

# Student Handbook

LLM in Drafting Legislation, Regulation,  
and Policy

2023-2024

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School of Advanced Study  
University of London  
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## Welcome from the Dean

I would like to welcome you to the School of Advanced Study, whether you are joining us for the first time, or returning for further research. The School is a unique institution in UK Higher Education, serving as the hub for humanities research in Britain and uniting eight research institutes of international repute, seven of them with significant library resources. We believe that we offer an outstanding multidisciplinary environment for advanced learning and research in the humanities and social sciences, and we greatly value the contribution that all our students make to this environment. We are glad that you have decided to bring your talents to the School and to participate in the vital and exciting enterprise of pursuing and disseminating knowledge. The purpose of this handbook is to give you full information about what is available, what to expect, how to get it, and what to do if problems arise. While your home institute will be responsible for most aspects of your studies, the School and its Registry play an overarching role in ensuring that you progress smoothly through your research, and that from the time of your registration to the awarding of your degree your academic and personal interests are safeguarded and promoted. We hope that you will find this handbook useful and that it will help to guarantee that your period of study at the School is as rewarding an experience as you, and we, would wish.

**Professor Jo Fox**

**Dean and Pro-Vice Chancellor Research and Public Engagement**

## Institute of Advanced Legal Studies

The Institute of Advanced Legal Studies was founded in 1947. It was conceived and is funded as a national academic institution, attached to the University of London, serving all universities through its national legal research library.

Its function is to promote, facilitate and disseminate the results of advanced study and research in the discipline of law, for the benefit of persons and institutions in the UK and abroad.

IALS is part of the University's School of Advanced Study, occupying eight floors of purpose-built accommodation in Russell Square. The Institute's Library, on six floors of the Institute building, is a

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nationally and internationally renowned centre of excellence for legal research, containing over 285,000 volumes in its various collections.

The nearest London Transport tube stations are Russell Square (Piccadilly line), Euston (Northern and Victoria lines) and Euston Square (Circle and Metropolitan lines). The following public bus services serve Russell Square: 7, 59, 68, 91, 168 and 188. Wheelchair access to the building is available via a ramp from street level down to floor L1. Access to each floor is by lift or stairs.

## **The Sir William Dale Centre for Legislative Studies**

The Sir William Dale Centre for Legislative Studies specialises in teaching and research in the field of legislative studies, legislative drafting and law reform. The Centre plays an important role in the development of legislative studies as an academic discipline worthy of specialised theoretical and empirical study. It seeks to spread Sir William Dale's ideas for simple, precise and accurate legislative texts which are accessible to all.

Despite a general recognition of the importance of legislative studies as a key discipline in its own right, very few academic institutions inside and outside the UK offer relevant training. Drafters in most countries are expected to learn "on the job" with little guidance on the theoretical and practical framework of their task. The Centre's teaching programmes enable students to familiarise themselves with the concepts of legislative studies and drafting. Experienced drafters are offered a unique opportunity to systematise and update their knowledge. Sessions on theory and practice, small classes and an intense exchange of experiences from other jurisdictions are the main tools of tuition. On the basis of their performance in class, there is opportunity for successful students to register for the University of London MPhil and PhD programmes offered by the Centre and the IALS.

The Centre offers an annual one-month intensive professional Commonwealth Course in Legislative Drafting. The Course aims to offer introductory training to drafters and legal officers from the Commonwealth. Practical exercises and exchange of drafting experiences combined with networking constitute the main teaching tools in this highly successful Course. A maximum of twenty participants per year attend the Course.

The Centre offers consultancy in the field of legislative studies and law reform through ad hoc missions on invitation from government departments, governments and international donors. Tailor-made courses in legislative studies are undertaken regularly, such as recent courses for Bosnia, Bulgaria, Ethiopia, Kosovo, Moldova, Sudan and Tanzania, to name but a few.

Large scale projects of the Centre include a three year project, extended to five years, funded by the UK Department for International Development, designed to provide training to Ukrainian drafters. Emphasis is given on the principles of modern legislative drafting in Civil Law countries, institutional reform for EU accession countries, and drafting for approximation with EU legislation

The Centre receives funding from the Commission of the European Union and the European Parliament for a number of large scale multi-disciplinary and multi-national comparative studies related to the reform of EU criminal law. The Centre participates in a large number of similar projects funded by the European Union and administered by UK and European agencies.

The Centre organises the annual Sir William Dale Memorial Lecture. Prestigious speakers from the UK and abroad explore the latest developments on issues related to legislative studies.

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The Centre collaborates with the Statute Law Society and organises an annual series of evening seminars and public lectures on aspects of national, EU and international legislative drafting.

The Centre collaborates with the University of Basel and Indiana Law School on the publication of the European Journal of Law Reform. The journal hosts an annual Sir William Dale Memorial Issue which includes articles from eminent legislative drafters and academics. Alumni publish exceptional essays and theses in the journal thus encouraging dissemination of valuable research undertaken within the framework of the LLM programme.

## About The Course - The LLM in Drafting Legislation, Regulation, and Policy

### Welcome!

Welcome to the IALS and the LLM programme. The LLM team is eager to facilitate your studies. The LLM Director is Dr Constantin Stefanou ([Constantin.Stefanou@sas.ac.uk](mailto:Constantin.Stefanou@sas.ac.uk)) who is also the Director of Taught Programmes for the IALS. Dr Maria Mousmouti ([Maria.Mousmouti@sas.ac.uk](mailto:Maria.Mousmouti@sas.ac.uk)) is a lecturer at the Centre for Legislative Studies and a contact point for LLM via DL students. One of the principal instructors is Professor Helen Xanthaki ([h.xanthaki@ucl.ac.uk](mailto:h.xanthaki@ucl.ac.uk)).

The LLM in Drafting Legislation, Regulation, and Policy is a response to the frequent demand from individuals and governments for a London based postgraduate taught programme in the field of legislative drafting, law reform and legislative studies in its broader sense.

Legislative drafting is often perceived as a technical skill, which one learns on the job. The Sir William Dale Centre advocates that legislative drafting encompasses the theoretical analysis and practical application of universal rules for the implementation of the rule of law and access to justice for all. Legislative studies examine the whole process of legislating. Although legislative studies have evolved to become the bedrock of political, economic and social transformation, it is still relatively unexplored as an academic discipline.

The LLM examines issues related to the legislative process, constitutional law, the methods of drafting in a modern democratic context, legislative ethics and law reform. The LLM offers the core modules *Comparative Legislative Studies 1* and *Comparative Legislative Studies 2*, the core modules *Legislative Drafting 1 & Legislative Drafting 2*, the compulsory module *Research Methods Training* and the optional modules *The Theory and Practice of Regulation* and *Themes in Legislative Studies* and a *Dissertation*. The module *Themes in Legislative Studies* is offered if there are 6 or more students in the taught programme.

### Duration of course study

**Full-time: one calendar year. Part-time: two calendar years.**

Part-time students take four modules in the first year of study, normally *Research Methods Training*, *Legislative Drafting 1* and *2* and *Comparative Legislative Studies 1*; and two modules, normally *Comparative Legislative Studies 2* and *The Theory and Practice of Regulation* or *Themes in Legislative Studies*, in the second year.

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Students must pass the LLM within two years from the completion of their prescribed period of study. This period of two years may be extended at the discretion of the School's Academic Quality and Standards Committee.

Candidates are bound by the regulations in force at the time of their entry to the examination. However, no amendment to the regulations for a programme will be authorised later than the commencement of classes or other formal tuition in the programme for the year in which the amendment is to take place.

### **Entry requirements**

The normal minimum entry requirement for this programme is a first-class or upper second-class degree in a relevant subject. Applicants with a lower class degree but with relevant experience and skills are also eligible to apply. All applicants must demonstrate a high level of competence in written and spoken English.

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# List of Modules

## Legislative Drafting 1

Taught by: Prof Helen Xanthaki and Dr Maria Mousmouti

Timetable: Tuesday 12:00 – 14:00 Term I

The aim of this Module is to analyse and explore the distinct problems faced by professional drafters in the Common Law world and to propose and promote best practice in statutory drafting. The module will be taught by weekly 2-hour seminars covering the provisional list of topics set out below, and will be examined by one 3,500 words essay (maximum length) at set dates. Exercise sessions will be offered upon agreement with students.

The IALS hosts the Legislative Drafting Clinic whose aim is to provide pro bono advice on legislative drafting issues to NGOs and governments in need. The Clinic is run by IALs Fellows, IALS staff, and PhD and LLM students. LLM students may use their work in the Clinic as the coursework for either Legislative Drafting 1 or 2. Instead of an essay, approved projects may be conducted under the supervision of IALS academic staff.

Details on the Clinic can be traced at <https://ials.sas.ac.uk/research/research-centres/sir-william-dale-centre-legislative-studies/legislative-drafting-clinic>

Session 1	Introduction to Legislative Drafting
Session 2	What is Good Law
Session 3	Drafting instructions
Session 4	Designing a legislative solution: constraints of the drafter
Session 5	Clarity and Ambiguity
Session 6	Plain language
Session 7	Structure of a bill
Session 8	The legislative sentence; Words and expressions; Syntax
Session 9	Redrafting an Act: An Example in Practice 1
Session 10	Redrafting an Act: An Example in Practice 2

Exercise Class 1
Exercise Class 2
Exercise Class 3
Exercise Class 4
Exercise Class 5
Exercise Class 6

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## Legislative Drafting 2

Taught by: Prof Helen Xanthaki and Dr Maria Mousmouti

Timetable: Tuesday 12:00 – 14:00 Term II

The aim of this Module is to analyse and explore the distinct problems faced by professional drafters in the Common Law world and to propose and promote best practice in statutory drafting. The module will be taught by weekly 2-hour seminars covering the provisional list of topics set out below, and will be examined by one 3,500 words essay (maximum length) at set dates. Exercise sessions will be offered upon agreement with students.

The IALS hosts the Legislative Drafting Clinic whose aim is to provide pro bono advice on legislative drafting issues to NGOs and governments in need. The Clinic is run by IALs Fellows, IALS staff, and PhD and LLM students. LLM students may use their work in the Clinic as the coursework for either Legislative Drafting 1 or 2. Instead of an essay, approved projects may be conducted under the supervision of IALS academic staff.

Details on the Clinic can be traced at <https://ials.sas.ac.uk/research/research-centres/sir-william-dale-centre-legislative-studies/legislative-drafting-clinic>

Session 1	Preliminary provisions
Session 2	Substantive and administrative provisions
Session 3	Final Provisions
Session 4	Time in legislation
Session 5	Amending legislation
Session 6	Penal provisions
Session 7	Delegated legislation
Session 8	Extra-territorial legislation
Session 9	Interpretation Acts and statutory interpretation
Session 10	Quality in legislation

Exercise Class 1

Exercise Class 2

Exercise Class 3

Exercise Class 4



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## Comparative Legislative Studies 1

Taught by: Dr Constantin Stefanou

Timetable: Monday 10:30 – 12:00 Term I

The aim of the Course is to introduce students to the theoretical constitutional framework in which legislative drafting takes place at the national and international levels taking into account political doctrines and approaches. The course will involve 10 weeks of teaching in 2-hour weekly lectures and seminars. The course will be examined by one 3,500 words essay (maximum length) at set dates.

Class 1	Constitutions and the Legal Framework
Class 2	The Policy Process
Class 3	Drafting and the Policy Process
Class 4	Drafting and the Legislative Process
Class 5	Federal, Unitary and Local Government
Class 6	Legislatures in modern states
Class 7	Drafting, Elections, Electoral Systems and Voters
Class 8	Drafting as a form of Political Communication
Class 9	Dealing with Regulation: the British Approach
Class 10	Ethics and Legislative Drafting

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## Comparative Legislative Studies 2

Taught by: Dr Constantin Stefanou

Timetable: Monday 10:30 – 12:00 Term II

The aim of the Module is to introduce students to the theoretical constitutional framework in which legislative drafting takes place at the national and international levels taking into account political doctrines and approaches. The module will involve 10 weeks of teaching in 2-hour weekly lectures and seminars. The module will be examined by one 3,500 words essay (maximum length) at set dates.

Session 1	Political Parties and Party Systems
Session 2	Drafting and the Political Executive
Session 3	Political Participation
Session 4	Drafting and Authoritarian Regimes
Session 5	Interest Groups
Session 6	Drafting and the role of Public Administration
Session 7	Drafting and Post Legislative Scrutiny
Session 8	Democracy and Distribution of Authority
Session 9	Prioritizing Legislation
Session 10	Student Presentations

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## LLM Research Methods Training (Legal Research Methods)

Taught by: Dr Constantin Stefanou and Library Staff

Timetable: Friday 11:00 – 13:00 Term I

Taught by: the staff of the Sir William Dale Centre, staff of the IALS (whose staff will analyse topics related to their current research), and a pool of serving and retired public figures of international standing among whom are senior professional drafters, practising lawyers and academics some of whom are also members of the Centre's Advisory Committee.

This module focuses on current issues related to legislative studies thus providing students with the opportunity to apply the theory examined in the other courses to specific topics of current interest. The aim of the module is to expose students to the most recent theoretical and empirical developments taught by those who took part in the original process, thus offering students an insight into the intricacies of specific areas of legislation, such as criminal law drafting, or tax law drafting.

Topics for this module which will be taught in weekly 2-hour lectures and seminars and by use of case studies include those set out below. The course will be examined by one 3,500 words essay (maximum length) at set dates.

Assessment for this course will be undertaken by the Course Director, Dr Constantin Stefanou.

Class 1	Tour of the Library – Using the IALS Library, presentations of research databases
Class 2	Focused training on Lexis Library, Westlaw and other subscription databases
Class 3	Research Skills
Class 4	OSCOLA – citations – bibliography
Class 5	Producing quality academic work (Costas) – technical tips (Narayana)
Class 6	Developing a Hypothesis and a Methodology
Class 7	Matching Theory with Methodology
Class 8	The Comparative Method
Class 9	Using Data – quantitative data and simple statistics and presenting your work
Class 10	Writing a Dissertation

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## Themes in Legislative Studies

*This module is not offered 2021-2025*

Taught by: the staff and Fellows of the Sir William Dale Centre, staff of the IALS (whose staff will analyse topics related to their current research), and a pool of serving and retired public figures of international standing among whom are senior professional drafters, practising lawyers and academics some of whom are also members of the Centre's Advisory Committee.

This module is optional and focuses on current issues related to legislative studies thus providing students with the opportunity to apply the theory examined in the other courses to specific topics of current interest. The aim of the module is to expose students to the most recent theoretical and empirical developments taught by those who took part in the original process, thus offering students an insight into the intricacies of specific areas of legislation, such as criminal law drafting, or tax law drafting.

Topics for this module which will be taught in weekly 2-hour lectures and seminars and by use of case studies include those set out below. The course will be examined by one 3,500 word essay (maximum length) at set dates.

Assessment for this course will be undertaken by the Course Director, Dr Constantin Stefanou.

Week 1  
Week 2  
Week 3  
Week 4  
Week 5  
Week 6  
Week 7  
Week 8  
Week 9  
Week 10

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## **The Theory and Practice of Regulation**

Taught by Dr Maria Mousmouti

Timetable: Friday 11:00-13:00

The aim of this module is to familiarise students with the theoretical background of regulation and to provide to them practical skills to apply this knowledge in practice. The course is taught by weekly 2-hour seminars that include presentations and practical exercises, and is examined by one 3,500 word essay (maximum length including footnotes but excluding bibliography).

Week 1	Theory of Regulation
Week 2	Behavioural approaches to Regulation
Week 3	Quality and regulation: Better regulation, Smart Regulation, responsive regulation
Week 4	Effectiveness of Regulation I
Week 5	Effectiveness of Regulation II
Week 6	Regulatory design and delivery
Week 7	Regulatory Impact Assessment
Week 8	Consultation and Simplification
Week 9	Case Studies I
Week 10	Case Studies II

## Key Sources of Information

Other than this handbook, the following regulations, policies and procedures are also essential sources of reference which apply to your registration (or continuing registration) at the School:

<b>Document</b>	<b>Location of Document</b>
Information for Current SAS Students	<a href="https://www.sas.ac.uk/postgraduate-study/current-students">https://www.sas.ac.uk/postgraduate-study/current-students</a>
SAS Student Forms, Policies and Documents	<a href="https://www.sas.ac.uk/current-students/student-services/student-forms-policies-and-documents">https://www.sas.ac.uk/current-students/student-services/student-forms-policies-and-documents</a>
University of London Statutes, Ordinances and Regulations	<a href="https://www.london.ac.uk/about-us/how-university-run/university-governance/statutes-ordinances-and-regulations">https://www.london.ac.uk/about-us/how-university-run/university-governance/statutes-ordinances-and-regulations</a>
Quality Assurance Framework	<a href="https://www.sas.ac.uk/about-us/administration/policies">https://www.sas.ac.uk/about-us/administration/policies</a>
University of London Student Complaints and Academic Appeals Procedure	<a href="https://www.london.ac.uk/current-students/complaints-and-appeals-procedure">https://www.london.ac.uk/current-students/complaints-and-appeals-procedure</a>
University of London Ordinance 17: Code of Student Discipline	<a href="https://www.london.ac.uk/sites/default/files/2017-10/Ordinance_17_Code_of_Student_Discipline.pdf">https://www.london.ac.uk/sites/default/files/2017-10/Ordinance_17_Code_of_Student_Discipline.pdf</a>
Intellectual Property Policy – Part E of the policy applies to students	<a href="https://www.london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf">https://www.london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf</a>
Data Protection Policy	<a href="https://london.ac.uk/about-us/how-university-run/policies/data-protection">https://london.ac.uk/about-us/how-university-run/policies/data-protection</a>
Fees Schedule	<a href="https://www.sas.ac.uk/postgraduate-study/fees-and-funding/tuition-fees">https://www.sas.ac.uk/postgraduate-study/fees-and-funding/tuition-fees</a>
Admissions Policy	<a href="https://www.sas.ac.uk/sites/default/files/school_advance_studies/Admissions%20Policy.pdf">https://www.sas.ac.uk/sites/default/files/school_advance_studies/Admissions%20Policy.pdf</a>
Information Security Policy	<a href="https://www.sas.ac.uk/sites/default/files/school_advance_studies/ISP-001-information-security-policy.pdf">https://www.sas.ac.uk/sites/default/files/school_advance_studies/ISP-001-information-security-policy.pdf</a>
Acceptable Use Policy	<a href="https://www.sas.ac.uk/sites/default/files/school_advance_studies/ISP-002-acceptable-use-policy.pdf">https://www.sas.ac.uk/sites/default/files/school_advance_studies/ISP-002-acceptable-use-policy.pdf</a>

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

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## Key Contacts for Students

### *Registry Office Location*

Located in the Registry and Advice Centre

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

**Note:** the registry office will relocate to Second Floor, Stewart House, 32 Russell Square, London WC1B 5DN on Monday 16<sup>th</sup> October

### **Office hours:**

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

### **Team Contact Number**

+44 (0)207 862 8846

### **Key Email Contacts**

Taught degrees enquiries

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

Research degrees enquiries

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

Admissions Enquiries

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

Tuition fee and payment enquiries

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

Study Online support

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



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## *Registry Staff*

- Kalinda Hughes, Head of Registry Services  
Email: [kalinda.hughes@sas.ac.uk](mailto:kalinda.hughes@sas.ac.uk)  
Phone: +44 (0)207862 8873
- Katalin Koblos, Admissions Officer  
Email: [admissions@sas.ac.uk](mailto:admissions@sas.ac.uk)  
Phone: +44 (0)20 7862 8661
- Shaneeka Petrie-Belmar, Registry and Student Services Officer  
Email: [taught.degrees@sas.ac.uk](mailto:taught.degrees@sas.ac.uk)  
Phone: +44 (0)20 7862 8126
- David Reid, Registry and Student Services Officer  
Email: [taught.degrees@sas.ac.uk](mailto:taught.degrees@sas.ac.uk)  
Phone: +44 (0)20 7862 8663
- Anita Grant, Senior Registry and Student Services Officer  
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Phone: +44 (0)20 7862 8877
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Phone: +44 (0)20 7862 8834
- Rachel Shaw, Doctoral Centre Manager  
Email: [rachel.shaw@sas.ac.uk](mailto:rachel.shaw@sas.ac.uk)  
Phone: +44 (0)20 7862 8320

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## 2023/24 Term Dates

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

Start date: 25 September 2023

End date: 8 December 2023

Reading week: 30 October-3 November 2023

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

Start date: 8 January 2024

End date: 22 March 2024

Reading week: 12-16 February 2024

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

Start date: 22 April 2024

End date: 28 June 2024

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

25 December 2023 - 1 January 2024 inclusive

### **Easter holiday**

28 March – 2 April 2024 inclusive

### **Bank holidays**

6 May 2024 (Early May Bank Holiday)

27 May 2024 (Spring Bank Holiday)

26 August 2024 (Summer Bank Holiday)

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## Student Charter

The School is the UK's national centre for the support and promotion of research in the humanities and social sciences. Its nine research institutes at the University of London offer a unique scholarly community in which to pursue postgraduate study and research.

The Charter below sets out the rights and responsibilities of the School and its students.

## The School's Responsibilities

### **The School undertakes to:**

encourage its employees to treat students and colleagues equally and respectfully **and to provide:**

- high standards of teaching, support, advice and guidance
- access to activities that will enhance employability and personal development support for student participation in academic development and programme management, including elections of representatives
- clearly defined access to library and IT facilities
- clear deadlines and timeframes – in programme handbooks – for feedback on work submitted by students.
- programme handbooks for students which detail assessment criteria, contact hours, mode of delivery
- details on examination arrangements and regulations, academic guidance and support, appeals and complaints procedures
- clear information on programme costs, payment options and deadlines

### **Its teaching and supervisory staff undertake to:**

- treat students responsibly and with respect
- familiarise themselves with the Quality Assurance Framework and School supervisory practice
- keep themselves up to date with best practice in relation to teaching and supervision, including undertaking, where appropriate, training in research student supervision
- be accessible to students during term time and advise them of any absences likely to exceed two successive weeks during the vacation
- respond to emails from students within a reasonable time-frame, and generally within three working days during term-time
- keep students informed in advance about prospective periods of leave and planned supervisory arrangements during the leave
- advise students on progress in a timely fashion and warn where work is not of the appropriate standard or is being produced too slowly, and of steps which might be taken to remedy the situation

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- provide constructive timely feedback in writing on all written work submitted by the student and keep copies on file
  - ensure that students understand the requirements of the degree, provide guidance on the examination process, and help students to prepare
  - provide students with guidance as to essential reading, including information on where this may be found, before the start of the academic year if possible, or at induction
  - avoid cancelling classes or meetings unless for a completely unavoidable reason, and always advise in good time; rearrange any cancelled classes/meetings
  - treat student data with integrity and be aware of responsibilities in relation to the Data Protection, Freedom of Information and Equality Acts

## Students' Responsibilities

### Students undertake to:

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

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## Admission

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

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

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

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

Copies of the full text of all such regulations are available from Registry and are available at: <https://www.sas.ac.uk/who-we-are/management-and-governance/policies>

## Registration and Induction

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

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

## Tuition Fees

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

You should ensure that you have the funds available to pay your fees before you embark on a programme. Payment of tuition fees in full or payment of the first instalment (25%) is required prior to registration. The University reserves the right to withhold your final marks and the award of your degree in the event that your fees of any element remains unpaid.

## University of London Online Payment System

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

## Fee payment

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

- Instalment 1: before or at registration
- Instalment 2: 15 November 2023
- Instalment 3: 15 January 2024
- Instalment 4: 15 March 2024

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### **Internally funded and sponsored students**

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

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

### **Externally funded and sponsored students**

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

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

### **Postgraduate Loan Recipients**

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

### **Research students' continuing fees**

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

### **Defaults on fee payments**

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

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

### **Help**

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

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

Phone: 0207 862 8860 / 8400

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

## **Resources and Facilities**

### **SAS Student ID Card**

As a School student, you will be issued with a multi-purpose identity card. The card serves as an ID card for entry to Senate House, for access to the University of London Union, and, outside the

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University, to enable you to benefit from discounts offered by suppliers, etc. It also serves as a membership ID card to enable access to Senate House Library, the Warburg building, and the SAS libraries located in the IALS, IHR and ICS Institutes.

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

To gain physical access to Senate House Library you must activate your card at the Senate House Library membership desk located on the fourth floor of Senate House, on your first visit. Institute of Advanced Legal Studies (IALS) students will also need to activate their card to gain physical access to the IALS library by visiting the IALS library reception desk on their first visit.

Student ID cards can be collected from the Registry and Advice Centre Office located on the ground floor of Senate House. The registry team will notify you once your card is ready to be collected.

If you are a Distance Learning student, the registry team will email you a scanned copy of your ID card. If you are a student of the Warburg Institute, you must collect your card from the Warburg Institute reception desk (not the registry office) during your induction week.

Student ID cards for all students can be posted on request. Please send an email to [student.id@sas.ac.uk](mailto:student.id@sas.ac.uk).

Lost cards carry a £5 replacement fee.

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

## Email

### SAS email accounts

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

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

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

### To access computers and SAS network

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

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

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

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### 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 O365 yourself without having to contact the IT service desk. In addition to this, forgotten passwords can be reset from within office 365 after following a simple registration process.

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

### Eduroam (Wi-Fi Access)

Wireless networking is available to all SAS students via their School email accounts. Eduroam is a wireless network which allows users at the School to log in using their username and password. It is also available to SAS students visiting other participating organisations which include a large number of UK universities and abroad.

### Connecting to Eduroam

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

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

This will work anywhere where there is an Eduroam network

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

### Proper usage

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

### Expiry

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



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## Attendance

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

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

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

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

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

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

- i. Postgraduate taught students on a 12-month programme are expected to be engaged with their individual project during the summer, i.e. after the end of term (June). During this period there is a minimum requirement that the regularity of expected contact points is monthly.
- ii. Postgraduate research students do not operate within conventional term times. Any time taken away from study is done in agreement between the student and their Supervisor, during which expected contact points are not required.

### *What constitutes a contact*

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

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

#### ***Attendance Policy for students with visas***

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

Where permission is not sought the following procedures will apply:

- (i) after three missed contacts, the student will be contacted by their Student Officer or Supervisor to ascertain the reason for absence;
- (ii) after six missed contacts, the student will be contacted again by the Student Officer or Supervisor to ascertain the reason for absence and to inform them that the Programme Director and Head of Registry Services will be notified;
- (iii) after eight missed contacts, the student will be invited to a meeting with the Programme Director and/or Head of Registry Services to discuss their attendance;
- (iv) after nine missed contacts, the student will be written to officially informing them that they must get in touch and that the Home Office will be informed if one further contact is missed.

#### ***All students***

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

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

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

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

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

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

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

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

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

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

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

### **Distance learning students**

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

### **Cause for concern**

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

### **Escalation**

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

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

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

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

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

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

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

If a student fails to submit a request for interruption within 10 working days, they will be written to again stating that they will be withdrawn if they do not engage with the process. The student is given a further 10 working days to respond after which the student will be informed in writing that formal

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withdrawal will take place. This withdrawal should happen no later than the 12th working day after the written notification.

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

## Appeals against a withdrawal

### Grounds for Appeal

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

- a) That there are extenuating circumstances relating to ill health or personal difficulties which the student was unable to raise prior to or during the escalation procedure detailed in Section 7 and/or
- b) That the information held by the School relating to the student's attendance and/or engagement is incomplete or inaccurate, and the student was not in a position to correct this information at an earlier stage.

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

### How to Appeal

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

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

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

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

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

### Consideration of the Appeal

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

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

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

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- a) To dismiss the appeal if it is determined that no substantive case has been established. The appeal procedure within the University will be at an end, in which case the student will be given the reasons for the decision in writing. This will contain a Completion of Procedures statement including details of the OIA Scheme (see Section 9).
  - b) To uphold the appeal and request Registry to reinstate the student's registration with or without a recommendation that the student be granted a retrospective period of authorised absence. The School may specify conditions of reinstatement and the consequences of the student failing to adhere to these conditions. Should subsequent failure to adhere to these conditions result in the student's withdrawal, the student has a further right of appeal on the grounds detailed in 8.1 above.
  - c) To rescind the withdrawal decision and offer a period of interruption in light of relevant issues which may be raised in the appeal submission. If the offer of interruption is rejected by the student, the original withdrawal decision stands. The student will be given a Completion of Procedures letter containing details of the OIA Scheme (see Section 9). If the issues raised within the appeal submission are considered to potentially affect the student's ability to study on return to the University, the case may be referred to the Fitness to Study procedure.
  - d) To refer the appeal to a meeting of the Academic Appeals Committee, in which case the procedure outlined in Sections 7 and 8 of the Academic Appeals Procedure will apply.

#### ***External Adjudication***

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

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## Library resources

### Senate House Library (SHL)

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

Senate House Library now offers [remote electronic registration](#) for immediate access to eResources whilst outside the library.

To register for library membership, please complete the following steps:

#### Continuing students

1. If you have an existing library membership, complete the School of Advanced Study [Renewal Form](#)
2. On your first visit to Senate House Library, bring your student ID card to the membership desk located on the fourth floor of Senate House to activate your ID card and complete your membership

#### New students

1. Complete the School of Advanced Study [Registration Form](#)
2. On your first visit to Senate House Library, bring your student ID card to the membership desk located on the fourth floor of Senate House to activate your ID card and complete your membership

Once your student ID card has been activated by a member of staff at Senate House Library, you can borrow books and enjoy the Library's Services, Collections and study spaces.

Students studying via Distance Learning can email a scanned copy of their student ID card to the Senate House Library membership services team on [shl.membership@london.ac.uk](mailto:shl.membership@london.ac.uk) so that the membership expiry matches the date of expiry on the ID card.

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

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

#### SHL holdings

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

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

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

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

### **Location**

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

### **Contact details**

Phone: 020 7862 8500

Email: [shl.enquiries@lon.ac.uk](mailto:shl.enquiries@lon.ac.uk)

For more information see: [Senate House Library | University of London](#)

### **Student accessibility (see also below: Disability)**

The Library offers extra services for disabled students:

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

Find out more about [services for disabled students](#).

### **SAS Institute Libraries**

Four of the SAS Institutes have internationally renowned research libraries. You can access any of the Institute libraries, on presentation of your ID card. Different borrowing rights apply at different Institutes. For further information, see the Institutes' websites (available via [www.sas.ac.uk](http://www.sas.ac.uk)).

Warburg students are issued with a separate library card for access to the Warburg library. These will be issued by the Warburg Institute on Induction Day. Non-Warburg students must bring their SAS ID card to the library Reading Room enquiries desk to register for a Warburg library card.

### **OpenAthens**

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

### **The University of London Library Access Agreement**

The University of London Library Access Agreement enables the School's masters students to access nearly all of the libraries of the institutions which make up the federal University of London ([www.lon.ac.uk](http://www.lon.ac.uk)) on production of their SAS cards. The value of this arrangement to University of London students is that it offers you access to books and other library materials in subject areas that are often unrivalled and which have been built over many years

For more information on the libraries the agreement allows access to and/or to view a copy of the agreement, please visit: [www.london.ac.uk/libraries\\_agreement.html](http://www.london.ac.uk/libraries_agreement.html).

### **School of Oriental and African Studies (SOAS) Library**

SAS students are able to use the nearby SOAS library and take advantage of their extended opening hours. SAS students will need to apply for a SOAS library card from the SOAS membership desk and will need to produce their SAS ID card in order to do so. Please visit this page for further information: <https://www.soas.ac.uk/research/library>

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### **Other Libraries**

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

The combined catalogue of CURL (the Consortium of University and Research Libraries) which is available at [www.copac.ac.uk](http://www.copac.ac.uk) and through a direct link from the UURLS catalogue, provides a convenient way of searching many library catalogues simultaneously.

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

### **SCONUL Access Scheme**

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

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

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

### **Library computer resources**

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

### **Library computer resources**

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

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

SAS students have free access to the Library's Everyware service (<http://www.senatehouselibrary.ac.uk/using-the-library/library-services/everyware/>).

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

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

### **Specialist software**

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



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## Virtual Learning Environment / Study Online

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

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

### SAS-Space e-repository

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

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

### SASiety

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

### Academic Writing Support

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

In addition, Dr Matthew Coneys – an experienced academic writer, editor and tutor – offers one-to-one and small-group tutorials for SAS students in which students can discuss any aspects of their academic writing. Topics typically discussed including difficulties structuring an argument, difficulties with planning and editing a long piece of writing, issues with grammar and sentence structure, and questions of style and writing convention in UK academia. All group and individual sessions are free of charge, and registration and booking details will be sent to all SAS students at the start of the academic year.

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

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## Student Representatives' Committee

Institute student representatives – Research and Masters - sit on the School Student Representatives' Committee, which deals with student matters throughout the School. Institutes will consult their student body at the start of the autumn term to seek representatives. Members of the SAS Student Reps' Committee can opt to represent the student body on University and School Committees.

## Careers

The SAS Careers Service provides support for students and recent graduates across all the SAS institutes, including all academic levels from MAs to Post-Docs. Your SAS Careers team is here to help and advise you. We offer one-to-one careers advice and coaching as well as workshops and webinars. You will find the weekly SAS job vacancy bulletin, online job-hunting help sheets and professional sector guides in the careers section of SAS Study Online.

### The SAS Careers Service offers:

- • Regular free webinars with topics such as 'Is a Phd Right for Me?', 'Effective Job Hunting Online', 'CVs for Humanities Post-Graduates' and 'Career Options in the Heritage Sector'.
- • You can find the dates and registration links for all sessions on the careers section of SAS Study Online. You will also receive a regular careers bulletin sent to your SAS account with all the details of these events.
- • One-to-one 30 minute careers advice appointments: These are confidential, impartial and personalised to you. Common topics include career development next steps, further study options, job hunting advice, CV review, and job interview preparation. We always love to speak with our SAS students, so whatever job you are looking for, or if you just want to discuss your career plans with us, do come and talk to us. To book an appointment, please book via <https://bit.ly/SASCareers121booking>
- Email guidance. You can email us with your careers-related questions or request feedback on CVs, application forms, or covering letters (in which case, do send us a copy of the job ad, too). You can also email us to book a mock interview. We will aim to get back to you within 3 days. For any careers queries, contact the SAS Careers Service email [sascareers@careers.lon.ac.uk](mailto:sascareers@careers.lon.ac.uk)

## Travel

### 18+ Student Oyster photocard

Full-time SAS students can apply for a TfL 18+ Student Oyster photocard. Part-time postgraduate students are not eligible to apply unless they are receiving financial help from the Access to Learning Fund (see below).

A Student Oyster card entitles the holder to 30% savings on the cost of adult Travelcards and Bus & Tram Pass season tickets valid for 7 days, one month or longer periods of up to one year. There is a £25 fee for the photocard.

You can apply for your 18+

Oyster photocard at <https://photocard.tfl.gov.uk/tfl/gotoApply.do?type=student&from=home>

To complete your application you will need:

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

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

## 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 [www.halls.london.ac.uk/](http://www.halls.london.ac.uk/), or contact the Registry ([sas.registry@sas.ac.uk](mailto: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 ([www.halls.london.ac.uk/](http://www.halls.london.ac.uk/)) direct:

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

Email: [info.halls@london.ac.uk](mailto:info.halls@london.ac.uk)

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

## Funding your studies

### Grants and Studentships

#### AHRC studentships

The School, with King’s and UCL, is part of the London Arts & Humanities Partnership ([www.lahp.ac.uk](http://www.lahp.ac.uk)) and through this offers studentships under the Arts and Humanities Research Council (AHRC) scheme. LAHP studentships, awarded on a competitive basis, cover fees and maintenance, and are available to UK and EU full and part-time students. As well as doctoral students about to enter their first year of study, those about to start their second year of doctoral study may also apply. Further details on the LAHP competition are available from the [LAHP website](#), or from the LAHP office based in Senate House ([info@lahp.ac.uk](mailto:info@lahp.ac.uk)).

#### Postgraduate Master’s Loan Scheme

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

#### *UK PhD Government Loans*

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

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

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

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

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

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

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

Email: [sas.fees@sas.ac.uk](mailto:sas.fees@sas.ac.uk); tel: +44 (0)20 7862 8873; fax: +44 (0)20 7862 8657.

#### *UoL Hardship Grant*

*The SAS Hardship Grant provides discretionary financial assistance for all students – particularly to meet extra costs that cannot be met from other sources of support. The Fund is intended to alleviate financial hardship. An application can also be made for research students who wish to attend courses or conferences and who do not have the funds to pay for this themselves.*

You can apply for help from the Fund at any time during the academic year. Application forms can be downloaded [here](#).

#### **Further information**

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

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

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### *State benefits*

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

### **Council Tax**

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

- University Halls of Residence;
- A shared house or flat where all residents are students.
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If you live in a bedsit or rent a room from a landlord, the landlord should be responsible for payment of Council Tax.

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

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

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

## **Student welfare: advice and guidance**

### **Academic advice**

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

### **Personal safety**

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

### **Mentoring and Counselling**

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

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at [student.wellbeing@sas.ac.uk](mailto:student.wellbeing@sas.ac.uk).

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

Students may also find the following contact numbers useful.

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

*For legal advice*

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

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

*For advice on debt:* National Debtline: 0808 808 4000; [www.nationaldebtline.co.uk](http://www.nationaldebtline.co.uk)

### Counselling services

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

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

Offers general counselling services as well as multi ethnic counselling

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

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

### Mental Health

The School takes its responsibility towards student mental health very seriously. It has strengthened its support in this area and now offers regular mental health awareness programmes to student-facing staff and students.

If you would prefer not to discuss your concerns with a member of staff at the Institute, you can contact [student.wellbeing@sas.ac.uk](mailto:student.wellbeing@sas.ac.uk) directly. The Disability & Student Wellbeing Adviser provides a safe, confidential and non-judgmental space in which students can discuss any issues that may be affecting your ability to study. This encompasses: any personal or emotional challenges you may be experiencing; mental health such as anxiety or depression or disability such as dyslexia or a long-term health condition.

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

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

### Health

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

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

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

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

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

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

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

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

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

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

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

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

## Overseas students

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

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

## Overseas students' obligations

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

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

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

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

## **Equality and diversity**

The School of Advanced Study aims to provide an environment where everyone can access its programmes and activities – conferences, workshops and seminars, library provision and teaching programmes. The School of Advanced Study is proud of the diversity of its community and is committed to ensuring all of our staff and students are treated with dignity and respect. We welcome all students who are academically qualified and motivated to benefit from the programmes we offer through the member Institutes.

The School is committed to treating all people with equally, irrespective of any of the ‘Protected Characteristics’ as defined by the Equality Act 2010. The protected characteristics are age, disability including mental health, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The School is covered by the University of London’s key equality policies, for example the Equal Opportunities Policy and other such schemes. However, to ensure that the School is meeting all the legislative requirements and in line with best practice we have developed our own Statement and Action Plans.

The School believes that engagement in the development of equality policies and related action plans are very important. We uphold the principle that all students and members of staff have a right to be involved in matters that affect them. So we are always keen to hear your feedback.

## **Disability**

The School of Advanced Study has a Disability & Student Wellbeing Adviser. Students who have notified the School of a disability should have received a Pre-Entry Support Needs form (new students) or Support Needs Form (continuing students) to complete. If you have not received a form, please contact the Registry as quickly as possible. If you would like to speak to our Disability & Student Wellbeing Adviser direct, please contact Katie Wood at [student.wellbeing@sas.ac.uk](mailto:student.wellbeing@sas.ac.uk).

Please:

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

## **Access to Institutes and offices**

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

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



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

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

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

### **Senate House Library** (see also above)

The following services are available for disabled student library users:

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

Contact [SHL.accessibilitysupport@london.ac.uk](mailto:SHL.accessibilitysupport@london.ac.uk) tel 0207 862 8468

### **Using Computers**

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

### **Transport**

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

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

### **Emergency Evacuation**

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

### **Residential Accommodation**

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

### **Disabled Students' Allowances (DSA) Arrangements**

Home students, and some EU students, are eligible for the Disabled Students' Allowances (DSA). There is one DSA allowance for postgraduate students to meet disability-related programme costs of up to £25,575. More information is available at: [www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG\\_10034898](http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898) . The allowances are not means-tested and there is no age limit.

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

### **Childcare and Nurseries**

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

#### **University Based Nursery**

University College London (UCL) Day Nursery:

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

#### **Local Day Nurseries**

Coram Fields Community Nursery:

93 Guildford Street, London WC1N 1DN. Tel: 020 7837 6138  
36 places for 2-5 year olds. Must be London Borough of Camden resident. Open 8am – 6pm.  
Visit the website: <https://www.coramsfields.org/nursery/>

Thomas Coram Centre and Nursery School:

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

Collingham Gardens Childrens' Nursery:

Henrietta Mews, off Wakefield Street, London WC1N 1PH.  
Tel: 020-7837 3423 or email: [cgnursery@btconnect.com](mailto:cgnursery@btconnect.com). 24 places for children aged 2 to 5 years.  
Must live in London Borough of Camden. Open 8am – 6pm.  
Visit the website: <http://cgnursery.co.uk/>

Konstam Nursery:

75 Chester Road London N19 5DH  
Tel: 020-7272 3594. For further information please visit Camden's website:  
[www.camden.gov.uk/childrens-centres](http://www.camden.gov.uk/childrens-centres)

Hampden Nursery:

80 Polygon Road, London NW1 1HQ.  
Tel: 020-7974 2841 For further information please visit Camden's website: [www.camden.gov.uk/childrens-centres](http://www.camden.gov.uk/childrens-centres)

Regents Park Children's Centre:

Augustus St, London NW1 3TJ. Tel: 020-7387 2382.  
For further information please visit Camden's website: [www.camden.gov.uk/childrens-centres](http://www.camden.gov.uk/childrens-centres)

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

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## Childminders

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

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

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

## Funding

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

## *Student Emergency Contact Protocol*

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

## *Emergency contacts and data protection*

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

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## *Circumstances when the School may use an emergency contact*

5. The University can use emergency contact information where there is demonstrable concern for the life and wellbeing of a student. This is most likely to be when there are serious concerns for the welfare of the individual student. Examples of circumstances when a decision might possibly be made to get in touch with the emergency contact may include:
  - Where the University is made aware of the emergency admission to hospital (NB. The School is not always aware when a student has been admitted to hospital).
  - collection of the student by emergency services in what appears to be a potentially life-threatening condition.
  - serious physical or mental illness.
  - where in the opinion of the University it is not possible to reasonably keep a student safe.
  - when a student is deemed to be 'missing' or uncontactable. This will be demonstrated by a prolonged lack of contact and a lack of response to direct requests for contact and efforts to contact or locate the student have been unsuccessful.
6. In addition to attempting to contact the emergency contact, the School may pass these contact details to the emergency services or other healthcare professionals.
7. In the event of a suspected or confirmed death of a student, the University will pass the emergency contact details to the emergency services to support them in their role of contacting next of kin. It is not the role of the School to first inform next of kin of a death.

## *Deciding to contact the emergency contact*

8. If any member of staff considers that the student's emergency contact needs to be contacted they should in the first instance discuss the case with the Institute Director or Head of Registry Services. A decision will then be made on the case presented. The decision can be escalated to the School's Director of Operations as required. The Director of Operations should be contacted during any out of hour's emergencies.
9. Contact with the next of kin will be limited to the Head of Registry or the Director of Operations. This is in order to protect the student from breaches of confidentiality.
10. Once contact has been made a record of the action taken and the outcome should be kept on the student's central file retained in registry. No detail will be kept where it can be accessed more widely.

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## Guidance and Regulations

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

### Plagiarism

The School is committed to ensuring the quality and status of the degrees it awards through the University of London. Plagiarism is a threat to that quality and is a serious academic offence and cases are dealt with under the University of London's Regulations for Proceedings in Respect of Examination Offences (Paragraph 12, Ordinance 15).

Students in the Institutes of Advanced Legal Studies and Commonwealth Studies will have access to **TurnItIn** plagiarism detection software. Prior to formal submission, it will be compulsory for students from these Institutes to run their work through TurnItIn and submit it with a copy of the 'Originality Report' generated by the system. Students will receive detailed procedures on use of the software once they have formally registered.

#### What constitutes plagiarism?

Plagiarism is the taking of another person's thoughts, ideas, words, results, judgements, results, images etc and presenting them as your own. If you submit any piece of work for assessment that contains work that is not your own, without indicating this to the marker (acknowledging your sources) you are committing 'plagiarism'.

The following are examples of plagiarism. These are not exhaustive:

- Direct quotations from the published or unpublished work of others without being identified as such
- Copying the work of another student with or without their permission
- Using text downloaded from the internet
- Borrowing statistics or assembled facts from another person or source
- Buying/borrowing an essay/report and presenting it as your own
- Copying graphs, images, charts etc without proper citation
- Paraphrasing - putting another person's ideas and judgements into your own words without acknowledgement of the origin
- Submitting the same piece of your own assessed work (or a significant part thereof) more than once (credit can only be given once)

Students should feel free to discuss these issues with their personal tutors or other members of staff at any time, but they should also recognise that they must take personal responsibility for the integrity of their academic writing, which includes learning what is expected of them by those responsible for marking their work.

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## What could happen if you do plagiarise

If it is found that you have plagiarised, this may result in:

- Expulsion from the School
- A mark of zero
- A record on your student file
- Becoming the subject of an investigation
- Cancellation of your examinations
- Not being allowed to re-enter an examination
- Loss of reputation

## Why you should not do it

Assignments provide a vehicle for assessing your performance during the programme and contribute to your overall result. However, they also assist you in understanding your subject and aid your learning on the programme. When you attempt to use the ideas and material independently, you learn more thoroughly and develop your own writing style. You are also likely to perform better in examinations.

There are good reasons why you should cite your source:

- Good scholarly practice
- Gives proper credit to other people's work and ideas
- Shows that you have researched widely
- Strengthens your work by lending weight to your ideas
- Enables others to check the evidence and accuracy of your information

When plagiarised material is included in your assignments tutors are likely to notice the shift in style and are more than likely to recognise the source.

## Referencing

There are a number of different referencing style guides. You should check with your Institute if it requires a specific style to be adopted. These will be explained in your Student Handbook and at induction.

## Paraphrasing

That is, where you restate information/ideas in your own words. However, just changing a few words here and there does not make them your own and you must still cite your source. Always check your paraphrasing against the original text to ensure that you haven't copied the same phrases.

## Web Sources

Treat information found on the web in exactly the same as printed material but also make sure that you write the complete URL address and date accessed.

## Agencies

Students should note that the use of, *or contribution to*, online essay banks, ghost-writing agencies, or agencies who offer to edit essays in order to improve grades is strictly forbidden.

## What to do if you are suspected of plagiarism

- Cooperate fully with the investigation. It is your interests to be open and honest.
- Get some help. Registry staff can direct those accused of plagiarism to sources of advice.

## Web Advice

How not to plagiarise: [www.utoronto.ca/writing/plagsep.html](http://www.utoronto.ca/writing/plagsep.html)

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### **School responsibilities**

The School recognises its responsibility for managing plagiarism and will undertake to:

- Ensure that all its students are provided with information about plagiarism in the Handbooks and at induction. This will include what constitutes plagiarism, how to avoid it, and an idea of the penalties associated with it.
- Ensure that students are instructed on the use and purpose of the Statement of Authorship form which should be submitted with each piece of work, see attached at Appendix 2.
- Ensure that students are given information on the correct referencing methods for the discipline.

### **Responsibilities of the Student**

- Act responsibly – don't plagiarise
- If you need help, ask for it!
- Plan your work properly. If you need more time to submit, please see your tutor.
- Always submit your work with the relevant statement of authorship form - your Institute will provide you with one.

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## Pass Marks and Grade Description

The pass mark is 50% – this applies to each assessed component of the degree and to the degree overall. Merit (where included in the assessment regime for the programme) may be awarded for a mark of 65-69 overall, including not less than 65 in the dissertation. Distinction may be awarded for a mark of at least 70 overall, including not less than 70 in the dissertation. A student has to achieve a pass in the dissertation in order to pass overall.

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

### Marking criteria

All coursework and the dissertation are marked out of 100. The minimum pass mark is 50; a mark of 49 or below is a fail. A mark of 70 and above qualifies as a distinction. For examinations, coursework and the dissertation, marks are awarded according to the following criteria (where relevant):

Minimum	Maximum	Grade	Mark	Description mark %
85	100	Distinction	A+	Outstanding performance above a distinction level. Work is of exceptional quality. The highest level of knowledge and understanding is demonstrated by independence and originality in conception, the highest level of critical skill, synthesis and analysis. The work contains analysis of sufficient originality and importance to change the conventional way of approaching the subject, and its presentation is of the highest standard. The work will be well-argued, well-organised and impeccably documented, and be of publishable or near-publishable quality.
75	84	Distinction	A to A+	Excellent work, demonstrating a consistently very high level of knowledge and understanding. It shows clear evidence of originality and/or independent critical evaluation, high levels of skill in synthesis and analysis. Propositions are analysed with sufficient originality to challenge received ideas, and in a clear, sustained, relevant and focussed manner. Presentation standards will be excellent.
70	74	Distinction	A- to A	Very good to excellent work, demonstrating a very good level of knowledge and understanding. Work shows strong evidence of originality and/or independent critical evaluation, high levels of skill in synthesis and analysis. Arguments are well-organised and lucid. Presentation standards together with accompanying documentation are very good.
60	69	Merit	B+	Good to very good work, showing a good level of knowledge and understanding of relevant material, demonstrated by evidence of originality of thought with signs of independence, a good level of critical skill, synthesis and analysis. Work will be well-organised, clearly argued, coherent, and well- and appropriately referenced. Presentation will be of a good standard.
50	59	Pass	C	The work is of an acceptable standard, demonstrating an adequate level of knowledge and understanding, some evidence of competence in synthesis and analysis, and adequate levels of presentation.
47	49	Fail	D+	Unsatisfactory work, showing a basic but incomplete level of knowledge and understanding. Important elements may be lacking, and the argument may be persistently obscure, and lacking in coherence and focus.
35	46	Fail	D	Poor or very poor work, below or well below the standard required at the current stage. Work that is very or seriously



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				flawed, displaying a lack of research and a lack of engagement with the question; incoherence or a grave misunderstanding of the topic; no signs of independence and originality in conception, little or no critical skill or ability to synthesise and analyse; very poor standards of presentation including inadequate or extremely poor referencing; short work.
25	34	Fail	E	Extremely poor work, demonstrating all the flaws outlined above
0	24	Fail	F	Unacceptable or not submitted

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# Penalties for Late Submission of Work

## Automatic Extensions

### Coursework

SAS expects all students to submit all assessments by the published deadline date and time, after which **penalties** will be applied.

However, we now have a policy in place to provide for situations where unforeseen and unforeseeable circumstances beyond your control prevent you from submitting coursework by the published deadline, and where a short period of additional time of 7 days will be sufficient to address the problem.

Students can apply for an automatic extension only **one** time across all modules per academic year, this applies to all students on all modes of study - Full Time, Part Time, Part Time Plus, Distance learning and on Campus.

Automatic assessment extensions are primarily suitable for written assignments including dissertations. Automatic Extensions are **NOT** eligible for presentations, performances or other practical tasks, un-seen and take-home examinations, placements, internships and where students have access to the assessment questions or answers in advance.

In order to confirm use of the automatic extension provision, students must complete and submit the **online form** up to **7 days before** the submission due date.

Please note that an automatic extension may not be available in some cases, if you need the extension to last longer than 7 days you will need to submit your work on a date agreed by your course director and you will need to submit a mitigating circumstances **form**. Guidance on mitigating circumstances can be found **here**

If you need more than one request for an extension this must be submitted as a mitigating circumstances claim.

### Dissertations

Dissertations are also eligible for an automatic extension. In order to confirm use of the automatic extension provision, students **MUST** complete and submit the **online form** where possible a **minimum of 7 days before** the submission due date.

If you cannot submit the form 7 days before the due date the automatic extension cannot be accepted and the **penalty** for late submission will be applied. Requests for an extension longer than 7 days can be agreed by submission of a mitigating circumstances claim.

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

#### Penalties for late or non-submissions

INFORMATION TAKEN FROM QAF 2023/4 3.56

Coursework for assessment (that is, all assessed work except the dissertation) handed in after the deadline without reasons deemed acceptable will be subject to a deduction of marks as follows:

- A penalty of 10% of the mark awarded for work up to one week late; except where the

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student has indicated that they are using their automatic extension;

- A penalty of 20% of the mark awarded for work between one and two weeks late; except where the student has applied for mitigating circumstances to be taken into account;
- Non-submission or work that has been submitted late without a pre-approved extension will be given a mark of **zero** and attempt will be used
- All work submitted as a second attempt will be capped at the pass mark of 50

Dissertations handed in after the deadline will be subject to the same penalties as coursework, except that the Institute reserves the right to not accept and/or mark a dissertation handed in after the deadline.

For more information, please see the [QAF 2023/4](#)

### **Condonation**

- A student must achieve a pass in the dissertation in order to be awarded the degree;
- A marginal failure in one module may be condoned at the discretion of the Examination Board provided that the overall mark for the programme is at least 50%; where the programme includes half-module units the condonation may, at the discretion of the Examination Board, be applied to two half-units;
- The definition of “marginal failure” is at the discretion of the relevant Examination Board but will not normally extend to a mark below 47%; the Examination Board may condone a mark below this norm when (a) the overall mark for the programme is at least 50%, and (b) the student achieves a mark of 60% or above in at least one significant element of the course;
- The original mark shall be recorded, with condonation noted as approved by the Examination Board.

## **ETHICS**

The School’s Statement of Good Practice in Research is viewable from here:

<https://www.london.ac.uk/research/code-good-practice-research-university-london> from where the School’s Ethics Procedures may also be viewed.

The management of the School’s ethical issues in the matter of research is the responsibility of the Research Ethics Committee, whose primary role is to protect the dignity, rights and welfare of research participants. Consideration is also given to the consequences of the proposed research (directly, or those who might benefit or suffer from its outcomes). The REC also considers the safety of researchers. The REC determines the ethical propriety of research projects that are submitted to it. Specifically it considers whether:

- the way the project is designed and will be undertaken is in line with the principles outlined in the School’s Code of Good Practice in Research;
- the subjects are informed about the aim and intended use of the research; what their participation entails; what risks, if any, are involved;
- if the research subjects request it, the information they supply shall be confidential, and their anonymity respected;
- participants in the study are participating voluntarily ;

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- participants in the study will be safe;
  - researchers have taken proper advice on their own safety.

It is also the role of the REC to

- provide up-to-date advice on good practice (including practical advice, such as the design of interview consentforms)
- review its own procedures and determine action it considers necessary
- report as appropriate to Research Committee, with a summary of reviewed projects and any other matters
- receive reports on the research training in ethics undertaken by students and staff.

The Institutes of the School of Advanced Study are committed to maintaining high standards of integrity and probity in the conduct of research by both staff and students.

## **ACADEMIC DISCIPLINE, COMPLAINTS, HARASSMENT AND DISCRIMINATION**

Extracts from the School of Advanced Study Quality Assurance Framework, section 2, 5 and section C

### **2.6 Attendance and academic performance**

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

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

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- 2.64** The provisions of Ordinance 15 [Termination of Registration on Academic Grounds (other than failure in a prescribed examination)] shall apply. A student's registration may be terminated on academic grounds where their academic performance, progress, attendance or attainment falls below the required standard in a way which suggests that the programme of study is unlikely to be completed satisfactorily or successfully. This includes (but is not limited to) absence from classes, seminars or other required activities, failure to submit required work, submission of work significantly below the required standard, and any other factors that impede academic progress, such as lack of cooperation with a tutor or supervisor.
- 2.65** Lateness in submitting written work in taught Master's degrees and diplomas, without cause acceptable to the institute, will result in a penalty in the mark awarded, or in the work not being marked. The sanctions, and the conditions for their application, must be included in the relevant guidelines and communicated to students.
- 2.66** The Board of Examiners will receive a report on mark deductions or other penalties for late submission of work.

## **COMPLAINTS**

- 5.1** The University of London is dedicated to providing a high quality student experience. However, we recognize that students may sometimes become dissatisfied. Where concerns are brought to our attention we commit to investigating the matters raised, clarifying regulatory or procedural issues and, where appropriate, taking the necessary steps to provide remedy and redress.
- 5.2** If a student wishes to make a complaint or submit an academic appeal, they should follow the guidance below.
- 5.3** It is understood that making a complaint or submitting an academic appeal is a serious matter and it is treated as such by the University. All submissions under this Procedure are treated confidentially and students should be assured that raising a grievance of any kind will not negatively impact their academic progress or standing with the University.
- 5.4** It is our principal aim to resolve any complaint or problem quickly, fairly and simply at the informal stage (see Stage One, below).

### **Explanation of Key Terms Student Complaint**

- 5.5** We regard a complaint as any expression of dissatisfaction about our action or lack of action, or the standard of service provided by us or on our behalf. Appeals against applications of the regulations, or decisions made by us (including responses to progression and refund requests) are also considered as complaints.
- 5.6** Academic judgement refers to the determination of a matter where the opinion of an academic expert is essential. You may not complain about, or appeal against, a matter of academic judgement. For example, disagreement with an assessment mark or classification decision is not grounds for appeal.

### **Stage One: Informal Stage**

#### **Local resolution within the appropriate department of the University**

- 5.16** In most instances your initial contact with us should be through the Registry.

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- 5.17** Complaints should first be raised, wherever possible, with the member of staff you have been dealing with on the issue in question.
- 5.18** If you are not yet in correspondence with a member of staff, please open a new query.
- 5.19** Consideration of a complaint at this stage may involve referral to other members of staff in order to seek resolution. It is normally expected that if a complaint cannot be resolved at the early stages, it will be escalated to the line manager to ensure that complaints relating to their department are resolved in a fair and expeditious manner.
- 5.20** A record of all correspondence and telephone calls will be maintained.

### **Stage Two: Formal Stage**

#### **Investigation by the Associate Director: Student Affairs, acting on behalf of the Director of Operations and Deputy Chief Executive**

- 5.21** The following matters can be referred to Stage Two:
- (a) complaints not resolved at Stage One;
  - (b) academic appeals – in line with Regulation 1 Annex 3;
  - (c) allegations of harassment – in line with Guidance for Students on Preventing and Responding to Harassment.
- 5.22** To be considered at Stage Two you must submit a fully completed copy of the Stage Two submission form available from [A&C@london.ac.uk](mailto:A&C@london.ac.uk).
- 5.23** Where you are requesting escalation of a complaint not resolved at Stage One of the Procedure your submission must be made within 28 calendar days (4 weeks) of your Stage One outcome and include details of efforts already made to resolve the issue and explain why you remain dissatisfied.
- 5.24** In exceptional circumstances, and at the discretion of the Associate Director: Student Affairs, a case that has not completed Stage One may be considered at Stage Two if there is a clear reason for doing so. If you believe this applies to you, you should explain why in your submission.
- 5.25** You will normally receive an acknowledgement by email within three working days and, following a review of your submission, confirmation of whether it has been accepted at Stage Two.
- 5.26** If your submission is not accepted, or further information is required from you in order for a decision to be made, you will be informed of the next steps.
- 5.27** An investigation will be conducted by the Associate Director: Student Affairs, or a case-handler acting on their behalf. This may include the gathering and verification of evidence, further consultation with involved parties, requests for additional information from the student, and escalation (for example, to the Programme Director, Chair of the Board of Examiners or Director of Operations) to obtain the necessary authority for a pending outcome, where appropriate.
- 5.28** You will receive a letter from the Associate Director: Student Affairs informing you of the outcome, normally within 20 working days of receipt of your case.
- 5.29** If our investigation will take longer than 20 working days, we will tell you. We will notify you of the revised time limits and keep you updated on progress.

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### **Stage Three: Review Stage**

#### **Complaints Resolution Panel on behalf of the Dean of the School of Advanced Study, with the delegated authority of the Vice-Chancellor of the University of London**

- 5.30** If you are not satisfied with the outcome of your complaint at Stage Two, you can escalate the matter to Stage Three on one or more of the following grounds:
- (a) that the procedures outlined above were not followed;
  - (b) that the outcome at Stage Two was not reasonable;
  - (c) that evidence which could not reasonably have been made available during Stage One or Stage Two has come to light.
- 5.31** To be considered at Stage Three you must submit a fully completed copy of the Stage Three submission form available from [ac-stage3@london.ac.uk](mailto:ac-stage3@london.ac.uk) within 14 calendar days (2 weeks) of the outcome of Stage Two of the Procedure.
- 5.32** Your case will be referred to the Chair of the Complaints Resolution Panel who will determine whether the criteria (noted at 5.30 and 5.31) are satisfied.
- 5.33** If the criteria are not satisfied, you will receive an outcome letter, normally within 10 working days, and a Completion of Procedures letter will be issued from the Office of the Vice Chancellor.
- 5.34** If the criteria are satisfied, the full Complaints Resolution Panel will be convened.
- 5.35** The Complaints Resolution Panel, appointed by the Dean of the School of Advanced Study, as appropriate, will consist of a Chair and secretary, a member of staff from within an appropriate department of the University, and a student member.
- 5.36** No member of the Complaints Resolution Panel will have a personal or other significant interest in the case to be considered.
- 5.37** The Complaints Resolution Panel will be presented with all documentary evidence relating to your case, including records of consideration at Stages One and Two and your Stage Three submission, in order to make a decision.
- 5.38** You will not be requested, nor have any right, to appear before or address the Complaints Resolution Panel, nor to appoint a representative to do so on your behalf.
- 5.39** The Complaints Resolution Panel will meet within 20 working days of receipt of the case at Stage Three and you will be informed in writing of the outcome within 10 working days of the meeting. A Completion of Procedures letter will be issued from the Office of the Vice Chancellor.
- 5.40** If the panel will take longer than the agreed timescales, we will tell you. We will notify you of revised time limits and keep you updated on progress.

#### **Office of the Independent Adjudicator**

- 5.41** Following completion of all stages of the Procedure, if you remain dissatisfied with the outcome, you can submit a complaint to the Office of the Independent Adjudicator (OAI).

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**5.42** Please note that the OAI require a Completion of Procedures letter, issued from the office of the Vice Chancellor, before a complaint is considered eligible under the rules of their scheme.

**5.43** For details of the OAI, the rules of their scheme and how to make a submission, please refer to their website: [www.oiahe.org.uk](http://www.oiahe.org.uk).

## **HARASSMENT AND DISCRIMINATION**

### **Section C**

The following paragraphs reflect the provisions of Ordinance 19: Student Complaints (Annex 2: Model Procedure on Harassment, Discrimination and Bullying of Students).

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

## **Examination Regulations**

### **Extract from the Quality Assurance Framework, section 3**

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



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- 3.19** The unseen written examination for each module, where applicable, shall take place on one occasion each year, as specified in the programme regulations, except where a special examination is permitted in the case of illness or other acceptable cause (see 3.61-3.65; 3.77-3.80).
- 3.20** The schedule for submission of assessed coursework shall be as determined in the particular programme regulations.
- 3.21** The dissertation or report designated in 3.18 above will be examined on one occasion only in each year and the date for submission will be specified in the programme regulations.
- 3.22** To be awarded a degree a candidate must have:
- (a) completed to the satisfaction of the School the programme of study prescribed;
  - (b) received ethical approval for their research via the UoL research ethics process
  - (c) been examined in all parts of the examination prescribed for the programme and shown a competent knowledge in the examination as a whole.
- 3.23** A candidate must satisfy the examiners in the examination prescribed within two years from the completion of the prescribed period of study. This two-year period may be extended at the discretion of AQSC, but in no circumstances go beyond three years

#### **Entry to examinations**

- 3.24** Entries to the examination must be received by the University by the date it has specified.
- 3.25** Candidates are bound by the regulations in force at the time of their entry to the examination.
- 3.26** No student will be admitted to an unseen written examination unless the certificate (on the examination entry form) of having attended the appropriate programme of study in accordance with the regulations has been completed by the authorised person (the Director, or an officer designated by the Director) in the institute to which the student is attached.

#### **Special Examination Arrangements**

- 3.27** The University's Regulations (Regulation 1: Section E, paragraph 92) for Special Examination Arrangements apply. The procedures in the School, pending approval by the Collegiate Council, are as follows: applications are sent to the University's Special Examination Services Officer. The authorised person in the candidate's institute must normally send an application for special examination arrangements in regard to a named candidate no later than six weeks before the date of the candidate's first examination. Applications after this date will only be considered in the case of sudden illness or injury.

#### **Examination procedures**

- 3.28** Candidates at any examination by written papers taken under supervision and within a defined time limit or at any practical, oral or similar examination will be allowed to use such books, notes, instruments or other materials or aids as are specifically permitted by the institute responsible for the programme of study in question.
- 3.29** Except as provided in 3.27 above, no books, notes, instruments or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of a candidate on entry to the examination room shall be deposited immediately with the invigilator, and any unauthorised materials or aids introduced by a candidate into the examination room must upon request be surrendered to the invigilator.

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- 3.30** Any such unauthorised materials may be handed by the invigilator to the appropriate officer of the University, who may make copies thereof; the originals and all such copies may be retained by the University at its absolute discretion.
- 3.31** Candidates shall not, unless expressly so authorised, pass any information from one to another during an examination, nor shall any candidate act in collusion with another candidate or other person, copy from another candidate or engage in similar activity.
- 3.32** At any examination by written papers taken under supervision or where the programme regulations provide for part of the examination to consist of papers, essays or other work written in a candidate's own time, coursework assessment or any similar form of test, the work submitted by the candidate must be the candidate's own and any quotation from the published or unpublished work of other persons, including work published in electronic format, must be duly acknowledged. Plagiarism – the unacknowledged use of the work of another person as the student's own original work, including copying another's work or collusion with another, copying or adapting paper-based, electronic or web-based information – is an examination offence.
- 3.33** Failure to observe the provisions of 3.28 to 3.32 above will constitute an examination offence (see QAF 3.71).
- 3.34** Answers to examination questions must be in English unless other instructions are given in the programme regulations or in the examination question paper.
- 3.35** Examination scripts for University degrees and diplomas are the property of the University and will not be returned to the candidate.

## **MITIGATING CIRCUMSTANCES**

Extract from Quality Assurance Framework section 3

- 3.84 Constitution of the Mitigating Circumstances Panel**  
The MCP will comprise the Dean or her nominee; the Head of Registry Services; an external member of the AQSC and a Director of a non-teaching institute. It will be chaired by the Dean or her nominee. The panel will sit at various times during the academic year but as a minimum at least one week before the date of the first School Examination Board.
- 3.85 Mitigating circumstances procedures**  
In exercising its discretion the Mitigating Circumstances Panel (MCP) must be satisfied that:
- (a) the illness or other good cause rendered the student unfit to enter the examination or to complete and submit the assessed work by the deadline; and
  - (b) that the illness or other good cause would either:
    - (i) have had a significant and adverse impact on the student's performance in the examination or assessed work; or
    - (ii) have prevented the student from sitting the examination.
- 3.86** Additionally, the MCP must be satisfied that the student was unable, or for valid reasons unwilling, to request to be withdrawn from the examination or to request an extension to a deadline in accordance with QAF section 3.61-65.
- 3.87** A student must not re-submit evidence they have relied on in previous submissions as

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part of their mitigating circumstances submission

- 3.88** Where the MCP is satisfied that the above conditions have been met, it will recommend to the Board of Examiners that the student either be retrospectively withdrawn from the examination or deferred, or, for other assessment, a new submission deadline will be set.
- 3.89** A student who presents themselves for an examination or submits material for assessment will be deemed to have considered themselves fit to enter that examination or to undertake the assessment within the given time-frame, and any mark achieved in that examination/assessment will stand. Exceptionally, a student who entered an examination and completed that examination, or who was present at the examination but was unable to complete the examination, or who submitted material for assessment may, at the discretion of the MCP, be retrospectively withdrawn in that examination or offered another opportunity to undertake the assessment, provided that they supply evidence of illness or other good cause prior to the meeting of the MCP, prior to the meeting of the Board of Examiners at which the results for that examination will be determined and normally within seven working days of the examination having taken place or the assessment deadline. Evidence should be submitted on the form provided for this purpose (Mitigating Circumstances Form).
- 3.90** In exercising its discretion, the MCP must be satisfied that:
- i) the illness or other good cause rendered the student unfit to enter the examination or to undertake the assessment, or, in the case of a student who failed to complete the examination, prevented the student from completing the examination
  - ii) the illness or other good cause had a significant and adverse impact on the student's performance in the examination/assessment
- 3.91** Additionally, the MCP must be satisfied that the student was, for good reason, unable at the time of entry or submission to recognise that they were unfit to enter the examination or undertake the assessment during the specified time-frame.
- 3.92** Where the MCP is satisfied that the above conditions have been met, it will recommend to the Examination Board that the student will either be retrospectively withdrawn from the examination and deferred, or, for other assessment, a replacement opportunity to submit material for assessment with a new submission deadline will be offered.
- 3.93** Where a student is deferred in an examination according to the provision of Regulations above, the student will be required to enter a replacement examination, where they will be examined as if for the first time (or second time if the deferred examination was itself a second attempt), normally at the next occasion when the examination is offered and the mark for the original attempt will be annulled. Where a student is deferred in an examination and required to enter a replacement examination, the Board of Examiners on advice of the MCP shall determine whether the student is required to sit the examination with or without further attendance.
- 3.94** Under no circumstances may examination marks be raised due to illness or other good cause in relation to a student's performance in an examination. However, where a candidate has submitted evidence of illness or other good cause, and the MCP is satisfied that the conditions for the exercise of its discretion have been met, the Board of Examiners on the advice of the MCP may, instead of retrospectively withdrawing the

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candidate, give the candidate special consideration under the provisions of paragraph 3.67.

If you have any questions on the above, please contact the Registry or your Programme Director.

## Graduation

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

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

# Appendix 1

## Personal Safety – A Quick Guide

As with all major cities, London has its share of street crime. Students, staff and visitors to the University, particularly those who have not previously experienced city life, are advised to note the following police advice and talk to a member of staff if in doubt.

- In any public place, keep your bag or briefcase closed and in a place where you can see or feel it – on your lap or touching your feet, not hung on the back of a chair.
- Be aware of all personal property when using internet cafes.
- When out socialising, never leave your drink unattended and never accept drinks from strangers.
- Be aware of who is around you when using an iPod or mobile phone. Know your phone's IMEI (serial) number, found by dialling \*#06#.
- If you carry a personal attack alarm, make sure it is available for immediate use, not lost in your bag or pocket.
- Thieves are opportunists. Keep expensive (or expensive looking) watches or jewellery out of sight, e.g. by tucking them under your sleeves.
- If you use an iPod, replace the conspicuous white earphones with plain ones.
- If you carry a laptop, place the padded bag inside a holdall or carrier bag, branded laptop carriers are targets for muggers.
- Keep your wallet in an inside pocket. Take everything out of your jacket before hanging it up somewhere.
- Wear your bag across your body and so that it opens on the side facing you. In winter, wear your coat over your bag to hide it.
- Your safety is more important than any of your belongings. You are less likely to be hurt if you let your bag, phone, wallet, etc., go and don't fight to keep it.
- Keep your keys in a different pocket than anything that has your address on it such as ID cards or letters.

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- Do not carry valuables in the outside pocket of a rucksack or backpack.
  - Never write down your PIN or give it to anyone. If you have trouble remembering your PIN, write it as part of a phone number, never on its own.
  - Plan your journeys so that you can avoid dark alleyways, paths or anywhere that makes you feel unsafe.
  - When walking at night, walk to face oncoming traffic, be sure of your route and walk with purpose. Do not use iPods when walking at night.
  - If you are confronted, unable to get away and believe things might get violent, try to shout ‘Call the Police’ or ‘Fire’ as this may unsettle your potential attacker.
  - If you see a leaflet holder or strange object attached to an ATM do not use it and inform the bank at once. It may be hiding a hidden camera or card-reader.
  - Put your cash away before leaving the ATM.

**The Home Office:**

[www.homeoffice.gov.uk/crime](http://www.homeoffice.gov.uk/crime)

**The British Council:**

<http://www.educationuk.org/UK/Article/Stay-safe-during-your-UK-studies>

**Metropolitan Police:**

[www.met.police.uk/crimeprevention](http://www.met.police.uk/crimeprevention)

## Appendix II

### Submission of Essays and Dissertation

**Please read the following section fully and carefully before submitting your work**

During the autumn term, students must make an appointment to discuss their progress with the LLM Director. This meeting is intended to deal with any queries or concerns that students have about the programme or their progression.

Assignment topics must be approved by the Course or Module Director where appropriate. Students must submit a proposed essay title and a skeletal outline by the date set by the Course or Module Director.

Coursework must give clear references to all legal and legislative materials and modern views discussed, so that readers can locate them easily. References are better given in consecutively numbered footnotes which must include the author, the title of the publication, the date and location of publication and the specific page to which the citation refers. Tables, if any, should be relevant to the discussion, not merely decorative. They should be numbered consecutively for clarity of reference in the text, have a brief identifying caption, and should be reproduced clearly. A bibliography of the main modern works consulted or cited must be given at the end of each coursework.

All coursework should be word-processed or typed double-spaced on single-sided A4 paper and passed through the plagiarism detection software firstly – Turnitin ([www.submit.ac.uk](http://www.submit.ac.uk)) before submission. Please collect a copy of the manual on how to use Turnitin from your Student Administrator at the beginning of the academic year. Following this, the coursework must be emailed to the Student Administrator. When submitting, the ‘statement of authorship’ form (Appendix III) must also be completed, signed and submitted. If you are unable to scan the authorship form and submit it electronically, you should hand the form in to the student administrator, or send it to him in the post.

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The system is automatic so it will not allow any late submissions after 5 pm.

Students are reminded NOT to include their name on the coursework; your candidate number only should be displayed. Please make a header on all your coursework stating “candidate No.....” Please note that the candidate numbers will be given to you by your Student Administrator and they are not the same as your student number.

Your submitted essays electronic files should be named as follows: “ICM R6800” (name of the module followed by the candidate number).

Submission deadlines (dates and times) are *firm deadlines*. On the day of the submission the cut off time is 5 pm. Late submission of assignments is only condoned in exceptional circumstances (which do not include computer or printer failure). A student may, however, apply for an extension for medical or other pressing reasons. Documentary evidence will be required. An extension will normally only be granted if applied for in advance. A request for an extension to a deadline should be emailed to the Student Administrator.

Coursework and dissertations handed in after the deadline without acceptable excuse are subject to a penalty deduction of 10% for the assessment for up to one week late (that is, the work should be marked in the normal way and then – assuming it is marked out of 100 – 10 marks are deducted to produce the result mark), and 20% for between one and two weeks late. When work is more than two weeks late, any additional penalty to be applied is at the discretion of the LLM Director. The LLM Director, subject to approval by the Internal Board of Examiners, reserves the right not to accept work submitted more than two weeks late; in such case the mark recorded will be 0.

### **Feedback for Coursework**

In accordance with the Data Protection Act, both examiners’ comment sheets will be attached to assessed written work and copies will be sent to students. Comments and marks are not shown on coursework or the dissertation.

### **Dissertations**

Students must write in English, on a subject and title approved by the Course Director. The dissertation counts for 60 credits; a pass in the dissertation is needed to achieve an overall Pass in the degree.

A dissertation, which is not on the approved subject, which is badly presented, or which is submitted after the deadline, is liable to be failed with a mark of zero. A dissertation which exceeds the word limit will be subjected to a 10 point reduction in the mark

### **Subject**

University regulations for dissertations require ‘an ordered and critical exposition of existing knowledge in any field or part of a field of study’. Candidates are expected to show broad familiarity with the main previous scholarly work on their subject. The development of original views, though not required, is encouraged. The basic requirement is for an independent response to primary material or an independent assessment of previous scholarship on a particular topic.

Students should choose, in consultation with their supervisor, a coherent subject of study appropriate to the degree which fulfils the three following criteria:

- 1 The subject provides intellectual challenge in evaluating an unresolved debate, or challenging the existing mainstream view, or developing a new interpretation or interpreting new primary material.
- 2 The subject is not too large for a reasonably thorough discussion within the limits of 15,000 words, or too narrow to present adequate intellectual challenge.
- 3 The bulk of the essential secondary literature on the subject is in languages which the student can read.

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Points to consider when selecting your topic:

- Identify a general subject area. Key questions to consider are: Have I covered any subject areas in my assignments that I would like to explore further? Does the subject interest me sufficiently to spend 3-4 months researching in depth? How much do I know about the subject already and do I have time to research this subject from scratch? Is the subject worth investigating? Is sufficient resource material available?
- Discuss the general subject area with your supervisor who can advise on the suitability of the proposed topic and on the availability of sources of research material
- Conduct an initial literature review.
- Based on your initial literature review and in discussion with your supervisor, narrow the subject down. It is better to cover a specific topic in depth than a broad topic superficially. Summarise the arguments you might address in your dissertation. If you cannot summarise the arguments in a few short sentences, your topic is probably too broad.
- Write a proposal for your dissertation of approximately 200 words. This should include a brief description of the subject and aspects of the subject you will address in your dissertation, with a brief list of the main research sources you intend to use. Your proposal should be focused and achievable.
- Discuss your proposal with your supervisor and agree to a dissertation title.
- Submit your title to the LLM Director for approval by the LLM Director and the two external examiners.

The decision of what topic to do should be taken carefully and with appropriate consultation with the LLM Director and the proposed Supervisor. Students need to think carefully about the availability of material as well as about methodology. The dissertation should normally make use of both primary and secondary sources. (For further information see under the Guidelines for Dissertations)

## **Supervision**

Supervisors advise students in their choice of topic, provide written comments on written drafts of parts or the whole of the dissertation and discuss any major problems or issues raised, and will check that the candidates understand and follow the Guidelines for presentation and submission.

When students have identified their field of interest and a supervisor has been chosen, the supervisor and students should meet promptly to agree on a particular topic and to arrange a pattern of meetings. Although students will have most time for writing their dissertations in June to September (after completion of their taught courses), it is in their own interest to begin work much earlier in the year. Students should note that supervisors can best help when written work has been submitted for comment, and that it is unwise to expect supervisors to be able to read and comment on substantial drafts submitted for the first time only in August or September, without checking their availability in advance. Students should note that academics are often away at conferences or away researching during the summer vacation. The final meeting with their supervisor to discuss plans for the dissertation takes place in May on the students' own initiative.

## **Content and presentation**

A dissertation should begin with a brief explanation of the topic chosen and the problems which the dissertation addresses. The main body of the dissertation should consist of a structured argument or survey which discusses the relevant primary material and main scholarly views. There should be a conclusion summarising the candidate's own response to the problems raised. To aid clarity, it often

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helps to divide a dissertation into a number of sections, each clearly marked off with a typographically distinct heading. Sections may also be numbered consecutively.

A full bibliography of modern works cited must be given at the end of the dissertation. The bibliography should list works in alphabetical order of author/editor, and should give the initials and surname of the author/editor, the title of the work, and – for books – its place and year of publication, or – for articles in journals – the title of the journal, its volume number and year, and the precise pages of the whole article.

### **Some General Rules to Help with Writing your Dissertation**

Treat each section separately – do not try to write it as one document. In the introduction to each chapter refer back to the previous one and link them together. You should write the introduction first but review and revise it at the end to take account of any changes in your argument or perspective during writing. Keep to the outline you have agreed with your supervisor.

- Keep your message/argument straightforward without oversimplifying it.
- Be analytical, not descriptive
- Be objective, not subjective
- Use logical arguments
- Opinions and conclusions must be supported by evidence
- Avoid colloquial language and slang
- Do not copy or paraphrase the work of authors without acknowledgement.
- Check everything – spelling, punctuation, page layout, typeface, page numbers, footnote number etc – very carefully so that you do not lose marks on presentation.
- Be careful to keep full and detailed information of all your sources for both your footnotes and for your bibliography.

Finally: allow some contingency time in case of last minute problems. Technical difficulties, such as computer or printer problems, will not be accepted as an excuse for late submission.

### **Dissertation submission**

The final draft should be proof-read carefully for errors of fact, grammar, spelling, punctuation and typing. The final version should be produced on a good quality printer.

A dissertation which is not on the approved subject, which is badly presented and difficult to read or which substantially exceeds the maximum word limit is liable to be very severely penalised by the Examiners. The candidate may instead be given the option of applying to defer submission of the dissertation (in suitably revised form) in the following academic year.



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## Appendix III

### Statement of Authorship Form

Name: \_\_\_\_\_

Course title: \_\_\_\_\_

Essay title: \_\_\_\_\_

Name of tutor: \_\_\_\_\_

Due date: \_\_\_\_\_

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

**Furthermore that I have checked my work using the Turnitin software prior to submission**

Signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_

# Appendix IV

## Essay Assessment Form

<b>IALS</b>	INSTITUTE OF ADVANCED LEGAL STUDIES	SCHOOL OF ADVANCED STUDY UNIVERSITY OF LONDON	<b>LLM in Drafting Legislation, regulation, and Policy Essay Assessment Form</b>
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**Module** :  
**Candidate Number** :  
**Date Marked** :  
**Mark** :

		Excellent	Very Good	Good	Adequate	Poor
<b>Structure</b>	Work should be well organised with clear introduction, main body and conclusion. Materials should be well organised.					
<b>Method</b>	Methodology should be clear and well-thought-out. The sources chosen should be tailored to understanding the problem					
<b>Content</b>	Work should identify and analyse relevant issues. There should be a good mixture of description and analysis. Analysis should be accurate, relevant and focused.					
<b>Argumentation</b>	Work should be critical, reflective and original. Arguments should be well developed.					
<b>Research</b>	Work has taken into account and shows good command of primary sources as well as relevant secondary literature.					
<b>Style</b>	Clear, understandable, accurate, precise, engaging, elegant.					
<b>Presentation</b>	Well presented, easy to read, good layout. Correct spelling and grammar. Title page and page numbers should be present.					
<b>References</b>	Accurate, consistent and complete footnoting.					
<b>Bibliography</b>	Well researched, accurate, consistent and complete citations, reflected in the text.					

**Comments**

**Examiner's Signature:**

**Name in Print:**

*Please Note: All marks are provisional and are subject to review by the External Examiner. The final mark will be determined by the full Board of Examiners. Please contact your Course Director if you would like to discuss your work.*

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