Research Student Handbook

2017-2018

history.ac.uk
Contents

Welcome from the Dean........................................................................................................4
Introduction..........................................................................................................................5
Key Sources of Information..................................................................................................5
  Key Contacts for Students...............................................................................................6
  Registry Staff....................................................................................................................6
The School of Advanced Study (SAS)....................................................................................7
The Institute of Historical Research (IHR)............................................................................7
  Who’s Who in the IHR.......................................................................................................7
  The Institute’s Research Centres.......................................................................................8
Research Degrees Student Information...............................................................................10
  Student Charter..............................................................................................................10
  PHD Supervision..............................................................................................................13
  The Role of your Supervisors.........................................................................................13
  Safety, Risk Assessment and Research Ethics....................................................................14
Research Training..............................................................................................................15
IHR Training Courses.........................................................................................................16
Monitoring and Progress....................................................................................................20
Formal Milestones: Progression..........................................................................................21
Formal Milestones: Upgrade to PhD....................................................................................22
Academic Offences: Plagiarism...........................................................................................23
Student Status....................................................................................................................24
Completing the Thesis.........................................................................................................25
The Viva Voce Examination...............................................................................................28
Graduation...........................................................................................................................28
Alumni..................................................................................................................................28
Benefits..............................................................................................................................28
Support us...........................................................................................................................29
Documentary Sources..........................................................................................................30
  Finding Published Sources.............................................................................................30
  Finding Unpublished Sources.........................................................................................30
Using sources.....................................................................................................................30
Libraries..............................................................................................................................31
  Copying and Printing......................................................................................................31
  Wifi Access.....................................................................................................................31
  The IHR library...............................................................................................................31
  Other SAS Institute Libraries........................................................................................31
  Senate House Library....................................................................................................33
  The University of London Library Access Agreement..................................................33
  School of Oriental and African Studies (SOAS) Library..................................................34
  Other Libraries................................................................................................................34
Periodicals and Digital Resources........................................................................................................... 39
Periodicals.................................................................................................................................................. 39
Digital Resources......................................................................................................................................... 39
IHR resources.............................................................................................................................................. 39
Other Online Resources............................................................................................................................ 40
General Information, Resources and Facilities......................................................................................... 41
Term Dates 2017–18..................................................................................................................................... 41
Admission.................................................................................................................................................... 41
Registration and Enrolment.......................................................................................................................... 41
Tuition Fees.................................................................................................................................................. 42
SAS Student ID Card.................................................................................................................................... 43
Email........................................................................................................................................................... 43
Senate House Library Computer Resources.............................................................................................. 45
Virtual Learning Environment/Study Online................................................................................................. 46
SAS-Space e-Repository............................................................................................................................... 46
Snacks and Refreshments............................................................................................................................. 46
Photocopying............................................................................................................................................... 46
IHR Publications.......................................................................................................................................... 46
Seminars and Conferences........................................................................................................................... 46
The History Lab........................................................................................................................................... 47
Student Representation and Committee Membership................................................................................ 47
SAS Student Representatives’ Committee.................................................................................................. 47
Student Central – formerly University of London Students’ Union (ULU).................................................... 47
Career Guidance.......................................................................................................................................... 48
Funding Your Studies................................................................................................................................. 48
Student Welfare........................................................................................................................................... 51
Accommodation......................................................................................................................................... 51
Travel ......................................................................................................................................................... 51
Personal safety............................................................................................................................................ 51
Counselling and Advice............................................................................................................................... 52
Health.......................................................................................................................................................... 52
Overseas Students....................................................................................................................................... 53
Childcare and Nurseries................................................................................................................................. 53
Childminders............................................................................................................................................... 54
Equality and Diversity................................................................................................................................. 55
Disability...................................................................................................................................................... 55
Access to Institutes and offices..................................................................................................................... 55
Senate House Library................................................................................................................................. 56
Using Computers........................................................................................................................................ 56
Transport..................................................................................................................................................... 56
Emergency Evacuation................................................................................................................................. 56
Residential Accommodation........................................................................................................................ 56
Disabled Students’ Allowances (DSA) Arrangements.................................................................................. 56
<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supervisory Meeting Record Form</td>
<td>57</td>
</tr>
<tr>
<td>2</td>
<td>Progress Reports Form</td>
<td>58</td>
</tr>
<tr>
<td>3</td>
<td>Writing Up Status Form</td>
<td>62</td>
</tr>
<tr>
<td>4</td>
<td>Examination Entry Form</td>
<td>64</td>
</tr>
<tr>
<td>5</td>
<td>Reproduction of Thesis Form</td>
<td>66</td>
</tr>
<tr>
<td>6</td>
<td>Description of Thesis Form</td>
<td>67</td>
</tr>
<tr>
<td>7</td>
<td>Word Count Form</td>
<td>69</td>
</tr>
<tr>
<td>8</td>
<td>Abstract Form</td>
<td>70</td>
</tr>
<tr>
<td>9</td>
<td>Progression Assessment Form</td>
<td>71</td>
</tr>
<tr>
<td>10</td>
<td>Upgrade Assessment Form</td>
<td>73</td>
</tr>
</tbody>
</table>
Welcome from the Dean

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

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

Professor Rick Rylance
Dean
Introduction

This handbook is designed to provide an introduction to the administrative and regulatory requirements, academic support and welfare provision for students at the School of Advanced Study and Institute of Historical Research (IHR).

Key Sources of Information

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

<table>
<thead>
<tr>
<th>Document</th>
<th>Location of Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of London Statutes, Ordinances and Regulations</td>
<td><a href="http://www.london.ac.uk/statutes.html">http://www.london.ac.uk/statutes.html</a></td>
</tr>
<tr>
<td>Tuition Fee Policy</td>
<td><a href="http://www.sas.ac.uk/sites/default/files/Policies/TuitionFeePolicy.pdf">http://www.sas.ac.uk/sites/default/files/Policies/TuitionFeePolicy.pdf</a></td>
</tr>
<tr>
<td>Admissions Policy</td>
<td><a href="http://www.sas.ac.uk/sites/default/files/Policies/AdmissionsPolicy.pdf">http://www.sas.ac.uk/sites/default/files/Policies/AdmissionsPolicy.pdf</a></td>
</tr>
<tr>
<td>Acceptable Use Policy</td>
<td><a href="https://www.sas.ac.uk/sites/default/files/Policies/AcceptableUsePolicy.pdf">https://www.sas.ac.uk/sites/default/files/Policies/AcceptableUsePolicy.pdf</a></td>
</tr>
<tr>
<td>Data Protection Policy</td>
<td><a href="http://www.london.ac.uk/data-protection.html">http://www.london.ac.uk/data-protection.html</a></td>
</tr>
<tr>
<td>Tuition Fees Schedule</td>
<td><a href="http://www.sas.ac.uk/graduate-study/fees-and-funding/tuition-fees">http://www.sas.ac.uk/graduate-study/fees-and-funding/tuition-fees</a></td>
</tr>
<tr>
<td>Research Ethics Policy and Procedures</td>
<td><a href="https://www.sas.ac.uk/research/research-office/research-ethics">https://www.sas.ac.uk/research/research-office/research-ethics</a></td>
</tr>
<tr>
<td>Information for Current Students</td>
<td><a href="http://www.sas.ac.uk/current-students">http://www.sas.ac.uk/current-students</a></td>
</tr>
</tbody>
</table>
Key Contacts for Students

Institute of Historical Research

University of London
Senate House, Malet Street
London WC1E 7HU
Tel: +44 (0)20 7862 8740
Web: www.history.ac.uk

Registry

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

Registry Staff

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

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

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

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

Sonal Thakker
Registry Fees Officer
Email: sonal.thakker@sas.ac.uk
Phone: +44 (0)20 7862 8869

Elena Aliferi
SAS Programme Coordinator (ICwS, IHR (MA in Garden & Landscape History), The Warburg Institute – PGT only)
Email: Elena.Aliferi@sas.ac.uk
Phone: +44 (0)20 7862 8834

Registry Office Location
School of Advanced Study, University of London
Ground Floor, Senate House,
South Block, Malet Street, London WC1E 7HU
Opening Hours: 9.30 – 5.00pm
The School of Advanced Study (SAS)

Website: www.sas.ac.uk

The School (or SAS) unites nine specialist humanities and social science research institutes at the centre of the University of London (Institutes of Advanced Legal Studies, Classical Studies, Commonwealth Studies, English Studies, Historical Research, Latin American Studies, Modern Languages Research, Philosophy and the Warburg Institute). Located in Bloomsbury, the School has strong links with the Colleges of the University and with the wider national and international research community in each of its disciplines. The School and Institutes run a varied programme of seminars, conferences, lectures, workshops, and research training events. Library resources take the form of the collections of the Institute libraries and Senate House Library.

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

The Institute of Historical Research (IHR)

Website: www.history.ac.uk

Founded in 1921 by A. F. Pollard, the Institute of Historical Research is the University of London’s centre for postgraduate study in history. It contains an open-access library, publishes works of reference and administers a number of research projects. It runs a wide-ranging programme of research seminars, courses and conferences which are open to students. It administers research fellowships for students whose doctorates are nearing completion, in addition to other prizes and awards. Information on its research centres – the Centre for Metropolitan History (CMH) and the Victoria County History (VCH) – can be found on pages 8-9.

Who’s Who in the IHR

Director: (from 1 January 2018) Professor Jo Fox (Jo.Fox@sas.ac.uk)

Acting Director: (to 31 December 2017) Professor Philip Murphy (Tel: 020 7862 8841; Philip.Murphy@sas.ac.uk)

IHR Research Professor: Professor Lawrence Goldman (Tel 020 7862 8733; Lawrence.Goldman@sas.ac.uk)

Administration and Academic Support

Institute Manager: (from 30 October 2017) Dr Conor Wyer (Tel: 020 7862 8758, email: Conor.Wyer@sas.ac.uk)

Events & Operations Officer: Gemma Dormer (Tel: 020 7862 8756, email: Gemma.Dormer@sas.ac.uk)

Research Training Officer: Dr Simon Trafford (Tel: 020 7862 8763, email: Simon.Trafford@sas.ac.uk)

Fellowships and Publications Officer: Vanessa Rockel (Tel: 020 7862 8747, email: Vanessa.Rockel@sas.ac.uk)

Receptionists: Muneer Hussain & Glen Jacques (Tel: 020 7862 8740, email: IHR.reception@sas.ac.uk)

Development Office

Development Office Administrator: Mark Lawmon (Tel: 020 7862 8791, email: Mark.Lawmon@sas.ac.uk)

Library

The first point of contact for all library queries is the Library Office (Tel: 020 7862 8760, email: IHR.Library@sas.ac.uk). The Library Office is located in the 1st floor reading room.
**IHR Librarian:** Dr Matthew Shaw  
**IHR Archivist:** Zoë Kares  
**Reader Experience and Technical Services Librarian:** Kate Wilcox  
**Collection/Periodicals Librarian:** Mette Lund Newlyn  
**Collection Librarian:** Michael Townsend  
**Library Officer:** Siobhan Morris  
**Graduate Library Trainee:** Ceri Thompson

### Publications and IHR Digital

**Head of IHR Digital:** Dr Philip Carter (Tel: 020 7862 8789, email: Philip.Carter@sas.ac.uk)  
**Head of Publications and Executive Editor, Historical Research:** Dr Julie Spraggion (Tel: 020 7862 8788, email: Julie.Spraggion@sas.ac.uk)  
**Deputy Editor, Reviews in History, and Editorial Assistant (Web):** Danny Millum (Tel: 020 7862 8812, email: Danny.Millum@sas.ac.uk)  
**Editor, Bibliography of British and Irish History (BBIH):** Simon Baker (Tel: 020 7862 8782, email: Simon.Baker@sas.ac.uk)  
**Senior Research Fellow (former editor BBIH):** Peter Salt (Tel: 020 7862 8782, Peter.Salt@sas.ac.uk)  
**Editorial Assistant, BBIH and IHR Publications:** Sara Charles (Sara.Charles@sas.ac.uk)  
**Digital Projects Manager andEditor, British History Online:** Jonathan Blaney (Tel: 020 7862 8786, email: Jonathan.Blaney@sas.ac.uk)  
**Publishing and Production Manager:** Jon Newbury (Tel: 020 7862 8719, email: Jon.Newbury@sas.ac.uk)

### The Institute’s Research Centres

The MRes in Historical Research benefits from considerable input from the Institute’s two research centres: the Centre for Metropolitan History and the Victoria County History.

#### Centre for Metropolitan History (CMH)

**Website:** [www.history.ac.uk/cmh](http://www.history.ac.uk/cmh)  
**Email:** ihrcmh@sas.ac.uk

The CMH was established in 1987, in collaboration with the Museum of London and other organisations, to fill a long-standing need in London. It promotes the study and wide appreciation of London’s character and development from its beginnings to the present day, and is concerned to set the history of London in the wider context provided by knowledge of other metropolises. The Centre fosters a welcoming and stimulating environment.

The Centre organises conferences, lectures and the highly successful seminar in Metropolitan History which provides a forum for the interchange of ideas on London and metropolitan history and which students are encouraged to attend. It undertakes original research into the society, economy, culture and fabric of London. Among the Centre’s recent research projects are: a large-scale collaborative study of families and households in early modern London; and establishing a database of livery company membership records. Its two major current projects are: ‘Layers of London’, supported by the Heritage Lottery Fund, which is one of the largest public engagement projects on London’s history, using maps to show how London has changed over time and how Londoners have adapted to those changes; and ‘British and Irish Furniture Makers Online’ which involves the creation of an online dictionary of furniture makers.

The Centre plays an important role in nurturing the next generation of urban historians. As well as the MRes in Historical Research programme it provides supervision for MPhil and PhD students in a range of subjects, from the middle ages to the present.
Acting Director, Lecturer in Urban History and Digital Projects & Training Officer: Dr Mark Merry (Tel: 020 7862 8750, email: Mark.Merry@sas.ac.uk)

Administrator/Research Assistant: Olwen Myhill (Tel: 020 7862 8790, email: Olwen.Myhill@sas.ac.uk)

Project Officer, Layers of London: Seif El Rashidi (Tel: 020 7862 8705, email: Seif.Elrashidi@sas.ac.uk)

Public Engagement Officer, Layers of London: TBA

GIS Officer, Layers of London: TBA

Volunteer Co-ordinator, Layers of London: TBA

Lecturer in Urban History since 1800: Dr Peter Jones (email: Peter.Jones@sas.ac.uk)

Research Officer, British and Irish Furniture Makers Online: Dr Laurie Lindey (Tel: 020 7862 8698, email: Laurie.Lindey@sas.ac.uk)

Victoria County History (VCH)

Websites: www.victoriacountyhistory.ac.uk; explore.englandspastforeveryone.org.uk

Email: info@victoriacountyhistory.ac.uk

Founded in 1899 and originally dedicated to Queen Victoria, the VCH is an encyclopaedic record of England’s places and people from earliest times to the present day. It is without doubt the greatest publishing project in English local history, having built an international reputation for scholarly standards.

The famous ‘big red books’ are written county by county from original documents and fieldwork; over 240 volumes have been published to date. Several volumes have been digitised and are freely available on British History Online (www.british-history.ac.uk). Supplementing the ‘red books’ is the VCH ‘Shorts’ series of parish and urban histories produced in paperback which aims to bring local research to publication as quickly as possible, and to inspire readers to get involved in VCH ventures in their own localities. The HLF-funded project, England’s Past for Everyone (2005–10) also produced a series of paperbacks and a website to make local history available to new audiences, as well as interactive materials for schools to encourage the use of local history across the curriculum.

The mission of the VCH is:

- To facilitate and publish the VCH and seek to develop its work nationwide.
- To promote a quality standard for local history research and publishing.
- To produce the VCH ‘Shorts’ series of paperbacks and to publish online.
- To engage volunteers in researching and writing local history for themselves, their communities and for the VCH.
- To promote the Locality and Region seminar organised as part of the IHR seminar series.

Editor and Training Co-ordinator: Dr Adam Chapman (Tel: 020 7862 8799, email: Adam.Chapman@sas.ac.uk)

Historic Environment Research Manager: Matthew Bristow (Tel: 020 7664 4899, email: Matthew.Bristow@sas.ac.uk)

Publications Manager (to 31 December 2017): Lianne Sherlock; (from 1 January 2018) Jessica Davies (Tel: 020 7862 8779)

VCH and Layers of London Administrator: Rebecca Read (Tel: 020 7862 8776, email: Rebecca.Read@sas.ac.uk)
Research Degrees Student Information

Student Charter

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

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

The School’s Responsibilities

The School undertakes to:

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

Its teaching and supervisory staff undertake to

- treat students responsibly and with respect
- familiarise themselves with the Quality Assurance Framework and School supervisory practice
- keep themselves up to date with best practice in relation to teaching and supervision, including undertaking, where appropriate, training in research student supervision
- be accessible to students during term time and advise them of any absences likely to exceed two successive weeks during the vacation
- respond to emails from students within a reasonable time-frame, and generally within three working days during term-time
- keep students informed in advance about prospective periods of leave and planned supervisory arrangements during the leave
- advise students on progress in a timely fashion and warn where work is not of the appropriate standard or is being produced too slowly, and of steps which might be taken to remedy the situation
- provide constructive, timely feedback in writing on all written work submitted by the student and keep copies on file
- ensure that students understand the requirements of the degree, provide guidance on the examination process, and help students to prepare
- provide students with guidance as to essential reading, including information on where this may be found, before the start of the academic year if possible, or at induction
- avoid cancelling classes or meetings unless for a completely unavoidable reason, and always advise in good time; rearrange any cancelled classes/meetings
• treat student data with integrity and be aware of responsibilities in relation to the Data Protection, Freedom of Information and Equality Acts

Students’ Responsibilities

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

Responsibilities of Research Students and Supervisors

The below supplements the School’s Student Charter, and outlines the particular responsibilities of the School’s research students, their supervisors, and the School.

The research student is expected to:
• agree with the supervisor (or the subject supervisor where more than one supervisor is appointed) the topic for research, and work on that topic
• discuss with supervisor(s) the type of guidance and form of comment found most helpful
• agree on a schedule of meetings
• abide by the Research Ethics code of good practice
• take appropriate initiative in raising problems or difficulties in research
• discuss training needs and opportunities, and undertake any research training or taught course or seminar required by supervisor(s)
• produce work in accordance with the plan and schedule agreed with supervisor(s), and, in particular, submit written material in sufficient time to allow for proper comment and discussion
• keep formal records of meetings with supervisor(s) provide formal progress reports as required (normally twice a year) discuss with supervisor(s) the preparation of the thesis and decide when to submit

The supervisory team is expected to:
• give guidance on the nature of the research and the standard expected
• advise on the planning of the research programme and appropriate training, and on the relevant literature and sources
• encourage familiarity with developments in the subject
• give advice about techniques and methods
• ensure that the student is fully aware of the progress of the work in relation to the expected standard and the agreed programme
• promote awareness of ethical and legal matters relevant to research, including plagiarism
• maintain contact through regular personal supervision in arrangements agreed with the student (which may include videoconferencing, at intervals of not less than two weeks during term times in the first year of study, and provide reasonable access for consultation at other times
• direct the student to undertake research training, attend taught courses, seminars, workshops and so on as necessary
• request written work as appropriate and return it with constructive criticism and in good time
• give detailed advice on completion dates of successive stages of the work, including the transfer from MPhil to PhD, so that the whole may be submitted within the scheduled time
• arrange for the student to present work to staff/graduate seminars
• keep formal records of meetings with students, write reports on the progress of the work normally at least twice a year – such reports to be considered by the Institute Research Degree Committee within the prescribed progress review procedures and to be kept in the student’s record
• record milestones achieved, such as transfer from MPhil to PhD, such reports to be kept in the student’s record. Arrange for the necessary administrative steps to be taken and ensure the student receives any help necessary

The student’s institute is responsible through its RDC and by other appropriate means, for ensuring that appropriate administrative procedures are followed, including the maintenance of records of meetings (of the RDC or of other bodies or persons in the institute if appropriate) and reports concerning progress of MPhil and PhD students.
PHD Supervision

**Supervisory Arrangements: The Research Degrees Committee (RDC)**

The student’s institute is responsible through its Research Degrees Committee (RDC) and by other appropriate means, for ensuring that appropriate administrative procedures are followed, including the maintenance of records of meetings (of the RDC or of other bodies or persons in the institute if appropriate) and reports concerning progress of MPhil and PhD students.

The supervisors for each student will be appointed by the institute where the student is registered, by decision of each institute’s RDC. Only in exceptional circumstances will a student be assigned to a single supervisor. A team of at least two supervisors will be appointed; the main (or ‘subject’) supervisor must be appointed before the student registers; the co-supervisor(s) may be appointed after registration, but within the first term of study. Monitoring and review will thus be undertaken by a supervisory team of academics with defined responsibilities.

The Role of your Supervisors

**Supervisor of Record**

The Supervisor of Record will usually be the Director, or another member of the academic staff of the institute with appropriate seniority and experience. The Supervisor of Record has formal responsibility for students registered in the institute in particular to ensure that students are properly supervised, that appropriate records are kept and that proper reporting is made within the institute, the School and beyond.

The Supervisor of Record may be the subject supervisor or co-supervisor of particular students in the institute. Where a student’s subject (main) supervisor does not have an appropriate position in the institute (e.g. if he or she is not a full-time member of the institute’s staff) the Supervisor of Record will be part of that student’s supervisory team and therefore will be one of the named supervisors for the student.

**Main Supervisor (‘Subject’ Supervisor)**

The main supervisor is formally responsible for supervision of the student, with primary responsibility for the student’s academic progress. The main supervisor will be one of the named supervisors and will be the normal point of contact for the student. In the case of interdisciplinary studies, two co-supervisors may have equal responsibility. However, one must always be assigned as main point of contact for the student.

**Co-supervisor**

A co-supervisor is appointed to provide particular expertise, or to support the subject supervisor in other defined ways. Co-supervision allows the formal involvement of academics from Colleges and from outside the University. The proportional responsibilities of main supervisor and co-supervisor will vary according to the requirements of each case.

**Frequency of supervision**

You should maintain contact with your supervisory team through regular personal supervision in arrangements agreed with your supervisor(s) at intervals of not less than two weeks during term times in the first year of study and at least every four to six weeks thereafter. It is recognised that face-to-face meetings are not always possible, and occasional personal contacts (such as videoconferencing or telephone) may be sufficient.

These meetings should normally be based upon the prior submission of written work and will be concerned primarily with discussion of that work as well as with general issues of progress and direction.
Supervisory Meeting Record

You are required to maintain a record of supervisory meetings by completing this form. This is to provide a record and stimulus for regular discussion of the student’s progress and development. A copy of this form is available online here and also in the appendix of this handbook.

You should complete this form after each supervisory meeting and send it to the supervisor present for their sign off. A signed copy of the form should be sent to SAS Registry at sas.registry@sas.ac.uk. A copy should also be kept by you and your supervisor.

Progress Reports

The Institute Research Degrees Committee considers twice a year the progress being made by research students, to ensure that you are making good progress in your studies, and to identify any problems you are encountering, either collectively or individually. We take our responsibility for monitoring your progress very seriously; and as a research student you are also responsible for keeping us updated.

As well as seeking a report from your supervisor(s), as part of the monitoring process we require students to describe their own progress - to highlight any difficulties encountered, make a note of anything which has gone well, and to set out plans for next steps.

Your progress reports are the main source of evidence for monitoring progress. The submission of these reports is a mandatory requirement, as part of your degree. For Tier 4 students (in the UK on a tier 4 visa) non-completion of research progress reports will be classed as a missed contact after 2 missed reports and our support of your visa will be in jeopardy.

The form can be found available online here and also in the appendix of this handbook.

Safety, Risk Assessment and Research Ethics

The School of Advanced Study expects students undertaking a taught or research degree involving any research to comply with the research ethics policy. See: https://www.sas.ac.uk/research/research-office/research-ethics

The School is committed to carrying out its research, teaching, consultancy and other activities within a comprehensive ethical framework.

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

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

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

In order to comply with the Government’s Prevent agenda and to safeguard our researchers who may be studying ‘sensitive’ topics, all students are required to review the policy and the guidance notes and to undergo an initial self-evaluation which will need to be forwarded to the research office once completed. This should be completed in consultation with your dissertation supervisor.
Research Training

Over the course of a doctoral programme, a research student is expected to take approximately 30 days of training. To serve as a cumulative log during your studies and to help us track your progress towards this goal, please maintain records of any training, formal or informal, which you have undertaken during your studies. This may include but is not limited to:

- Training courses or sessions you have attended or completed online. Please include personal development training (e.g. ‘how to write an academic cv’), as well as discipline-specific training, or language or IT training
- Other skills development. Examples include delivering a paper at a seminar, organizing an event, attending a conference.

Our discipline-specific, generic and online research training programme draws on the research and teaching expertise of our institutes and the University of London (see below for specific IHR training courses).

We offer well-established discipline-specific research training (most notably in history, law, English, modern languages and music) as well as in specialist areas (palaeography, book history, Renaissance culture, medieval manuscript studies).

Our workshop programme of generic research and transferable skills training provides the transferable and employability skills necessary for wider preparation for careers in academia and elsewhere. These are complemented by research methodologies courses for students in the social science disciplines, and in the software and management information tools required to enable students to complete their research effectively. Training covering research promotion through social media (Social Scholar seminars) is also available.

Most of our research training is available to postgraduate students and early-career researchers across the UK, much of it free-of-charge.

We are also a member of the Bloomsbury Postgraduate Skills Network, a shared skills training programme that enables research students in participating institutions to attend training sessions at other member institutions, including UCL, Birkbeck and SOAS.

The School is, together with King’s College London and UCL, part of the London Arts & Humanities Partnership (LAHP) – the Arts and Humanities Research Council (AHRC) consortium under which the School is able to offer funding for doctoral studentships funding for doctoral studentships.

Online Research Training

The School and its institutes offer a variety of online research skills tutorials. We have also listed below selected online research training offered by providers external to the School that you might find useful.

Study online

An internal resource, for students of the School.

Postgraduate online research training (PORT)

The PORT website provides a useful training reference point for all postgraduates studying in the arts and humanities. Its online research skills tutorials cover a variety of topics including: building databases, palaeography, digital tools, studying a PhD, and languages resources.

Library skills tutorial

Senate House Libraries provides an On-line Library Research Skills Tutorial to give guidance in the skills needed to conduct postgraduate library-based research in the humanities and social sciences.

Academic Writing Skills

The School hosts a Royal Literary Fund Fellow, to assist our research and masters students to adjust to the demands of academic writing of various kinds. Lucy Moore in this role. Lucy is based in Senate House room 203, every Wednesday and Thursday during term-time. Students are welcome
to book hourly tutorials or consultations with her from 10am – 5pm on those days, using an online sign-up schedule.

The Royal Literary Fund Fellow offers our students the opportunity to access writing advice from a professional, published writer. She will offer confidential, one-to-one tutorials during which students can discuss any aspect of their academic writing.

The idea behind the scheme is that, although writers do not have expert knowledge of the subject matter students are studying, they know a lot about the process of writing and - simply by being available to students to respond to their questions and listen to their concerns - are able to help them find ways of improving their written work.

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

External online research training

A multiplicity of online research training is available elsewhere:

- **Vitae** is a national organisation that exists to 'realise the potential of researchers' and offers lots of online advice and guidance, plus occasional face-to-face training opportunities, to researchers at all levels. There is a particular emphasis on employability and careers, which you might find helpful.

- Birkbeck offers **online training** and its packages on **research ethics**, for instance, are especially helpful.

We are happy to add to the list above. Please email Rosemary Lambeth if you come across anything you think might be useful for others.

IHR Training Courses

The IHR runs a series of training courses specifically developed with the aim of providing skills for historical research. These courses are free of charge for IHR students. For more popular courses such as 'Databases for Historians' and 'Sources and Methods', it is advisable to book a place at an early date. Contact the Research Training Officer, Dr Simon Trafford, on 020 7862 8763 or email him at simon.trafford@sas.ac.uk. More information on all the IHR's courses, in addition to details of new courses, can be obtained from Dr Trafford, who is based on the Third Floor of the Institute. Courses are also listed on the IHR's website at [www.history.ac.uk/research-training](http://www.history.ac.uk/research-training).

Archival Research Skills

These courses introduce students to the fundamental skills of conducting original historical research, guiding them through the processes of compiling bibliography, locating primary source materials and using archives and repositories. As well as being introduced to the printed and online tools available, participants will visit important archives and libraries for their field of interest, learning about their collections and how to use them, and meeting the specialist archivists who will help them in their work.

**Methods and Sources for Historical Research**

**Course Dates:** 13–17 November 2017, 15–19 January 2018, 16–20 April 2018, 16–20 July 2018

This course aims to equip historical researchers with the skills they will need to find and gain access to all the primary source materials they need for their projects. Over the course of a week (Mon-Fri), participants will learn, through an intensive programme of lectures and visits to repositories in and around London, how to combine online tools and traditional archival search techniques to locate...
and obtain evidence. Institutions visited will include the British Library, the National Archives and a number of other major national repositories in addition to a wide range of smaller and more specialised archives. The course is primarily aimed at those engaged in research degrees in history or kindred disciplines, but is open to all researchers wishing to expand their skills and knowledge in original source materials.

**Visual Sources for Historians**  
**Course Dates:** 27 February–26 March 2018

An introduction to the use of art, photography, film and other visual sources by historians (post-1500). Through lectures, discussion and visits the course will explore films, paintings, photographs, architecture and design as historical sources, as well as provide an introduction to particular items both in situ and held in archives and libraries.

**General Historical Skills**

**Historical Citation**  
**Course Date:** 7 November 2017

This half-day workshop explains the theory and practice of correct referencing by historians. It explores the different citation systems historians use and explains when, where and how to cite sources and authorities both manually and using citation management software.

**An Introduction to Oral History**  
**Course Dates:** Tuesdays, 16 January–27 March 2018

This course is a comprehensive introduction to the theory and practice of oral history. Participants will learn through classroom teaching and practical sessions how to conduct their own interviews. As well as addressing theoretical and methodological issues, An Introduction to Oral History will help students to develop practical skills in interviewing, recording, and the organisation and preservation of oral material.

**Oral History Spring School**  
**Course Date:** tbc

The Oral History Spring School covers the theory and practice of oral history with the help of leading UK oral historians. Participants should have prior experience of oral history work to be ready to discuss remembering, the emotions, analysing data, the re-use of oral history interviews and contexts for oral history outputs.

**Explanatory Paradigms: An Introduction to Historical Theory**  
**Course Dates:** tbc

This course aims to provide a critical introduction to some of the most influential frameworks of explanation in historical work today. Taught on Wednesday evenings (5.30-7.00) by Professor John Tosh, Dr John Seed and Professor Sally Alexander, Explanatory Paradigms will explore one explanatory approach each week in depth through a combination of a lecture and seminar discussion based on the students’ own reading.

**Day School in London History, Summer 2018**  
**Course Date:** 20 June 2018

The London History Day School is presented in association with the Centre for Metropolitan History (CMH) and will feature tutors from the principal archives and research units concerned with London. We shall cover the incredibly rich and abundant history of London and its surrounding area, exploring both its identity as a capital city but also the special qualities of its many constituent towns, villages and suburbs. Participants will have ample opportunities to discuss their own work with each other and with the experts; the aim is to provide a showcase for London local history and a forum for the exchange of ideas, views and approaches.
Information Technology Courses

Databases for Historians
Course Dates: 31 October–3 November 2017, 10–13 April 2018, 7–10 August 2018

This 4-day course is an introduction to the theory and practice of constructing and using databases. Taught via a mixture of formal lectures and ‘hands-on’ practical classes, the session will introduce a wide range of skills and techniques, showing how to design and build a database appropriate to the needs of your project, and illustrating how this will help to guide and expand your analysis.

Historical Mapping and Geographical Information Systems
Course Date: 11–12 January 2018

The ‘spatial turn’ is now well established in history and scholars, publishers and readers now frequently expect to see space to be used as a category of analysis, maps used as sources, and research illustrated with custom maps. However, without training in geographical techniques, tools, and even terminology, it can be challenging for historians to begin to work with this material. This two day course is designed to first introduce the history and concepts of mapping, along with the most basic ways of producing your own maps, before then moving on to a second day focusing on QGIS, the widely-used open-source GIS software package.

Internet for Historical Research
Course Dates: 30 November 2017, 1 March 2018, 4 June 2018

This intensive one-day workshop will equip students with the knowledge and skills to use the internet with confidence as a tool for historical research. It introduces the principal online resources available to historical researchers, and shows how to make best use of them in pursuit of primary sources and secondary literature. Suitable for those at any stage of an academic career who wish to build or refresh their skills, the course covers English-language material for British, European and world history from late antiquity to the present.

Language and Palaeography Courses

Medieval and Renaissance Latin for historians
Course Dates: Wednesdays, 4 October 2017–13 June 2018

This course provides an introduction to Latin grammar and vocabulary, together with practical experience in translating post-classical Latin documents. It is intended for absolute beginners, or for those with a smattering of the language but who wish to acquire more confidence. Students will emerge with not just a strong grounding in the mechanics of Latin, but also an understanding of the changes it underwent, and the new ways in which it was used in medieval and early modern Europe. It may be taken either as a whole course over a year or alternatively any of the three term-long courses may be taken.

An Introduction to Medieval and Renaissance Latin
Wednesdays, 4 October–6 December 2017

Intermediate Medieval and Renaissance Latin
Wednesdays, 10 January–14 March 2018

Further Medieval and Renaissance Latin
Wednesdays, 11 April–13 June 2018

Palaeography and Diplomatic
Course Dates: Tuesdays, 3 October 2017–8 May 2018

The course runs on Tuesdays in the first two terms and normally with two or three additional classes in the third term. It generally takes place from 11.30 to 1.00, but from 11.00 to 1.00 in some weeks.

The course is designed to help students to work with medieval and early modern manuscripts. It will be tailored as far as possible to individual needs within the group. Besides practical training (transcription, editing, the physical aspects of manuscripts and documents including illumination), the course introduces the history of script and its intellectual context from Roman times to c1600. Full use will be made of the incomparable manuscript and facsimile resources of the Palaeography Collection, Senate House Library.
least one visit will be to the British Library. In the second term English documents and manuscripts will be studied. There is usually an expedition in the third term.

Note: this course is not an IHR course, but is run by QMUL and taught by Dr Jenny Stratford: please email jenny.stratford@rhul.ac.uk for further information and to apply for a place. A charge for this course will apply to IHR students.

There are also a number of online courses which may be taken (see http://www.history.ac.uk/research-training/online for details). These courses include:

- Building and using databases for historical research
- Data preservation
- Designing databases for historical research
- Digital tools
- Inscribe: Palaeography learning materials and Palaeography Module 2 - Scripts
Monitoring and Progress

Attendance requirements

With the exception of distance learning students, students should centre their academic activities on the institute, and are expected to be resident in the UK for the entire period of their research degree. Notwithstanding this requirement the minimum time a student must be resident in the UK is for the first two years (full time) or first four years (part time). Subject to this, the RDC may permit you to spend part of the programme in 'off-campus' study in order to carry out research for your thesis on the condition that you keep in regular contact with your supervisory team.

If for any reason you are unable to attend the required academic activities or maintain contact with your supervisory team you should inform your supervisor (via the appropriate administrative officer or directly). Prolonged absence caused by sickness must be reported to the institute, and medical evidence must be provided.

Length of Registration

The normal minimum period of full-fee registration in the School shall be three years full-time for PhD and two years full-time for MPhil, or the equivalent in part-time study.

The maximum period of study for PhD, including interruptions, shall be six years for full time and eight years for part time students. A student's period of registration may only be extended beyond the maximum years through successful application to the AQSC. In such instances the maximum period of registration may only be extended for a period of one academic year at a time to a maximum period of no more than seven years for full time and nine years for part time students.

Timetable for PhD

It is difficult to set out a fixed timetable for PhD work as there are many variations but, however it is structured, it is essential that some planned programme of work be followed. The School and the Institute will impose certain formal milestones.

The School strongly advises students to plan for completion of the PhD by the end of the third year or the equivalent in part-time study.

Year 1

- Progression before the end of Year 1
- Progression assessment - a substantial piece of written work based on original research and at least equivalent to a chapter in length; a brief outline of the whole thesis; a preliminary bibliography; evidence of research or technical skills development or research methods training course undertaken

Year 2

- Upgrade from MPhil to PhD before the end of Year 2
- Upgrade assessment - a substantial portion of the draft thesis (usually a chapter - at least 10,000 words), to an upgrade panel for consideration, a thesis outline and an introduction. An interview with the upgrade panel

Year 3

- Final year of research
- Final assessment - Full thesis to be bound and sent in to registry and a viva voce examination

Continuation (Year 4) – subject to successful application to the RDC

- Final year if needed. Often called ‘Writing Up Year’
- Specific criteria needs to be met to enter this stage.
Formal Milestones: Progression

There is a formal review of progress in the first year, to formally monitor a student’s progression to Year 2 of the programmes (this process is called Progression). A student may only Progress if the School is satisfied that the student is working at an appropriate level.

The Progression Process provides a valuable opportunity:

1. To consider whether you are working to a standard and a pace that can reasonably be expected of a student having completed 12 months of a full time programme (or equivalent) and whether the written submission provides evidence that you have the potential to upgrade to PhD in Year 2.
2. For your supervisors to provide you with constructive feedback on your work
3. To make suggestions in respect of the further development of the research project.

Progression requirements and procedure

In order to progress to a second year of study, students will be required, by the end of year 1, to submit to their supervisor(s):

- a substantial piece of written work based on original research and at least equivalent to a chapter in length
- a brief outline of the whole thesis
- a preliminary bibliography
- evidence of research or technical skills development or research methods training course undertaken

The work submitted must demonstrate the student meets the following criteria:

- commitment to pursuing research at SAS leading to the PhD degree;
- satisfactory participation in relevant research or technical skills development or research methods training courses;
- ability to engage critically with a range of primary sources and to provide an independent interpretation of them;
- ability to synthesise information and demonstrate that it provides context for the study;
- ability to organise arguments and ideas in a logical fashion.

Having considered the written work the supervisor(s) may recommend:

- that the student progress to year 2
- that the student’s registration be terminated
- deferral of a decision for an agreed period, up to a maximum of six months, to allow the student time to rectify problems identified by supervisor(s). Deferral of a decision may only take place once per candidate.

The supervisory recommendation is then submitted to the RDC of the institute for consideration. All recommendations are subject to the approval of the institute’s RDC and the usual academic appeals processes of the University of London.

Progression Form

You will need to complete a Progression Assessment Form and submit this to your supervisor along with your written work. The form can be found available online here and also in the appendix of this handbook. Once the assessment has taken place your supervisor should forward a copy of the form to sas.registry@sas.ac.uk.
Formal Milestones: Upgrade to PhD

Initially you are registered for the MPhil degree. Most students wish to proceed to a PhD (although it is possible to stop at MPhil), your registration needs to be changed accordingly. The purpose of the upgrade is to assess your progress and ability to complete the PhD programme in the required time frame.

If you have progressed quickly enough by the end of year 1, the upgrade procedure may replace the year 1 to year 2 progression procedure described above. Normally, however, this takes place at some point between the end of year 1 and the end of year 2 (equivalent for part-time students).

The Upgrading Process provides a valuable opportunity:

1. To consider whether you are working to a standard and a pace that can reasonably be expected of a student having completed 12 to 24 months of a full-time programme (or equivalent) and whether the written submission and your responses at the meeting of the Upgrade panel provides evidence that you have the potential to complete a successful thesis within the normal maximum period of registration.

2. To provide you with constructive feedback on your work from an academic expert in addition to your supervisor(s).

3. To make suggestions in respect of the further development of the research project.

The upgrading interview provides an opportunity for you to receive feedback from, and to discuss your work with, an academic (or academics) not previously involved in the research. It is also an important form of early preparation for the viva. The interview should be constructive and offer critical evaluation and feedback.

The Panel will expect to find evidence of your ability:

1. To identify, understand and engage critically with relevant research literature
2. To formulate clear and cogent lines of argument
3. To articulate a coherent research focus
4. To produce a high standard of presentation in respect of language and by referencing your work accurately and consistently
5. Potentially to make a distinct contribution to knowledge in your field in your final thesis

Upgrade requirements and procedure

In order to upgrade from MPhil to PhD, students should be required to:

- submit written work - a substantial portion of the draft thesis (usually a chapter of at least 10,000 words) demonstrating capacity for PhD level writing and research, to an upgrade panel for consideration;
- the submission will include a thesis outline setting out the research question or questions to be addressed, indicative chapter headings with a brief synopsis of the content of each chapter, and an indication of the research methodology to be employed;
- a timetable for completion of the thesis (which may be done by annotating the chapter outline with indicative dates for completion of the first draft);
- attend an interview with the upgrade panel.

Upgrade Panel Meetings

1. Panel convenes with external and internal assessors to exchange and read written reports and to determine the order and line of questioning. Reports are not circulated to Panel members before the meeting.

2. Candidate joins the meeting to discuss the work submitted and respond to Panel questions.
3. Candidate withdraws and Panel determines its decision for report to the Research Degrees Committee (RDC)/Higher Degrees Committee (HDC).

4. The Panel provides an agreed written report after the meeting for submission to the RDC/HDC which will include all individual assessors’ reports as an appendix.

**The composition of the upgrade panel should be as follows:**

- an external assessor;
- an assessor with knowledge of the topic;
- the student’s supervisor(s).

**Having considered the written work and performance at interview, the upgrade panel may recommend to an Institute’s RDC:**

- that the student be upgraded to PhD registration;
- that the student should be advised to proceed towards a less substantial thesis for the degree of MPhil;
- that the student should be allowed to reapply for upgrading, within a specified period (not more than nine months), to allow time to rectify problems identified by the panel. Reapplication for an upgrade decision may only take place once.

The upgrade panel’s recommendation is then submitted to the RDC of the Institute for consideration. All recommendations are subject to the approval of the RDC of the Institute and the usual Academic Appeals processes of the University of London.

Upgrade to PhD registration is conditional upon the RDC of the Institute being satisfied that the work is of a sufficiently high standard.

Deferral of the upgrade procedure may be made for six months in exceptional cases (for example, if students are away for long periods of fieldwork).

In exceptional cases, the upgrade process may allow the student to submit written work (as specified above) to an upgrade panel without the accompanying interview. In these cases, the panel recommendation, once it has been endorsed by the Institute’s RDC, must be considered by the AQSC, accompanied by (a) a statement from the supervisor(s) as to why an upgrade interview is not necessary and (b) approval from the RDC of this exemption.

**Upgrade Form**

You will need to complete an Upgrade Assessment Form and submit this to the upgrade panel long with your written work. The form can be found available online [here](#) and also in the appendix of this handbook. Once the assessment has taken place your supervisor should forward a copy of the form to [sas.registry@sas.ac.uk](mailto:sas.registry@sas.ac.uk).

**Academic Offences: Plagiarism**

All assessed work submitted in connection with your research degree must be your own work and expressed in your own words. Plagiarism – i.e. the presentation of another person’s thoughts, words or experimental results as if they were your own – must be avoided. Where you use quotations from published or unpublished works of other persons, they must always be clearly identified by being placed inside quotation marks, with a full reference to the source (for example, in a footnote or other reference system) and the source work listed in the bibliography at the end of the text. Equally, if you refer to another person’s ideas, judgements or experimental results, you must acknowledge clearly their origin in the same way. Any person reading your work should be able to distinguish clearly between your own contribution to the work and the ideas and formulations that have been obtained from other sources. If you ignore these rules, and fail to acknowledge any material or ideas obtained from other sources, you could be accused of plagiarism (the theft of another person’s work, with the intent to pass it off as your own). There is no need to prove that you intended to pass off other people’s work as your own: the fact that it is
not properly acknowledged is the offence. Therefore poor referencing or proofreading could have potentially serious implications. All cases of plagiarism will be treated very seriously.

Students are therefore expected to be familiar with School’s rules concerning plagiarism. If you are unsure about what plagiarism is, or whether your work might contravene the rules on plagiarism, you should seek advice from your supervisor.

Examiners of your theses may use “Turnitin” or similar plagiarism detection software at their discretion if there is any suspicion of plagiarism. If plagiarism is detected it will be immediately referred to the Registry.

Student Status

Please note the following student status categories for students who are absent from the School or writing up their thesis. It is very important that you are registered in the correct category as there are implications for fee liability and completion timetables. The Registry will only accept changes in status which are notified by the completion and approval of the correct forms. Retrospective applications will not be accepted. Completed forms should be sent to sas.registry@sas.ac.uk.

 Interruption of Study

An Interruption of Studies should be requested when you need to interrupt your studies for personal, financial or medical reasons. No fees are paid during this period. Your registration is effectively suspended and the completion clock stops.

Students with scholarships need to check whether any conditions are imposed by the funding body with respect to Interruption, for example, whether payments will resume on return from an Interruption and whether payments continue past the original end date of the scholarship.

Students with visa restrictions need to seek specific advice from the Registry Office before making an Interruption of Studies request, as a change of location may affect their ability to remain in the UK.

To obtain this status you should submit an application to the Registry for review and approval. The form can be found available online here. You are advised to apply for this change in good time as retrospective applications are not permitted. Once approved the change of status will become effective at the start of the forthcoming term.

 Writing up status

‘Writing up’ refers to the stage of the thesis (normally beyond three years’ full time work; six years' part-time) when no new evidence is being gathered and you are close to completion of writing up your research, referencing etc. If you have completed the required minimum period of study, not exceeded the maximum period, and have gathered all your evidence, then you can apply to transfer to ‘writing up status’. No student can transfer to writing up without having first upgraded.

You must have completed all experimental work or collection of materials and, in the judgement of your supervisor, be in a position to submit your thesis for examination within 12 months. This means that for the following 12 months (for both full-time and part-time students) you remain eligible for supervision and can use the normal School facilities for a reduced fee. This fee is called ‘PhD Writing Up Fee’ and the current rate can be found here. Only in exceptional circumstances will a student be eligible for a second year of writing up.

To obtain this status you should submit an application to the next RDC meeting for review. The form can be found available online here and also in the appendix of this handbook. You are advised to apply for this status in good time as retrospective applications are not permitted. Once approved the change of status will become effective at the start of the forthcoming term.
Completing the Thesis

Approximately six months before you intend to submit your thesis, you should begin the process of entering for examination. You should start by discussing this with your supervisor(s) and then completing the Examination Entry forms (see relevant section).

Important tips:

- You are responsible for proof-reading your thesis.
- You should provide your supervisor(s) with sufficient time in which to comment on final drafts of written work. You should ask them how much time is needed and factor this into your submission plans.
- You must allow sufficient time for the entire examination process by submitting the relevant forms according to the advised time. You may also wish to follow up with your supervisor(s) on their submission of the examiner nomination forms as these are often a cause of delays.
- The date for the Viva Voce Examination should not be arranged until you have received confirmation that your Examination Entry forms have been received and are complete. Also, that your Examiners have been appointed and that the thesis has been sent to them. You should contact the Registry for confirmation.
- Tuition fees will be charged until you hand in the final submission of the theses for examination.

Examination Entry Forms

Students are required to submit their examination entry forms at least four months before the date they intend to submit their thesis. This will help to prevent delays in the examination process. Once completed the forms should be submitted to the Research Degrees Officer in the Registry.

- Examination Entry Form
- Reproduction of Thesis Form
- Description of Thesis Form

Forms to be submitted when you hand in your final thesis submission

- Word Count Form
- Abstract Form

Copies of these forms are available online [here](#) and also in the appendix of this handbook.

Appointment of Examiners and Independent Chair

Your thesis will be examined by two examiners. One examiner will be external to the University of London, whilst the other will in most cases be internal. An independent Chair will also be appointed.

Your main supervisor is required to nominate your examiners by completing an Examiner Nomination form. The form will also ask your supervisor to appoint an Independent Chair. CVs for both examiners should be attached to the form and should be submitted at least four months before the thesis submission date. Again this will help to prevent delays in the examination process. Once completed the forms should be submitted to the Research Degrees Officer in the Registry.

Copies of these forms are available online [here](#).

Binding the thesis

Theses need to be robust enough to endure the examination process and also have to be easily identified while they are in the School of Advanced Study (SAS) Registry because they are stored on shelves and need to have the candidate’s name on the spine to distinguish them.
Once the examination is successfully completed, final copies of the thesis are deposited in the University libraries so that the research undertaken can be publicly available. One copy will be deposited in the library of the candidate’s Institute (and will be the archival copy) and one copy will be deposited in the University of London Library at Egham, and may be used to make a microfilm copy if requested. A digital copy will also be uploaded to SAS Space.

Examiners sometimes require candidates to make minor amendments to an otherwise successful thesis. They will either give you the thesis back after the oral examination or ask the SAS Registry to do so. If you are asked directly by your examiners to make amendments, you should check with them whether to give your corrected thesis to the examiners, your supervisor or to the SAS Registry. **It is not possible for the university to issue the result of the examination until it has two final, approved copies of the thesis.**

If at any stage you are uncertain what to do, please ask the Research Degree Officer in the SAS Registry, Ground Floor (South Block), Senate House, Malet Street, London, WC1E 7HU, Tel: 020 7862 8823, Email: sas.registry@sas.ac.uk

For the requirements of a thesis (including any length limitations), the current Regulations for the relevant degree should be consulted.

Every candidate submitting a thesis must do so in accordance with the following instructions:

1. **Number of Copies**
   
   **Two** copies must be submitted to the School of Advanced Study (SAS) Registry, Ground Floor (South Block), Senate House. However, a candidate may be required to provide a third copy of their thesis if a third examiner is appointed, or at any stage in the examination process. To facilitate this, each candidate is required to bring one additional copy to the oral examination, paginated in the same way as the copies submitted to the University and adequately bound.

2. **Presentation**
   
   Theses must be presented in a permanent and legible form in typescript or print. Mathematical or similar formulas may be inserted neatly by hand. Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the thesis. In no circumstances should ‘Sellotape’ or similar materials be used for any purposes. You must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof readers of a thesis.

3. **Paper**
   
   A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Only one side of the paper may be used. [See also Section 11 below].

4. **Layout**
   
   Margins at the binding edge must not be less than 40mm (1.5 inches) and other margins not less than 20mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

5. **Pagination**
   
   All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis (see also Section 9 below).

6. **Title Page**
   
   The title page must bear the officially-approved title of the thesis, the candidate’s full name as registered, and the name of the Institute at which the candidate was registered and the degree for which it is submitted.

   **The title page should be followed by a signed declaration that the work presented in the thesis is the candidate’s own.**

7. **Abstract**
   
   The signed declaration should be followed by an abstract consisting of no more than 750 words. An extra copy of the abstract typed on the special form provided with the entry form, is required for publication in the ASLIB Index of Theses. You should submit this copy to the School of Advanced Study (SAS) Registry at the same time as you submit your theses.
8. **Table of Contents**
   In each copy of the thesis the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

9. **Illustrative material**
   Illustrative material may be submitted in the following forms and should be listed in the table of contents:
   
   a. Audio recordings: Compact cassette tape C60 or C90.
   
   b. Photographic slides: 35mm in 2" x 2" frame.
   
   c. A reliable brand CD-R with phthalocyanine dye (clear light green or light green disc hue), DVD-R or DVD+R.
   
   d. Illustrative material in other forms (including videotapes) may be submitted at the discretion of the Research Degree Officer. Enquiries should be made well in advance of the submission of the thesis to the School of Advanced Study (SAS) Registry.
   
   Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page (see Section 6 above).
   
   Each copy of the thesis submitted must be accompanied by a full set of this material.

10. **Practice/Performance PhDs**
    A candidate who is undertaking practice/performance in accordance with the provisions of the relevant MPhil and PhD regulations should have sought approval from their Institute of the form of the retainable documentation in advance of submitting the thesis. A thesis may be submitted in A3 format where provision has been made in the relevant regulations or where the Institute of registration has agreed there is a demonstrable need. Requests for the thesis to be printed on both sides of the page should also be demonstrable to the Institute.

11. **Binding**
    In the first instance candidates should submit two copies of their thesis. These can be soft-bound or hard-bound.
    
    **All theses** (whether soft or hard-bound) must
    
    - be covered in medium blue cloth (e.g. water resistant material);
    - be lettered in gold up the spine with Degree, Year, and Surname and Initials in the same form as the School records, with letters 16 or 18 points (.25 inch)
    
    If the thesis has to be bound in two volumes, the spine should indicate this clearly, e.g. Vol. 1 and Vol. 2.
    
    [The date on the copies of the thesis submitted for examination in November and December should be that of the following year.]
    
    **Hard-bound theses** must have the pages sewn or be mechanically fixed in a permanent manner.
    
    **Soft-bound theses**
    
    After the examination is complete you should make sure that the School of Advanced Study (SAS) Registry has two copies of your thesis with any required corrections completed and one electronic copy sent via email.
    
    **The University will not issue the result of the examination to successful candidates until it has received two final copies and the examiners have confirmed that any amendments to the thesis required by them have been made.**

12. **Binders**
    
    Addresses of binders are available online here.
The Viva Voce Examination

Your supervisor will arrange the date of your viva. It normally takes place within two or three months of thesis submission although the wait can be considerably longer depending on the availability of the examiners and their other commitments. After the viva, the examiners will complete a joint report and will make a recommendation. Their decision will normally be communicated to you with 4 weeks of the viva taking place.

The possible recommendations could be:

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>What you need to do</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pass</strong> - immediate award of the degree without any changes being made to the thesis</td>
<td>No further work needed</td>
</tr>
<tr>
<td><strong>Pass with minor corrections (3 months)</strong> - award of the degree subject to minor amendments</td>
<td>Amendments to be made and submitted to the internal examiner within three months</td>
</tr>
<tr>
<td><strong>Referral (18 months)</strong> - revision of the thesis and a requirement to resubmit</td>
<td>You are required to rewrite substantial parts of the thesis and the revisions needed are not minor. Revised thesis to be submitted within eighteen months</td>
</tr>
<tr>
<td><strong>MPhil</strong> - award of a lower degree, with or without minor amendments</td>
<td>Amendments need to be made as required for submission for lower degree within three months</td>
</tr>
<tr>
<td><strong>MPhil (12 months)</strong> - award of a lower degree, with revision of the thesis and a requirement to resubmit</td>
<td>You are required to rewrite substantial parts of the thesis and the revisions needed are not minor. Revised thesis to be submitted within twelve months for a lower degree</td>
</tr>
<tr>
<td><strong>Fail</strong> - Thesis failed with no right of resubmission</td>
<td></td>
</tr>
</tbody>
</table>

Graduation

Graduation takes place in early December each year. Students graduating in 2017-18 will be notified of their graduation ceremony date in due course. Detailed information is sent to students following successful completion of the examination.

Alumni

Your association with SAS does not end on your graduation day: it continues for the rest of your life, no matter what post-degree path you pursue. We’re here to help you build your professional network and stay current with SAS news and events. We encourage you to join our online community by subscribing to our monthly newsletter, by following our blog, and by connecting with us on social media.

Research students of the IHR are also entitled to apply for Research Associate status after completion of their MPhil or PhD. This status is intended to assist researchers by offering an ongoing academic association, especially for those in the process of publishing, applying for jobs, or applying for external funding. Research Associates have full access to the Institute, its facilities and resources, and discounted events and training courses. These positions are non-stipendiary and office facilities are not provided. The duration of the Research Associate position will be three years. At the end of the three-year term the holder will be required to submit a report. There is a small fee associated with this, which is in line with Library membership fees for private researchers.

Benefits

Graduates of SAS are also alumni of the University of London and are entitled to a wide range of benefits and services: from discounts on membership of Student Central and Senate House Library to specialist advice and coaching from the Careers Group. You can find out more about these benefits on the University of London Alumni and Friends page.
Support us

We encourage you to take an active role in shaping the SAS and University of London alumni communities. There are a number of ways you can help, such as mentoring a student or recent graduate, acting as an ambassador for the University of London, or helping start or manage an alumni group in your area. We’re working to make it easier for you to learn about these opportunities and to sign up online. In the meantime, if you’d like more information, please email the University of London Development Office at development@london.ac.uk.
Documentary Sources

(The shelf-marks for the books are for the IHR’s library collection)

Finding Published Sources

Bibliography of British and Irish History: www.history.ac.uk/projects/bbih

COPAC Search c.90 UK and Irish academic, national & specialist library catalogues: www.copac.ac.uk

IHR Library collection guides: www.history.ac.uk/library/collections, for example London/Garden history

Senate House Library collection guides: www.senatehouselibrary.ac.uk/our-collections

British History Online subject guides: www.british-history.ac.uk/using-bho#guides

Finding Unpublished Sources

National Archives: www.nationalarchives.gov.uk – Discovery catalogue searches both the National Archives and UK wide archives. The TNA research guidance is also useful: www.nationalarchives.gov.uk/help-with-your-research/#find-a-research-guide

London Metropolitan Archives: www.cityoflondon.gov.uk/lma – catalogue includes the archives formerly housed at Guildhall Library and the City of London Records Office. For other London sources, see the links page on the CMH website (www.history.ac.uk/cmh/links)


Quick-ref B.007/His – Institute of Historical Research. UK history theses lists. Also available online at www.history.ac.uk/history-online/theses

Using sources

Much published guidance is available on finding and using different types of historical source. Those below are just a few examples of the material available. The IHR’s bibliographies and guides sections is at classmark B.0 and the key works are on open access on the 1st floor.


Libraries

IHR students have access to a wide variety of resources for academic research through the School of Advanced Study and the University of London. The Senate House Library (SHL) and School of Advanced Study libraries share a catalogue which can be searched collectively or separately for each library at http://catalogue.ucls.lon.ac.uk. The catalogue indicates the location(s) of the item, and whether it is reference-only, borrowable, open access or needs to be requested.

The SAS Student ID Card (see p. 57) serves as a membership card for IHR and SHL. Other libraries will have separate arrangements but you will often need your student card as ID. Membership information can be found on library websites.

Both the IHR and Senate House Library have enquiry points to help with your day to day enquiries. Details are in the sections below. If you would like a more in-depth session on a particular research interest or using electronic resources or periodicals we are happy to arrange this. Please contact ihr.library@sas.ac.uk for IHR or jordan.landes@sas.ac.uk for SHL.

Copying and Printing

You can copy, print and scan across the IHR, SHL and Warburg Institute using one account. For further information see details below or ask at a library enquiry point. Other libraries have separate arrangements.

Senate House Library: http://senatehouselibrary.ac.uk/using-the-library/copying-and-printing
IHR: http://www.history.ac.uk/library/copying-and-printing
Warburg: http://warburg.libguides.com/library/photocopying

Wifi Access

Wifi access is available across the central university buildings. See http://senatehouselibrary.ac.uk/using-the-library/connect-to-wifi or ask at the library enquiry points. See also below, pp. 58.

The IHR library

The IHR’s Library is a reference collection of printed primary sources, bibliographies, guides to sources, periodicals and reference works concerning history since the fall of the Roman Empire. Its core is a comprehensive collection of the chief printed primary sources for the medieval and modern history of the British Isles and Western Europe, their colonial expansion, the subsequent history of North and South America, international relations and military history. Other topical collections include those on religious history and on the Crusades.

Collections for the British Isles are the most extensive, but holdings for France, Germany, Italy, Spain and the Low Countries are substantial, and smaller but significant collections cover Scandinavia, Switzerland, Portugal, and Austria. A broad range of bibliographies, archival guides, works of methodology, and reference works supports the printed sources, with biographical sources a particular strength. In addition, the Library holds copies of most University of London theses in history until 2006, and a selective but significant collection of microforms. More information on accessing the range of digital resources that are shared across the libraries can be found in the next section.

The library is spread over four floors of the IHR. It is all reference-only. Ask a librarian for assistance if you have trouble locating anything – the Library Office is in the Wohl Library Reading Room on the first floor.

Some of the IHR’s library’s books are held in closed access locations and need to be requested. An overview of the collection locations and details of the requesting process can be found here: http://www.history.ac.uk/library/collections/collection-locations. Items are marked on the catalogue record as IHRopen access, onsite store or offsite store.

The library welcomes disabled visitors and we are happy to help users with individual requirements. For further information see: http://www.history.ac.uk/library/services#accessibility.
IHR library contact details are as follows:

Telephone: 020 7862 8760
Email: ihr.library@sas.ac.uk
Website: http://www.history.ac.uk/library for catalogue, opening hours, collection details and services.

The opening hours are generally from 09:00 to 20:45 Monday to Friday and 09:30 to 17:15 on Saturdays. The Library closes during public holidays and periods of University closure over the Easter and Christmas vacations, but it remains open throughout the summer. Some of the reading rooms may be temporarily closed because of seminars and meetings – check at reception.

Other SAS Institute Libraries

SAS Institutes have internationally renowned research libraries. You can access any of the Institute libraries on presentation of your SAS Student ID card (see p. 57). Different borrowing rights apply at different Institutes. The libraries which are likely to be of most interest to IHR students are those of the Warburg Institute and the Institute of Commonwealth Studies.

Three of the Institutes have libraries in separate locations, see their websites for further information:

The Warburg Institute: http://warburg.sas.ac.uk/library
Institute of Advanced Legal Studies: http://ials.sas.ac.uk/library/library.asp
Institute of Classical Studies: http://library.icls.sas.ac.uk

Within Senate House Library:
Institute of Commonwealth Studies
Institute of Latin American Studies
Institute of Modern Languages Research

See: http://senatehouselibrary.ac.uk/our-collections/research-collections for further information

The Warburg Institute Library

Woburn Square, London WC1H 0AB

The Warburg Institute Library holds a collection of international importance in the humanities. Its 350,000 volumes make it the largest collection in the world focused on renaissance studies and the history of the classical tradition. It includes a large number of nineteenth- and early twentieth-century continental books and periodicals (especially German and Italian), unavailable elsewhere in the UK, as well as several thousand pre-1800 items, many of which are extremely rare and valuable. The Warburg also holds a large photographic collection.

Tel. 020 7862 8935/6
Fax 020 7862 8939
Email: Warburg.Library@sas.ac.uk
Website: http://warburg.sas.ac.uk/library/
Senate House Library

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

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

**SHL holdings**

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

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

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

**Location**

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

Senate House Library contact details are as follows:

Telephone: 020 7862 8500

Email: shl.enquiries@lon.ac.uk

Website: senatehouselibrary.ac.uk for catalogue and services.

Opening hours in term: Mon–Thurs, 09:00–20:45; Friday 09:00–18:15; Saturday 09:45–17:15

Opening hours in vacation: Mon–Fri 09:00–17:45; Sat 09:45–17:15

(Please visit the Senate House Library website (http://www.senatehouselibrary.ac.uk/visiting-the-library/operating-hours for details of closure dates due to public holidays, etc.)

**Disabled students** (see also below, Disability, pp.69–70)

The Library offers extra services for disabled students:

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

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

**The University of London Library Access Agreement**

The University of London Library Access Agreement enables the School’s Masters students to access nearly all of the libraries of the institutions which make up the federal University of London (www.lon.ac.uk) on production of their SAS cards. The value of this arrangement to University of London students is that it offers you access to books and other library materials in subject areas that are often unrivalled and which have been built over many years.
For more information on the libraries the agreement allows access to and/or to view a copy of the agreement, please visit: 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.

SOAS membership desk opening hours are as follows:
   Monday-Friday 9:00 to 18:55 and Saturday 10:30 to 17:45

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

The SOAS Library offers extended opening hours over the exam period and Bank Holiday weekends. As fully registered external members, SAS students will be able to take advantage of the longer opening times providing they have applied for and received their SOAS Library card and enter SOAS before 20:00 Monday to Thursday, before 19:00 on Fridays and before 18:00 on Saturdays and Sundays.

Other Libraries

SAS students can gain access to many other libraries in London that have close academic links with the School including the British Library, the University of London Institute in Paris, the Wellcome Library for the History of Medicine, the Society of Antiquaries of London, and the Bibliographical Society (see below, pp. 46-49).

Locating a library or archive:

The IHR’s History Online: History Libraries and Collections (http://www.history.ac.uk/history-online/libraries) will provide you with more information about useful libraries in Greater London.

The History collections blog gives information about news, projects and individual libraries’ collections, as well as information about the Annual History Libraries and Research Open Day event: http://historycollections.blogs.sas.ac.uk

You can locate UK and international archives from this webpage: http://discovery.nationalarchives.gov.uk/find-an-archive.

Check websites for more detailed guidance for particular collections, for example:

- National Archives: http://www.nationalarchives.gov.uk/help-with-your-research
- IHR library: http://www.history.ac.uk/library/collections
- Senate House Library: http://senatehouselibrary.ac.uk/our-collections/

Searching collections

Searching COPAC, the combined catalogue of CURL (the Consortium of University and Research Libraries) available at www.copac.ac.uk and through a direct link from the ULRLS catalogue can identify libraries with useful collections. COPAC provides a convenient way of searching many library catalogues simultaneously. Similarly, SUNCAT (http://www.suncat.ac.uk/search) serves the same purpose for journals and periodicals.

You can locate archival collections using the National Archives’ Discovery tool (http://discovery.nationalarchives.gov.uk/). This will allow you to search not only the National Archives’ collections, but also those of 2500 other UK archives.

Access

Access arrangements to other libraries vary considerably, and it is always advisable to check these before visiting. The IHR Library staff will be glad to provide advice and assistance, and supervisors, or the Registry can provide proof of student status where necessary.
SCONUL Access allows research students to borrow or use books and journals at other libraries that belong to the scheme. Applications can be made on the website: http://www.sconul.ac.uk/sconul-access. From there, select ‘Institute of Historical Research’ from list of institutions. Applying for access to one SCONUL member library will supply you with an approval email that can be used at any of the eligible libraries. If you have problems, follow the instructions at http://www.history.ac.uk/study/library-information#membership.

Other useful libraries and archives include:

**The Bibliographical Society**
http://www.bibsoc.org.uk

The objectives of the Society include: to promote and encourage study and research in the fields of: historical, analytical, descriptive and textual bibliography; the history of printing, publishing, bookselling, bookbinding and collecting. The Society’s library is now part of Senate House Library.

**Bishopsgate Institute Library**
230 Bishopsgate, London EC2M 4QH
http://www.bishopsgate.org.uk

An independent public reference library near Liverpool Street station with a collection on inner London, focusing on the City and the East End. Strong on 19th-century topographical and social history.

**British Architectural Library**
66 Portland Place, London W1B 1AD
http://www.architecture.com/

The Royal Institute of British Architects (RIBA)’s British Architectural Library contains an archives collection of 1.5million items relating to historic and contemporary architecture and design. It includes drawings and prints from the Renaissance to the present day; 20,000 biographical files; talks and lectures from the 1970s onwards; a photographic collection; architectural and design journals and 150,000 books. Its architectural drawings collection is held at the Victorian & Albert Museum (see below).

**The British Library**
The British Library, St Pancras, 96 Euston Road London NW1 2DB
http://www.bl.uk/

The UK’s national library is the world’s largest research library, holding over 150 million items and adding some 3 million more every year. An easy walk from IHR, it is an essential place for historical research, whether you require published books or original documents. There are regular tours for new readers.

**Camden Local Studies and Archives Centre**
Holborn Library, 32–38 Theobalds Road, London WC1X 8PA
http://www.camden.gov.uk/localstudies

Historical material on the London Borough of Camden and its predecessor authorities (Holborn, St Pancras and Hampstead and their parishes) from the 17th century. Appointments sometimes needed, book in advance.
City of Westminster Archives Centre
10 St Ann’s Street, London SW1P 2DE
http://www.westminster.gov.uk/archives
Extensive collections relating to Westminster past and present, an area covering much of the West End of London, from Paddington to Pimlico, Knightsbridge to Covent Garden.

Courtauld Institute of Art
Somerset House, Strand, WC2R 0RN
http://courtauld.ac.uk/
The Book Library at the Courtauld Institute of Art is a specialist library within the University of London. It exists primarily to provide a service to the Institute’s undergraduate and postgraduate students and academic staff, and to visiting academics, postgraduate research students and other scholars both from within and outside the University, who cannot obtain the material they require elsewhere. There are also extensive image libraries.

Guildhall Library
Aldermanbury, London EC2P 2EJ
http://www.cityoflondon.gov.uk (click on Services/Libraries and Archives)
The City’s major public reference library, specialising in the history of London, particularly the City itself, as well as having other significant collections. Following the reorganisation of Guildhall Library, prints, maps and drawings and most of the archive and manuscript collections for the City of London are now concentrated at London Metropolitan Archives. The archives remaining at Guildhall Library include those of the Stock Exchange, Lloyd’s of London, and the City Livery Companies.

Hackney Archives Department
Dalston CLR James Library, 24–30 Dalston Lane, London E8 3BQ
http://www.hackney.gov.uk/ca-archives.htm
Hackney Archives Department looks after the archives of the London Borough of Hackney – the administrative records of the borough Council and its predecessors back to 1700, together with the records of organisations and individuals with links to the area of the modern London borough.

The Imperial War Museum London
Lambeth Road, London SE1 6HZ
http://www.iwm.org.uk
IWM’s collections cover all aspects of twentieth and twenty-first century conflict involving Britain, the Commonwealth and other former empire countries. Created to record the toil and sacrifice of every individual affected by war, the collections include a wide range of material, from film and oral history to works of art, large objects, and personal letters and diaries. Admission is free.

Lambeth Palace Library
Lambeth Palace Road, London SE1 7JU
http://www.lambethpalacelibrary.org
The historic library of the Archbishops of Canterbury and the principal library and record centre of the Church of England. The library focuses on ecclesiastical history but is important also for social, political and economic history generally and is a significant resource for local history too.
The London Library
14 St James’s Square, London SW1
http://www.londonlibrary.co.uk

Founded in 1841, The London Library is the UK’s leading literary institution. With more than one million books and periodicals in over 50 languages, the collection includes works from the 16th century to the latest publications in print and electronic form. On-line catalogue.

London Metropolitan Archives
40 Northampton Road, London EC1R 0HB
http://www.cityoflondon.gov.uk/lma

LMA is the largest local authority record office in the UK. The records of the London County Council (LCC), Middlesex County Council (MCC) and Greater London Council (GLC) are all here as well as those of the Metropolitan Water Board and Asylums Board and the School Board for London. There is also much earlier administrative and legal material for the area, and records of hospitals, families, businesses and societies. The very extensive collection of prints, maps and drawings and the majority of the manuscripts collection formerly held at Guildhall Library and the holdings of the City of London Records Office are now available here.

Museum of London
150 London Wall, London EC2Y 5HN
http://www.museumoflondon.org.uk

The largest and most comprehensive city museum in the world, the Museum of London celebrates London’s history and its people with permanent exhibitions and varying temporary ones. It has a wealth of artefacts relating to London and Londoners as well as a strong oral history collection, documents and library.

Museum of London Docklands
No1 Warehouse, West India Quay, London E14 4AL
http://www.museumoflondon.org.uk/docklands

As well as an extensive artefact collection, the museum holds the archive of the Port of London Authority and its predecessor dock companies and river conservancy bodies, and the Sainsbury’s business archives.

The National Archives
The National Archives (PRO & HMC), Kew, Richmond, Surrey TW9 4DU
http://www.nationalarchives.gov.uk

The National Archives brings together the Public Record Office (PRO) and the Historical Manuscripts Commission (HMC). The National Archives (PRO) has one of the largest archival collections in the world, spanning 1000 years of British history, from Domesday Book to government papers recently released to the public, and there is much here for the regional historian. The national archive of England, Wales and the United Kingdom collects and preserves the records of central government and the courts of law, and makes them available to all who wish to consult them. Access to the original historical documents and the catalogues that describe them is free. Expert staff are available to help and guide you, although they cannot do detailed research for you. The National Archives (HMC) also advises people on the location of non-public records and historical manuscripts relating to British History and maintains the National Register of Archives and related indexes and reference works. There is also a reference library.
Society of Antiquaries of London
Burlington House, Piccadilly, W1J 0BE
https://www.sal.org.uk/library/

The Library has been acquiring material since the early eighteenth century. The main subjects covered are archaeology (especially British), architectural history and the decorative arts (especially mediaeval), heraldry and older works on British local history and genealogy. British county archaeological and record society publications are well represented, as well as archaeological journals from most European countries. There are special collections of broadsides, proclamations and Civil War tracts. The Library can be used for reference purposes and without appointment by students registered in the School of Advanced Study who bring proof of status.

Victoria and Albert Museum
Cromwell Road, London SW7 2RL
http://www.vam.ac.uk/content/links/study-rooms/

In addition to its extensive galleries, the Victoria & Albert Museum houses the National Art Library and RIBA Architectural Drawings Collection. The Prints & Drawings Study Room provides access to 750,000 objects, including designs for all the arts, watercolours, old master drawings, photographs, commercial graphics, greetings cards, playing cards, fashion plates, posters and wallpapers.

Wellcome Library
Part of the Wellcome Collection, 183 Euston Road, London NW1 2BE
http://library.wellcome.ac.uk

The Wellcome Library holds books and journals, manuscripts, archives and pictures relating to the history of medicine and allied subjects. In its field, it is one of the largest and finest in the world. Its holdings cover all cultures and periods and are a rich source for social history generally. It is a reference library open to the public free of charge.

The Women’s Library @ LSE
Library, London School of Economics and Political Science, 10 Portugal Street, London WC2A 2HD
http://www.lse.ac.uk/library/collections/featuredCollections/womensLibraryLSE.aspx

The Women's Library @ LSE is Europe’s largest collection of material relating to the lives of women and is a key part of British heritage, with a particular emphasis on the lives of women in the UK and the great political, economic and social changes of the past 150 years. The print collections include over 60,000 books and pamphlets and 3,000 periodical titles. The archive and museum collections include over 500 archives and 5000 museum objects. Museum objects include photographs, postcards, posters, badges, banners, textiles and ceramics. Please note that an LSE Library card is necessary to visit the reading room. Details of how to get a card are on the LSE Library Membership pages.
Periodicals and Digital Resources

Periodicals

Articles from periodicals can be found in a number of ways. The Bibliography of British and Irish History (see under IHR resources below) is a useful starting point for browsing and locating articles. If you are looking for a particular title you can try the IHR/SHL catalogue in the first instance. SUNCAT http://suncat.ac.uk is useful for locating resources in other UK libraries.

Please note that the SHL/IHR library catalogue does not contain full article details, therefore you will need to search by periodical title rather than for the author or title of the article. You will need to know the periodical title and volume/issue numbers to find or order the volume and locate the article within it.

Journals are available in print and/or electronic format. Instructions and more information on locating periodicals and articles can be found on the Senate House Library website: http://senatehouselibrary.ac.uk/our-collections/print-and-electronic-journals. Electronic journals are often available in multiple places, for example the publisher’s website has the recent volumes and JSTOR has a back run. To access the electronic journals, you should follow the links from the library catalogue.

In the IHR recent copies of print journals can be browsed in the Friends’ current periodicals room next to the Common Room on the ground floor. Back volumes are in the ‘onsite’ or ‘offsite’ store and can be requested.

Digital Resources

The libraries provide access to a wide range of electronic resources ranging from bibliographic tools to help you locate resources such as Bibliography of British and Irish History to full text primary sources including JISC historic texts, House of Commons Parliamentary Papers and Proquest Newspapers. JSTOR is a digital archive covering journals, primary sources and books, some are just available at citation level while others are full-text.

From library PCs you can use these resources directly. From other locations you can get access using the barcode from your student card. You will normally need to access these resources via special links from the catalogue or the library websites. For a full list, see http://senatehouselibrary.ac.uk/our-collections/databases-and-eresources and follow the links where you will be prompted for your name and barcode number.

If you would like an introduction or any help using the resources, we are happy to arrange group or individual sessions. Please contact ihr.library@sas.ac.uk for IHR or jordan.landes@sas.ac.uk for SHL.

IHR resources

The IHR publishes a number of digital resources via its website: www.history.ac.uk

Reviews in History (www.history.ac.uk/reviews)

This online journal publishes reviews and reappraisals of significant work in all fields of historical interest. Over 1700 reviews have been published to date, reaching thousands of readers. The journal includes reviews of greater length than usually found in scholarly journals; authors and editors also have right of reply. Reviews in History takes a broad approach chronologically, geographically and thematically, and is valuable as a resource for research, teaching and studying history.

British History Online (www.british-history.ac.uk)

British History Online is a digital library containing some of the core printed primary and secondary sources for the medieval and modern history of the British Isles. Holdings include: volumes of the Victoria County History; selected London Record Society publications; Commons and Lords Journals; volumes of the Fasti Ecclesiae Anglicanae; Ordnance Survey maps; National Archives’ calendars (including the State Papers); and many more. Most of the content is freely available online via the above link—a small proportion of subscription premium content can be accessed by IHR students using the link from the catalogue or e-resource lists.
History On-Line (http://www.history.ac.uk/history-online)
History On-Line provides high-quality information resources for the teaching and learning of history. There are currently over 62,000 records providing details of books and articles, UK university lecturers, UK current and past research, and evaluated links to websites and online resources.

Bibliography of British and Irish History (subscription resource, access onsite or offsite for IHR students via the library catalogue or e-resource lists)
The BBIIH is an authoritative guide to what has been written about British and Irish history from the Roman period to the present day. It includes over 560,000 entries, which may be searched by author, by publication details, by subject or by period covered. It includes separate records for articles in journals and in collective volumes, as well as for books. The BBIIH also incorporates London’s Past Online, an online bibliography of published material relating to the history of the Greater London area. It represents a starting point for all enquiries concerning London’s development over the centuries or any conceivable aspect of London life.

Connected Histories (http://www.connectedhistories.org)
Connected Histories brings together a range of digital resources related to early modern and nineteenth century Britain with a single federated search that allows sophisticated searching of names, places and dates, as well as the ability to save, connect and share resources within a personal workspace.

The History of Parliament (http://www.historyofparliamentonline.org/)
The History of Parliament is a research project creating a comprehensive account of parliamentary politics in England, then Britain, from their origins in the thirteenth century. Unparalleled in the comprehensiveness of its treatment, the History is generally regarded as one of the most ambitious, authoritative and well-researched projects in British history. It consists of detailed studies of elections and electoral politics in each constituency, and of closely researched accounts of the lives of everyone who was elected to Parliament in the period, together with surveys drawing out the themes and discoveries of the research and adding information on the operation of Parliament as an institution.

The Records of London’s Livery Companies Online (http://www.londonroll.org/)

VCH Explore (http://www.victoriacountyhistory.ac.uk/explore/)
This site provides free access to reliable local history materials, produced by academics and volunteers. Photographs, paintings, drawings, maps, text, transcribed documents and audio files are organised thematically and by their geographical location. The site also includes collections of directly related materials such as the Bristol Slavery Trail and the latest collection, Burford’s Buildings. The material on this site was researched as part of the Victoria County History and its HLF-funded England’s Past for Everyone project.

Other Online Resources

JSTOR
JSTOR is a unique digital archive collection of scholarly journals, with complete back runs from over 200 titles in the humanities and social sciences (in most cases only issues published in the last 3–5 years are unavailable). Students at the IHR can access and print out the full text of articles from 70 history journals, including American Historical Review, English Historical Review, Historical Journal and Past and Present. Articles can be browsed by journal or discipline, or searched, by author, title and/or keyword. JSTOR can be accessed through the Senate House Libraries catalogue or ‘Databases’ section on the Senate House Libraries website http://www.ukrls.lon.ac.uk/databases.aspx. To access offsite users will be prompted for their name and barcode.
General Information, Resources and Facilities

Term Dates 2017–18
Autumn term 2 October – 8 December 2017
Spring term 8 January – 23 March 2018
Summer term 23 April – 29 June 2018

School closures
Christmas Monday 25 December 2017 – Monday 1 January 2018 inclusive
Easter Thursday 29 March 2018 – Tuesday 3 April 2018 inclusive
Bank Holidays Monday 7 May; Monday 28 May; Monday 27 August 2017
Foundation Day Senate House may be closed for the afternoon on Tuesday 21 November

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

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

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

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

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

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

Registration and Enrolment
In August 2017, the School will launch a new online registration system for new and continuing students. Email invitations will be sent out to students in mid-August with a link to the new system. This system now replaces enrolment forms. In addition to completing the enrolment task online you are still required to attend one of the registration events below.

New students
All new students are expected to attend formal School of Advanced Study Registration and Enrolment on Friday 29 September 2017.
Continuing students

Those of you who are not new students do not need to register and enrol on 29 September, and will find it a lot quicker to complete the registration and enrolment process during the following times:

Thursday 21 September  2.00pm to 4.30pm  Room 234, Senate House
Monday 25 September  2.00pm to 4.30pm  Room 246, Senate House

In order to re-register you will need to bring formal (photographic) identification – for instance, your passport, ID card, driving licence, and international students are required to bring their passports and visas, police registration document (as applicable) and Biometric Residence Permit.

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

Tuition Fees

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

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

University of London Online Payment System

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

Fee payment

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

- Instalment 1: before 15 September 2017
- Instalment 2: 15 November 2017
- Instalment 3: 15 January 2018
- Instalment 4: 15 March 2018

Internally funded and sponsored students

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

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

Externally funded and sponsored students

You accept responsibility for payment of fees even though a sponsor may in fact pay your fees. If you have sponsorship/scholarship funding (except those in receipt of SAS, AHRC or Institute studentships /bursaries) please ensure that you upload written confirmation of any award and payment arrangements — dates, contact details to the registration system online. If you have a Professional Career Development Loan, please upload a copy of your loan confirmation also. Your loan confirmation letter should contain full account details and a breakdown summary of payment schedule.

Please note that you retain liability for payment of your entire fee should the sponsoring body default on a payment, or withdraw sponsorship.
Continuing part-time Masters and Research students’ fees

Part-time Masters and research students are reminded that they should expect their fees to be subject to an annual uplift for their second and any subsequent years of study.

Defaults on fee payments

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

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

Help

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

Sonal Thakker, Registry Fees Officer
Email: sonal.thakker@sas.ac.uk or sas.fees@sas.ac.uk
Phone: 0207 862 8869

Please contact the SAS Registry in the following instances:

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

SAS Student ID Card

As a School student, you will be issued with a multi-purpose identity card. It serves as a membership ID card for the Institute library, and the barcode, once validated, will carry information on borrowing rights in all the Senate House Libraries (www.ulrls.lon.ac.uk); it will also enable offline access to a range of electronic resources provided by the libraries. The card serves as an ID card for entry to Senate House, for access to Student Central (the former University of London Union), and, outside the University, to enable you to benefit from discounts offered by suppliers, etc.

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

Email

SAS email accounts

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

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

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

To access computers and SAS network

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

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

If you already logged on to the University network, you may not be required to enter the password again.

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

Username: **firstname.lastname@postgrad.sas.ac.uk**

You will then be redirected. Once you are successfully re-directed, you should see the **Secure Logon for Office 365** page. Please enter the first part of your username (firstname.lastname), NOT your email address, and password and click on logon or press enter. Please see [https://www.sas.ac.uk/sites/default/files/files/Using_office_365_services.pdf](https://www.sas.ac.uk/sites/default/files/files/Using_office_365_services.pdf) for an Office365 userguide [PDF].

**Digital Resource Centre**

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

All of these workstations provide access to:

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

**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: [https://www.sas.ac.uk/sites/default/files/files/Student%20Support/Office%20365%20Resetting%20Password.pdf](https://www.sas.ac.uk/sites/default/files/files/Student%20Support/Office%20365%20Resetting%20Password.pdf)

**Eduroam (Wi-Fi Access)**

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

**Connecting to Eduroam**

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

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

This will work anywhere where there is an Eduroam network. If you experience any issues, please contact the IT Service Desk by email, service@london.ac.uk.
Support
If you need any help, please contact sas.support@postgrad.sas.ac.uk or service@london.ac.uk But please do provide as much information as possible when contacting the support team, including:

- What are you trying to access (emails or VLE …)
- Describe the problem if it is more than a password resetting issue
- Your student ID
- Your institute

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

Expiry
Your email account will be disabled on the last day of the year in which you graduate, and a new School alumni email account will be automatically created, with the domain suffix sasalumni.net (thus firstname.lastname@sasalumni.net). A reminder will be circulated a few months before Graduation, giving you enough time to transfer all the contents of your mailbox into the alumni mailbox, if you wish, and help to do so. Accounts will also be deactivated during periods of interruption or following a withdrawal.

Discounted software
As a student of the School, you are entitled to a student discount on over 100 commonly used software packages (including Microsoft and Adobe) through the website: http://www.software4students.co.uk/. In most cases you only need to provide your School email address to obtain the discount. For free Microsoft Office software, check office.com/getoffice365.

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

Virtual Learning Environment/Study Online

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

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

SAS-Space e-Repository

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

All SAS students are required to submit the final version of their thesis/dissertation electronically. Deposition of MPhil and PhD theses in SAS-Space is mandatory (except in exceptional circumstances). Detailed guidance as to how to do this will be given to you in due course.

Snacks and Refreshments

The IHR’s Weston Common Room is situated on the ground floor of the Institute. It is available to all students. A range of snacks and hot and cold drinks is available between 12:00-17:30 Monday–Friday. There is also a small café serving hot and cold snacks and drinks situated on the Ground Floor of Senate House (under the ceremonial staircase) which is open 8:30-18:00, Monday to Friday.

Photocopying

As well as the copiers in Senate House Library, students can use the IHR’s book copiers. A new copying system was implemented in June 2017. Copying facilities are available on the second floor of the IHR. You will need to set up and administer an account at: https://printing.london.ac.uk. The photocopiers can be used for photocopying, releasing print jobs and scanning to email (see http://www.history.ac.uk/library/copying-and-printing for more details).

The new system is shared with Senate House Library and the Warburg Institute.

IHR Publications

A number of books are published by the Institute, the CMH and VCH. An up-to-date list of stock can be found on the Institute website at http://www.history.ac.uk/bookshop.

Seminars and Conferences

The IHR hosts a wide and varied range of seminars and conferences. Seminars are held weekly and details are displayed on the noticeboards in the Institute and on the website at: http://www.history.ac.uk/events/seminars. The IHR research seminars are free and usually commence at 17:00 or 17:30. Details of conferences will be posted around the Institute.
The History Lab

The History Lab is a network for postgraduate students and new researchers in history and related disciplines. Based at the IHR, it is an intellectual and social forum designed to meet the needs of postgraduate history community. It is an opportunity for the next generation of historians to meet to discuss ideas and to drive the study of history forward. The History Lab organises a number of seminars, conferences and social events and runs an email information network for postgraduates and new researchers. Membership is free to any postgraduate student enrolled on an MA, MRes, MPhil or PhD. To join the History Lab, please visit the website to download an application form at http://www.history.ac.uk/historylab/.

Student Representation and Committee Membership

The student body of the IHR elects three representatives, one for each Masters programme and one for the research programme. Student representatives are elected for a maximum of two years, although Masters representatives generally rotate after one year owing to the nature of the course. Elections take place early in the autumn term. The research programme representative is also a member of the Postgraduate History Network committee. IHR student representatives sit on the two IHR committees listed below, and act as mediators for student issues where necessary.

The Staff-Student Liaison Committee meets once a term, and provides an opportunity for students and staff to raise any problems, or discuss any matter concerning the programmes, support, or facilities. Members include: the MRes Course Director, the MRes Course Administrator, the Institute Manager and a representative from supervisory staff, as well as the student representatives.

The Higher and Research Degrees Committee meets once a term and is responsible for the quality assurance of each programme of study offered at the IHR, and for monitoring student progress. The Committee members include all academics based at the IHR who supervise and teach as well as two external members; meetings are chaired by the Institute’s Director. Student representatives report to this Committee.

SAS Student Representatives’ Committee

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

Student Central – formerly University of London

Students’ Union (ULU)

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

Student Central continues to host over 40 clubs and societies, from Archery to Canoe Polo, Hip Hop to Debate. The full list can be accessed here: http://www.student-central.co.uk/activities.

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

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

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

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

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

Funding Your Studies

Grants and studentships

AHRC studentships

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

Postgraduate Masters Loan Scheme

Under the UK government’s Postgraduate Master’s Loan students will be able to borrow up to a maximum of £10,000 for the purpose of completing an eligible postgraduate master’s qualification. These non-means-tested loans are available to both taught and research master’s students. For more information see: https://www.gov.uk/postgraduate-loan.

Professional and Career Development Loans

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

William D Ford Federal Direct Loans

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

Applying for Federal Loans at the School of Advanced Study

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

Contact details for US Loan queries: Kalinda Hughes, Registry Services Manager. Email: sas.registry@sas.ac.uk; tel: +44 (0)20 7862 8873; fax: +44 (0)20 7862 8657.

Further information

Additional sources of funding for UK, EU and overseas are listed here: http://www.sas.ac.uk/graduate-study/prospective-students/funding/external-funding-sources-eu-and-overseas-students. There are a number of useful sites which collate information on smaller, more niche funders: http://www.sas.ac.uk/graduate-study/prospective-students/funding/further-funding-information-sources.

SAS Hardship Grant

The SAS Hardship Grant provides discretionary financial assistance for all students – particularly to meet extra costs that cannot be met from other sources of support. The Fund is intended to alleviate financial hardship. You can apply for help from the Fund at any time during the academic year. Application forms can be downloaded at https://www.sas.ac.uk/graduate-study/fees-and-funding/master-s-funding

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 website at http://www.direct.gov.uk/en/index.htm.

Council Tax

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

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

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

If you live in a house with non-students, Council Tax will probably apply and the other occupants may wish to pass on some of the cost to you.
If you are a full-time student living at home with a lone parent your parent should be able to claim 25% discount on their Council Tax. If you are a full-time student living with both parents there will be no reduction to their Council Tax bill.

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

Accommodation

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

Intercollegiate Halls of Residence

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

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

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

- Telephone: (+44) (0)207 862 8881
- Email: info.halls@london.ac.uk

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

Travel

18+ Student Oyster Photocard

Full-time SAS students can apply for a TfL 18+ Student Oyster Photocard. Part-time postgraduate students are only eligible to apply if 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 seven days, one month or longer periods of up to one year. There is a £10.00 fee for the photocard.

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

To complete your application you will need:

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

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

Personal safety

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

Academic Advice

Course 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.

Mentoring and Counselling

The School offers mentoring sessions for students who are undergoing periods of academic pressure or are dealing with unexpected and adverse life events that are affecting their emotional wellbeing. Mentoring sessions are conducted with colleagues from Equality Focus in a private and confidential setting. Counselling is more appropriate for emotional problems. The counsellor (again from Equality Focus) will not tell you what to do, but will, instead, provide a non-judgemental forum in which you can discuss and think about your difficulties. Mentoring is more active and is better suited to the resolution of academic problems (e.g. issues of timetabling, dissertation planning, exam preparation, etc). To make a counselling or mentoring appointment, please contact the Registry who can refer you or alternatively contact Katie Wood at Equality Focus directly (tel 07896 599 657; katie@equalityfocus.co.uk).

Students may find the following contact numbers useful.

For general welfare advice

Nightline (6 p.m. to 8 a.m.): 020 7631 0101

For legal advice

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

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

For advice on debt

National Debtl ine: 0808 808 4000; www.nationaldebtline.co.uk.

For counselling services

Waterloo Counselling Service: http://www.waterloocc.co.uk; Offers general counselling services as well as multi-ethnic counselling Tel: 020 7928 3462; Barley Mow Clinic, Frazier Street, London SE1 7BD. Please note that there is a cost for this service (approximately £10 per session for students).

For advice on mental health issues

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

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

If you have longer term mental health difficulties, you may wish to consider declaring this as a disability. This may thus entitle you to counselling from the School’s disability advisors (see p.69, below). This counselling is specifically geared to assisting you complete your studies successfully.

Health

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

- Gower Street Practice, 20 Gower Street London WC1E 6DP, telephone 020 7636 7628.
- Ridgmount Practice, 8 Ridgmount Street, London, WC1E 7AA, 0207387 6306
- Brunswick Medical Centre, 39 Brunswick Square, London WC1N 1NF, telephone:020 7837 3811
- The Museum Practice, 58 Great Russell Street, London, WC1B 3BA, 02074052739
If you live outside the catchment areas for the GP surgeries listed above, or wish to choose another, you should visit the NHS Choices website, where you can search for local doctors and dentists: www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx.

Overseas Students

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


Overseas students’ obligations

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

Under this system, the School has a number of legal responsibilities in order to fulfil its obligations as a student sponsor. If you enter the UK on a student visa 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 and visas and Biometric Residence Permits (BRPs)
- keep up-to-date contact details for students; and
- inform the UKVI if a student fails to enrol on their programme, stops their studies or misses 10 expected ‘contacts’ on their programmes of study without reasonably granted permission.
- maintain contact with the student.

Childcare and Nurseries

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

University Based Nurseries

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

London School Of Economics (LSE) Nursery
8a Wild Street, London WC2B 5TB. Tel: 020 7107 5966 or email: Nursery@lse.ac.uk Priority to students and staff of LSE. Visit the website: http://wwwlse.ac.uk/nursery/

Local Day Nurseries

Coram Fields Community Nursery
93 Guildford Street, London WC1N 1DN. Tel 020 7833 0198
26 places for 2-5 year olds. Must be London Borough of Camden resident. Open 8am – 6pm. Visit the website: http://www.coramsfields.org/?q=community-nursery
Thomas Coram Early Childhood Centre
49 Mecklenburgh Square, London WC1N 2NY. Tel: 020-7520 0385 or email: admin@thomascoram.camden.sch.uk. Places for 106 children aged 6 months to 5 years. Must be Camden resident, although there are a few full-cost places for non-residents. Open 8am – 5:30pm. Visit the website: http://www.thomascoram.camden.sch.uk/

Collingham Gardens Nursery
Henrietta Mews, off Wakefield Street, London WC1N 1PH. Tel: 020-7837 3423 or email: cgnursery@btconnect.com. 24 places for children aged 2 to 5 years. Must live in London Borough of Camden. Open 9am – 5pm. Visit the website: http://collinghamgardensnursery.com/

Konstam Children’s Centre
75 Chester Road London N19 5DH
020-7272 3594. 69 places for children between 4 months – 5 years. After school service up to 7 years. Parents need to be resident in Camden (unless there is no waiting list in which case studying full time in Borough of Camden is fine). For further information please visit Camden’s website: www.camden.gov.uk/childscentres

Hampden Children’s Centre
80 Polygon Road, London NW1 1HQ.
020-7387 1822. 69 places for children aged 4 months - 5 years. Must be Camden resident though there may be a few places for non-residents. For further information please visit Camden’s website: www.camden.gov.uk/childscentres

Regents Park Children’s Centre
Augustus St, London NW1 3TJ. Tel: 020-7387 2382.
70 places for children aged 6 months - 5 years. (9 baby places for children 6 months – 2 years, 12 toddler places for children aged 2 – 3 years, 49 places for children aged 3 – 5 years). For further information please visit Camden’s website: www.camden.gov.uk/childscentres

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

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

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

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

Funding
Further information on funding available to assist with childcare costs can be found at https://www.childcarechoices.gov.uk/
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 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. 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 (see http://www.sas.ac.uk/about-us/policies).

The School believes that engagement in the development of equality polices and related action plans are very important. We uphold the principle that all students and members of staff have a right to be involved in matters that affect them. So we are always keen to hear your feedback. If you would like to talk to someone in confidence please contact the Kalinda Hughes, Registry Services Manager, School of Advanced Study, Ground Floor, South Block, Senate House, Malet Street, London WC1E 7HU; email: kalinda.hughes@sas.ac.uk

Disability

The School of Advanced Study has an external Disability Officer. Students who have notified the School of a disability should have received a Pre-Entry Support Needs form (new students) or Support Needs Form (continuing students) to complete. If you have not received a form, please contact the Registry as quickly as possible. If you would like to speak to our Disability Officer direct, please contact Katie Wood at Equality Focus (tel: 07896 599657; katie@equalityfocus.co.uk).

Please:

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

Access to Institutes and offices

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

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

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

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

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

Senate House Library

See also p. 44 above. Charlotte McDonough ([Charlotte.mcdonough@london.ac.uk](mailto:Charlotte.mcdonough@london.ac.uk)) is the Senate House Library Disability Officer. She and SHL in general are able to do the following for disabled student library users:

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

Using Computers

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

Transport

Most people access Senate House and the Bloomsbury area by public transport. Some disabled people living in the London area may be eligible for a London Transport Freedom Pass ([www.freedompass.org](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](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 Intercolligate Halls, a number of which have a quota of specially-adapted rooms for students with disabilities. (See p. 65, above.)

Disabled Students’ Allowances (DSA) Arrangements

Home students, and some EU students, are eligible for the Disabled Students’ Allowances (DSA). There is one DSA allowance for postgraduate students to meet disability-related programme costs of up to £10,362. More information is available at: [www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898](http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898). The allowances are not means-tested and there is no age limit.

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

**SAS Hardship Grant** See page 63, above.
Appendix 1: Supervisory Meeting Record Form

Supervisory Meeting Record

All research students are required to maintain a record of supervisory meetings by completing this form. This is to provide a record and stimulus for regular discussion of the student’s progress and development. The expectation is that, in their first year, students should meet one of their supervisory team at least once a fortnight during term time, and at least every four to six weeks thereafter. It is recognised that face-to-face meetings are not always possible, and occasional personal contacts (such as videoconferencing or telephone) may be sufficient.

Completing this form

Students should complete this form after each supervisory meeting and send it to the supervisor present for their sign off. A signed copy of the form should be sent to SAS Registry at sas.registry@sas.ac.uk. A copy should also be kept by both the supervisor and the student.

Complete boxes as relevant:

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Name of Supervisor/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time</td>
<td>Meeting Format (delete as appropriate)</td>
</tr>
</tbody>
</table>

Review of actions from the last supervisory meeting

Topics for Discussion

Skills Development Needs Identified

Actions set for the next meeting

<table>
<thead>
<tr>
<th>Date of Next Meeting</th>
<th>Work Submission Date (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Student</td>
<td></td>
</tr>
<tr>
<td>Signature/s of Supervisor/s</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2: Progress Reports Form

Research Student Progress Report

How to complete this form
Students should complete Parts 1, 2 and 3 and email the completed form to Christine Weir, Research Degrees Officer.

The answer boxes should be expanded as necessary.

For submission to the Research/Higher Degrees Committee

PART 1: STUDENT DETAILS

to be completed by student

Your name

Main supervisor

Additional supervisor(s)

Research title (title or working title of thesis):

Date of first registration as a research student at the Institute (month/year):

MPhil / PhD status:

Part-time or full-time:

Writing up status? y/n

Home, EU or Overseas:

If Overseas, please give current visa expiry date:

Expected completion date

PART 2: STUDENT’S PROGRESS REPORT

Self-assessment of progress

to be completed by student

2.1 In the space below, please assess your progress in the last 6 months. Your assessment should cover the following bullet points, but please add more information if you wish:

• List the number of chapters you have drafted/completed,
• Give a brief account of any fieldwork you have undertaken,
• Summarise any primary and secondary sources you have consulted,
• Briefly note any problems you have encountered since you last reported – for instance, difficulties with access to material, with writing, with organizing your material, etc,
• Note the steps that you have taken to overcome these difficulties,
• Give a brief overall assessment of your progress.

Supervision and training

to be completed by student

2.2 Please list the supervisory meetings you have had in the last 6 months, giving their dates, and the main discussion points to emerge. [Please note that you are strongly advised to make a brief note after each supervisory meeting, noting especially the targets you are set. It is good practice to then email this to your supervisor(s), to ensure that you both have a clear record.]

2.3 Over the course of a doctoral programme, a research student is expected to take approximately 30 days of training. To serve as a cumulative log during your studies and to help us track your progress towards this goal, please provide below a brief account of any training, formal or informal, which you have undertaken in the last 6 months. This may include but is not limited to
- Training courses or sessions you have attended or completed online. Please include personal development training (eg 'how to write an academic cv', as well as discipline-specific training, or language or IT training
- Other skills development. Examples include delivering a paper at a seminar, organizing an event, attending a conference.

Please provide the approximate duration of each course or activity listed (for example: Working in Archives - 0.5 day seminar, Research Methodology in Law - 3 day conference, etc.).

Research Ethics

to be completed by student

2.4 Have you completed a Research Ethics Self- Evaluation and submitted this to the Research Office?
   YES / NO (delete as applicable)

2.5 If yes, have you addressed any issues or concerns raised?
   YES / NO (delete as applicable)
2.6 If no, please explain why this hasn’t been completed using the space below

PART 3: PLANNING AHEAD

to be completed by student

3.1 In the space below, please briefly set out your plan of work for the period for the next six months

3.2 In the space below, please identify any training or personal development needs which you have identified.

3.2 Optional question. You may use the space below to record any practical difficulties you may be having, including those relating to your visa status, or requests that you may have:

Once you have completed Parts 1, 2 and 3, please email this form to Christine Weir, Research Degrees Officer at Christine.weir@sas.ac.uk

PART 4: SUPERVISOR’S REPORT

to be completed by the Supervisor

Note – Freedom of Information Subject Access Requests

Supervisors are reminded that under Freedom of Information legislation, students may submit Subject Access requests that permit them to view all information held by the University (including with the School and the Institute) about them.

Supervisors’ assessment of progress to date

4.1 In the space below, please assess the student’s progress since the previous meeting of the Institute’s (H/RDC). You should briefly comment on, where relevant:

- the quality of draft chapters/other work completed,
- the suitability of the scope of the proposed thesis for PhD standards,
- the rate of the student’s progress,
- the suitability of steps taken to overcome problems encountered,
- training and development needs identified and steps taken to meet those needs

---

This section should be completed by the student’s main supervisor – that is, the one most familiar with the student’s work and progress, in consultation with other supervisors.
**Supervisors’ review of student’s plan of work**

4.2 In the space below, please comment on the suitability of the student’s plan of work for the period until the next H/RDC (6 months). You may wish to comment on:

- the ambition and scope of the plan,
- the timeliness or prioritisation of particular tasks,
- potential difficulties that may be encountered, and
- any other relevant factors.

---

**Supervisors’ comments on formal progression**

4.3 Please indicate if you wish to recommend the student for any of the following stages, and add any comments you feel would be helpful. Please fill out this section even if no recommendation for upgrade, transfer, or submission is being made.

- Assessment for upgrade to PhD (only after more than 1 year’s full-time registration or equivalent)
- Transfer to continuation fee status (only after 3 years’ full-time PhD registration or equivalent)
- Proceeding to submission (only after 3 years’ full-time registration or equivalent)
- Other recommendation

---

**Once you have completed Part 4 (the student having already completed Parts 1, 2 and 3) you should email the form to Christine Weir, Research Degrees Officer at christine.weir@sas.ac.uk**
Appendix 3: Writing Up Status Form

Change of Mode Form
Application for Continuation/Writing Up Status

2017/18

Continuation status can only be applied at the start of a term. No changes can be made in the summer term and changes cannot be made retrospectively. Applications must be received well in advance to allow for application process.

Section 1: Student to complete

Institute______________________________
Name_______________________________ Student Number___________________________

Current Mode of Study (Full Time/Part Time)_________________________________________

Start Date (Month/Year)__________________________________________________________

What is your expected completion date (Month/Year)________________________________

Are you on a Tier 4 visa
Yes ___ No ___

Have you successfully passed the upgrade from MPhil to PhD?
Yes ___ No ___

Has your supervisor seen a full draft of your thesis?
Yes ___ No ___

Have you had any periods of interruption to your MPhil/PhD Study?
Yes ___ No ___
If Yes please give details:

Print Name__________________________________Signature______________________________

Please forward this form to your supervisor to complete Section 2

Section 2: Supervisor(s) to complete

Have you seen a full draft of the candidate's thesis
Yes ___ No ___

Do you recommend the candidate transfers to continuation/writing up status
Yes ___ No ___

Print Name_____________________________ Signature______________________________

Regulations and Institute Approval Overleaf
Continuation (‘writing-up’) fee Regulations

At the end of the normal period of full fee registration, where the student is in the final process of writing up or editing their thesis prior to submission for examination, but not before the fourth year (full time) or seventh year (part time) of continuous registration, the Institute may permit a student to continue their registration on payment of a reduced ‘continuation fee’.

Continuation fee status will not be granted before the transfer from MPhil to PhD registration.

The continuation fee shall be the same in all Institutes in the School, and shall be the same for Home/EU and overseas students. The fee will be no more than 25% of the standard full-time Home/EU fee.

Subject to the provisions of the following paragraph, the maximum period of registration on continuation fee status will normally be 12 months;

Permission to continue for a further 12 months will be at the discretion of the Institute.

Students may continue on the ‘continuation fee’ beyond two years only through successful application to the AQSC. In such cases the fee can be applied for one further year only (maximum permitted time on the continuation fee being no more than three years). Students who have not submitted by the end of the third year will be returned to the relevant PhD fee. The fee charged is at the discretion of the Institute but it is to be higher than the continuation fee.

The Institute may require a student who has been examined and who has been required by the examiners to carry out corrections and/or further work on the thesis to pay the full fee or the continuation fee or such fee as the Institute shall determine.

The liability for payment of fees will normally continue until the date of award of the degree.

Writing Up Fee is not pro-rated. There is a flat fee for the whole year

Applications must be received in advance of any changes. Changes cannot be made retrospectively

INSTITUTE RESEARCH DEGREE COMMITTEE APPROVAL

Have you seen a full draft of the candidate’s thesis?
Yes No

Do you recommend the candidate transfers to continuation/writing up status?
Yes No

Print Name_____________________________________________
Signature________________________________________________

REGISTRY

Student Meets Criteria Yes No
Approved Yes No
Record Updated Yes No

Print Name_____________________________________________
Signature________________________________________________
Appendix 4: Examination Entry Form

Ph.D.

UNIVERSITY OF LONDON
FORM OF ENTRY FOR THE DOCTOR OF PHILOSOPHY (Ph.D.)
SCHOOL OF ADVANCED STUDY

THE FORM MUST BE RETURNED TO THE SCHOOL OF ADVANCED STUDY (SAS) REGISTRY, SENATE HOUSE, NOT LATER THAN FOUR MONTHS BEFORE THE SUBMISSION OF THE THESIS.

RECEIPT OF THIS FORM BY THE UNIVERSITY INITIATES THE PROCESS OF APPOINTING EXAMINERS AND IT IS THEREFORE IMPORTANT THAT IT IS RETURNED WHEN INDICATED SO THAT YOUR EXAMINATION IS NOT DELAYED ONCE YOU HAVE SUBMITTED YOUR THESIS. (A CANDIDATE PERMITTED TO RE-ENTER WITHIN A SPECIFIED PERIOD SHOULD SUBMIT THE ENTRY FORM AND THESIS AT THE SAME TIME).

Full Names of Candidate as registered (please use BLOCK CAPITALS and underline surname)(See Note 1 overleaf)

..........................................................................................................................................................................................
(Mr/Mrs/Ms)

INSTITUTE of the University

..........................................................................................................................................................................................

Date of Registration for PhD ........................................ Field of Study .................................................................

Approved title of thesis (in BLOCK CAPITALS)

..........................................................................................................................................................................................
..........................................................................................................................................................................................
..........................................................................................................................................................................................
..........................................................................................................................................................................................

Month and year in which it is intended to submit the thesis for examination .................................................................

Address for correspondence during conduct of examination and notification of result (See Note 2 overleaf)

..........................................................................................................................................................................................
..........................................................................................................................................................................................
..........................................................................................................................................................................................
..........................................................................................................................................................................................

..........................................................................................................................................................................................

Telephone Number ........................................................................
Private Address to which you wish your degree diploma to be sent *(See Note 3 overleaf)*

........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................

I agree to my Supervisor being present at my oral examination if he/she so wishes. **YES/NO** (delete as applicable)

**If you have previously been a candidate for the degree, please state when** .......................................................... 

Signature of candidate .................................................................................................................................................Date ........................................

**See Note 4 overleaf for instructions on the return of this form**

**FOR COMPLETION BY SUPERVISOR AND COLLEGE REGISTRY**

We hereby certify that the candidate named above has either already completed or is expected to complete within the next six months, a course of study in accordance with the Regulations under the supervision of the teacher named below. We shall notify the University immediately if a candidate who has not at present completed the prescribed course does not do so. We confirm that the information given above is correct.

**AQSC to advise on or appoint examiners** ....................................................................................................................

Name and title of Supervisor
(please specify title, department, telephone number and, if applicable, campus and e-mail addresses)

........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................

Signature
........................................................................................................................................................................

The oral examination will be arranged by ................................................................................................................
(please specify the name of the responsible individual and, if not the supervisor, give the details requested for the supervisor)

........................................................................................................................................................................
........................................................................................................................................................................

Signature on behalf of the Governing Body of College........................................................................................................

Date ...................................................... Official Title ........................................................................................................
Appendix 5: Reproduction of Thesis Form

**REPRODUCTION OF THESES**

A thesis which is accepted by the University for the award of a Research Degree is placed in the Library of the College and in the Senate House Library, and an electronic copy will be placed in an open access institutional e-repository. The copyright of the thesis is retained by the author.

As you are about to submit a thesis for a Research Degree, you are required to sign the declaration below. This declaration is separate from any which may be made under arrangements with the College at which you have pursued your course (for internal candidates only). The declaration will be destroyed if your thesis is not approved by the examiners, being either rejected or referred for revision.

---

**Head of Academic Office**

---

To be completed by the candidate

NAME IN FULL (Block Capitals) ____________________________________________________________

TITLE OF THESIS ________________________________________________________________

DEGREE FOR WHICH THESIS IS PRESENTED _____________________________________________

DATE OF AWARD OF DEGREE (To be completed by the University) ________________________

---

**DECLARATION**

1. I authorise that the thesis presented by me in "[" ] for examination for the MPhil/PhD Degree of the University of London shall, if a degree is awarded, be deposited in the library and electronic institutional repository of the appropriate College and in the Senate House Library and that, subject to the conditions set out below, my thesis be made available for public reference, inter-library loan and copying.

2. I authorise the College or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.

3. I authorise the College and the University of London Libraries, or their designated agents, to make a microform or digital copy of my thesis for the purposes of electronic public access, inter-library loan or the supply of copies.

4. I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version: The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author.

5. I authorise the College and/or the University of London to make a microform or digital copy of my thesis in due course as the archival copy for permanent retention in substitution for the original copy.

6. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

7. I understand that in the event of my thesis being not approved by the examiners, this declaration would become void.

*Please state year.

DATE ____________________________ SIGNATURE ____________________________

---

Note: The University’s Ordinances make provision for restriction of access to an MPhil/PhD thesis and/or the abstract but only in certain specified circumstances and for a maximum period of two years. If you wish to apply for such restriction, please enquire at the School of Advanced Study (SAS) Registry, Ground Floor, Senate House, University of London, Malet Street, London, WC1E 7HU; Email: sas.registry@sas.ac.uk.

**THIS DECLARATION MUST BE COMPLETED AND RETURNED WITH THE EXAMINATION ENTRY FORM**
Appendix 6: Description of Thesis Form

IMPORTANT NOTICE TO STUDENTS

DESCRIPTION OF THESIS

All candidates are required to submit WITH THEIR ENTRY FORM a short description of the content of their thesis of approximately 300 words. **It must not extend over more than one side of paper and should be typed.**

NOTE:

1. Failure to submit this with the entry form may result in your examination being substantially delayed.
2. The description should be set out overleaf or submitted on a separate sheet. **If it is submitted on a separate sheet, please ensure that you include your name and the title of the thesis on that sheet.**
DESCRIPTION OF THESIS

Name of candidate

Title of thesis

TEXT
Appendix 7: Word Count Form

UNIVERSITY OF LONDON

DECLARATION OF NUMBER OF WORDS FOR MPhil AND PhD THESSES

The University Regulations for the Degrees of MPhil and PhD prescribe a maximum word limit of 60,000 words for the MPhil degree and 100,000 words for the PhD degree. In both cases this length includes footnotes, but excludes the bibliography and any appendices. Appendices should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.

Exceeding the word limit

Only in exceptional circumstances may a student apply for permission to exceed the word limit (normally up to a maximum of 10% over the word limit). This must be made at least six months in advance of submission of the thesis (at the time of the PhD entry form submission). It must be fully supported by the supervisor, who will be required to provide a full explanation as to why the student cannot fulfil the requirements for the degree within the standard word limit set by the University Regulations. The request will be forwarded to the Chair of AQSC for consideration.

This form should be signed by the candidate and the candidate’s Supervisor and returned with the theses to:

Research Degrees Officer, School of Advanced Study (SAS) Registry, Ground Floor, Senate House, Malet Street, London, WC1E 7HU.

Name of Candidate: ...........................................................................................................................................................................
Thesis Title: ........................................................................................................................................................................................................
........................................................................................................................................................................................................
........................................................................................................................................................................................................
........................................................................................................................................................................................................
College:........................................................................................................................................................................................................

I confirm that the word length of

1) the thesis, including footnotes, is ........................................................................................................................................

2) the bibliography is .................................................................................................................................................................

and, if applicable,

3) the appendices is .....................................................................................................................................................................

Signed: .................................................................................................................................................................................... Date: ......................

Candidate

I confirm that the thesis submitted by the above-named candidate complies with the relevant word length specified in the College and/or federal Regulations for the MPhil and PhD Degrees.

Signed: .................................................................................................................................................................................... Date: ......................

Supervisor
Appendix 8: Abstract Form

UNIVERSITY OF LONDON
Abstract of Thesis

Author (full names) .........................................................................................................................

Title of thesis ..................................................................................................................................

......................................................................................................................................................

................................................................................................................................. Degree ........................................................................

Notes for Candidates

1. Type your abstract on the other side of this sheet.

2. Use single-space typing. **Limit your abstract to one side of the sheet.**

3. Please submit this copy of your abstract to the School of Advanced Study (SAS) Registry, Ground Floor (South Block), University of London, Senate House, Malet Street, London, WC1E 7HU, at the same time as you submit copies of your thesis.

4. This abstract will be forwarded to the University Library, which will send this sheet to the British Library and to ASLIB (Association of Special Libraries and Information Bureaux) for publication in Index to Theses.

For official use

Subject Panel/Specialist Group ........................................................................................................

BLLD ................................................................. Date of Acceptance ...............................
Appendix 9: Progression Assessment Form

**MPhil Progression**
**ASSESSMENT FORM**

How to complete this form

Students should complete Parts 1 and 2 and return to their Supervisor with the required written work and brief outline of the full thesis.

The answer boxes should be expanded as necessary.

<table>
<thead>
<tr>
<th>1. STUDENT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name:</td>
</tr>
<tr>
<td>Institute of study:</td>
</tr>
<tr>
<td>Title of MPhil thesis:</td>
</tr>
<tr>
<td>Supervisor(s):</td>
</tr>
<tr>
<td>Date of initial registration for MPhil:</td>
</tr>
<tr>
<td>Full-time/ Part-time:</td>
</tr>
<tr>
<td>Date of progression:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. STUDENT’S REPORT ON PROGRESS</th>
</tr>
</thead>
</table>

**SECTION 3**

To be Completed by the Supervisor

Once complete forward to Research Degrees Officer, SAS Registry, Ground Floor, Senate House, Malet Street, WC1E 7HU for consideration at the Research Degree Committee.
3. SUPERVISOR’s REPORT
(to include recommendations as appropriate)

Do you support the application for progression?  Yes:  ☐  No:  ☐

Date:
Name and Signature

4. HIGHER/ RESEARCH DEGREES COMMITTEE APPROVAL
(Comments)

Date:
Signed (on behalf of the Committee):

Progression and Upgrading of Research Students Regulations
Progression from year 1 to year 2 (full time – year 2 to 3 for part-time)

In order to progress to a second year of study, students will be required, by the end of June in year 1, to submit to their supervisor(s) a portfolio of work including:

[• a substantial piece of written work based on original research and at least equivalent to a chapter in length
• a brief outline of the whole thesis
• a preliminary bibliography
• evidence of research or technical skills development or research methods training course undertaken]

The work submitted must demonstrate the student meets the following criteria:

[• commitment to pursuing research at SAS leading to the PhD degree;
• satisfactory participation in relevant research or technical skills development or research methods training courses;
• ability to engage critically with a range of primary sources and to provide an independent interpretation of them;
• ability to synthesise information and demonstrate that it provides context for the study;
• ability to organise arguments and ideas in a logical fashion.]

Having considered the written work the supervisor(s) may recommend:

[• that the student progress to year 2
• that the student’s registration be terminated
• deferral of a decision for an agreed period, up to a maximum of six months, to allow the student time to rectify problems identified by supervisor(s). Deferral of a decision may only take place once per candidate]

The supervisory recommendation is then submitted to the RDC of the institute for consideration.

All recommendations are subject to the approval of the institute’s RDC and the usual academic appeals process of the University of London.
Appendix 10: Upgrade Assessment Form

Upgrading from MPhil to PhD
ASSESSMENT FORM

How to complete this form
Students should complete Parts 1 and 2 and return to their Supervisor with the required chapters of work

The answer boxes should be expanded as necessary.

<table>
<thead>
<tr>
<th>4. STUDENT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name:</td>
</tr>
<tr>
<td>Institute of study:</td>
</tr>
<tr>
<td>Title of MPhil thesis:</td>
</tr>
<tr>
<td>Supervisor(s)</td>
</tr>
<tr>
<td>Date of initial registration for MPhil:</td>
</tr>
<tr>
<td>Full-time/ Part-time:</td>
</tr>
<tr>
<td>Date of upgrading panel:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. STUDENT’S REPORT ON PROGRESS</th>
</tr>
</thead>
</table>

SECTION 3
To be Completed by the Assessment Panel
Once complete forward to Research Degrees Officer, SAS Registry, Ground Floor, Senate House, Malet Street, WC1E 7HU for consideration at the Research Degree Committee
6. REPORT OF THE ASSESSMENT PANEL
(to include recommendations as appropriate)

Do you support the application for transfer to MPhil to PhD?

<table>
<thead>
<tr>
<th>Yes:</th>
<th>No:</th>
</tr>
</thead>
</table>

Date:

Names, positions (e.g. internal assessor, external assessor, supervisor) and signatures of panel members:

a)

b)

c)

5. REPORT OF THE INSTITUTE’S HIGHER AND RESEARCH DEGREES COMMITTEE
(to include recommendations as appropriate)

Date:

Signed (on behalf of the Committee):

---

Upgrading of Research Students Regulations

Upgrading from MPhil to PhD (Full-time students: year 2/Part-time students: year 3–4)
If the student is considered to have progressed quickly enough by the end of year 1, the upgrade procedure may replace the year 1 to year 2 progression procedure described above. Normally, however, at some point between the end of year 1 and the end of year 2, in order to upgrade from MPhil to PhD, students should be required to:

- submit written work - a substantial portion of the draft thesis (usually a chapter of at least 10,000 words) demonstrating capacity for PhD level writing and research, to an upgrade panel for consideration;
- The submission will include a thesis outline setting out the research question or questions to be addressed, indicative chapter headings with a brief synopsis of the content of each chapter, and an indication of the research methodology to be employed.
- A timetable for completion of the thesis (which may be done by annotating the chapter outline with indicative dates for completion of the first draft) attend an interview with an upgrade panel.

Panel convenes with external and internal assessors to exchange and read written reports and to determine the order and line of questioning. Reports are not circulated to Panel members before the meeting. Candidate joins the meeting to discuss the work submitted and respond to Panel questions. Candidate withdraws and Panel determines its decision for report to the Research Degrees Committee (RDC)/Higher Degrees Committee (HDC).

The Panel provides an agreed written report after the meeting for submission to the RDC/HDC which will include all individual assessors’ reports as an appendix.

The composition of the upgrade panel should be as follows:

- an external assessor
- an assessor with knowledge of the topic
- the student’s supervisor(s)

Having considered the written work and performance at interview, the upgrade panel may recommend to an institute’s RDC:

- that the student be upgraded to PhD registration
- that the student should be advised to proceed towards a less substantial thesis for the degree of MPhil
- that the student should be allowed to reapply for upgrading, within a specified period (not more than nine months), to allow time to rectify problems identified by the panel. Reapplication for an upgrade decision may only take place once.

The upgrade panel’s recommendation is then submitted to the RDC of the institute for consideration. All recommendations are subject to the approval of the institute’s RDC and the usual academic appeals processes of the University of London.

Upgrade to PhD registration is conditional upon the RDC of the institute being satisfied that the work is of a sufficiently high standard.

Deferral of the upgrade procedure may be made for six months in exceptional cases (for example, if students are away for long periods of fieldwork).

In exceptional cases, the upgrade process may allow the student to submit written work to an upgrade panel without the accompanying interview. In these cases, the panel recommendation, once it has been endorsed by the institute’s RDC, must be considered by the AQSC, accompanied by (a) a statement from the supervisor(s) as to why an upgrade interview is not necessary and (b) approval from the RDC of this exemption.