



UCL

Division of Psychology and Language Sciences

Graduate handbook for
Research students entering in 2009/10

Department of Language and Communication
Department of Linguistics
Department of Speech Hearing and Phonetic
Sciences

Contact us

UCL Psychology and Language Sciences
Chandler House
2 Wakefield Street
London WC1N 1PF

n.wilkins@ucl.ac.uk

020 7679 4245

Contact Details

Programme	Graduate Tutor
MPhil/PhD Language & Communication	Dr Steven Bloch s.bloch@ucl.ac.uk
MPhil/PhD Linguistics	Prof. Robyn Carston robyn.carston@ucl.ac.uk
MPhil/PhD in Speech Hearing & Phonetic Sciences	Dr Paul Iverson p.iverson@ucl.ac.uk

Administrative support: Natalie Wilkins (n.wilkins@ucl.ac.uk)

Introduction

Welcome to UCL's Division of Psychology and Language Sciences. We hope you will have a happy and rewarding time here. This handbook is for graduate research students who enter their programme at UCL in 2009/10, and should be read in conjunction with UCL Graduate School's Code of Practice, of which you will receive a copy and is available at <http://www.grad.ucl.ac.uk/essinfo/>. Its aim is to inform you on matters relating to your chosen programme, from an academic and a practical point of view. Please read the handbook carefully and keep it for future use. This handbook can also be found online at <http://www.ucl.ac.uk/psychlangsci/students/current/>. The regulations governing your degree are enshrined in UCL's Regulations and Procedures for Research Students (Grey Book) which can also be accessed online at <http://www.grad.ucl.ac.uk/essinfo/>.

Research students and the logbook

Every research student has access to an online logbook. It is to be used to record academic progress and training and has been designed to assist you throughout your degree programme. It can be accessed by both you and your supervisor. Further information is available from your supervisor and via <http://www.grad.ucl.ac.uk/>

Student Support

The following provision is made for research students.

First Supervisor

On entering, every research student, i.e. student registered for the Mphil or Phd, is assigned to a (first) supervisor, who is responsible for giving guidance and advice on all aspects of the student's academic work throughout his or her period of registration.

It is expected that students will meet with their first supervisor on a regular basis. Initially, this will probably mean every week, but once a pattern of work and co-operation has been developed, meetings may be less or more frequent. For instance, if a student is writing a draft of a thesis chapter, he or she may wish to wait two or three weeks before seeing the supervisor. Once the chapter is completed, it may be desirable for supervisor and student to meet several times within a week or two to discuss it. Supervisors should comment on drafts within a reasonable period, normally two weeks. Student and supervisor must meet at least once a month.

Supervisors should make themselves accessible at other appropriate times, and students should keep their supervisor informed about their progress (or lack of it) during longer gaps. It is the supervisor's responsibility to provide the Graduate Tutor with a report on the work, attendance and progress of each of his or her supervisees at the end of every term, and students should normally tell the supervisor about any personal circumstances which are relevant to the research. Students and supervisors should discuss ad hoc the arrangements for remaining in contact during the summer, when either one may be away for more prolonged periods.

Second Supervisor

Every research student also has a second supervisor, whose responsibility is to complement, rather than duplicate, the help that the first supervisor gives. This normally means that the second supervisor will see the student less often, and will give specialist research guidance through general discussion, through suggestions for reading, and through comments on drafts of relevant chapters

Graduate Tutor (see p.2 for contact details)

Students should always have someone in the department – either their first or second supervisor – whom they can call on in case of emergency. If neither of these is available, the relevant Graduate Tutor has overall responsibility for all graduate students within the research department, and the student can turn to him/her for help or advice. The department is part of the Faculty of Life Sciences, which also has a Faculty Graduate Tutor for Research, Prof Christopher Danpure (c.danpure@ucl.ac.uk) to whom students may turn in the event of problems. Finally, support is always available from the Graduate School.

Conflict

In case of conflict or any kind of problem arising between a research student and his or her first supervisor the student should first discuss the problem with the supervisor. If this does not resolve the issue, the student should report it to the Graduate Tutor or the Head of Department, who will try to resolve it. Grievances that are still unresolved after these steps have been taken may be reported to the Faculty Graduate Tutor. In the event of harassment by the supervisor, the student should have immediate recourse to the Graduate Tutor or Faculty Graduate Tutor

Taught Courses and Interest Groups

Apart from the two supervisors, there may be others in the department – students as well as staff – who have expertise from which the student can benefit, or simply share an interest in the same questions. Research can be isolating, so the more kindred spirits a research student can find the better. Supervisors will introduce students to relevant colleagues. Another way to meet others is through taught courses: supervisors will advise students on which taught courses they should attend, and will normally encourage them to sit in on courses that are of general interest as well as those (if any) that are directly relevant to their research topic. Such courses provide a good opportunity to find out about the interests of other members of the department. In addition, Interest Groups provide a second way of bringing staff and students together. These meet more or less regularly, at different intervals and for different kinds of activity, ranging from informal discussion to formal seminars. Research students are strongly encouraged to join at least one of these groups and to attend regularly. The number and composition of these groups vary from term to term, but the following are currently active:

- Syntax Reading Group
- Pragmatics Reading Group
- Phonology Reading Group
- The Speech Sciences Forum

Students should consider attending seminars and joining groups with related interests in other departments and institutions. These include seminars at Birkbeck College, SOAS, the Institute for Cognitive Neuroscience, the Institute for Hearing Research, and a wide variety of others. The webpages at <http://www.ucl.ac.uk/psychlangsci/> and the London Linguistics Circle <http://www.londonling.ucl.ac.uk/> provides useful information about what is going on.

Guidelines for upgrade from MPhil to PhD

1. Purpose of the Upgrade

1.1. Initially PhD students are registered for the MPhil degree. If they wish to proceed to a

PhD, their registration must be changed accordingly. The purpose of the upgrade is to assess the student's progress and ability to complete their PhD programme in a reasonable time frame. In this assessment, the criteria defined below should be applied. The assessment should not be confined to the research material presented by the student but should also consider the student's demonstrable academic and generic skills.

2. Criteria for Upgrade

2.1. A student should be upgraded to PhD status if he or she meets the following criteria:

- i. Commitment to pursuing research at UCL leading to the PhD degree;
- ii. Satisfactory progress in the work so far;
- iii. Ability to formulate a viable hypothesis or research question that could be completed within the normal time frame of the PhD programme;
- iv. Satisfactory technical and generic skills development (students funded by UCL approved funding bodies, such as the Research Councils, must meet the specific requirements stipulated by those bodies) ;
- v. Formulation of a viable plan for the work;
- vi. Completion of the appropriate sections of the Research Student Log;
- vii. English Language proficiency, both written and spoken.

It is expected that the specific components in the student's upgrade report, in conjunction with the upgrade viva (see 3.3.1 and 3.3.3, below), will demonstrate that these criteria have been met. In addition to the above criteria, the student must meet any other Departmental or Faculty requirements.

3. Process of Upgrade

3.1 Management and Oversight

The management and oversight of the upgrade process is the responsibility of the Departmental Graduate Tutor. At the request of the student and supervisors, the Departmental Graduate Tutor will initiate the process and appoint the Upgrade Panel. The Departmental Graduate Tutor should confirm that the Research Student Log has been completed and that there has been appropriate participation in the Skills Development Programme, before the upgrade process is initiated.

3.2 Time Frame

UCL Research Degree Regulations state that upgrade cannot be done before the end of the first year of registration for full-time students. There should be two possible attempts at upgrade; the first between 12 and 18 months and, if the student fails at the first attempt, the second between 18 and 24 months. The period between the first and second attempt should normally be no more than 6 months.

For Part-time students, whose programme of study is typically 5 years, the first possible attempt at upgrade should take place between 20 and 30 months and, if the student fails at the first attempt, the second between 30 and 40 months. The period between the first and second attempt should normally be no more than 10 months.

It is expected that most students will successfully upgrade on the first attempt. Two attempts only will be permitted.

3.3 Components of Upgrade

The process of assessment is implemented by means of an upgrade report and viva, outlining the work accomplished so far, and the programme of further work that will lead to a successful thesis. These components will be considered by an upgrade panel.

3.3.1 The Upgrade Report

The precise form of material considered as part of the upgrade will vary across Departments and disciplines. The Upgrade Report should be drafted by the student in consultation with the Principal Supervisor and the Subsidiary Supervisor. Whilst it is recognised that the exact nature of the report submitted by the student will depend on discipline, it should cover at least the following components (not necessarily as discrete items).

- i. An introduction giving the context of the work;
- ii. A literature review;
- iii. A research question and hypothesis;
- iv. A section on methodology;
- v. A substantial piece of work towards the thesis objectives;
- vi. A plan and timetable for the remainder of the work;
- vii. A bibliography.

3.3.2 Report by Principal Supervisor

A report from the Principal Supervisor on the student's work must be submitted in advance of the upgrade viva to the Upgrade Panel and the Student.

3.3.3 The Upgrade Viva

The purpose of the viva is to ascertain, in conjunction with the student's upgrade report and the report by the Principal Supervisor, that the above criteria (see 2.1, above) have been met. The viva should also be an opportunity for the student to discuss and defend his/her ideas.

The Upgrade Panel should be made up of a minimum of two members of academic staff, one of whom should be the student's Subsidiary Supervisor who normally chairs the Upgrade Panel. The Principal Supervisor should provide input via a written report (see 3.3.2, above) but may not be a member of the Panel.

A member of Staff external to the Department of the Student and Supervisor, or external to UCL, may be on the Panel but Departments must consider that this would make that individual ineligible as an examiner for the subsequent PhD thesis.

The Departmental Graduate Tutor has final jurisdiction over the membership of the Panel, its

constitution and any dispute between Panel Members.

4. Outcomes:

4.1 Students may either upgrade on the first attempt or, if unsuccessful, be referred for a second attempt within the time frame described above. Students who fail on the first attempt must be given specific written criteria to meet for the second attempt. In some cases, a student may be referred to resubmit the written work only, without the need for a second oral assessment.

It is essential that it is made very clear to students at the outset of the process about the potential outcomes of the process, including the specific criteria to be met after a first failed attempt and the potential outcomes of failure at the second attempt. The following are the potential outcomes of the upgrade process:

Potential outcomes of first attempt:

- i) Student is recommended for upgrade to PhD status;
- ii) Student is referred to a specific date, with specific criteria to meet, for a second attempt with the need for a second viva;
- iii) Student is referred to a specific date, with specific criteria to meet, for a second attempt without the need for a second viva.

Potential outcomes of second attempt:

- i) Student is recommended for upgrade to PhD status;
- ii) Student is not recommended for upgrade and remains registered for the MPhil.

It should be made clear that a second failed attempt at upgrade will mean that the student will remain registered with MPhil status. This may lead to the submission of a thesis for the MPhil which must be done in accordance with the UCL Research Degree Regulations. It is not the role of the Upgrade Panel to determine, at that stage, if the student's work is appropriate for submission for the MPhil degree.

It is also not the role of the Upgrade Panel to consider action to deregister students who are deemed academically insufficient. Evidence from the upgrade process, however, may be used in subsequent Academic Insufficiency proceedings implemented by the Faculty.

4.2 A written joint report on the outcome should be signed and submitted by the Chair of the Upgrade Panel to the Departmental Graduate Tutor for signature. This report should be copied to the Student, Supervisors and the Head of Department. The Registry should also be notified, using the official form provided, of the outcome of the process by the Departmental Graduate Tutor. The student may request further oral feedback from the Panel.

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NB: Guidelines for upgrade from MPhil to PhD can also be accessed online at http://www.grad.ucl.ac.uk/resources/UpgradeGuidelines_March2009.pdf

Transferable Skills

A crucial part of your experience at UCL is the development of transferable skills, ranging from analysis of data and the keeping of appropriate records to the ability to deliver a formal lecture or write a CV. Courses are available in many relevant areas and more information can be found in the Graduate School Handbook and also on the Graduate School website <http://www.grad.ucl.ac.uk/>

Plagiarism

Regulations concerning plagiarism, including self-plagiarism, and other research misconduct are set out in Section 22 of the Regulations and Procedures for Research Degrees (Grey Book).

Pastoral Care and monitoring of progress

Supervisors

All students are assigned a supervisor (see the Code of Practice for Graduate Research Students at <http://www.grad.ucl.ac.uk/essinfo/>).

Your supervisor has two functions. On the one hand, he or she is your first port of call if you experience problems during the duration of the programme. Your supervisor's second function is to monitor your progress and to provide feedback to your sponsor, if applicable. In the unlikely event that you find your supervisor unhelpful or unsympathetic you should talk to the relevant Graduate Tutor (see details on page 2).

Graduate Tutor

You can approach the graduate tutor for advice on a wide range of problems, academic and personal, and s/he may refer you to the various sources of information, advice and assistance which can be drawn upon for problems outside their own capacity to solve. S/he is also available to all graduate students in the department as a back up when their own supervisor is not available, or if a student feels uncomfortable discussing any issue with their supervisor.

Equal Opportunities liaison officer

UCL is committed to providing equal opportunities (see Appendix). All staff and students are expected to abide by it. Every department at UCL has a Departmental Equal Opportunity Liaison/Information Officer (DEOLO). The DEOLO for Graduate Students is Stefanie Anyadi, Teaching and Learning Team Manager, Rm 205, Chandler House, email: s.anyadi@ucl.ac.uk; tel: 020 7976 4224.

Advisers to women students

Students may face financial, personal or emotional difficulties during the course of their studies. While, often, your supervisor/graduate tutor might be the best person to approach, some women students might prefer to speak to a woman member of staff outside their own Department. The UCL Advisers for Women Students are especially concerned with the welfare and social needs of women at UCL. The Advisers are pleased to see any woman student to discuss any problem, be it academic, social or personal; and are available at any time for individual consultations.

The Advisers to Women Students is: Dr Hilary J P Richards (Faculty of Life Sciences Office, 020 7679 0882/0884 Internal extension: 40882 or 40884, email h.richards@ucl.ac.uk).

UCL Student Union

The UCL Student Union runs a Rights and Advice Centre which offers free and confidential advice on all welfare and academic related issues to UCL students (e.g. financial advice, immigration, housing, and benefits). The centre is open five days a week from 10.00am till 4.00pm. For more information about support services of the UCL Student Union, please visit their website <http://www.uclunion.org/get-advice/>

Finances

Many students experience financial difficulty at one time or another during their time at university. It is important to address these difficulties at an early stage. If you find yourself in such a situation, please inform your supervisor and seek his/her advice or that of the graduate tutor and/or the Student Union's Right and Advice Office as soon as possible.

There are a number of opportunities for financial support through the college, including the Access to Learning Fund (ALF). Full and part-time home-graded undergraduate and graduate students may apply to this fund (EU students, with the exception of migrant workers or children of migrant workers, and overseas students are not eligible).

Please visit http://www.ucl.ac.uk/current-students/money/bursaries/access_fund for further details, including application forms and guidance notes.

Student representation and feedback

Staff Student Consultative Committee (SSCC)

Every UCL department has a SSCC, which meets at least twice a year. This is a forum for students to make suggestions, raise concerns and give feedback on any aspect of their study at UCL. Meetings are attended by the chair, programme tutors, and year representatives from undergraduate and graduate degree programmes. The minutes of SSCC meetings are available in the virtual learning environment and a copy is submitted to the relevant teaching committees and to the Faculty office for consideration and action where necessary.

Complaints and grievances

In the unlikely event that you have not been able to resolve a complaint through the various channels on offer within the department and the faculty, you should follow UCL's student complaints and grievance procedures, outlined at <http://www.ucl.ac.uk/current-students/rights/complaints/>

PORTICO – The UCL Student Information System

UCL uses a Student Information Service known as Portico. Access to Portico is available to everyone across UCL – both staff and students alike – via the web portal www.ucl.ac.uk/portico. You will need to logon using your UCL user id and password, which are issued to you once you have enrolled. These are the same as those used for accessing UCL's restricted web pages, UCL email and the Windows Terminal Service (WTS). If you do not know them, you should contact the IS Helpdesk as soon as possible (www.ucl.ac.uk/is/helpdesk).

An up-to-date introduction to Portico can be found here:

https://evision.ucl.ac.uk/hts/UCL/module_registration_student_userguide.pdf

Please remember that passwords automatically expire after 150 days, unless they have been changed. Warnings are sent to your UCL email address during a 30 day period, prior to your password being reset. You can change your password on the web, at any time, at <https://www.ucl.ac.uk/is/passwords/changepw.htm>.

Passwords cannot be issued over the phone unless you are registered for the User Authentication Service, see www.ucl.ac.uk/is/helpdesk/authenticate/. We strongly advise that you register for this service. If you have not registered for the User Authentication Service you will need to visit the IS Helpdesk in person or ask them to post a new password to your registered home or term-time address. More information can be found at <http://www.ucl.ac.uk/is/helpdesk/>.

Facilities

Social space

There is a large social space for students in the basement and ground floor of Chandler House. This is a place for students to relax and to socialise.

The pigeon holes for research students are in the ground floor print room of Chandler House.

The Graduate School

The Graduate School aims to provide support for students in many ways, but particularly, through its Skills Development Programme, Research Funds, Scholarships and Codes of Practice, all of which are detailed on this web site (www.grad.ucl.ac.uk).

Library

The library website is at www.ucl.ac.uk/library. The library at UCL is pretty well stocked with Linguistics books and periodicals, and we are lucky to have many of these in the library on the second floor in Chandler House. You will also have access to all other UCL libraries, the general library of the University of London, in Senate House in Malet Street.

Copyright

All UCL staff and students need to be aware of the main points of copyright law. The key provisions of UK legislation and the Copyright Licensing Agency (CLA) Licence and Higher Education Copying Accord can be found here:

<http://www.ucl.ac.uk/Library/copyright.shtml> Computer facilities

Academic staff and their research interests

See <http://www.langsci.ucl.ac.uk/people/staff.php>

Health and Safety

Background

The policy of the Division of Psychology and Language Sciences is to promote the safety, health and welfare of all its students on its premises. A full statement of Safety Policy is displayed on the notice board in Chandler House.

Smoking

UCL operates a No Smoking policy throughout the College, except in a limited number of designated areas. For the avoidance of doubt, smoking is not permitted in any public areas, toilets, lecture theatres, meeting rooms, seminar rooms, common rooms and offices. Those areas where smoking is permitted will display signs to that effect. Elsewhere, smoking is not permitted.

Accidents

Any accident should be reported to the receptionist as soon as possible.

Fire

In the case of fire:

- raise the alarm
- evacuate (close doors and windows where possible, do not use lifts)
- assemble away from building (for Chandler House, the assembly point is across the road to the right as you leave the building)
- do not re-enter until instructed

Emergency situation

In the event of an emergency or major injury:

- Dial 222 on any College telephone
- State your location and telephone number
- Describe the nature of the emergency or give details of the accident
- Obtain assistance from the nearest First Aider. In Chandler House the first aiders are Dave Cushing (B08), Sarah Alleemudder (311), Molly Bennett (102D), Mary Wykes (309), Stefanie Anyadi (205), Stevie Russell (library) and Sharon James (library).
- If you have an accident on UCL premises or during scheduled academic activities off the premises, you should, at the earliest opportunity after receiving any attention or treatment, follow the procedures outlined here: <http://www.ucl.ac.uk/current-students/health/accident/>.

Minor injury (first aid)

small incidents requiring assistance from first aiders in Chandler House, a list of first aiders and first aid boxes is displayed at various locations around the building including the reception area. Anyone requiring assistance should contact the receptionist who can alert a first aider.

Appendix B: UCL Equal Opportunities Policy Statement

1. The equal opportunity policy of UCL is that in the recruitment, selection, education and assessment of students and in the recruitment, selection, development and training, appraisal and promotion of staff, the only consideration must be that the individual meets, or is likely to meet, the requirements of the programme, course or post.
2. The requirements being met, no student or employee will be discriminated against on the basis of their gender, race, colour, ethnic origin, nationality (within current legislation), disability, sexual orientation, marital status, caring or parental responsibilities, age or beliefs on any matters such as religion and politics.
3. UCL is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying.
4. UCL is committed to a programme of action to ensure that its policy is implemented and monitored at an organisational and individual level.