



September 2013

Dear MPhil/PhD Student,

I am writing to inform you of the arrangements that have been made to welcome you to the English Department. We would like to invite you to attend our induction week welcome and registration session for new MPhil/PhD students. It is essential that you attend this meeting because you will receive information about the course and departmental procedures. The details are as follows:

Course	Date	Time	Venue
MPhil/PhD	Friday 27 September	2.00pm	FC233*

(\*FC = Foster Court, Malet Place, where the English Department is located. Room 233 is on the second floor. See <http://www.ucl.ac.uk/maps/> for a map of the campus.)

The MPhil/PhD induction will last approximately two hours and will be followed by drinks.

Please keep this schedule for reference. Full teaching will begin on Monday 30<sup>th</sup> September. A timetable, along with other useful information, is to be found in the English Department web pages, at [www.ucl.ac.uk/english/current](http://www.ucl.ac.uk/english/current). (You will receive a final version of the timetable, including locations, at your induction sessions, along with an updated version of the English Department Handbook for New Graduate Students).

For vital information to help you plan for your enrolment and arrival at UCL, please see the 'New Students' website at <http://www.ucl.ac.uk/new-students/>. International students should also view the Orientation Programme information (<http://www.ucl.ac.uk/prospective-students/international-students/international-students/when-you-are-at-ucl/isop>); this highly useful (though optional) programme runs from 20<sup>th</sup> to 21<sup>st</sup> September.

**The Information Services Division** will be holding induction sessions between 11am and 2.30pm on 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> September in the J.Z. Young Lecture Theatre (Anatomy Building). Students can choose which half-hour session to attend, and will learn about UCL email and registering for computer services, PORTICO (the UCL student information service you will use to update contact details and select courses), UCL computer cluster rooms and many other essential topics. For further information please see <http://www.ucl.ac.uk/isd/students/new-students/inductions>.

The **Graduate School** will also be holding a Welcome/Induction event for all new MPhil/PhD students on Thursday 26<sup>th</sup> September, 2.00-3.00pm, in the UCL Bloomsbury Theatre, Gordon Street. The purpose of the event is to let new research students know something about the support and facilities offered by the Graduate School at UCL and the UCL Union. The Graduate School website, <http://www.grad.ucl.ac.uk/>, contains useful information to support you during your time at UCL, as does the UCL Union website, <http://uclu.org/>.

Should you have any queries about the departmental induction, please contact the English Department office on 020 7679 3134/3849.

We look forward to meeting you.

Yours faithfully

Dr Neil Rennie  
Graduate Tutor