 (University 24-hour service).

For emergency maintenance problems outside normal working hours, call 020 7862 8123 (University 24-hour service).

Fire Alarm Testing

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

First Aid

Mr Ian Jones (fourth floor) is our trained First Aider. First Aid boxes are kept in room 317 on the third floor, at reception and in the Reading Room.

Accidents

All accidents must be reported to the Institute Fire, Health & Safety Officer, Susanne Page.

Security

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

Lifts

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

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

General Information for Students

SAS email accounts

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

<https://login.microsoftonline.com>. You will be prompted as follows:

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

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

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 your password and click on 'logon' or press enter.

To access computers and SAS network

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

Username: [firstname.lastname](#)

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

Digital Resource Centre

As a student of the School you have access to the public workstations in Senate House Library. Workstations are available in the Digital Resources Centre on the 4th floor of the Library in the Middlesex South reading room and in the Special Collections reading room.

All of these workstations provide access to:

Library webpages, catalogues and databases provided by the Senate House Libraries networked information resources on CD an extensive range of multimedia software catering for audio, video and DVD (each workstation is equipped with headphones) self-service printing Microsoft Office software and Bibliographic management software

To access computers and the School network

When you log into a SAS PC or to [Study Online](#), you will be prompted to enter the following:

Username: [firstname.lastname@postgrad.sas.ac.uk](#)

Password: provided during registration (case-sensitive). If you already logged on to the University network, you may not be required to enter the password again.

If you are accessing from the Internet (outside the University network), you will have to enter your username:

Username: [firstname.lastname@postgrad.sas.ac.uk](#)

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

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.

Support

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

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

Proper usage

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

Expiry

Your email account will be disabled on the last day of the year in which you graduate. A reminder will be circulated beforehand, giving you enough time to transfer all the contents of your mailbox into the alumnus mailbox, if you wish, and help to do so. Accounts will also be deactivated during periods of interruption or following a withdrawal.

Library resources

Senate House Library

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

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

Collections and study spaces.

SHL holdings

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

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

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

Location

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

Contact details

Phone: 020 7862 8500

Email: shl.enquiries@lon.ac.uk

senatehouselibrary.ac.uk

Opening hours, term time:

Mon-Thursday: 9.00-20.45

Friday: 9.00-18.15

Saturday: 9.45-17.15

Opening hours, vacation:

Mon-Friday: 9.00-17.45

Saturday: 9.45-17.15

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

Disabled students (see also below: Disability)

The Library offers extra services for disabled students:

- the option of using a proxy borrower to find and borrow items
- a fetch request service
- and extended loans.

Find out more about [services for disabled students: http://www.senatehouselibrary.ac.uk/about-us/accessibility](http://www.senatehouselibrary.ac.uk/about-us/accessibility)

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).

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. (The SOAS membership desk opening hours are Monday-Friday 09.00 to 18.55 and 10.30 to 17.45 on Saturday.)

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

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

Other Libraries

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

The combined catalogue of CURL (the Consortium of University and Research Libraries) which is available at www.copac.ac.uk and through a direct link from the 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.

Currently, the SCONUL access scheme is only available to the School's research and MRes students.

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), which is a dedicated area for students enabling them to access training resources and to interact with fellow students across the School.

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

SAS-Space e-repository

SAS-SPACE - <http://sas-space.sas.ac.uk/> - is the digital repository for the School of Advanced Study. The mission of SAS-SPACE is to provide a stable, well-managed, permanent archive 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.

Student Central - formerly University of London Students' Union (ULU)

Student Central has replaced ULU and is therefore no longer a students' union. You will continue to be represented by the [National Union of Students](#). The current staff team will still continue to offer a whole range of facilities and activities including cafes, bars, live music and events, a health and fitness studio and the largest swimming pool in central London. It is still free to join.

Student Central continues to host over 40 clubs and societies, from Archery to Canoe Polo, Hip Hop to Debate. The full list can be accessed here: <https://www.studentcentral.london/activities/>.

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

Student Central is owned by the University of London and run by its Chief Executive Officer, Julie Adams, and her dedicated team who are happy to help you with any questions. Student Central, Malet Street, London, WC1E 7HY, T: 020 7664 2000 E: general.studentcentral@london.ac.uk

Student Representatives' Committee

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

Careers

The Careers Group, University of London, provides a specialised service for graduates and equivalent level professionals. In addition to helping individuals with their careers, The Careers Group also provides consulting and coaching services to a broad range of organisations. They help any SAS postgraduate student interested in developing their careers, either within their current field of work or in something completely new. They offer:

- Workshops: Previous topics include Career Planning: Academic and Non-academic careers, PhD applications, CV's and Applications, Academic and Non-academic Interviews. Contact Christine Weir for further details (+44 (0)20 7862 8823, E: christine.weir@sas.ac.uk).
- 1:1 20 minute careers advice appointments: These are best suited to brief guidance regarding career direction, job hunting advice, CV advice and application advice.
- 1 hour in-depth career discussions: In-depth career discussions can help you to evaluate and review your career development to date; assess your current situation; clarify your career objectives; review job-hunting strategies and formulate new ones. Students are required to attend a 20 minute appointment before booking an In-Depth Career Discussion and will then need to complete a confidential Career Discussion Form. This will allow the Careers Advisor to gain an understanding of your situation prior to the consultation.
- 1 hour Practice Interview Preparation: To improve your interview technique and receive feedback from a Careers Adviser. You will need to complete a form detailing the jobs you are applying for, supply a copy of the application form or CV that you have submitted and a copy of the job advert or description.

For more information contact The Careers Group by phone (020 7863 6060) or email Educationconsultancy@careers.lon.ac.uk.

Accommodation

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

Intercollegiate Halls of Residence

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

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

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

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

Email: info.halls@london.ac.uk

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

Travel (18+ Student Oyster photocard)

Full-time SAS students can apply for a TfL 18+ Student Oyster photocard. Part-time postgraduate students are not eligible to apply unless they are receiving financial help from the 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 £10 fee for the photocard.

You can apply for your 18+ Oyster photocard at <https://photocard.tfl.gov.uk/tfl/gotoApply.do?type=student&from=home>

To complete your application you will need:

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

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

Funding your studies

Grants and Studentships

AHRC studentships

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

students about to enter their first year of study, those about to start their second year of doctoral study may also apply. Further details on the LAHP competition are available from the [LAHP website](#), or from the LAHP office based in Senate House (info@lahp.ac.uk).

Postgraduate Master's Loan Scheme

Under the UK government's Postgraduate Master's Loan students will be able to borrow up to a maximum of £10,000 for the purpose of completing an eligible postgraduate master's qualification. These non-means-tested loans are available to both taught and research master's students. Click [here](#) for more information.

Professional and Career Development Loans

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

US Federal Loans

William D Ford Federal Direct Loans

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

Applying for Federal Loans at the School of Advanced Study

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

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

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

SAS Hardship Grant

The SAS Hardship Grant provides discretionary financial assistance for all students – particularly to meet extra costs that cannot be met from other sources of support. The Fund is intended to alleviate financial hardship. You can apply for help from the Fund at any time during the academic year. Application forms can be downloaded [here](#).

Further information

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

<http://www.sas.ac.uk/graduate-study/prospective-students/funding/external-funding-sources-eu-and-overseas-students>. There are a number of useful sites which collate information on smaller, more niche funders: <https://www.sas.ac.uk/graduate-study/fees-and-funding/other-funding-sources>

State benefits

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

Council Tax

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

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

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

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

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

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

Student welfare: advice and guidance

Academic advice

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

Personal safety

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

Mentoring and Counselling

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

Students may also find the following contact numbers useful.

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

For legal advice

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

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

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

For counselling services

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)

For advice on mental health issues

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

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

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 disability advisors (see p 14 below). This counselling is specifically geared to assisting you complete your studies successfully.

Health

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

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

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

Overseas students

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

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

Overseas students' obligations

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

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

- keep copies of students' passports, visas and Biometric Residence Permits (BRPs);
- keep up-to-date contact details for students; and

- inform the UKVI if a student fails to enrol on their programme, stops their studies or misses 10 expected 'contacts' on their programmes of study without reasonably granted permission
- maintain contact with the student.

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. If you would like to talk to someone in confidence please contact Kalinda Hughes, Kalinda.hughes@sas.ac.uk ; Head of Registry Services, School of Advanced Study; Second Floor, South Block, Senate House, Malet Street, London, WC1E 7HU

Disability

The School of Advanced Study has an external Disability Officer. Students who have notified the School of a disability should have received a Pre-Entry Support Needs form (new students) or Support Needs Form (continuing students) to complete. If you have not received a form, please contact the Registry as quickly as possible. If you would like to speak to our Disability Officer direct, please contact Katie Wood at Equality Focus (tel 07971 511146; katie@equalityfocus.co.uk). Please:

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

Access to Institutes and offices

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

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

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

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

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

Senate House Library (see also above)

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

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

Using Computers

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

Transport

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

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

Emergency Evacuation

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

Residential Accommodation

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

Disabled Students' Allowances (DSA) Arrangements

Home students, and some EU students, are eligible for the Disabled Students' Allowances (DSA). There is one DSA allowance for postgraduate students to meet disability-related programme costs of up to £10,362. 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.

Childcare and Nurseries

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

University Based Nurseries

University College London (UCL) Nursery:

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

London School of Economics (LSE) Nursery:

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

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

Local Day Nurseries

Coram Fields Community Nursery:

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

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

Thomas Coram Early Childhood Centre:

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

admin@thomascoram.camden.sch.uk. Places for 106 children aged 6 months to 5 years. Must be Camden resident, although there are a few full-cost places for non-residents. Open 8am – 5:30pm.

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

Collingham Gardens Nursery:

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

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

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

<http://collinghamgardensnursery.com/>

Konstam Children's Centre:

75 Chester Road London N19 5DH

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

www.camden.gov.uk/childrenscentres

Hampden Children's Centre:

80 Polygon Road, London NW1 1HQ.

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

Regents Park Children's Centre:

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

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

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

Childminders

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

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

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

Funding

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

Graduation

Detailed information on graduation is sent to students following successful completion of the examination.

GUIDANCE AND REGULATIONS

The following pages refer to guidance and regulations as set out in the School of Advanced Study's Quality Assurance Framework for Postgraduate Teaching. The current version is available online at <http://www.sas.ac.uk/about-us/policies>

Student Charter

The School is the UK's national centre for the support and promotion of research in the humanities and social sciences. Its ten 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. Additional rights and responsibilities in connection with research students are set out at the beginning of Section 5.

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 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. Keep each student well informed in advance about any prospective periods of leave and the 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 written feedback 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 as to where this may be found, before the start of the academic year if possible, or at induction
- Avoid cancelling classes or meetings unless for a completely unavoidable reason, and always advise in good time; rearrange any cancelled classes/meetings
- Treat student data with integrity and be aware of responsibilities in relation to the Data Protection, Freedom of Information and Equality Acts.

STUDENTS' RESPONSIBILITIES

Students undertake to:

- observe the Statutes, Ordinances and Regulations of the University of London
- treat staff and their fellow students equally and respectfully
- attend induction, read documentation provided, including regulations for their degree and student handbooks
- participate in timetabled classes, attend meetings with tutors
- obtain agreement from their tutors, in advance, for any essential absences
- take responsibility for managing their own learning: actively engaging in their course; ensuring they spend sufficient regular time in private study; participating fully in group learning activities; maintaining a record, in consultation with their supervisors, of supervisory meetings; inform supervisors promptly if circumstances arise which are likely to affect their work; discuss any teaching/supervisor problems with their supervisor(s) or with Institute Director (or other senior staff member)
- submit assessed work by stated deadlines, actively participate in feedback
- familiarise themselves with guidelines 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

2.4 Special Note on Plagiarism.

[Extract from School of Advanced Study – Procedures Governing Academic Misconduct]

Plagiarism is the most common of assessment offences. It has a range of gradations of severity. At the lower levels or in the first instance, it may be committed unwittingly, as a consequence of ignorance of the conventions of academic practice and of the submission of academic essays/papers. This is still not a justification, since it is the responsibility of students to familiarise themselves with the academic conventions and practices required by their course. At the graver

levels of the conscious misrepresentation of another person's work as the student's own, it is both theft of the intellectual property of the other person and an intentional act of deception in order to gain an unfair and unjustified advantage in assessment. In increasing gravity the principal gradations of plagiarism are the following (again the list is indicative, not exhaustive):

- 2.4.1 Use of one or more sections of verbatim quotation or close paraphrasing without appropriate referencing, such as the use of quotation marks.
- 2.4.2 Use of extensive verbatim quotation or close paraphrasing without appropriate referencing, such as the use of quotation marks.

It should be noted that material can be deemed to be plagiarised from:

- printed published material, e.g. books and journal articles
- material published on internet sites
- unpublished but publicly available material, e.g. theses and dissertations in university libraries/departmental holdings
- handouts and other materials provided by course/module tutors
- charts, graphs or visual images
- work of other students (in the same or previous cohorts)
- work of the candidate herself/himself where this has previously been submitted for assessment (though this may be considered 'duplication' – see 2.2.7 and 2.3.7 above – depending upon the extent of verbatim repetition).

3. Penalties

3.1 Table of Penalties

Penalty 1: Failure in the item of assessed work, whether coursework or examination paper. A mark of zero will be recorded for the item. Where this results in failure of the course/module, the standard re-sit or re-submission arrangements will apply.

Penalty 2: Failure in the module. A mark of zero will be recorded for the module and the student must re-take all pieces of assessed work for the module.

Penalty 3: Failure in the module. A mark of zero is recorded for the module and the student is required to retake the module in the case of a compulsory module or take an alternative module in the case of an optional module when these are next regularly available with possible consequences for the extension of the student's period of study.

Penalty 4: Failure in all modules. No report is issued, but the student may re-register for the entire course on a subsequent occasion.

Penalty 5: Exclusion from the course. No report is issued. The student is excluded from taking any further assessments on the course and from obtaining the award.

Penalty 6: Expulsion from the School. No report is issued. The student is excluded from the course and from registering

3.2 Application of Penalties

Penalties will be applied in accordance with precedent for similar offences and through the operation of the procedures outlined in 4 below.

It should be noted that where a student has committed plagiarism unwittingly due to lack of knowledge of academic convention, that a warning can be given supported by tutoring in the appropriate scholarly practices. No formal note is kept on the student file as this does not constitute an actual penalty.

4. Procedures for Establishing Academic Misconduct

4.1 Reporting Suspected Academic Misconduct

A written report by a member of academic staff should be made to the Registrar of the School of Advanced Study on any case of suspected academic misconduct in a summative assessment leading to an award offered through the School. A copy of this should be forwarded to the Director of the Institute where he/she has not made the initial report.

4.2 Investigating the Alleged Offence

The Registrar is responsible for investigating cases of alleged academic misconduct. Where on the basis of the evidence provided in relation to the alleged offence, there appears to be no or an insufficient case to answer, the Registrar will so inform the Chair of the Examination Board. Where the Registrar determines that there is a prima facie case of misconduct, in the first instance she shall write a letter to the student informing her/him of the alleged offence and asking the student to indicate in

writing whether s/he acknowledges or contests the alleged offence. If a student acknowledges the offence, s/he may make a statement of any mitigating circumstances. The Dean or his nominee, after such consultation as s/he feels necessary, shall then determine the appropriate penalty from the range indicated in 3 above.

Where the student contests the alleged offence, a hearing panel shall be established comprising a Chair, nominated by the Dean and two members of staff drawn from other institutes of the School. The Registrar may be present for points of reference and note taking but shall not take part in the decision of the Committee. The student shall be asked to respond to the questions of the panel and shall be invited to present to the hearing panel any written or oral evidence in support of her/his case that no offence has been committed. The student shall have the right to bring to the hearing a person of her or his choice who may support the student in her/his advocacy. On conclusion of the hearing panel, the panel shall determine whether or not an offence has been committed and, if so, the appropriate penalty from the range in 3 above. The Registrar shall subsequently inform the student of the outcome of the hearing and the reasons for it in writing. A report will subsequently be made to the Academic Policy and Standards Committee of the School and to the Chair of the Examination Board.

4.3 Right of Appeal

In the event of a student considering that s/he has been unfairly or unreasonably treated by the application of the procedure above, s/he shall have a right of appeal. The appeal must be presented in writing and submitted to the Dean of the School within two weeks of the date of communication of the outcome and must include the reasons for appeal. The Dean shall convene an appellate panel to consider the appeal, comprising himself, the Director of another institute of the School and one other academic member of the Academic Policy and Standards Committee of the School. The student shall have the right to bring to the hearing a person of her or his choice who may support the student in her/his advocacy. The appellate panel will receive from the Registrar a summary of the hearing committee, a copy of the notification to the student and a copy of the student's letter of appeal. The appellate panel shall have the authority to confirm, overturn or modify the outcome of previous stages of the above procedures. The outcome of the appellate panel and the reasons for it shall be communicated to the student in writing by the Dean and shall be final (subject to the paragraph that follows).

4.4 Office of the Independent Adjudicator for Higher Education

The procedure detailed above completes the School's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a university's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Registrar of the School of Advanced Study, or on the website of the OIAHE 6

<http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, Fifth Floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.

8.42 Condoned fails

A student must achieve a pass in the dissertation to be awarded the degree. However

- (a) a marginal failure in one module may be condoned at the discretion of the Examination Board provided that the overall mark for the programme is at least 50%; where the programme includes half-module units the condonation may, at the discretion of the Examination Board, be applied to two half-units
- (b) the definition of 'marginal failure' is at the discretion of the relevant Examination Board but will not normally extend to a mark below 47%; the Examination Board may condone a mark below this norm when:
 - the overall mark for the programme is at least 50%, and
 - the student achieves a mark of 60% or above in at least one significant element of the programme
- (c) the institute's HDC may determine that certain elements of a programme or of an assessed component are not eligible for condonation. This shall be noted in the programme regulations available to students and teachers
- (d) the original mark shall be recorded, with condonation noted as approved by the Examination Board

Research Ethics

The School of Advanced Study at the University of London is committed to carrying out its research, teaching, consultancy and other activities within a comprehensive ethical framework.

The School's principles are applicable to all research, consultancy projects and studies conducted at, by, or in the name of, the School of Advanced Study, University of London and aim to provide current and prospective members of the School with a clear understanding of the ethical review process operated by the School.

The School supports a culture of academic freedom and excellence by providing a framework for review, which subjects research proposals and other studies to a level of scrutiny that is in proportion to the risk of harm or adverse effect to participants, researchers, the University and to society as a whole.

The School Policy is managed and monitored by the [School Research Ethics Committee](#), which may decide to develop additional guidance or policies as code of practices across the UK and the worldwide research landscape evolve.

The [School Research Ethics Policy](#) [<http://www.sas.ac.uk/research/research-ethics>] forms a part of the School's Code of Good Practice in Research.

Initial Self-Evaluation

Anyone undertaking research at the School is asked to review the policy and the guidance notes and undergo an initial self-evaluation which will need to be forwarded to the research office once completed.

More information and all relevant documents and instructions can be found through this link: <http://www.sas.ac.uk/research/research-ethics>

ACADEMIC DISCIPLINE; COMPLAINTS; HARASSMENT AND DISCRIMINATION

6.1 ACADEMIC DISCIPLINE

The following regulations form part of the agreement made by the student in accepting the offer of a place to study for a degree or diploma in the School.

6.2 Attendance and academic performance

6.2.1 Students are expected to attend regularly the scheduled classes and seminars on their programmes and to be available for consultation with tutors with reasonable notice. A student who is unable to attend a class or other arranged meeting should inform the tutor or supervisor (via the appropriate administrative officer or directly). Prolonged absence caused by sickness must be reported to the institute, and medical evidence must be provided.

6.2.2 Attendance Policy for Tier 4 students

In addition to the above, if a student on a Tier 4 visa does not attend ten expected consecutive contacts, we are required to inform the Home Office and this might lead to withdrawing our sponsorship. Expected contacts include:

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

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

(2) Submitting:

- (a) Assessed or unassessed coursework; or
- (b) An interim dissertation, coursework or report; and

(3) 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. If they have not sought permission, the following procedures will apply:

- (1) After three missed contacts, the student will be contacted by their Student Officer or Supervisor to ascertain the reason for absence;
- (2) 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 Registrar will be notified;
- (3) After eight missed contacts, the student will be invited to a meeting with the Programme Director and/or Registrar to discuss their attendance;
- (4) 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.

6.3 The provisions of Ordinance 15 [Termination of Registration on Academic Grounds (other than failure in a prescribed examination)] shall apply. A student's registration may be terminated on academic grounds where his or her academic performance, progress, attendance or attainment falls below the required standard in a way that suggests that the programme of study is unlikely to be completed satisfactorily or successfully. This includes (but is not limited to) absence from classes, seminars or other required activities, failure to submit required work, submission of work significantly below the required standard, and any other factors that impede academic progress, such as lack of cooperation with a tutor or supervisor.

6.4 Lateness in submitting written work in taught Master's degrees and diplomas, without cause acceptable to the institute, will result in a penalty in the mark awarded, or in the work not being marked. The sanctions, and the conditions for their application, must be included in the relevant guidelines and communicated to students.

6.5 The Board of Examiners will receive a report on mark deductions or other penalties for late submission of work.

Proceedings under Ordinance 15 are not disciplinary proceedings and termination of registration is not a disciplinary sanction. If the academic grounds constitute misconduct

as defined in the Code of Student Discipline: Ordinance 17), then proceedings shall be instituted under that Code. This procedure shall not be used where separate procedures are provided under other Ordinances such as those in the case of debt (which includes a failure to pay fees or other charges) or where specific conditions relating to registration are not fulfilled, leading to cancellation of registration, failure to register or failure to renew registration.

6.7 Warnings about academic performance

A student whose academic performance gives cause for concern will:

- (1) 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
- (2) be offered counselling by his or her personal tutor or by a senior officer of the School.

6.8 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.

6.9 Registration may be terminated as set out in paragraphs 6.12–6.28 below in serious cases where:

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

6.10 Academic insufficiency caused by medical or health reasons

If it appears, or if the student alleges, that the academic grounds for termination of registration may be brought about by medical or health reasons, including mental ill health or substance abuse, the student's institute, before commencing proceedings may seek, and may require the student to seek, professional advice. The institute may require a student to undergo a medical examination or to provide evidence from a medical practitioner.

6.11 The institute shall consider the evidence and medical advice and the prospects of improvement enabling completion of a programme. In the light of this advice, the institute shall consider if a period of interruption of study would be more appropriate than termination of registration. Any material available to the institute shall normally be supplied to the student.

6.12 Termination of registration

Registration in respect of institutes of the School may be terminated on academic grounds by the Dean.

6.13 A recommendation that registration be terminated under Ordinance 15 may be made to a Director of an institute by a programme director (or equivalent) or the student's supervisor, but only after a warning has been issued and counselling has been offered as in 6.7 above, the time for satisfying any conditions in that warning has elapsed, and in any event not less than four weeks have elapsed since the written warning was issued. Proceedings may be initiated by a Director without such a recommendation, provided that the conditions mentioned in 6.7 have been satisfied.

- 6.14 The Director may (a) summarily dismiss the recommendation, at the Director's discretion, or (b) arrange for an interview with the student.
- 6.15 The student shall be sent written notice at least ten working days in advance of the interview, including the reason for it, a copy of all relevant information received by the Director and a copy of this Ordinance. The student may be accompanied during the interview by a member of the University and will be given an opportunity to speak and ask questions.
- 6.16 The Director may require attendance at the interview of other persons from the institute (normally the student's personal tutor or supervisor) and shall consider a request from the student for attendance of other persons. The interview will be conducted at a time and place and in a manner which seems to the Director most appropriate. The interview may be conducted notwithstanding the non-attendance of any other person provided that the Director and the student are both present.
- 6.17 The Director may reach a decision without interviewing if the student cannot be contacted or fails to attend after due notice.
- 6.18 After the interview, or the date fixed for the interview if the student was absent, the Director must within five working days reach one of the following decisions:
(1) that termination of registration is not justified; or
(2) that termination of registration is not justified but there are sufficient academic grounds to justify a recommendation for termination of registration unless a particular course of action is followed, or
or on some future event; or
(3) that termination of registration is justified and a recommendation will be made to the Dean for the termination forthwith of the student's registration.
- 6.19 The Director shall within ten working days of the decision inform the student of the decision either orally (in which case it shall be confirmed in writing), or in writing, stating any conditions required under 6.18(2) above.
- 6.20 Where a decision under 6.18(3) is taken, the student will be given at least ten working days to make a submission to the Dean, who will consider the submission together with the recommendation in making a decision under 6.12 above. The Director shall inform the student of the right to make such a submission at the same time as the decision under 6.18 is communicated.
- 6.21 In accordance with 6.12 above, the Dean, having considered the recommendation and any submission by the student, may either terminate the registration, refer the matter back for further consideration or determine that the matter is closed.
- 6.22 The Dean shall inform the Director and the student of the decision, and of the right of appeal.
- 6.23 A request for a review of determination by the Dean under 6.21 may be made by the student to the Vice-Chancellor. Fresh evidence may be advanced in support of a review only where it could not reasonably have been made available at the time of the interview.
- 6.24 The Vice-Chancellor shall review the case and make such enquiries, if any, as the Vice-Chancellor deems appropriate. The Vice-Chancellor shall hold an oral hearing only if the Vice-Chancellor so decides, but normally will not do so.

- 6.25 If a hearing is to be held, the student shall be sent written notice at least ten working days in advance of the hearing, including a copy of all relevant information available to the Vice-Chancellor. The student may be accompanied during the hearing by a member of the University and will be given an opportunity to speak and ask questions.
- 6.26 The Vice-Chancellor shall either:
(1) rescind the decision to terminate registration, with or without conditions; or
(2) confirm the termination of registration.
- 6.27 The Vice-Chancellor's decision after the review shall be final.
- 6.28 The Vice-Chancellor shall arrange for the student to be informed of the decision within ten working days either orally (in which case it shall be confirmed in writing), or in writing. If the student's registration is not to be terminated, the communication to the student shall state any conditions the Vice-Chancellor requires.

UNIVERSITY OF LONDON STUDENT COMPLAINTS AND ACADEMIC APPEALS PROCEDURE

- 6.29 The University of London is committed to providing the highest quality service to all students. However, the University recognises that students may sometimes be dissatisfied and to improve the student experience we welcome feedback. If a student wishes to make a complaint they should follow the three step procedure outlined below.

It is recognised that making a complaint is a serious matter and it is treated as such by the University. The University seeks to reassure any student making a complaint that it treats all complaints confidentially and that making a complaint will not influence the progress of a student's study.

The University of London Student Complaints and Academic Appeals Procedure (hereafter referred to as 'the Procedure') complies with the University of London Ordinance 19.

6.30 Student Complaint

The University of London regards a complaint as any expression of dissatisfaction about our action or lack of action, or the standard of service provided by us or on our behalf.

6.31 Academic Appeal

The University of London will only consider academic appeals relating to:

- Serious circumstances affecting the student of which the Board of Examiners was not made aware when confirming the final mark
- Procedural irregularities in the conduct of assessment
- Evidence of prejudice or bias against the student on the part of one or more of the examiners

Students may not challenge the academic judgements of the examiners; in other words, work submitted for assessment purposes will not be re-marked.

I. Objective of this Procedure

- i. The University of London, through this Procedure, aims to resolve any complaints or problems quickly, fairly and simply. Therefore the University encourages resolution at the informal stage (Stage One) with the members of staff directly involved.

II. Who can make a complaint

- i. Any current student of the International Programmes or School of Advanced Study
- ii. Alumni of the International Programmes or School of Advanced Study within one year of graduation.
- iii. Groups of students

III. Scope of this procedure

This procedure covers but is not limited to:

- i. Student administrative support services and lifecycle issues, such as registration, examination entry, examination arrangements, and dispatch of study materials
- ii. Issues affecting the quality of the student learning experience, for example, programme materials
- iii. Appeals against the application of the regulations (see also point iv. below)

This procedure does not cover:

- iv. Examination results – the University will not consider an appeal against the academic judgement of the Board of Examiners
- v. Disciplinary processes
- vi. Academic offences
- vii. Complaints from anonymous individuals or from an un-attributable source
- viii. Appeals against admissions decisions. There is a formal University of London admissions appeals procedure for admissions decisions. Please refer to the International Programmes or SAS admissions website for further information or contact the University of London International Academy Student Advice Centre or SAS Registry.

IV. Timescales for making a complaint

- i. There is a context to each complaint and appeal and therefore timescales may vary.
- i. After a period of 12 weeks (96 calendar days), the basis of any complaint shall normally be deemed to have lapsed

V. Support and Guidance

For students of the International Programmes, the Student Advice Centre (SAC) is able to guide students in the use of the Procedure via the portal <https://my.londoninternational>.

6.32 The Procedure

1. Stage One: Informal Stage

Resolution within the department where the complaint arose.

- 1.1 Complaints or feedback on any aspect of the student experience should be raised initially with the member of staff of the University with whom the student has been dealing.
- 1.2 Dealing with a complaint at this stage may involve escalation to the line manager of that functional area. It is the responsibility of the line manager to ensure that complaints relating to their department are resolved in a fair and expeditious manner.
- 1.3 A record of all correspondence and telephone calls will be maintained.

1.4 Where the complaint relates to the application of regulations it should normally be made to the Programme Director in the first instance in accordance with Stage One of this procedure.

2. Stage Two: Formal Complaint

The Director of Quality, Standards and Governance acting on behalf of the Pro Vice-Chancellor (International) for International Programmes students and acting on behalf of the Dean of SAS for SAS students

2.1 If a complaint (or appeal against the application of regulations) is not resolved at Stage One, the complainant may refer the matter in writing to the Director of Quality, Standards and Governance at ac-cpq@london.ac.uk

2.2 The complainant should provide details of the complaint in a clear and succinct statement together with any available and relevant evidence.

2.3 It is at the discretion of the Director how the complaint is investigated and determined.

2.4 The Director may nominate a member of staff to carry out the investigation.

2.5 Acknowledgement of receipt of the complaint will normally occur by email to the complainant within three working days.

2.6 Following investigation the complainant will receive a written response upholding or dismissing their complaint. This will be sent via email, normally within twenty working days of receipt of the complaint.

If our investigation will take longer than twenty working days, we will tell you. We will agree revised time limits with you and keep you updated on progress.

3. Stage Three: Review Stage

The Deputy Chief Executive (for SAS or International Programmes, as appropriate) with the delegated authority of the Vice-Chancellor of the University of London

3.1 Stage Three is used when the following criteria are satisfied:

- i) That the policies and procedures outlined above were not followed by University of London staff;
- ii) That evidence which could not reasonably have been made available during Stage One or Stage Two has come to light;
- iii) That the complainant has escalated the matter within a reasonable timeframe following the conclusion of Stage Two (normally within 12 weeks)

3.2 If a complaint (or appeal against the application of the regulations) is not resolved at Stage Two, the complainant may refer the matter in writing to the representative of the Deputy Chief Executive (*for SAS or International Programmes, as appropriate*) at ac-stage3@london.ac.uk

3.3 If the criteria (noted at 3.1) are not satisfied the complainant will receive this decision in writing.

3.4 If the criteria (noted at 3.1) are satisfied the Complaints Resolution Panel will be convened.

3.5 The Complaints Resolution Panel, appointed by the Deputy Chief Executive (*for SAS or International Programmes, as appropriate*), will consist of a Chair, a member of staff from

within the University of London International Programmes or SAS (where relevant) and a student member.

- 3.6 The Chair of the Complaints Resolution Panel will be independent of the University of London International Programmes and SAS.
 - 3.7 No member of the Panel will have a personal or other significant interest in the case to be considered, e.g. the student's personal tutor, in order to maintain objectivity.
 - 3.8 The Panel will be presented with all documents relating to the case including any statement from the complainant in order to make a decision.
 - 3.9 The complainant will not be requested nor have any right to appear before the Panel.
 - 3.10 The University does not permit lobbying of the Panel by the complainant or his/her representative nor will the Panel consider any such lobbying.
 - 3.11 Acknowledgement of receipt of the complaint will normally occur by email to the complainant within three working days.
 - 3.12 The Complaints Resolution Panel will meet within twenty working days (excluding University vacation periods) of receipt of the complaint at Stage Three if the case is determined to have met the criteria outlined in 3.1.
 - 3.13 The complainant will be informed in writing of the outcome within ten working days of the meeting of the Complaints Resolution Panel.
If the panel will take longer than the agreed timescales, we will tell you. We will agree revised time limits with you and keep you updated on progress.
- 4. The Office of the Independent Adjudicator**
- 4.1 On completion of all stages of the Procedure, the issue may be referred in writing to the Office of the Independent Adjudicator (OIA).
 - 4.2 Please note that the OIA require a **Completion of Procedures letter**, which can be requested from the office of the Vice-Chancellor via Vice-Chancellor@london.ac.uk
 - 4.3 For details of the OIA please see the website: <http://www.oiahe.org.uk/>

UNIVERSITY OF LONDON ADMISSIONS APPEALS PROCEDURE

6.33 **Stage 1:**

An appeal against an admissions decision is (re)considered by the relevant Course/Programme Director.

Stage 2:

If there is no resolution at Stage 1, the appeal is then considered under Stage 2 of the University of London Student Complaints and Academic Appeals Procedure.

Please note that the Office of the Independent Adjudicator (OIA) cannot consider complaints about admissions (<https://www.oiahe.org.uk/making-a-complaint-to-the-oia/can-the-oia-look-at-my-complaint-complaints-wizard.aspx>).

HARASSMENT AND DISCRIMINATION

- 6.34 The following paragraphs reflect the provisions of Ordinance 19: Student Complaints (Annex 2: Model Procedure on Harassment, Discrimination and Bullying of Students).
- 6.35 The University does not consider it to be acceptable for a student to be subjected to discrimination or harassment in any form by a fellow student, a member of staff, or by any other person on University premises or in connection with their study in the University. If possible, the student should make it clear to the person causing offence that their behaviour is unacceptable. If direct representation is not possible, or is not effective, the student may seek help and advice as follows.
- 6.36 The student is advised to seek a confidential interview with the person designated in the student's institute. The 'person designated' shall be the Director of the institute unless otherwise stipulated. If the Director (or other person designated) is the subject of the complaint, the person designated will be the Dean of the School. The purpose of a confidential interview is to discuss the nature of the problem and arrive at an acceptable solution. Further action will not normally be taken without the express permission of the student. However, it will usually not be possible to deal with the matter adequately if such permission is withheld.
- 6.37 If the problem is serious or has not been resolved as a result of the confidential interview, the student may make a formal complaint (as set out in Annex 1 to Ordinance 19) which will lead to the initiation of disciplinary proceedings. It will be useful for the student to keep a note of the details and dates of relevant incidents.
- 6.38 Institutes will keep lists of organisations and individuals which will provide additional help and advice, especially in more serious cases.
- 6.39 The University's 'Policy in Respect of Offences that are also Criminal Offences' is set out at Annex 1 to Ordinance 17: Code of Student Discipline. A student who is the victim of a racial, sexual or physical assault may seek help from appropriate organisations, and may report the matter to the police.

8.14 EXAMINATIONS REGULATIONS

Extract from the Quality Assurance Framework, section 8

Schemes of examination are prescribed in the programme regulations for each programme. Examination shall involve assessed coursework or unseen written examinations, or both, and a significant piece of individual work in the form of a dissertation or report; the latter may be based on a project or fieldwork. In the following, “examination” refers unless specified otherwise to the total schedule of assessment prescribed in the relevant programme regulations.

8.15 The unseen written examination for each module, where applicable, shall take place on one occasion each year, as specified in the programme regulations, except where a special examination is permitted in the case of illness or other acceptable cause (see 8.24 and 8.25).

8.16 The schedule for submission of assessed coursework shall be as determined in the particular programme regulations.

8.17 The dissertation or report designated in 8.15 above will be examined on one occasion only in each year and the date for submission will be specified in the programme regulations.

8.19 To be awarded a degree a candidate must:

- have completed to the satisfaction of the School the programme of study prescribed;
- have been examined in all parts of the examination prescribed for the programme and shown a competent knowledge in the examination as a whole.

8.20 A candidate must satisfy the examiners in the examination prescribed within two years from the completion of the prescribed period of study. This period of two years may be extended at the discretion of AQSC, but in no circumstances be extended beyond three years.

8.21 Entry to examinations

Entries to the examination must be received by the University by the date specified by the University.

8.22 Candidates are bound by the regulations in force at the time of their entry to the examination.

8.23 No student will be admitted to an unseen written examination unless the certificate (on the examination entry form) of having attended the appropriate programme of study in accordance with the regulations has been completed by the authorised person (the Director, or an officer designated by the Director) in the Institute to which the student is attached.

8.24 Special Examination Arrangements

The University’s Regulations (Regulation 1: Section E, para 93) for Special Examination Arrangements apply in the School. Applications are sent to the University’s Special Examination Services Officer. The authorised person in the candidate’s Institute must

normally send an application for special examination arrangements in regard to a named candidate no later than six weeks before the date of the candidate's first examination. Applications after this date will only be considered in the case of sudden illness or injury.

8.25 Deferral and withdrawal from examination or part of examination

A student may be permitted to withdraw from an examination for which they are registered, or be granted an extension to an assessment deadline, at the discretion of the Programme Director of Studies, for an extension of assessment deadline, or the Mitigating Circumstances Panel (MCP; see paragraph X for details) for all other cases, provided that they supply evidence of illness or other good cause not less than seven working days before the commencement of the first examination which they are expected to sit or before the date of submission in the case of other assessed work. Evidence should be submitted on the form provided for this purpose.

8.25.1 In exercising their discretion the Programme Director or the MCP must be satisfied that

- (a) the illness or other good cause would render the student unfit to enter the examination or to complete the assessment by the deadline; and
- (b) that the illness or other good cause would either:
 - (i) have a significant and adverse impact on the student's performance in the examination or other assessment; or
 - (ii) would prevent the student from sitting the examination or prevent the student from completing or submitting the assessment within the given time-frame.

8.25.2 Where the Director of Studies/MCP is satisfied that the above conditions have been met, the student will both be withdrawn from the examination and deferred or, for other assessment, a new submission deadline will be set.

8.25.3 Except as provided for in 8.25.9 below, a student who is absent from an examination for which they are registered without having been permitted to withdraw, according to the provisions of Regulation 8.25 above, will be regarded as having attempted the examination, and will be awarded a mark of zero for that examination. Such a student may, at the discretion of the relevant Board of Examiners and on the recommendation of the MCP, be permitted to attempt the examination again if the regulations for the programme permit such reassessment (see Regulation 8.41 below).

8.25.4 Except as provided for in 8.25.9 below, a student who fails to submit material for assessment or submits after the deadline and has not made a request for an extension under 8.25 above, will receive a mark which has been adjusted according to the scale of for that assessment, penalties as agreed by the AQSC:

- (i) Coursework for assessment but not including the dissertation, will be subject to the deduction of marks as follows:

- A penalty of 10% of the mark awarded for work up to one week late;
- A penalty of 20% of the mark awarded for work between one and two weeks late;

When work is more than two weeks late, the penalty to be applied is at the discretion of the Institute. The Institute reserves the right not to accept work submitted more than two weeks late; in such cases the mark recorded will be nil.

- (i) A dissertation handed in after the deadline will be subject to the same penalties as above, except that the Institute reserves the right not to accept and/or mark a dissertation that is handed in after the deadline.

Such a student may, at the discretion of the relevant Board of Examiners and on the recommendation of the MCP, be permitted to attempt the assessment again if the regulations for the programme permit such reassessment.

8.25.5 A student who is registered for an examination and who is absent from that examination without having been withdrawn, or who fails to submit material for assessment by the deadline without an extension, according to the provisions of Regulation 8.25 above, may be retrospectively withdrawn in that examination, or granted a retrospective extension to the assessment deadline at the discretion of the Board of Examiners on the recommendation of the MCP, provided that they provide evidence of illness or other good cause prior to the meeting of the Board of Examiners at which the results for that examination will be determined and normally within seven working days of the examination having taken place or the assessment deadline. Evidence should be submitted on the form provided for this purpose.

MITIGATING CIRCUMSTANCES

Extract from Quality Assurance Framework section 8

8.26 **Constitution of the Mitigating Circumstances Panel**

The MCP will comprise the Dean or his nominee; the Registrar; an external member of the AQSC and a Director of a non-teaching Institute. The Chair of the Panel will be the Dean. The Panel will sit at least one week before the date of the first Examination Board held by an Institute, or at any other time deemed necessary by the MCP.

8.27 **Mitigating circumstances procedures**

In exercising its discretion the Mitigating Circumstances Panel (MCP) must be satisfied that:

- the illness or other good cause rendered the student unfit to enter the examination or to complete and submit the assessed work by the deadline; and
- that the illness or other good cause would either:
 - have had a significant and adverse impact on the student's performance in the examination or assessed work; or
 - have prevented the student from sitting the examination.

- 8.27.1 Additionally, the MCP must be satisfied that the student was unable, or for valid reasons unwilling, to request to be withdrawn from the examination or to request an extension to a deadline in accordance with 8.25 above.
- 8.27.2 Where the MCP is satisfied that the above conditions have been met, it will recommend to the Board of Examiners that the student either be retrospectively withdrawn from the examination or deferred, or, for other assessment, a new submission deadline will be set.
- 8.27.3 A student who presents him or herself for an examination or submits material for assessment will be deemed to have considered themselves fit to enter that examination or to undertake the assessment within the given time-frame, and any mark achieved in that examination/assessment will stand. Exceptionally, a student who entered an examination and completed that examination, or who was present at the examination but was unable to complete the examination, or who submitted material for assessment may, at the discretion of the MCP, be retrospectively withdrawn in that examination or offered another opportunity to undertake the assessment, provided that they supply evidence of illness or other good cause prior to the meeting of the MCP, prior to the meeting of the Board of Examiners at which the results for that examination will be determined and normally within seven working days of the examination having taken place or the assessment deadline. Evidence should be submitted on the form provided for this purpose (Mitigating Circumstances Form).
- 8.27.4 In exercising its discretion the MCP must be satisfied that:
- (a) the illness or other good cause rendered the student unfit to enter the examination or to undertake the assessment, or, in the case of a student who failed to complete the examination, prevented the student from completing the examination; and
 - (b) the illness or other good cause had a significant and adverse impact on the student's performance in the examination/assessment.
- 8.27.5 Additionally, the MCP must be satisfied that the student was, for good reason, unable at the time of entry or submission to recognise that s/he was unfit to enter the examination or undertake the assessment during the specified time-frame.
- 8.27.6 Where the MCP is satisfied that the above conditions have been met, it will recommend to the Examination Board that the student will either be retrospectively withdrawn from the examination and deferred, or, for other assessment, a replacement opportunity to submit material for assessment with a new submission deadline will be offered.
- 8.27.7 Where a student is deferred in an examination according to the provision of Regulations above, the student will be required to enter a replacement examination, where they will be examined as if for the first time (or second time if the deferred examination was itself a second attempt), normally at the next occasion when the examination is offered and the mark for the original attempt will be annulled. Where a student is deferred in an examination and required to enter a replacement examination, the Board of Examiners on advice of the MCP

shall determine whether the student is required to sit the examination with or without further attendance.

8.27.8 Under no circumstances may examination marks be raised due to illness or other good cause in relation to a student's performance in an examination. However, where a final-year candidate has submitted evidence of illness or other good cause under Regulations above, and the MCP is satisfied that the conditions for the exercise of its discretion have been met, the Board of Examiners on the advice of the MCP may, instead of retrospectively withdrawing the candidate, give the candidate special consideration under the provisions of paragraph 8.40 X below.

8.28 Candidates will be informed of the marks obtained in those elements in which they have been examined.

8.29 **Illness**

Special provision for illness or other good cause is given in the withdrawal regulations (Regulation 8.25 above). Where a candidate believes that their performance has been adversely affected by circumstances beyond their control, a case, with appropriate documentation, should be submitted to the Chair of the MCP prior to the meeting of the relevant Board of Examiners, using the form provided for this purpose (MCF) and normally within seven working days of the examination having taken place or the assessment deadline.

If you have any questions on the above, please contact the Registry or the Programme Convenor, Dr Alessandro Scafì.

MA IN CULTURAL AND INTELLECTUAL HISTORY 1300-1650
Presentation of assessed essays and dissertation
September 2018

Assessed essays and the dissertation are to be submitted to the Associate Director (Administration) as follows:

Assessed Essays:

4,000 words each

The first and second essays to be handed in by 5 p.m. on the first day of the second term and the third and fourth essays by 5 p.m. on the first day of the third term.

Dissertation: No fewer than

18,000 words, nor more

than 20,000 words

By 5 p.m. on 24 September 2018.

Submission deadlines are firm deadlines and it is essential that the essays and dissertation be submitted by the due date and time shown above (see penalties below). A student may, however, apply for an extension, for medical or other pressing reasons. A request for an extension must be made to the tutor or supervisor for the assessed piece of work. Documentary evidence will be required when appropriate. An extension will normally only be granted if applied for in advance and the period of extension shall be determined by the Institute.

Topics: The topics of the assessed essays and of your dissertation must be discussed in advance with your adviser and/or potential supervisor and submitted to the Institute Manager, by a date of which you will be informed, for approval by the Committee of Academic Staff and, in the case of dissertations, by the Higher Degrees Committee. Once the topic for your dissertation has been approved, a member of staff will be appointed as your supervisor.

You may use the two essays and the dissertation to build up elements of the same topic but may not recycle work you have done earlier in the Course or before coming on the Course.

Essays: Members of staff can discuss issues relating to the long essays with you but will not read drafts.

Dissertation Supervisor: The supervisor for your dissertation will supervise the progress of your work and give guidance on matters of approach and presentation. You must submit a plan of your dissertation and a title to your supervisor before 31 July. When you and your supervisor have agreed upon a title, this should be submitted to the Institute Manager by e-mail. Up to 31 August your supervisor will also read and comment on any drafts you wish to submit but will not correct them. Throughout September you may discuss your work with, and seek guidance from, your supervisor but he or she will not read any further written drafts. Before the end of the summer term you should agree with your supervisor a programme for consultation over the long vacation.

English. Essays and dissertations must be written in English. The onus is on you to ensure that they are written in English of an acceptable standard; it is not your adviser's or supervisor's responsibility to re-write your English.

Style:

References and Bibliography: The essays and dissertation must be complete with references and bibliography. For all matters of style (including bibliographical style) you are strongly advised to follow the conventions laid down in the attached guidelines; nevertheless, other styles are acceptable, provided that they are applied in a clear and consistent fashion.

In particular you should note the following:

Quotations require footnotes indicating their source. Long quotations (fifty words or more) may be given in separate blocks in single spacing, indented from the margin, without quotes. Use single quotation marks for all other quotations. (Double quotation marks only for quotes within quotations.) Quotations from a foreign language should be given both in the original and in translation: one or other may be placed in the notes, as appropriate. Only the translation will count towards the word limit.

Footnotes should be placed at the foot of the page on which they occur. If you use endnotes instead, they should be placed at the end of the essay or dissertation, or at the end of chapters if appropriate.

A bibliography must follow the essay or dissertation. This is a full list of material cited in the essay. It should normally be set out in two parts: 'primary sources' (manuscript and published) and 'secondary works' (books and articles). List both alphabetically, and give details of books and articles in full, as for the first citation in footnotes.

Presentation and Checking. The examiners give much weight to the physical presentation of the essays and dissertation. You should make sure that you give sufficient time and care to this aspect. Check very carefully for spelling mistakes, wrong quotations, mistranslations and errors of typing. Ensure that references in the essay or dissertation are internally consistent and that footnote numbers correlate with those in the text.

Appendices: Documentary appendices are not normally acceptable. If, however, you have a specific reason for including appendices, you should discuss the matter with your supervisor. If you are given approval to include appendices, you must make certain that they are not discursive and that they include only documentary material which examiners are not required to read in order to examine the dissertation, but to which they may refer if they wish.

Word Limits: The word limits stated above for the essays and dissertation include footnotes, but exclude bibliography, image captions and any documentary appendices. Concise glossaries are acceptable where appropriate and will also be excluded from the word limit. These word limits must not be exceeded. The number of words which form part of the word limit must be shown at the end of the essays and dissertation.

Presentation: Essays and dissertations should be typewritten on one side of the paper only using a font no smaller than point 11 size, with footnotes no smaller than point 9. Please select a clear font (Times New Roman, Calibri etc). Margins should not be less than 20mm. One and a half or double spacing should be used, except for indented quotations (see below) and footnotes where single spacing may be used. The dissertation should include a contents page. Essays and dissertations should be paginated and submitted in a binder or with spiral binding. Your name should not appear on either the essays or the dissertation.

TWO copies of each essay and TWO copies of the dissertation must be submitted together with an electronic copy on the VLE.

Accompanying the essays and dissertation (but not bound in with them) you should submit a signed form confirming that all the work contained in the essay/dissertation is your own. A copy of that form is attached.

Plagiarism. All work submitted as part of the requirements for any examination of the University of London must be your own. Any quotation from the published or unpublished work of others or summary of their ideas must be duly acknowledged. Failure to do so constitutes plagiarism and is an examination offence.

Penalties:

Late Submission of Work: For essays submitted up to one week late without reasons deemed acceptable the penalty will be 10% of the mark awarded (i.e. if your essay is marked at 70%, you will have 7 marks deducted and your mark will be lowered to 63%); for such work submitted between one and two weeks late, the penalty will be 20% of the mark awarded. The Institute reserves the right not to accept work submitted more than two weeks late; in such case the mark recorded will be nil. Dissertations submitted late without reasons deemed acceptable will be subject to the same penalties, except that the Institute reserves the right not to accept and/or mark the dissertation.

You should note that computer problems are not normally an acceptable excuse for late submission. You should back up your work on a daily basis at least and should aim to have a final draft ready one week before the deadline to allow for checking and any problems.

Exceeding the Word Limit: Candidates must pay attention to word limits. For coursework exceeding the upper word limit by at least 10%, the work will be reduced by five percentage marks, subject to a minimum mark of a minimum pass.

Return of Work: Once each of your assessed essays has been marked, your adviser or another member of staff will discuss it with you. You may then keep the essay for a short while until it is required by the External Examiner (date to be notified).

One copy of your dissertation will be returned to you after November 2018.

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

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

(Note: 50% is the pass mark for each module or other unit of assessment, as well as for the programme overall.)

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

- 85-100 Distinction
Outstanding performance above a distinction level. Work is of exceptional quality. The highest level of knowledge and understanding is demonstrated by independence and originality in conception, the highest level of critical skill, synthesis and analysis. The work contains analysis of sufficient originality and importance to change the conventional way of approaching the subject, and its presentation is of the highest standard. The work will be well- argued, well-organised and impeccably documented, and be of publishable or near-publishable quality.
- 75-84: Distinction
Excellent work, demonstrating a consistently very high level of knowledge and understanding. It shows clear evidence of originality and/or independent critical evaluation, high levels of skill in synthesis and analysis. Propositions are analysed with sufficient originality to challenge received ideas, and in a clear, sustained, relevant and focused manner. Presentation standards will be excellent.
- 70-74: Distinction
Very good to excellent work, demonstrating a very good level of knowledge and understanding. Work shows strong evidence of originality and/or independent critical evaluation, high levels of skill in synthesis and analysis. Arguments are well-organised and lucid. Presentation standards together with accompanying documentation are very good.
- 60-69: Merit
Good to very good work, showing a good level of knowledge and understanding of relevant material, demonstrated by evidence of originality of thought with signs of independence, a good level of critical skill, synthesis and analysis. Work will be well-organised, clearly argued, coherent and appropriately referenced. Presentation will be of a good standard.
- 50-59: Pass
The work is of an acceptable standard, demonstrating an adequate level of knowledge and understanding, some evidence of competence in synthesis and analysis, and adequate levels of presentation.

- 47-49: Fail
Unsatisfactory work, showing a basic but incomplete level of knowledge and understanding. Important elements may be lacking, and the argument may be persistently obscure, and lacking in coherence and focus.
- 35-46: Fail
Poor or very poor work, below or well below the standard required at the current stage. Work that is very or seriously flawed, displaying a lack of research and a lack of engagement with the question; incoherence or a grave misunderstanding of the topic; no signs of independence and originality in conception, little or no critical skill or ability to synthesise and analyse; very poor standards of presentation including inadequate or extremely poor referencing; short work.
- 25-34: Fail
Extremely poor work, demonstrating all the flaws outlined above.
- 0-24: Fail
Unacceptable or not submitted

Additional Marking Criteria for the Warburg Institute

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

- 85-100:
Work that shows strong evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.
- 75-84:
Work that shows strong evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.
- 70-74:
Work that shows clear evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.
- 65-69:
Work that shows some evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.
- 60-64:
Work that shows a good understanding of the material studied, supported by detailed reference to the relevant materials.
- 50-59:
Work shows an adequate knowledge of primary and secondary material.

There are no additional Institute criteria for marks below 50.

Condonation: A marginal failure in one assessable component of the examination may be condoned at the discretion of the Examination Board provided that the overall mark for the programme is at least 50%.

The definition of 'marginal failure' is at the discretion of the Examination Board but will not normally extend to a mark below 47%; the Examination Board may condone a mark below this norm when (a) the overall mark for the programme is at least 50%, and (b) the student achieves a mark of 60% or above in at least one significant element of the course.

A marginal failure in one individual question on the translation paper may be condoned provided that the overall mark on the paper is a pass. A marginal failure in an essay may be condoned provided that the composite mark for the four essays duly weighted is 50% or higher.

Criteria for the marking of the Translation Paper will be as follows:

- Distinction 70 and over:

An accurate translation of the passage, in correct and idiomatic English.

- 60-69:

A generally accurate translation, but including some mistakes in the understanding of grammatical constructions or unusual words. There may be some infelicities in the English prose.

- 50-59:

An understanding of the general sense of the passage, but some sentences will be misunderstood. The translation is likely to be stilted and unidiomatic.

- Fail:

The general sense is not understood. Very limited understanding of grammar and vocabulary.

Style Sheet for Student Work

Abbreviations

Use a full stop only if the last letter is not the last letter of the word: thus cols, Dr, St, nos, vols etc., but col., no., p., pp., vol. etc.

– Please note: USA, UK etc., and (in footnotes) MS, plural MSS.

– See also below, Dates, and Repeated references.

Books and periodicals

See the examples below, under References to ...

Captions for illustrations

Captions for illustrations should be placed below the image and numbered consecutively according to how they are referred to in the main text (fig. 1, fig. 2, etc.). They should be brief so as to give maximum space to the illustration. The following examples are a guide. If you are unsure about formatting conventions for your material, please consult with your supervisor, the MA Convenor or recent articles in the *Journal of the Warburg and Courtauld Institutes*.

Examples:

Fig. 1. Anonymous north Italian artist, *Portrait of a Young Man*, c. 1520 (oil on wood, 74.5 × 57.2 cm). Melbourne, National Gallery of Victoria, Felton Bequest, 1966, accession no. 1587/5.

Fig. 2. Author portrait of St Augustine with clerics and scholars, from his *City of God*, Florence, Biblioteca Laurenziana MS Plut. 12.17, fols 3v–4r (Canterbury c. 1100).

If you have copied the figure from a published source, you must identify that source in the caption.

Give the publication information in place of who owns the work.

Examples:

Fig. 1. English, *Elizabeth I of England: The Ditchley Portrait*, 1592(?), oil on canvas (241.3 × 152.4 cm). In Lorne Campbell, *Renaissance Portraits* (New Haven and London: Yale University Press, 1990), p. 27.

Fig. 2. Master of the Guild of Saint George, *Jan de Mol*, c. 1485–98, London, Courtauld Institute Gallery (photograph before c. 1930, Photographic Collection, Warburg Institute).

Fig. 3. Jörg Kölderer, *Triumphzug: Der Troz*, 1512–15, watercolour with gold heightening on parchment (45 × 93 cm). The World of the Habsburgs, <http://www.habsburger.net/en/stories/trumpets-and-drums> (accessed 23 September, 2015).

Photographs when used should also be acknowledged and may include a brief description rather than a title. When reproducing a photograph taken by an established artist/photographer, you should list the artist/photographer first:

Examples:

Fig. 1. Interior of Parish Church of St. Maria Magdalena in Tiefenbronn, after restoration, 1960, photograph, courtesy of the Landesmedienzentrum Baden-Württemberg.

Fig. 2. Cindy Sherman, *Untitled #224*. 1990, 1990, chromogenic photograph (122 x 96.5 cm). Museum of Modern Art, New York. Collection of Linda and Jerry Janger, Los Angeles.

You can also use your own images (photographs, diagrams etc) though please be aware of regulations in museums, galleries, churches regarding photography.

Examples:

Fig. 1. View of the Cathedral of Santa Maria dei Fiori, Florence, 2015. Photo: Author.

Fig. 2. Tiled stove, 1466(?), displayed in the Landesfürstliche Burg, Meran, 2012. Photo: Joanne Anderson.

Fig 3. Schematic plan of the east end of Canterbury Cathedral, c. 1130, showing the positions and designs of the window armatures. Diagram: Author.

Dates

Examples:

- 27 September; 7 March 1555 (Venetian style); 13 June 1766
- 430 BC; 305 AD
- 1376-79; 1477-93; 1718/19 (old/new style)
- c. 1611; fl. 1311-35; d. 1902
- *in the text:* Seventeenth century; eighteenth century
- *but in footnotes:* 17th century; 18th century
- Quattrocento, Cinquecento (*not italicised*).

Footnotes

Footnotes should be numbered consecutively and their reference numbers in the text should be placed *after* any punctuation. They should be short and confined mainly to bibliographical references. Long footnotes should be avoided if possible.

Italics

Please do use italics for titles of works of art, books and periodicals; and for very short phrases in languages other than English (one or two words only; example under Quotations). Do not italicise citations in foreign languages (which are normally used only in footnotes: see Quotations).

Manuscript and archive references

See the examples below, under References to ...

Names

Personal names should be given as well as surnames at first mention (with a few obvious exceptions, e.g., Dante, Einstein, Freud, Luther, Newton, Petrarch, Shakespeare).

- Use a single space between initials in names, thus e.g., A. J. Ayer, *not* A.J. Ayer.
- Proper names ending in 's', 'x' or 'z' take an extra possessive, e.g., Rubens's works.
- Place names should be given in English forms if they exist, e.g., Basle, Cologne, Rome.

Numerals

In the text, numbers between one and one hundred (inclusive) should normally be written out in full, with arabic numerals used for higher denominations; thus 'between ninety and 120 men' etc. In articles containing statistical information, however, this rule is relaxed. In footnotes, arabic numerals should be used.

- Inclusive numerals repeat the final two digits or more as required, thus 18-19, 123-24, 399-406.
- The *Journal* does not use the suffixes 'f' or 'ff'. Exact page numbers should be given.
- All volume numbers should be given in roman numerals (either upper- or lower-case, consistently).
- Numerals in dates: *see above*, Dates.

Page numbers

See above, Numerals, *and the examples given below under References to ...*

Quotations

Short quotations

Quotations within sentences should be given single quotation marks and any quotations within them should be given double quotation marks. Examples:

- — — ... For a gem in Istanbul, inscribed 'Solomon said, "Protect!"', see...
- — — ... the reason why Petrarch loved bay (*lauro*) so much was...
- — — ... Nineteen manuscripts are listed, including a copy of Cicero's *De oratore* 'in carta bona' and...

Long quotations

These should be given without quotation marks, as separate paragraphs distinguished by indenting or a smaller type-size. Quotations within them should be given single quotation marks.

Quotations in languages other than English should normally be given in translation in the text, with a footnote giving the original in full. Occasionally (e.g., in the case of poetry) it may be preferable to reverse this procedure.

Please note that direct quotations from modern critical literature are discouraged, in line with this *Journal's* general emphasis on primary sources.

References to articles in periodicals

Examples:

- M. J. Kitchel, 'The *De potentiis animae* of Walter Burley', *Mediaeval Studies*, XXXIII, 1971, pp. 85-113.
- D. S. Chambers, 'The Housing Problems of Cardinal Francesco Gonzaga', *this Journal*,* XXXIX, 1976, pp. 21-58 (26-32).

* Note that the *Journal of the Warburg and Courtauld Institutes* should be referred to as 'this *Journal*'.

References to books

From about 1800 onwards, initials rather than full forenames should be used for authors and editors. In all references, the place of publication should be cited using its customary English spelling and followed, without a comma, by the date of publication. Page numbers should be cited in accordance with the rules for numerals. The *Journal* does not use the abbreviations f. or ff. Book and chapter numbers, where relevant, should follow the conventions for classical works and be placed after page numbers, in round brackets.

Examples:

- A. C. de la Mare, 'The Florentine Scribes of Cardinal Giovanni of Aragon', in *Il libro e il testo*

(Atti del convegno internazionale, Urbino 1982), ed. C. Questa and R. Raffaelli, Urbino 1984, pp. 245-46.

– G. A. Galante, *Guida sacra della città di Napoli* (Naples 1873), ed. N. Spinosa, Naples 1985, p. 140.

– Leon Battista Alberti, *De re aedificatoria*, ed. and tr. (Italian) G. Orlandi and P. Portoghesi, 2 vols, Milan 1966, repr. 1988, I, pp. 62-63, 74-75 (I.8, I.10), and II, pp. 998-99 (X.17).

– Andrea Alciati, *Emblematum liber*, Augsburg 1531, sig. C6^r.

References to books of the Bible

Books of the Bible are not italicised: e.g., II Chronicles 9.2; Matthew 26.8.

References to classical works

Examples:

– Aristotle, *Nicomachean Ethics*, III.10 (1118a17-25)

– Vergil, *Aeneid*, VI.249.

Use roman numerals for the book number (if any) and arabic numerals for partitions, separated by full stops. Commonly accepted English forms are normally used for authors and titles, which should always be given in full.

References to illustrations

References to authors' own illustrations should be indicated as Fig. [1, 2, 3, ... etc.]; references to illustrations published elsewhere should be pl. [number] or fig. [number] as appropriate, using lower-case letters.

For information on supplying illustrations for publication, see the Illustrations section in our Notes for Contributors ([click here](#)).

References to internet resources

Wherever possible, references to material consulted through internet resources should be accompanied by standard references; e.g., where a manuscript or early printed book has been quoted, the appropriate full archive reference and folio number, or publication reference and page number, must be given in addition to the online reference. References to the resources themselves should be kept as brief as possible, and URLs should be avoided (unless in reference to images, see above), as they are subject to change.

Example:

– Oxford, Bodleian Library MS Bodley 264, fol. 74v. Enlarged colour reproductions of the entire MS are available for consultation through the Early Manuscripts Imaging Project on the Bodleian Library website.

Since texts and images which are published on the internet are liable to be edited or replaced over time, students should ensure that references to them are correct at time of consultation. A note may be added to indicate this. See caption information above.

References to manuscripts and documents

Examples:

- London, British Library MS Harley 4431, fols 8^r, 14^v–16^r.
- Florence, Archivio di Stato, Notarile Antecosimiano, 1748 (Ser Antonio Bartolomei, 1474–76), fols 84^r–87^r.

You should ensure that archive names and locations are given in full and that citations of press-mark or finding numbers follow the exact form used by the library or repository of archives concerned.

For recto and verso, superscript r and v are helpful but not essential. Please note that the recto should always be indicated.

See also below, Transcriptions.

References to theses

Example:

- J. Hankins, 'Latin Translations of Plato in the Renaissance', Ph.D. thesis, Columbia University 1984, p. 21.

Repeated references

Although bibliographical data must be spelt out in full in initial references, shortened forms of frequently-used names and titles may be used in subsequent footnotes, so long as the abbreviation to be adopted is previously indicated, e.g., '*Dizionario biografico degli Italiani*, Rome 1960– [hereafter *DBI*]; 'British Library (hereafter BL)'. If preferred, a list of such references may be provided in a first or asterisk footnote.

Ibid. (not italicised) may be used for a repeated reference immediately following the first one, but subsequent references should include the footnote number, e.g., 'Saxl (as in n. 28), p. 36'. Where there might be confusion between two works by the same author, a key word or short title should be added.

Spelling

Please use British, not American spellings except in direct quotations.

- Medieval, encyclopedia etc. should be spelt thus (not mediaeval, encyclopaedia etc.).
- Christianised, allegorised, emphasising etc. should be spelt thus (-is- *not* -iz-).
- English forms are used for place names (*see above*, Names).

Transcriptions

Where unpublished material is cited verbatim from transcriptions, authors are asked to retain photocopies of the original documents so that any queries may be handled swiftly. Where documents are to be published in an Appendix, please indicate the transcription conventions which have been followed. Examples are available on request.

Translations

Quotations in languages other than English should normally be translated or summarised in the text, with a footnote giving the original in full.

Volume numbers

See above, Numerals.

STATEMENT OF AUTHORSHIP FORM

Name: _____

Course title: _____

Essay title: _____

Name of academic advisor _____

Word Count _____

Due date: _____

I declare that the essay/dissertation is my own work and that all sources quoted, paraphrased or otherwise referred to are acknowledged in the text, as well as in the bibliography.

Signature: _____

Date submitted: _____

Received by:
(signature) _____

Date submitted: _____

MA in Cultural and Intellectual History 2017-18

% of
degree

Core Courses

MODULE Religion and Society (Essay)	11.1
MODULE Image to Action (Essay)	11.1
MODULE Language Skills (Examination) - 3 questions equally weighted including Latin	11.1

Optional Courses

MODULE Optional Course 1 (Essay)	11.1
MODULE Optional Course 2 (Essay)	11.1

Dissertation

Dissertation 18,000 -20,000 words	44.5
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Total	100
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