# GENERAL INFORMATION GUIDE FOR STUDENTS 2019-20

# Contents

**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*

## 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 | https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations |
| Quality Assurance Framework | https://www.sas.ac.uk/sites/default/files/files/Policies/Quality%20assurance%20framework%20for%20postgraduate%20teaching.pdf |
| Programme Specifications | https://www.sas.ac.uk/graduate-study/our-courses |
| Programme Regulations | http://www.london.ac.uk/regs |
| University of London Student Complaints and Academic Appeals Procedure | https://london.ac.uk/current-students/complaints-and-appeals-procedure |
| University of London Ordinance 17: Code of Student Discipline | https://london.ac.uk/sites/default/files/governance/Ordinance-17-Code-of-Student-Discipline_0.pdf |
| Intellectual Property Policy – Part E of the policy applies to students | https://london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf |
| Data Protection Policy | https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy |
| Fees Schedule | https://www.sas.ac.uk/graduate-study/fees-and-funding/tuition-fees |
| Admissions Policy | https://www.sas.ac.uk/sites/default/files/files/Policies/SAS%20Admissions%20Policy.pdf |
| Terms and Conditions | https://sits.london.ac.uk/urd/sits.urd/uol-files/documents/Student_terms_and_conditions_2018_19_SAS.pdf |

## 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 |

## Registry Staff

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

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

- Ivan Leonidov, SAS Programme Coordinator (Institute of Advanced Legal Studies)
  Email: ivan.leonidov@sas.ac.uk
  Phone: +44 (0)20 7862 8663

- Christine Weir, SAS Programme Coordinator (IMLR, ILAS, Heythrop)
  Email: christine.weir@sas.ac.uk
  Phone: +44 (0)20 7862 8823

- Vacant Role, Registry Fees Officer
  Email: sas.fees@sas.ac.uk
  Phone: +44 (0)20 7862 8869

- Elena Aliferi, SAS Programme Coordinator (IHR, The Warburg Institute)
  Email: elena.aliferi@sas.ac.uk
  Phone: +44 (0)20 7862 8834

- Solange La Rose, SAS Programme Coordinator (IES, ICwS, ICLS)
  Email: solange.larose@sas.ac.uk
  Phone: +44 (0)20 7862 8312

## 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

## 2019/20 Term Dates

| | Term 1 | | Term 2 | | Term 3 | |
|---|---|---|---|---|---|---|
| | start date | end date | start date | end date | start date | end date |
| Institute of Advanced Legal Studies (LLM DLRP) | 30/09/2019 | 06/12/2019 | 06/01/2020 | 20/03/2020 | 20/04/2020 | 10/07/2020 |
| Institute of Advanced Legal Studies (LLM ICGFREL) | 30/09/2019 | 13/12/2019 | 06/01/2020 | 27/03/2020 | 20/04/2020 | 10/07/2020 |
| Institute of Classical Studies | 30/09/2019 | 06/12/2019 | 06/01/2020 | 20/03/2020 | 20/04/2020 | 10/07/2020 |
| Institute of Commonwealth Studies | 30/09/2019 | 13/12/2019 | 06/01/2020 | 20/03/2020 | 20/04/2020 | 10/07/2020 |
| Institute of English Studies | 30/09/2019 | 06/12/2019 | 06/01/2020 | 20/03/2020 | 20/04/2020 | 10/07/2020 |
| Institute of Latin American Studies | 30/09/2019 | 13/12/2019 | 06/01/2020 | 27/03/2020 | 20/04/2020 | 10/07/2020 |
| Institute of Modern Languages Research | 30/09/2019 | 06/12/2019 | 06/01/2020 | 20/03/2020 | 20/04/2020 | 10/07/2020 |
| Institute of Historical Research | 30/09/2019 | 06/12/2019 | 06/01/2020 | 20/03/2020 | 20/04/2020 | 10/07/2020 |
| Institute of Philosophy | 30/09/2019 | 06/12/2019 | 06/01/2020 | 20/03/2020 | 20/04/2020 | 10/07/2020 |
| Warburg Institute | 30/09/2019 | 13/12/2019 | 13/01/2020 | 27/03/2020 | 27/04/2020 | 03/07/2020 |
| SAS Centre (incl. Heythrop) | 30/09/2019 | 06/12/2019 | 06/01/2020 | 20/03/2020 | 20/04/2020 | 10/07/2020 |

**Dates to Note :**

| | |
|---|---|
| 26 September 2019 | International Students' Welcome |
| 27 September 2019 | Registration and Welcome for new students |
| 1 October 2019 | Research Students' Induction (On-campus & Distance Learning) |
| 1 October 2019 | Dean's Welcome |
| 2 – 4 October 2019 | Distance Learning Research Students' Induction |
| TBC | Foundation Day |
| Tuesday 24 December 2019 - Wednesday 1 January 2020 inclusive | Christmas 2019/New Year 2020 closure (subject to confirmation by HR) |
| Thursday 9 April 2020 - Tuesday 14 April 2020 inclusive | Easter Holiday (subject to confirmation by HR) |
| Monday 4 May 2020 | Early May Bank Holiday |
| Monday 25 May 2020 | Spring Bank Holiday |
| Monday 31 August 2020 | Summer Bank Holiday |

**SCHOOL OF ADVANCED STUDY**
**UNIVERSITY OF LONDON**

**Other dates 2019-20**

| | |
|---|---|
| **26 September 2019** | **International Students' Welcome** |
| | 2.00 pm, Room 234 Senate House |
| | **All international students should attend**. |
| | A full timetable for registration is available online. |

**27 September 2019**  **School of Advanced Study Registration**
10.00 am to 12.00 pm in the Wolfson Suite, Senate House

**Student Welcome and Induction**
14.00 pm to 18.00 pm in the Wolfson Suite, Senate House

**All new students are required to attend**.
A full timetable for registration is available online.

**1 October 2019**  **Research Students' Induction**
9.30 am to 18.00 pm in room 246, Senate House.

**All new research students are required to attend**.
Research students who began their studies in 2018-19 but were unable to attend last year's session are encouraged to attend this year's. A full programme is available online.

**Dean's Welcome**
5.30 pm, second floor lobby, Senate House

**2-3 October 2019**  **Distance Learning Research Students' Induction**
9.30 am to 16.00 pm in room 234, Senate House
**All new distance learning research students are required to attend**. A full programme is available online.

**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

**Registration and Enrolment**
Email invitations will be sent out to students in mid-August with a link to the online registration system. **In addition to completing the online registration task you are still required to attend one of the registration events below.**

**New students**
All new students are expected to attend formal School of Advanced Study Registration and Enrolment on **Friday 27 September 2019**.

**Continuing students**
Those of you who are not new students do not need to register and enrol on 27 September, and will find it much quicker to complete the registration and enrolment process during the following drop in sessions:

| | | |
|---|---|---|
| 20 September | 2.30pm to 4.30pm | Room 234, Senate House |
| 23 September | 2.30pm to 4.30pm | Room 234, Senate House |

In order to re-register you will need to bring **formal (photographic) identification** – for instance, your passport, ID card, driving licence, and international students are required to bring

their passports and visas, police registration document (as applicable) and Biometric Residence Permit.

You may still need to wait a while during these times, and we thank you in advance for your patience.

## Tuition Fees

A copy of the School's comprehensive **Tuition Fee Policy** is and is viewable here: https://www.sas.ac.uk/graduate-study/fees-and-funding/tuition-fees . 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 2019**
> Instalment 2: 15 November 2019
> Instalment 3: 15 January 2020
> Instalment 4: 15 March 2020

## Internally funded and sponsored students

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

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

**Externally funded and sponsored students**

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

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

**Postgraduate Loan Recipients**

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

**Research students' continuing fees**

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

**Defaults on fee payments**

If you default on any payment, you will be given 5 days to contact 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

**SAS Student ID Card**

As a School student, you will be issued with a multi-purpose identity card. It serves as a membership ID card for your own Institute library, and the barcode, once validated, will carry information on borrowing rights in all the Senate House Libraries (www.ulrls.lon.ac.uk) this includes SHL and the four SAS libraries located in IALS, IHR, ICS and Warburg Institutes.
It will also enable offsite access to a range of electronic resources provided by the libraries. The card serves as an ID card for entry to Senate House, for access to the University of London Union, and, outside the University, to enable you to benefit from discounts offered by suppliers, etc.

ID cards will be issued on registration. Lost cards carry a £5 replacement fee. ID cards are issued by the Facilities team.

**Email**

**SAS email accounts**

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

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

**To access computers and SAS network**

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

Username: firstname.lastname

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

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

**Everyware Service**

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

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

**Passwords**

Self-service password functionality has now been enabled for Office 365. This means you can now change your password in Office 365 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 elsewhere. Accounts will also be deactivated during periods of interruption or deleted following a withdrawal.

**Library resources**

**Senate House Library (SHL)**

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

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:* | | *Opening hours, vacation:* | |
| --- | --- | --- | --- |
| Mon-Thursday: | 9.00-20.45 | Mon-Friday: | 9.00-17.45 |
| Friday: | 9.00-18.15 | Saturday: | 9.45-17.15 |
| 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.

## 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.

### *Term time opening hours*
Monday to Friday 9am to 11.30pm*
Saturday & Sunday 10.30am to 11.30pm*

*Service desk (Membership, Issue and Enquiry Desk) and Special Collections Reading Room hours vary: Further information on opening hours

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 ULRLS catalogue, provides a convenient way of searching many library catalogues simultaneously.

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

## SCONUL Access Scheme

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

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

If you have a question please get in touch with the appropriate person at your Institute Library.

## University of London Libraries Access Agreement

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

## Library computer resources

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

Everyware at Senate House Library. SAS students have free access to the Library's Everyware service (http://www.senatehouselibrary.ac.uk/using-the-library/library-services/everyware/). With Everyware you can borrow Apple MacBook Airs, MacBook Pros, iPads and Windows notebooks for use in the Library. Everyware notebooks have Microsoft Office installed.

Senate House Library provides free WiFi (http://www.senatehouselibrary.ac.uk/using-the-library/help/connect-wifi) throughout its spaces and collections to connect your Everyware device or your personal notebook to the internet. As a SAS faculty and student member of the Library, you can use your name and SAS card number to login to an extensive range of academic databases (http://www.senatehouselibrary.ac.uk/our-collections/databases-and-eresources/). All School spaces (Senate House (second and third floors)) are fully wifi enabled.

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

**Specialist software**

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

**Virtual Learning Environment / Study Online**

The School has a Virtual Learning Environment (VLE), 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 repository for digital scholarly and research materials of enduring value produced at, or in association with, the

School. SAS-SPACE is also the platform for digital collections and archives of individuals, scholarly societies and other bodies associated with the School.

All SAS students are required to submit the final version of their thesis/dissertation electronically. If a dissertation receives a mark of 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

Student Central offers 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 free to join as a SAS student.

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 managed by its General Manager, Steve Harwood, and his dedicated team who are happy to help you with any questions.* Student Central, Malet Street, London, WC1E 7HY, T: 020 7664 2000  E:  studentcentral@london.ac.uk

## SASiety

SASiety is a student-run organisation for all SAS students, of all ages, from all institutes, studying all programmes; Master's students, PhD students and Fellows are welcome to join us! Rather than a union, they are about ensuring that SAS students get to meet more people, and gain social and academic contacts and support. Their aim is to create a sense of community here at SAS in Senate House and to provide a social space for fun events and ideas. They organise regular meet-ups and events, and look forward to welcoming you to the common room in STB09

## Academic Writing Support

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

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

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

Gwendoline Riley is the current RLF Fellow.  Gwendoline is based in Senate House room 203, every Wednesday and Thursday during term-time.  Students are welcome to book hourly tutorials or consultations with her from 10am – 5pm on those days, using an <u>online sign-up schedule.</u> If you have any questions please contact Gwendoline at <u>Gwendoline.Riley@sas.ac.uk</u>.

**Writing Skills Seminar**

We also run a Writing Skills Seminar. The Writing Skills Seminar meets twice per term to assist students in their writing assignments. Topics include writing dissertations, improving your writing, and writing presentations. The Seminar is hosted by the Institute of English Studies and is open to all SAS MA, MRes, MPhil, and PhD students.

**Student Representatives' Committee**

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

**Careers**

The SAS Careers Service provides support for students and recent graduates across all the SAS institutes.  Your SAS Careers Consultant, Elizabeth Wilkinson, is here to help and advise you.  She offers one to one careers advice and coaching, as well as providing workshops and careers events.

The SAS Careers Service offers:

- Workshops with topics including 'Writing a Successful PhD application' and 'Getting a Post-doc'.  Please 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.  To book an appointment, please contact sascareers@careers.lon.ac.uk

- 1 hour in-depth practice interviews.  If you have an interview coming up, you can book in for a practice interview where the Careers Consultant will help you improve your interview technique and give you feedback.  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.  To book a practice interview, please email sascareers@careers.lon.ac.uk

- For the first time this year, we will be running Careers Cafes.  The Careers Cafes will bring together groups of students from across the SAS institutes to have informal discussions about career related topics.  They will be a good chance to engage in different career topics, share your experiences, raise any questions about the topic and also network with other SAS students.  Look out for further information from Christine Weir.

For more information contact the SAS Careers Service by phone (0207 862 6008) or email sascareers@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.

### UK PhD Government Loans

From September 2018, the UK government will offer loans of up to £25,000 to support students wishing to undertake a PhD who are not in receipt of UK Research Council funding. These loans will be available to English-resident students and support all types of doctorate degree at universities within the UK. Although you are not eligible for this loan if you already receive UK Research Council funding, you can combine this loan with other funding sources.

Further details about eligibility and repayment can found here.

### 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 found 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 the Disability & Student Wellbeing Adviser directly at student.wellbeing@sas.ac.uk.

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

Students may also find the following contact numbers useful.

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

*For legal advice*
Citizens' Advice Bureau: www.adviceguide.org.uk. The local bureau for the School is: 3rd Floor, Holborn Library, 32-38 Theobalds Road, London, WC1X 8PA, tel: 08451 202965.
Community Legal Service Direct: www.clsdirect.org.uk: enables users to find providers funded by the Legal Services Commission (LSC)

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

## Counselling services
If you choose not to use the School's in-house councelling services, you may be eligibale to use other services in the area.

Waterloo Counselling Service: http://www.waterloocc.co.uk/
Offers general counselling services as well as multi ethnic counselling
Tel  020 7928 3462; Barley Mow Clinic, Frazier Street, London, SE1 7BD

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

**Mental Health**

The School takes its responsibility towards student mental health very seriously.  It has strengthened its support in this area and now offers regular mental health awareness programmes to student-facing staff and students.  Talk to us if you are experiencing problems. Please contact student.wellbeing@sas.ac.uk   if you are experiencing any difficulties. Our Disability & Student Wellbeing Adviser provides a safe, confidential and non-judgmental space in which students can discuss any issues that may be affecting your ability to study. This encompasses: any personal or emotional challenges you may be experiencing; mental health such as anxiety or depression or disability such as dyslexia or a long-term health condition.

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

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

**Health**

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

- **Gower Street Practice,** 20 Gower Street London WC1E 6DP, telephone 020 7467 6800

- **Ridgmount Practice,** 8 Ridgmount Street, London , London, WC1E 7AA, 0207387 6306

- **Brunswick Medical Centre**, 39 Brunswick London WC1N 1NF; telephone 020 7837 3811

- **The Museum Practice,** 58 Great Russell Street , London, WC1B 3BA, 02074052739

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

**Overseas students**

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

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

## Overseas students' obligations

International students need to apply for 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 polices and related action plans are very important. We uphold the principle that all students and members of staff have a right to be involved in matters that affect them. So we are always keen to hear your feedback. 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 a Disability & Student Wellbeing Adviser. Students who have notified the School of a disability should have received a Pre-Entry Support Needs form (new students) or Support Needs Form (continuing students) to complete. If you have not received a form, please contact the Registry as quickly as possible. If you would like to speak to our Disability & Student Wellbeing Adviser direct, please contact Katie Wood at student.wellbeing@sas.ac.uk .

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

**Access to Institutes and offices**

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

Senate House is a listed building and as such there are some limitations to the alterations that can be made. However, wheelchair users and those with reduced mobility are able to access all

necessary facilities although it may not always be easy for them to do so in a fully independent way.

In 2019-20 the Institute of Advanced Legal Studies is undergoing some refurbishment.

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 McDonaugh ([Charlotte.mcdonaugh@london.ac.uk](mailto: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](http://www.abilitynet.org.uk)).  AbilityNet will also carry out assessments of individual need.  There is specialist software available for visually impaired students.

**Transport**

Most people access Senate House and the Bloomsbury area by public transport. Some disabled people living in the London area may be eligible for a London Transport Freedom Pass

(www.freedompass.org) 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 studentsare eligible for the Disabled Students' Allowances (DSA). The DSA helps to pay for any extra costs or expenses that students incur attending their course that arise from their disability. The allowances are not means-tested and there is no age limit. More information is available at:
www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898 .

The DSA is administered by Student Finance England or Research Councils. The Disability & Student Wellbeing Adviser can assist students in applying for the DSA and can help to arrange the study needs assessment which is required to access the allowances.

**Childcare and Nurseries**

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

**University Based Nurseries**

University College London (UCL) Nursery:

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

London School Of Economics (LSE) Nursery:

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

Priority to students and staff of LSE. Visit the website: 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 4months – 5years. 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

<u>Funding</u>

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

**Graduation**

For those students graduating in 2019 the date of their graduation ceremony is 6 December 2019. Detailed information is sent to students following successful completion of the examination, and processing of results through exam boards held in October.