



6th September 2013

Dear Student,

MPhil/PhD in History

I am writing to welcome you to the Department of History, and to introduce myself as the Graduate Tutor for research students. I very much hope that you will have a successful and productive time with us. I look forward to meeting you at 11.30a.m. on Tuesday 24th September in room B32, 25 Gordon Square, where I will explain procedures and answer any questions that you might have. At that meeting you will be issued with the History department handbooks, the Graduate School Handbook and the Code of Practice for Graduate Research Degrees. You will need to register for the electronic UCL Research Log and skills courses via the Graduate School website (<http://www.grad.ucl.ac.uk/>) and we will tell you about this at the meeting. We will be having a party to welcome all new and returning graduate students later that day at 5.00 p.m. in room G09/10 and we do hope you will be able to come.

On Tuesday I will be available for personal consultation from 3-5pm. My office is in room 307 on the fourth floor of 25 Gordon Square. You can send me an email at b.kaplan@ucl.ac.uk.

Your main contact during your time as research student will be with your two supervisors who will advise you on your research topic, and with whom a successful working relationship is vital. You should arrange to meet with your first supervisor some time during the first week of term. You must agree on a regular pattern of meetings and programme of work. College has a Code of Practice on Postgraduate Supervision; it is supplemented by the Department's own Code which is given in the enclosed booklet. Please make sure that you make a start on the Graduate School's electronic Research Log during your first days at UCL.

Our Graduate Students have regular meetings to discuss research matters and social events. The relevant committee will be in touch with you shortly. There is a Postgraduate Common Room (B.23, 24 Gordon Square) where you can meet other graduate students and collect your mail from the pigeonholes. Please note that you must not have private correspondence addressed to UCL.

Our Research Training Seminar (RTS) for research students meets about every second Tuesday at 5.15 p.m. and is chaired by the Graduate Tutor. Please note that attendance at the Research Training Seminar is compulsory until you upgrade to Ph.D. Any exceptions from this rule need to be discussed with me in person. The aim of the Research Training Seminar is to make you familiar with research in the Department, to get to know other research students and to offer you an opportunity to look beyond the narrow boundaries of your own field of specialisation. We want our research students to engage with a wide range of historical debate across periods, geographical areas and subdisciplines.

You are also expected to register for a seminar at the Institute of Historical Research, the Institute of Classical Studies, the Warburg Institute or related institutes, according to your own area of history. If you work in the field of comparative or transnational history you might want to get involved with UCL's Centre for Transnational History. For more information please see www.ucl.ac.uk/cth.

The first meeting of the Research Training Seminar will be a special seminar for new research students, taking place on Tuesday 1st October at 5.15 p.m. The programme for the Research Training Seminar can be accessed on the History Department's web page. Paper copies will also be available.

We look forward to meeting you on 24th September.

Yours sincerely,

Ben Kaplan
Graduate Tutor