



GENERAL INFORMATION FOR STUDENTS 2016-17

Index

Term and other key dates	2
Admission regulations	3
Registration and enrolment	3
Tuition fees	4-5
Resources and facilities	
ID card	5
Email	5-6
Libraries	6 - 9
Computers and software	8 - 9
VLE	9
Student Central (formerly ULU)	9-10
SAS Space e-Repository	9
Student representation	10
Careers	10
Accommodation	11
Travel	11
Funding your studies	12 - 13
State benefits	13
Council tax	13
Student welfare; advice and counselling	13-14
Health	14
Overseas students	15
Equality and diversity	15-16
Disability	16-17
Graduation	17
Registry contact details	18

GENERAL INFORMATION FOR STUDENTS
2016-17

Registry

sas.registry@sas.ac.uk

School of Advanced Study, University of London

Ground Floor, Senate House

Malet Street, London WC1E 7HU

www.sas.ac.uk

Term dates 2016-17 (variations shown in bold)

	Term 1		Term 2		Term 3	
	start date	end date	start date	end date	start date	end date
Institute of Advanced Legal Studies (LLM ALS)	03/10/2016	09/12/2016	09/01/2017	24/03/2017	24/04/2017	30/06/2017
Institute of Advanced Legal Studies (LLM ICGFREL)	03/10/2016	16/12/2016	09/01/2017	12/04/2017	24/04/2017	30/06/2017
Institute of Commonwealth Studies	03/10/2016	09/12/2016	09/01/2017	24/03/2017	24/04/2017	30/06/2017
Institute of English Studies	03/10/2016	09/12/2016	09/01/2017	24/03/2017	24/04/2017	30/06/2017
Institute of Modern Languages Research	03/10/2016	09/12/2016	09/01/2017	24/03/2017	24/04/2017	30/06/2017
Institute of Historical Research	03/10/2016	09/12/2016	09/01/2017	24/03/2017	24/04/2017	30/06/2017
Warburg Institute	03/10/2016	16/12/2016	16/01/2017	31/03/2017	02/05/2017	07/07/2017

School closures:

Christmas: Monday 26 December 2016 - Monday 2 January 2017 inclusive

Easter: Thursday 13 April 2017 - Tuesday 18 April 2017 inclusive

Bank Holidays: Monday 1 May 2017, Monday 29 May 2017, Monday 28 August 2017

Foundation Day during which the School may be closed for some hours: 22 November 2016

Other dates 2016-17

Thursday 29 September 2016 International Students' Welcome

2.00 pm, Room 243 Senate House

All international students should attend.

A full timetable of events is included in student registration packs.

Friday 30 September 2016

School of Advanced Study Registration

9.00 am to 12.00 pm in the Chancellor's Hall, Senate House

All new students are required to attend.

A full timetable for registration is included in student registration packs.

Student Induction

14.00 pm to 17.00 pm in the Chancellor's Hall, Senate House
A full timetable for registration is included in student registration packs.

5 October 2016

Research Students' Induction

All new research students are required to attend.

Research students who began their studies in 2015-16 but were unable to attend last year's session are encouraged to attend this year's. A full programme will be circulated to new research students.

Dean's Welcome

5.30 pm, second floor lobby, Senate House

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 one month**, 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

New students

All new students are expected to attend formal School of Advanced Study Registration and Enrolment on **Friday 30 September 2016**.

Continuing students

Those of you who are not new students do not need to register and enrol on 30 September, and will find it a lot quicker to complete the registration and enrolment process at another time. Please come to the Registry during these times:

Tuesday 20 September	10.00am to 12.00pm and 2.00pm to 4.00pm
Wednesday 21 September	10.00am to 12.00pm and 2.00pm to 4.00pm
Thursday 22 September	10.00am to 12.00pm and 2.00pm to 4.00pm
Monday 26 September	2.00pm to 4.00pm
Tuesday 27 September	10.00am to 12.00pm and 2.00pm to 4.00pm

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 need to bring the **original** documents to be verified AND a **photocopy**.

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: <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 E-Payment System

The University of London E-Payment System is where payments are made in full or via instalments using the Recurring Card Payments system. The outstanding tuition fee balance is also displayed.

If you receive and accept an offer of a place before August, you will be given access to review your payable tuition fee balance. These details will be sent by email and with registration packs. If you have been offered and accept a place during or after August, these details will be sent as soon as formal acceptance is received.

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. You will not need to login to the University's E-Payment system.

Those in receipt of **partial** SAS, AHRC or Institute studentships /bursaries will be required to pay the liable fees as outlined. You will be required pay via the University's E-Payment system. The outstanding balance displayed on the University's E-Payment system 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 the Registry is furnished with written confirmation of any award and payment arrangements -- dates, contact details. If you are privately sponsored you will need to forward the login details for the University's E-Payment system to your sponsors and for ensuring that your fees are paid. If you have a Professional Career Development Loan,

please submit a copy of your loan confirmation to the Registry. 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.

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.

Fee payment

Payment is made via the University's E-Payment system, see link to [University of London E-Payment system](#).

To login to the University's E-Payment system you will need your applicant/student number and personal email address. Your applicant/student number can be found on your offer letter (new students) or student card (continuing students). Please use the personal email address to which this registration information has been sent.

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

Instalment 1: by **12 September 2016**

Instalment 2: 30 November 2016

Instalment 3: 31 January 2017

Instalment 4: 31 March 2017

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 the E-Payment system, you can contact the relevant team in the following ways:

Email: sas.fees@sas.ac.uk

Phone: 0207 862 8873 / 8661

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

- Cancel the Recurring Card Payment Plan
- Change your Credit/Debit Card details
- Unable to access or log on to the system
- If a payment has been taken in error or has not been taken as expected
- Have a query with the tuition fee amount being charged
- To discuss a change to your current enrolment status
- 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) ; 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 Registry.

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)

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)

Passwords

Your two passwords for email and to access the SAS network (VLE) will initially be set as the same. You will not be required to change either of your passwords at any point, but you are advised to do so periodically for security reasons. Please note that changing your network password will not affect your email password, and vice versa. If you choose to change your password you are strongly recommended to do so on both systems to avoid later confusion.

You should never provide your password to anyone else. This includes any request made by telephone or email claiming to be from the IT department. If you suspect someone else knows your password, you must change it immediately.

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

Password reset requests will only be considered if emailed from either your postgrad.sas.ac.uk address or the private email address you supplied prior to registration, and must include your student ID and name of institute. For security reasons you are not permitted to request a password reset by telephone. For more information: <http://www.sas.ac.uk/896.html>.

Proper usage

By enrolling with the School you agree to abide by the Students' Code of Conduct 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 JANET acceptable use policy (<https://community.ja.net/library/acceptable-use-policy>) 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, and a new School alumni email account will be automatically created, with the domain suffix sasalumni.net (thus first.name.lastname@sasalumni.net). A reminder will be circulated a few months before Graduation, giving you enough time to transfer all the contents of your mailbox into the alumnus mailbox, if you wish, and help to do so.

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](#).

SAS Institute Libraries

Seven 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 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. They no longer have student governance including student officers, elections and senate. However, 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 acts 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.

Training will be offered to those elected as student representatives.

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 c2education@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 www.housing.lon.ac.uk and www.studenthousing.lon.ac.uk/cms/.

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

In November 2015 the UK government confirmed that a new Postgraduate Master's Loan Scheme will be introduced for students beginning master's courses in the 2016/17 academic year.

Individuals 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: <http://www.sas.ac.uk/graduate-study/applications/funding/us-student-loan> 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, Registry Services Manager.

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: <http://www.sas.ac.uk/graduate-study/prospective-students/funding/further-funding-information-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://cypdirectory.southwark.gov.uk/AtoZEntry.aspx?id=607>

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 7636 7628
- **Bedford Square Medical Centre**, 60 Bloomsbury Street, London, WC1B 3QU, telephone: 020 7580 7128
- **Brunswick Medical Centre**, 39 Brunswick London WC1N 1NF; telephone 020 7837 3811

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/service directories/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

You will be aware that stringent UK immigration regulations have been introduced over recent years. 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 ; Registry Services Manager, 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 Sharon Renkema at Equality Focus (tel 07896 599 657); sharon@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 (2015-16). More information is available at:
www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898 . The allowances are not means-tested and there is no age limit.

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

Graduation

Students graduating in 2016 will be notified of their graduation ceremony date in due course. Detailed information is sent to students following successful completion of the examination.

Registry team

Kalinda Hughes, Registry Services Manager

kalinda.hughes@sas.ac.uk +44 (0)20 7862 8873

GENERAL INFORMATION FOR STUDENTS
2016-17

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Registry

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