SSEES Induction Handbook
for MPhil/PhD Students

September 2016
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1. Induction Information

Term Dates

First Term  Monday 26 September 2016 - Friday 16 December 2016
Second Term Monday 09 January 2017 - Friday 24 March 2017
Third Term Monday 24 April 2017 - Friday 09 June 2017

Reading weeks are the weeks beginning Monday, 7 November 2016 and Monday, 13 February 2017.

Enrolment and Registration

This is a two-tier process: you enrol as a student of UCL, for which separate information has been sent to you, and we also ask you to give some details to the SSEES Postgraduate Administrator. It is very important that you attend for enrolment on the date and at the time specified in the e-mail which you will have received from the Registry. Fees are paid to the Registry. If your fee payment has not been processed at this point, your enrolment is provisional until your fees have been paid. At this stage, you will also collect your Student Identity Card, which is essential for many purposes, including registration in all UCL libraries and the University of London Library. Further information about enrolment can be found here: www.ucl.ac.uk/new-students/

UCL has a student system, known as PORTICO – the UCL Student Information Service. This enables you to take ownership of your own personal data by logging on to PORTICO. You will be expected to edit your own personal data – e.g. update your home and term addresses, contact numbers and other elements of your personal details. Please also alert the Postgraduate Administrator about any changes.

Access is available via the web portal www.ucl.ac.uk/portico/. You will be issued with a UCL User-id and password once you have enrolled. These are the same as the ones used for accessing UCL 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 https://www.ucl.ac.uk/is/helpdesk/. Please remember that your password will automatically expire after 150 days, unless it has been changed. Warnings to re-set it are sent to your UCL email address during a 30 day period prior to the expiry of your password.

Supervision

All research students will have a primary and a secondary supervisor. In some cases, joint supervision can be arranged within SSEES and between SSEES and other UCL Departments. Students should meet regularly with their supervisor(s) to include tutorials, the discussion of previously submitted written work, and other relevant topics. Regular contact is essential for steady progress and a successful outcome. Supervisors fill out termly progress reports on each of their students, which are reviewed by the Head of Postgraduate Research. Should a supervisor be unable for any reason to continue in his or her role, the Head of Postgraduate Research will appoint a new supervisor. Any problems in this area should be communicated to the Head of Postgraduate Research. More information on the responsibilities of students and supervisors can be found in the UCL Code of Practice: http://www.grad.ucl.ac.uk/essinfo/.

The Doctoral School Research Student Log

The Doctoral School Research Student Log provides a framework for recording the stages of progress of all research students and is a mandatory element of graduate research at UCL. Completion of the Log will be
checked at various stages of your programme, including the Upgrade and Submission. The Log allows you to chart your progress through the degree programme, including key supervisions, self-assessments, and the development of academic and transferable skills during your time at UCL. You are strongly advised to make maximum use of the Log throughout your time as a UCL research student. To access the Research Student Log go to: https://researchlog.grad.ucl.ac.uk

The Doctoral School organises Induction Sessions in order to introduce new research degree students to the Doctoral Skills Development Programme and the Research Student Log. The Doctoral School runs three such sessions during the year, but you only need to attend one. For dates and information on how to register, please see the Doctoral School website: http://www.grad.ucl.ac.uk/events/induction.html.

**Training Needs Analysis and Participation in SSEES MA Courses**

SSEES provides a full range of general and discipline-specific research training, and students can augment this training by taking courses offered by the UCL Doctoral School (https://courses.grad.ucl.ac.uk/). New research students must meet with their principal supervisor within the first two weeks of the start of term and complete a **Training Needs Analysis** form, so that any training requirements can be identified. This form should then be returned to the Postgraduate Administrator.

Once training needs have been identified, research students may participate in MA course options taught at SSEES on the recommendation of their supervisor. Please note, however, that regulations prevent MPhil/PhD students from taking part in MA examinations. Attendance is subject to there being sufficient room on the course and the permission of the tutor concerned. For updated information on which courses are running, please see the PGT pages of the SSEES website: http://www.ucl.ac.uk/ssees/current-students/postgraduate.

Though it is expected that research students already possess the necessary level of language knowledge, additional training may also be required. Students may be allowed to take MA language courses, though please be aware that they must participate fully so that their presence is not disruptive to MA students. New languages are available to students with no prior knowledge of the language or of a closely related language. Intermediate and Advanced language training is offered in some languages, though interested students will have to pass a qualifying exam to establish their current level. **If you are interested in language training, please discuss this with your supervisor as soon as possible, as places on language courses are limited.**

**Methods Training for ESRC and AHRC funded students**

Following ESRC guidelines, all students in the social sciences are required to fulfil methods training or provide evidence that such training has been completed elsewhere for assessment.

Students of politics and social science are required to take and pass the following courses during their first year (unless they can demonstrate prior equivalent training):

- SEESGS82 Political Analysis
- SEESGS83 Political Sociology
- SEESGS15 Quantitative Methods
- SEESGS63 Understanding and Analysing Data
- SEESGS45 Qualitative Methods
Students of economics and business are required to take and pass the following courses during their first year (unless they can demonstrate prior equivalent training):

- SEESGS82 Political Analysis
- SEESGS83 Political Sociology
- SEESGS41 Quantitative Methods
- SEESGS46 Advanced Quantitative Methods

Following AHRC guidelines, students of arts and humanities are strongly encouraged to take one or more of the following courses during their first year:

- SEESGS82 Political Analysis
- SEESGS83 Political Sociology
- SEESGS63 Understanding and Analysing Data
- SEESGH07 Historical Methods and Approaches
- SEESGE95 Literary and Cultural Theory

All students may take additional methods courses according to their needs and interests. Options should be discussed with supervisors and marked on the Training Needs Analysis form.

**Induction Checklist**

Below is a condensed list of the basic first steps you need to take during your first two weeks at UCL. If you have any questions or problems, please contact the Postgraduate Administrator.

1. Enrol, obtain UCL password and email
2. Attend SSEES Induction Sessions
3. Attend Doctoral School Welcome Event
4. Meet with principal supervisor and complete Training Needs Analysis Form. Make arrangements to attend any methods or language MA courses as recommended by your supervisor.
5. Register for one of the Doctoral School Research Log Induction Sessions ([http://www.grad.ucl.ac.uk/events/induction.html](http://www.grad.ucl.ac.uk/events/induction.html)).

**Key SSEES Contacts**

**Head of Postgraduate Research**
Dr Felix Ciută  
Room 424, SSEES Building  
Tel: 020 7679 8764  
E-mail: f.ciuta@ucl.ac.uk

**Postgraduate Administrator (Research Degrees)**
Felicity Ward  
SSEES Student Administration Office (Room 341)  
Tel: 020 7679 8775  
E-mail: ssees-research@ucl.ac.uk

Please contact the Postgraduate Administrator for all general enquires in the first instance.
2. Typical Timetable for SSEES MPhil/PhD Students

Part-time students should generally double the periods cited unless otherwise specified (except for the initial induction process and later submission of examination entry papers), though submission may occur after five years of enrolment.

First Week
Meeting with Head of Postgraduate Research (Induction week)
Assignment / Confirmation of Supervisor(s)
Doctoral School Orientation & Introduction to the Research Student Log
Completion of 'Training Needs Analysis' form in consultation with supervisor

Before 1 month
Field of study agreed
Agreement of timetable for supervisory meetings and progress reports
Provision of necessary research equipment and facilities

Before 3 months
Agreement of thesis work plan, research method and timetable as far as the upgrade session
Agreement of and attendance at Skills Programme and making of arrangements for any further required training

By the end of the first 3 months (5 months for part-time students)
Presentation of a Literature Review, highlighting the principal trends in the literature and the leading conceptual problems. Approx. 3000 words.

6 months
Submission and assessment of progress report to supervisor (Research Student Log)

12 months
Application to Head of Postgraduate Research for Upgrade from MPhil to PhD (required of all students at start of second year except those wishing to remain in the MPhil programme)
Schedule of Upgrades for Autumn Term
Agreement of programme with supervisor for second year of study

12-15 months (15-30 months for part-time students)
Upgrade Session for possible transfer of registration from MPhil to PhD

15-18 months (25-40 months for part-time students)
Second Attempt at Upgrade (where necessary) for transfer of registration from MPhil to PhD

24 months
Submission of second year progress report
Agreement of thesis structure and strict timetable for thesis writing

30 months
Entry for examination

36 months – 48 months
Submission of thesis
3. Research Activities at SSEES

Research Centres

Most forms of collective research are run through the School’s Centres. You should look out for notices or notes in your pigeon hole detailing when the Centres whose concerns most relate to your area of studies are planning an occasion. Such occasions range from weekly informal seminars to colloquia with prominent personalities or international conferences or study days. You are encouraged to become involved in the Centres as soon as you have found your way around SSEES and the Directors of the Centres will welcome a visit from you. For their preferred times, please refer to their office hours, or see if you can make an appointment.

Please see the SSEES website for the most up-to-date information on seminars and other research activities organized by the Centres: [http://www.ucl.ac.uk/ssees/research/research-centres](http://www.ucl.ac.uk/ssees/research/research-centres).

Centre for Comparative Studies of Emerging Economies

UCL is hosting the Centre for Comparative Studies of Emerging Economies (CCSEE) to support the development of this research agenda in five broad areas:

1. Institutions, innovation, and growth
2. Financial markets, banking and financial fragility
3. Social exclusion, political participation and migration
4. Natural resources, energy, and security
5. Statistics, in particular for the CEE region

The Centre provides a research environment for UCL faculty and PhD students. Its activities include running a regular seminars series and international workshops, editing a Working Paper Series, and supporting research financially.

The Centre comprises 14 co-investigators and 15 affiliate members from UCL and from universities in the UK and abroad (including Russia, the Czech Republic, Korea, Mexico, etc.). It is hosted and initially funded for 5 years by the UCL’s School of Slavonic and East European Studies.

Website: [http://www.ucl.ac.uk/ssees/research/research-centres/comparative-studies-emerging-economies](http://www.ucl.ac.uk/ssees/research/research-centres/comparative-studies-emerging-economies)

The FRINGE Centre for the Study of Social & Cultural Complexity

The FRINGE Centre explores the roles that complexity, ambivalence and immeasurability play in social and cultural phenomena. A cross-disciplinary initiative bringing together scholars from the humanities and social sciences, FRINGE examines how seemingly opposed notions such as centrality and marginality, clarity and ambiguity, can shift and converge when embedded in everyday practices. Our interest lies in the hidden complexity of all embedded practices, taken-for-granted and otherwise invisible subjects. Illuminating the 'fringe' thus puts the 'centre' in a new light.

Website: [https://www.ucl.ac.uk/ssees/fringe-centre](https://www.ucl.ac.uk/ssees/fringe-centre)
**Post-Soviet Press Group**

SSEES's famous Post-Soviet Press Group (PSPG) provides a weekly opportunity to keep up with developments in the former USSR. We discuss Russia, Ukraine, Belarus, the Baltic States, Moldova, the South Caucasian states and Central Asia, covering a wide range of topics, such as politics, the mass media, business, environment, NGOs, human rights, culture, economics and religion.

Members choose an area of interest to follow and report on and reports are normally provided on the full range of countries. Several guest speakers are normally scheduled each year. In 2012-13, for example, we listened to Elena Zdravomyslova (European University of St Petersburg), Hiroshi Yamazoe (National Institute for Defence Studies, Japan), Vladimir Pastukhov (Institute of Law and Public Policy, Moscow), the Russian poet and dissident Yuri Kublanovskii, and a team from the Polenovo estate outside Moscow.

Website: [http://www.ucl.ac.uk/ssees/research/research-centres/post-soviet-press-group](http://www.ucl.ac.uk/ssees/research/research-centres/post-soviet-press-group)

**Russian Cinema Research Group**

The Russian Cinema Research Group is affiliated to the Centre for Russian Studies and was founded in the autumn of 2002. It draws upon the holdings of the SSEES film collection, on which information can be found at the [http://www.ssees.ucl.ac.uk/videos/intro.htm](http://www.ssees.ucl.ac.uk/videos/intro.htm), and on the expertise of staff working on Russian film in SSEES, UCL and other British universities.

The research group holds regular work in progress seminars and welcomes visiting scholars working in the field. It has hosted over 70 speakers, from the UK, Russia, the USA, Kazakhstan, France, Germany, Spain and Australia.

Website: [http://www.ucl.ac.uk/ssees/research/research-centres/russian-cinema-research-group](http://www.ucl.ac.uk/ssees/research/research-centres/russian-cinema-research-group)

**Seminars, Conferences and Events**

Information concerning the regular seminar series organized in the Centres and Departments, as well as of larger events such as Study Days and Conferences, can be found on notice boards around SSEES, on the News & Events tab of the SSEES homepage and in the weekly yellow information sheet of which copies are available in the Junior Common Room.

You can also check events on the SSEES calendar at: [https://www.ucl.ac.uk/ssees/staff/2015-16-ssees-calendar](https://www.ucl.ac.uk/ssees/staff/2015-16-ssees-calendar)

Postgraduates are welcome and strongly encouraged to attend, free of charge, any of the School’s conferences, seminars or studies days; such events provide a valuable opportunity for you to debate with some of the leading experts in their fields.

**Study of Central Europe Seminar Series**

This seminar series seeks to promote research and teaching on the history, languages, literature, political culture, music, arts and society of those lands once part of the Habsburg Monarchy and the Polish-Lithuanian Commonwealth from the Middle Ages to the present, as well as on German-speaking Europe and the Baltic.

These countries (in their present borders) include Austria, Belarus, Croatia, the Czech Republic, Estonia, Finland, Germany, Hungary, Latvia, Lithuania, Moldova, Poland, Romania, Serbia, Slovakia, Slovenia, and Ukraine.
The approach to the region is multi-disciplinary, comprising history, languages and literature, culture, politics and economics.

Website: [http://www.ucl.ac.uk/ssees/research/research-centres/study-of-central-europe-seminar-series](http://www.ucl.ac.uk/ssees/research/research-centres/study-of-central-europe-seminar-series)

**South-East European Seminar Series**
This seminar series promotes we promote knowledge and discussion of South-East Europe through a variety of events (study days, seminars, briefings, conferences) and also plays host to the Alexander Nash Albanian Studies Programme.

Its activities are supported by the SSEES Library, whose holdings on South-East Europe comprise some 50,000 volumes including, notably, the Moses Gaster collection of old Romanian books, the collection bequeathed by Sir Arthur Evans, the Seton-Watson archive, and the wartime archive of King Zog of Albania.

Website: [http://www.ucl.ac.uk/ssees/research/research-centres/south-east-european-studies-seminar-series](http://www.ucl.ac.uk/ssees/research/research-centres/south-east-european-studies-seminar-series)

**Russian Studies Seminar Series**
Every year, as part of the Russian Studies Seminar Series, SSEES presents a number of mini-series and one-off events (including the 'Modern Russian History Series' and 'Культура и общество современной России') which provide a forum for profiling cultural, historical, linguistic, literary and social sciences research into Russia, past and present. It promotes knowledge and discussion of Russia in the broader academic community and with the public at large.

Website: [http://www.ucl.ac.uk/ssees/research/research-centres/russian-studies-seminar-series](http://www.ucl.ac.uk/ssees/research/research-centres/russian-studies-seminar-series)

**eMigrating Landscapes Seminars**
The eMigrating Landscapes Project aims at conceptualizing and presenting various cultural, literary and artistic perspectives on emigration, migration and displacement of border crossings.

It is also the online platform for seminars on Contemporary Emigration and its Literary and Artistic Representations.

Organised by Dr Urszula Chowaniec and UCL SSEES, with the co-operation of Off_Press, Polish Cultural Institute, UCL European Institute and friends, eMigrating Landscapes has been created with the aim of initiating and stimulating transnational, transcultural and transdisciplinary dialogues on emigration and migration, displacement and the crossing of numerous borders.

Website: [https://www.ucl.ac.uk/ssees/research/research-centres/index/edit/emigrating-landscapes-seminars](https://www.ucl.ac.uk/ssees/research/research-centres/index/edit/emigrating-landscapes-seminars)

**The Research Student Seminar Series**
SSEES runs two Postgraduate Research Student Seminar Series, one for Arts & Humanities students and the other for Social Sciences Students. All research students are expected to present their work at the relevant seminars. Students may choose different kinds of presentations, from a more informal discussion of the project and its methodology to a polished paper. Details of upcoming seminar events will be sent to you via email, and further information about the seminar series can be found here: [http://www.ucl.ac.uk/ssees/research/research-centres](http://www.ucl.ac.uk/ssees/research/research-centres).
Involvement with Publications

**The Slavonic and East European Review (SEER)**
Founded in 1922, *SEER* is the oldest English-language journal of its kind. It is published quarterly for the School and is managed and edited by an Editorial Board comprising academic staff from the School and from other British universities, and an Editorial Secretary.

Articles on the languages, literature, history and societies of Russia and Eastern and Central Europe are complemented by a large review section. *SEER* receives from publishers 400-500 books a year, and the editors are always keen to hear from anyone interested in becoming a reviewer. A questionnaire for would-be reviewers is available from the Editorial Secretary, Barbara Wyllie b.wyllie@ssees.ucl.ac.uk.

**Central Europe**
*Central Europe* publishes original research articles on the history, languages, literature, political culture, music, arts and society of those lands once part of the Habsburg Monarchy and Poland-Lithuania from the Middle Ages to the present. It grew out of *The Masaryk Journal*, established by Katya A. M. Kocourek, then a postgraduate student of the School. The current editors are Dr Egbert Klautke and Dr Peter Zusi and more information can be found on their webpage at https://www.ucl.ac.uk/ssees/publishing/index/edit/central-europe.

**Slovo: a Journal of Contemporary Russian, East European and Eurasian Affairs**
*Slovo*, edited and managed by postgraduate students at the School, is an online journal which discusses and interprets contemporary Russian, East European and Eurasian affairs in an historical, political, social and cultural context. The journal provides a forum in which new ideas and interpretations of significant issues can be presented in an analytical rather than empirical form. The chief aim is to provide space for research students’ work, but contributions from academic staff are also welcome. *Slovo* is a refereed journal and is respected worldwide; it gives many postgraduates the opportunity of publishing their academic work for the first time.

Any postgraduate interested in contributing articles/reviews or in assisting with the editing and production of the journal should contact the editors via the *Slovo* pigeonhole in Room 261 or e-mail slovo@ssees.ucl.ac.uk.

4. SSEES Safety Policy and Arrangements

**Code of Practice**

The attention of all UCL employees is drawn to their legal responsibilities, under Section 7 of the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and all others who may be affected by their acts and omissions, and to co-operate with UCL in enabling UCL to discharge its legal duties with regard to health and safety by complying with this Policy. It shall be a condition of registration of students and the terms of attendance of academic visitors that they also co-operate with UCL by complying with this Policy. In particular, in the event of a fire alarm sounding in a UCL building, all staff, students and visitors must evacuate the building and only re-enter upon the instruction of the UCL Fire Officer, members of Security, or the senior Fire Brigade officer in attendance.

**SSEES Safety Policy**

The statement of Safety Policy describes the organizational structure for health and safety management in SSEES. A copy is displayed on the Main Safety Notice Board (fourth floor auxiliary-lift foyer). The documents are reviewed regularly in consultation with the UCL Area Safety Officer to conform to Policy and Arrangements issued by the UCL Health and Safety Management Team.

Any queries or concerns should be directed to the SSEES Safety Officer or Departmental Safety Representative who will take appropriate action and bring the concern to the attention of the SSEES Health and Safety Committee.

Mukesh Hindocha – 4th floor, Room 410, 020 7679 8803

**Emergency Situations**

1. **Fire**

All staff and students must familiarise themselves with exit routes and assembly areas to be used in the event of fire. Fire notices providing this information are prominently displayed throughout SSEES premises. Fire doors must not be wedged open at any time. Corridors should be kept clear and not used for storage of excess furniture or equipment.

If you discover a fire:

- Phone 222
- Evacuate the premises via fire escapes (do not use lifts)
- Proceed to the designated Assembly Point as indicated on Fire notices or directed by Fire Marshals

In the event of the Fire Alarm Sounding:

*Ensure that any persons under your supervision leave immediately via designated fire escape routes*

- Lifts should not be used under any circumstance. Any person unable to leave the building by means of stairs should be escorted to a designated fire refuge/call point as far away as possible from smoke and fire. A Fire Brigade officer or Fire Marshal in attendance must be informed immediately of their location.
2. Accidents

In the event of ill health, accident or injury at work the following action should be taken:

**Major:**
- Phone 222
- State location and telephone number
- Give details of Accident
- Obtain assistance from nearest First Aider

**Minor:**
- Obtain assistance from nearest First Aider, or
- Escort the person who needs medical attention to the UCL Hospital Accident & Emergency Department, Grafton Way, London WC1E 6AU **Tel: 0207 388 7215 (A&E Direct Line)**

**First Aid**

The following SSEES staff are qualified to administer First Aid:

<table>
<thead>
<tr>
<th>First Aiders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claudia Roland – Room 409, Ext. 28754</td>
</tr>
</tbody>
</table>

First aid boxes are held at the following locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Issue Desk</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSEES Library</td>
<td>28701</td>
<td></td>
</tr>
<tr>
<td>SSEES Administration</td>
<td>28800</td>
<td></td>
</tr>
<tr>
<td>SSEES Administration Office</td>
<td>28770</td>
<td></td>
</tr>
</tbody>
</table>

**Accident Reporting**

All accidents occurring within SSEES premises, or arising from SSEES activities, must be reported using the standard UCL Accident/Incident Report Form. It is also important to report incidents and near-miss accidents so that an investigation can be carried out and appropriate controls put in place at the earliest opportunity. Forms are available from Rooms 341 and 409.

**Smoking, eating and drinking**

UCL operates a **NO SMOKING** policy and, accordingly, smoking is not permitted in any part of the SSEES premises. Eating and drinking is allowed where it is reasonable to do so. A manager may specify special areas where eating and drinking are not allowed. Please note that there are special rules that apply to SSEES Library areas and these must be observed.
5. Student Welfare and Support

UCL Student Support and Wellbeing Services

UCL Student Support and Wellbeing Services (SSW) provides information, advice and welfare support for all registered students, including delivery of related student events. Please visit the UCL SSW website for further information: http://www.ucl.ac.uk/srs/our-services/student-support-and-wellbeing.

Personal Problems

If you are experiencing problems of a personal nature, you can also speak to your supervisor or another member of the academic staff, in particular if you feel the problem may take some time to sort out and affect your work. Academic staff will not, however, be able to offer you more specialist help – you will need therefore to find help from an appropriate source. UCL offers a counseling service for any student who feels that they would benefit from it. Appointments to see the counselor can be made at the UCL Student Psychological Services http://www.ucl.ac.uk/student-psychological-services/index_home.

Health Problems

You are advised to register with the University College Health Centre at 3 Gower Place on arrival at SSEES. The Health Centre provides medical assistance and can also help in cases of stress or with psychological problems http://www.gowerstreetpractice.org.uk/

The UCL Students’ Union

The UCL Students’ Union is run by students for students. As well as providing the focus of student social life in the College, the Union offers a wide range of services and can provide guidance and practical assistance. At SSEES you have your own site Executive and this includes a student Welfare Officer. UCL Union, 25 Gordon Street Tel 020 7679 2500 http://www.uclunion.org/postgraduates/