



UCL

UNIVERSITY COLLEGE LONDON

DEPARTMENT OF ANTHROPOLOGY

MPHIL/PHD HANDBOOK

2018/2019

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Section 1: About the Department

The Department of Anthropology belongs to the Faculty of Social and Historical Science and is subject to its regulations. The Department is led and managed by the Head of Department, Prof. Susanne Kuechler. Overall responsibility for the progress and behaviour of all graduate students in the Department is shared between the Head of Department and the Director of Graduate Studies, Dr. Allen Abramson.

1.A Calendar for 2018-19

First Term	Monday 24 September 2018 – Friday 14 December 2018
Second Term	Monday 07 January 2019 – Friday 22 March 2019
Third Term	Tuesday 23 April 2019 – Friday 07 June 2019

Anthropology operates reading weeks. Reading Weeks are the weeks beginning Monday 05 November 2018 and 11th December and weeks beginning Monday 11 February 2019 and 18 March 2019.

Christmas College Closure	Close 5.30pm Friday 21 December 2018
	Open 9.00am Wednesday 2 January 2019
Easter College Closure	Close 5.30pm Tuesday 16 April 2019
	Open 9.00am Tuesday 23 April 2019
Bank Holidays	Closed - Monday 06 May 2019
	Closed - Monday 27 May 2019
	Closed – Monday 26 August 2019

1.B Members of Staff with Departmental Roles Relevant to Graduate Studies

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1.C Location of Department, Facilities Available and Access Arrangements

The Department of Anthropology is located at 14 Taviton Street, adjacent to the main campus, where much of your work will be done. However, lectures or large classes you might attend may be held elsewhere in College.

Our dedicated facilities for graduate research students (MPhil and PhD) are located on the ground, first and third floors of the Anthropology building. These include:

- a. A **Student Common Room** (ground floor).
- b. There is **Desk Space** for MPhil/PhD research students on the first and third floors of the building in Rooms 127, 325 and 326. Priority is given to first year students for 127 and for writing up students for 325 and 326. Hot desks are available in rooms 325 and 326 for those who work less frequently in the department. Those who use hot desks are welcome to use a locker. Please contact the PhD Administrator to get a key. There is a £10 deposit that will be returned when the padlock is returned. Lockers must be cleared out prior to fieldwork and/or by 1st September 2018. Those who have not returned locks and who have left for the field or received an allocated desk will have the locks cut off and items donated.

These are your spaces and rooms. Please take care of them and keep them clean and tidy. The rooms are intended for quiet writing so please be considerate of others. Please also note that smoking is not allowed in the common room or anywhere else in the building, or in the internal courtyard.

The Departmental building at 14 Taviton Street is accessible to research students using their ID cards during normal teaching hours from 0900 until 1700 weekdays. Your student ID card will also be necessary to gain entrance outside these hours or over the weekend. These hours are Monday-Friday 0800-0900 and 1700-2300, and Saturday and Sunday 0800-2100. No students or staff are allowed to stay in the building beyond 2300 weekdays and 2100 at weekends. UCL Security checks rooms each night and locks the main entrance after 2300 on weekdays and 2100 on weekends.

Apart from our own departmental facilities there are more than 20 public computer clusters around the university. You will receive details on using these clusters at the Doctoral School orientation at the beginning of term. For more information and any difficulties in relation to computer usage, please contact the Information Systems Help Desk.

1.D Trouble-shooting

Students suffering serious academic problems, or experiencing personal problems affecting their academic performance, may refer their problems or be referred to the Department Graduate Tutor (DGT). However, the first port of call for students with problems are their first and/or second or co-supervisor. In cases involving possible interruption or termination of studies, the DGT may refer students to the Faculty Tutor for Graduate Students. Most often, problems are sorted out by students and their supervisors.

There are excellent counselling facilities available in college and advice for certain problems may also be sought through Student Psychological Services and the UCL Students' Union. The DGT can provide additional information in relation to these sources of help. You also should consult the college prospectus for Graduate Studies for information on health care and student welfare.

The college has a committee to oversee Equal Opportunities policy and issues. The Departmental Equal Opportunities Liaison Officers are Rikke Osterlund (r.osterlund@ucl.ac.uk) and Jolanta Skorecka (j.skorecka@ucl.ac.uk). Please feel free to consult them in total confidence if problems arise.

1.E Sources of Information

The UCL website carries all official information relevant to studying at UCL. See <http://www.ucl.ac.uk/students>. The main sources of information regarding your course of study in the Anthropology Department are:

1. The Departmental website <http://www.ucl.ac.uk/anthropology>
2. UCL Regulations in the Academic Manual http://www.ucl.ac.uk/ras/acd_regs
3. UCL Student Handbook issued each year to students and available from the Student Centre.
4. The Doctoral School Information booklet available from the Doctoral School (<http://www.grad.ucl.ac.uk>)
5. The Doctoral School Code of Practice for Graduate Research Degrees booklet issued each year to students and available at <http://www.grad.ucl.ac.uk/codes/>
6. Letters sent to individual students.
7. Information relating to Departmental activities, grants, job openings, etc. is distributed via e-mail. **It is therefore essential that you check your UCL e-mail account regularly and ensure your password is up-to-date, particularly when in the field.**
7. Notice boards in the Common Room and in the foyer.

1.F Contact

Students should ensure that they are immediately contactable by members of staff, and particularly by their supervisors, so that important messages can be passed on to them. Email and telephone are the preferred modes of contact. Students are therefore required to ensure that term-time addresses and contact numbers are kept up to date on Portico at all times.

Please do not ask staff to e-mail you on other accounts as this is against UCL policy.

If you change your address, you must update your details online at

<http://www.ucl.ac.uk/portico>

During registration week, please arrange a means of contacting your primary/first supervisor and agree a regular schedule for supervision. Your supervisors should notify you of their office hours. Ensure that you are aware of the e-mail addresses of your supervisors and others relevant to your research and study at UCL. All staff e-mail addresses are available on the department website www.ucl.ac.uk/anthropology.

1.G Library Facilities

The anthropology library is housed on the second floor of the DMS Watson Library, opposite Foster Court.

You should also be aware of the following relevant libraries:

- a. For general Anthropological topics: The Senate House Library on Malet Street
The British Library at St. Pancras
- b. For Regional Area Studies:
The School of African and Oriental Studies (SOAS)
Library on Thornough Street
The Institute of Archaeology Library in Gordon Square
The Centre for Anthropology at the British Museum, which houses The Royal Anthropological Institute Library.
- c. For Biological Anthropology topics:
The Natural History Museum Library in South Kensington
The Library of the London School of Hygiene and Tropical Medicine in Keppel Street.
The Library of the Zoological Society of London in Regents Park

There are also map libraries in the Department of Geography at UCL and at SOAS.

PHOTOCOPYING: All the Library's staffed sites have self-service photocopying facilities, operated by cards.

1.H Plagiarism

Students should take note that University College and the Department of Anthropology have strict rules regarding plagiarism. This is outlined in the following statement from the UCL's General Regulations:

"Plagiarism is defined as the presentation of another person's work, thoughts, or words, or artefacts, or software as though they were the student's own. Any quotation from the published or unpublished works of other persons must therefore be clearly identified as such by being placed in quotation marks, and students should identify their sources as accurately and fully as possible. A series of short quotations from several sources, if not clearly identified, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally if a student summarises another person's ideas or judgements, figures, diagrams, or software a reference to that person in the text must be made and the work referred to must be included in the bibliography".

You should note that UCL has signed up to use an electronic detection system (Turnitin) to scan work for evidence of plagiarism and the Department uses this for assessed work. This system gives access to millions of sources worldwide, including websites and journals, as well as work previously submitted to the Department, UCL and other universities.

UCL policy states that recourse to the services of "ghost-writing" agencies, for example in the preparation of essays or reports, or of outside word-processing agencies which offer "correction/improvement of English" is strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty which may involve expulsion.

1.I Seminars

There are at least eight separate seminar series that are available to graduate students in Anthropology, offered by the different sub-sections. You will receive detailed advice from your supervisor as to which seminars are compulsory and/or appropriate for your particular course of study. Note that although these seminars are divided by title according to the conventional

categories of the Department, it is recognised that certain research topics may not easily fit these categories. It may, for example, be agreed with the supervisor that a student doing research in Human Ecology studies should on occasion attend the Social Anthropology rather than the Biological Anthropology seminars.

It is an expectation of your work as a graduate student that you regularly attend the seminar most relevant to your course of study and that you send a note of apology to your supervisor and/or the seminar convenor when you cannot attend.

1. SOCIAL ANTHROPOLOGY SEMINAR:

These are held on Wednesdays from 11.00am to 1.00pm in the Daryll Forde Seminar Room. All Social Anthropology staff and graduates are expected to attend. They provide an opportunity to hear about the research being carried out in the Department and from leading international figures in Anthropology. Graduates may also expect to be asked to present a seminar towards the end of their writing-up or after completing.

2. MEDICAL ANTHROPOLOGY SEMINAR:

These are held on Thursdays from 4.30pm to 6.00pm in the Daryll Forde Seminar Room. All Medical Anthropology staff and graduates are expected to attend. They provide an opportunity to hear about the research being carried out in the Department and from leading international figures in Anthropology. Graduates may also expect to be asked to present a seminar towards the end of their writing-up or after completing.

3. BIOLOGICAL ANTHROPOLOGY SEMINAR:

These are held on Tuesdays from 4.30pm to 6.00pm in the Daryll Forde Seminar Room. All Biological Anthropology staff and graduates are expected to attend. The seminars are normally devoted to topical themes in Biological Anthropology and, as well as experts in related fields, established British and overseas anthropologists are invited to deliver these seminars.

4. MATERIAL, VISUAL AND DIGITAL CULTURE SEMINAR:

These are held on Mondays from 5.00pm to 6.30pm in the Daryll Forde Seminar Room. All Material Culture staff and graduates are expected to attend. They provide an opportunity to hear about the research being carried out in the Department and from leading international figures in Anthropology.

5.. RESEARCH & DESIGN BOOTCAMP (TERM 1) & RESEARCH, DESIGN & PRESENTATION SEMINARS (TERM 2)

Running in Term One Wednesdays 9.30 to 11.00am in Foster Court Room 112. The time and dates for Term 2 are to be confirmed. These seminars are the prime forum in which students explore the design and effective implementation of doctoral research and present their research project to their peers as it begins to evolve. Discussions and presentations are informal and the seminar should be used as an opportunity for sharing and discussing problems. It is the usual forum for preliminary presentation of drafts of MPhil/PhD research proposals before their formal presentation for upgrade (from MPhil to PhD). A "polished" paper is less useful here than a presentation which makes explicit the alternative interpretations or problems going through your mind, since the latter allows for more helpful and effective discussions. NOTE: this seminar series is a vital part of the graduate programme and attendance by **first year MPhil/PhD students from all sub-sections is compulsory**. A written explanation of any failure to attend should be provided to the supervisor and course convenors.

6. THESIS WRITING SEMINAR:

This seminar held weekly on Wednesdays (Term 1 and 2) from 2.00 to 4.00pm. Please enrol in the ANTHTWS Moodle page, which will include room information. The seminars are for all non-Biological Anthropology post-fieldwork students and provides a forum of constructive critical discussion of students' on-going work and drafts of chapters. Attendance is required of all non-

Bio Anth post-fieldwork thesis writers. Students are expected to present thesis chapters on a regular basis (usually every six to eight weeks).

7. SPECIALIST RESEARCH GROUPS:

In some areas, such as Human Ecology, there is an informal but regular meeting of HERG (Human Ecology Research Group) where staff and graduates meet to present work in progress and to discuss current developments in the field. Throughout the year all staff and graduates (MPhil, MSc and PhD students in residence) are expected to make a contribution. In the case of Human Ecology, this group takes on the role of research, design and presentation as well as of thesis writing seminar. You must have the permission of your supervisor to attend and email your supervisor and HERG organisers if you cannot attend.

8. COMBINED SEMINAR SERIES:

The department will be hosting a number of exciting events during the academic year 2018/19, designed to bring the department together and to invigorate debate on key issues in anthropology across the sections. The events will consist of the Mary Douglas Memorial Lecture, three international speakers invited to joint Departmental seminars on three Wednesdays during lunchtimes and the Daryll Forde Memorial Lecture. Please check the notice board in the foyer for confirmed dates, times and locations. All postgraduate students in residence are expected to attend.

NOTE: We take your attendance and participation at research, writing up and research design seminars very seriously at UCL. This is for your benefit as interaction with and feedback from your peer group is a major part of your research. Failure to participate fully may affect both your academic progress and your chances in gaining departmental bursaries, desk space and academic testimonials. For those on Tier 4 visas, all seminars and research events can be noted as being 'engaged' when you fill out the Engagement Monitoring link for each checkpoint.

1.J The Graduate Student Committee

The Graduate Research Student Committee organises academic and social events and is also the conduit for communication between the staff and the graduate students. All matters relating to conditions of graduate research in the Department are discussed.

Graduate representatives for the Staff-Student Committee will be elected by the Graduate Student Committee. Representatives will also be chosen to attend and present graduate viewpoints at open sessions of the regular Departmental Graduate Research Committee and Staff meetings.

1.K Record Keeping

- 1 **PORTICO**, accessible from UCL's homepage, is the official on-line record keeping system of UCL. You will find your personal record by logging in with your username and password. This should be kept up-to-date by you in terms of contact details – address/addresses, telephone number(s) and email address.
- 2 **The Graduate Student Research Log**, also called the e-log, provides the foundation for UCL record keeping and for the documentation and self-evaluation of skill development and the progress of their doctoral research and write-up. Students must use their Graduate Student Research Log to record every meeting with their supervisor and to keep a detailed record of their progress throughout the MPhil/PhD programme. Students cannot upgrade from MPhil to PhD, nor can they submit their final thesis if their e-Log is not complete and up-to-date. Further information

about the e-Log is available from the Doctoral School website. See also Section 3 of this handbook.

1.L Social Life

A party for postgraduate students and staff is held at the beginning of each academic year. Graduates are welcome to participate in parties organised by the undergraduate students (usually around Christmas and at the end of the year), but also to organise their own with departmental permission and support. It is also usual for students to gather for a drink and social time after seminars and on occasions where we take the speaker to dinner as a group. This is an excellent opportunity to interact informally with staff, visiting researchers and fellow students, and you are encouraged to go along.

1.M Grants and Information about Sources of Financial Assistance

Information about sources of funding can be found on the UCL website – either via the Scholarships pages - <http://www.ucl.ac.uk/prospective-students/scholarships/scholarships/graduate/> or the Doctoral School - <http://www.grad.ucl.ac.uk/funds/>

- A. Studentship Funding: UK students should be aware of the various available research council studentships (such as **ESRC, NERC, AHRC, LAHP**) as well as funding from the **Wellcome Trust**. UCL also offers a **Doctoral School Research Scholarship** (open to home, EU and overseas students). Please contact the Doctoral School for further information. Please note that some of these studentships are only available to incoming 1st year graduate students and current students cannot apply.
- B. Hardship Funds and Access Funds: The College has an allocation of money for the provision of assistance to full-time UK students experiencing financial difficulties (Access Funds). Details are available at <http://www.ucl.ac.uk/current-students/money/bursaries/hardship>
- C. Overseas Students: Overseas students should be aware of the **Overseas Research Scholarships** (ORS) and various Commonwealth and EU scholarship awards. Further information can be obtained from the Scholarships webpage.
- D. Funds for Conference attendance
 1. The department provides some funds to present at conferences. Priority is given to those who do not have research council or other grants that provide conference funding. Please check the details of your grant before applying for the departmental funds.
 2. There will be three annual deadlines for applications. These should be submitted electronically to Departmental Manager, Rikke Osterlund at r.osterlund@ucl.ac.uk Students will receive email notification of funding decisions soon after each deadline. The deadlines in 2018/19 are:
 - Fri 14th December 2018
 - Fri 22nd March 2019
 - Fri 7th June 2019

3. A minimum pot of £2,000 is available at each deadline. Money which is unspent at one deadline will roll over into the next funding period. Students will normally receive a maximum of £600 per application.

- E. Funds for fieldwork expenses are available from a number of sources and for various amounts. Some of the most common sources of funding are: the Horniman Museum Grants, the Wenner Gren Foundation, The Ruggles-Gates Fund (Biological Anthropology), the Leakey Trust and the Leakey Foundation (Biological Anthropology), The Parkes Foundation (Human Ecology). Please check the relevant websites.

- F. Bench Fees. Students on ESRC, and some other grants, receive an annual research support grant to pay for expenses associated with their research but the funds and the fieldwork budget must be approved by the research council before commencing fieldwork. Expenditure of this money must also have the approval of the Head of Department and supervisor BEFORE any expenditure is made. The Head of Department will not normally approve retrospective payments or payment of expenses that fall outside of the remit of the award. Please consult the information supplied to you by the ESRC or other relevant funding body.

1.N Opportunities for Paid Employment in the Department

The Department has a well-developed teaching assistant programme and there are opportunities for graduate students to run tutorial groups for introductory courses or to act as demonstrators in the laboratory-based courses. Opportunities are advertised via e-mail to the graduate students each May/June for the following academic session. Teaching assistant positions are normally not available to students who have not yet completed fieldwork. Supervisors must give approval and verify that the student is on course to submit their thesis on time. Most teaching assistant roles are generally for one term only. Please note that payment is on the college-agreed hourly rate. These positions are designed to supplement student income and provide teaching experience. It is unlikely that any student will be able to fully support themselves on the basis of the number of teaching hours that the Department will be able to provide.

NOTE: For all of the above opportunities, preference will be given to those students who fully participate in the general life of the Department and attend research and writing up seminars.

For students with tier 4 visas the 20 hour per week maximum is for all work, i.e. both for the department and externally and includes paid work, unpaid work voluntary or otherwise and internships. Postgraduate Research students are required to be in continuous attendance. For students who are Tier 4 visa holders, this means that you will continue to be restricted to term-time levels of permissible hours of work, paid or unpaid for the duration of your programme. Vacation time is considered by prior agreement with your supervisor and PGR Coordinator or following a viva with no more than minor corrections.

Section 2: Registration

Graduates are initially registered for the MPhil when they begin their studies and transfer to PhD candidacy subject to formal upgrading. They will be registered in the Faculty of Social and Historical Sciences.

PERIOD OF REGISTRATION: The following information applies equally to privately funded students and students on grants.

1. **Normal Requirements:** A PhD in Anthropology will normally take between 3 and 4 years of full-time study (or the part-time equivalent of between 5 and 7 years). Students will normally be expected to pay fees for 3 years of full-time study (or the part-time equivalent), after which they

would be expected to enter into in their 'Writing-Up Year' (Continuing Research Status – CRS) during which no fees are charged.

2. **Residency Requirements:** Both full-time and part-time students are required to be in residence at college for a minimum of 9 months. They must be in residence for a minimum of 3 months before taking study leave (and going into the field) and must also be in residence for a minimum of 3 months after returning from study leave. These are UCL regulations and minimum amounts. It is very rare for an MPhil to be able to upgrade and start fieldwork after only 3 months.
3. **Supervision and Assignments in Term One of the First Year:** Students and supervisors should meet as early as possible at the start of Term One in the first year to (a) pre-arrange meetings (weekly initially and then usually fortnightly); (b) discuss research strategy; (c) choose a second or co-supervisor (see section on Supervision below) and (d) agree a writing plan for Term One. This should entail at least two pieces of relevant writing exploring literature on the general theme of the research and relevant literature on the particular region. Where a student fails to complete these assignments, meetings with the supervisory team and DGT will usually take place in January to agree a suitable strategy.
4. **Research Proposal and Upgrade:** After 9 months of MPhil full-time registration, students are expected to upgrade to PhD following submission of a research proposal and a successful viva examination (see below). The upgrade can take place after 12 months where completion of the research proposal has been delayed and with supervisor and DGT permission. Part-time students need to upgrade within 18 months. In cases where an upgrade has not passed after two attempts, students automatically remain registered for the degree of MPhil only. Please see UCL's Academic Regulations for research students for the upgrading procedure.
5. **Study Leave:** After receiving permission to proceed to fieldwork and before leaving for the field, students must apply to the Registry for 'Study Leave' and inform them of their dates of intended absence. For both home and overseas students, fees payable while on study leave are half the normal home full-time fees (or part-time equivalent).
6. **Fieldwork** Students normally spend between 12 -15 months in the field plus an extra 6 months if they receive a language-learning grant that covers the cost of the extra time and officially extends their submission date. Students must check with their funding organisation to see if they are allowed to extend the submission date based on language training because not all allow for this. Students may spend up to 15 months in the field with the permission of their supervisors but NOT if they upgraded after 12 months rather than the standard 9 months. Students undertaking biological anthropology research may instead have multiple, but shorter, periods of time in the field, as arranged and approved by their supervisor.
7. **Reports from the Field** Whilst in the field, students should stay in regular contact with their supervisors. Typically, students and the supervisory team should communicate on a monthly basis and more frequently in the early stages of the project. Students should send substantial reports to their supervisors, ideally once every three months. If the fieldwork or the student's welfare appear to be faltering, the Department may request that the student return early from the field. If the project is located in an area deemed 'at risk' by the various governmental travel advice websites, brief contact – by text or email - should be made on a weekly or fortnightly basis. All students must update the e-log while in the field.
8. **Submission Date** PhDs in Anthropology at UCL have to be completed within 4 years of registering for an MPhil/PhD and students should ensure that they complete as comfortably as possible within this period. Submission dates can be extended in some cases of illness and serious personal circumstance. Failure to submit on time involves financial costs imposed by UCL between £590 to £2380 for 2018/19 and are increased each academic year. Please see the following website for information in advance of your submission date:
www.ucl.ac.uk/students/exams-and-assessments/research-assessments/extension-fees. Failure

to submit on time also diminishes the Department's reputation for excellence within UCL and with the research councils. Completion on time typically means (i) upgrading after 9 months (ii) spending 12-15 months in the field; (iii) aiming for nearer 80,000 words rather than the limit of 100,000 words and (iv) completing a first draft of the dissertation within a year of fieldwork (15 months after returning from the field at the latest).

Section 3: Tracking your Progress with the Graduate School E-Log

At the start of the MPhil year, all students are expected to draw up a specific work programme. This will be agreed at a meeting during supervision week (first or second week of term) when both supervisors and the student will be present. It must be noted in the Graduate School e-Log, and completed **by the end of the second week of the term. At least two pieces of writing must be agreed upon for Term One (see below) and noted in the e-log.** Subsequently, students should meet with their supervisors and complete Section B of their e-log at the following stages of their research programme: **3 months, 6 months, 9-12 months, 12-21 months, 24 months, 36 months, and then prior to the examination of thesis (around 30-40 months).** Upon returning from the field, students and supervisors should enter a timetable for writing-up in the e-log that ensures the student completes comfortably within the permitted four years (or longer if extensions have been officially agreed).

IT IS VITAL THAT THESE SECTIONS ARE COMPLETED AFTER EACH MEETING, AS THEY MAKE UP THE BULK OF YOUR STUDENT RECORD.

STUDENTS WILL NOT BE UPGRADED TO PhD IF ANY SECTIONS OF THESE RECORDS ARE INCOMPLETE.

Information that should be included in Section B involves:

1. Specifying which methodology courses the student is expected to attend. An outline of courses made available by the Doctoral School can be found at <https://doctoral-skills.ucl.ac.uk/index.pht>. In addition to methodology training, all students are required to attend seminar series such as the ResDes Bootcamp, Research Design & Presentation, and the research seminars as appropriate to their specific field.
2. When the student may be expected to give presentations to Res Des & Pres and the Thesis Writing Seminar, draft research proposals and chapters to their supervisors, and drafts of the thesis as a whole.
3. Identifying possible logistical requirements such as obtaining research permissions, language training or data processing training.
4. Specifying any particular programme of study specific to the student's own needs or the special requirements of his/her planned research. Such particular programmes and any other special needs in regard to supervision are normally worked out between the student and their supervisor in planning the course of study (see Section 5 "Supervision").

Section 4: Outline of the Academic Programme

Graduate Research in the Department of Anthropology is divided into three main sections:

1. The pre-fieldwork stage (9 months for full-time and 18 months for part-time)

2. The ethnographic fieldwork stage (12-15 months of data-collection usually involving fieldwork, laboratory work or intensive museum work)
3. The writing-up stage (normally 2 years)

The pre-fieldwork stage is devoted to preparation for field, museum or laboratory research and culminates in preparation and presentation of the research proposal for upgrade. Preparation for research normally includes extensive bibliographic research during which students design their specific research project in relation to the theoretical issues in the discipline. These findings are condensed into at least two substantial pieces of writing in term one. Students are required to take training in appropriate general anthropological research methodology and to attend courses relevant to their research area. They also attend ResDes Bootcamp in term 1 and Research Design and Presentation (ResDesPres) each week in term 2. In addition, there may be special preparations specific to their fieldwork area such as language training, gathering information, relevant research documents and permissions necessary to enter their chosen fieldsite or use desired collections. During this time students should attempt to initially draft one or two preliminary dissertation chapters, for example a literature review of their subject area and an outline justification of proposed methods.

Preparation culminates with the student's presentation of his or her research proposal, which is a full-scale detailed research proposal document (limit: 10,000 words for social and material culture topic. Word limit for biological anthropology topics is by agreement with the supervisor). The proposal should contain background information, problems, aims and methods of the proposed research, the ethnographic setting of the project and indicate how the project will contribute to the larger issues of the discipline. This proposal is normally expected to be completed 9 months after the student is first registered. The proposal is chaired and examined by the student's Secondary Supervisor and at least one other member of staff other than the student's Primary Supervisor. Other staff members including the Primary Supervisor may be present at the viva, which takes the form of questions to the students and usually lasts 1 hour. If the proposal passes then student's registration changes to PhD and the student may proceed to fieldwork subject to ethics approval and risk assessment. If it fails, a second viva is organised for the end of September. UCL allows only two attempts at upgrade, after which students research and present a shorter dissertation for the degree of MPhil (maximum word-length of 60,000 words). Where students have permission to proceed to the field before they have completed 12 months' registration, a subsequent field report is normally required at the 12-month stage before the upgrading to PhD can take place.

No student is permitted to proceed to his or her main period of fieldwork or research work without first submitting his or her research proposal.

The research stage normally consists of one year to 15 months spent in full time research in the field. Occasionally, or for certain biological projects, this may consist mainly of museum or laboratory research, or multiple shorter fieldwork trips to collect data. Depending upon the funding agency, special provision may be given for particular circumstances such as learning a hard language, which may result in an extension of the field period of up to 6 months. All extensions for any reason (e.g. hard language, maternity leave) must be formally approved by the Department, the Registry and the funding body, where appropriate. Supervisors and/or the Director of Graduate Studies will help to arrange this. Upon completion of fieldwork, the student must return to the university and may be required to pay fees for **at least one term** before entering the writing-up year.

The **writing-up stage** is devoted to completing the writing-up and submission of the thesis. This is normally expected to take 18 months to two years regardless of any extension of the field period. Some students are able to complete this within 12 months.

Section 5. Supervision

Supervisors advise and encourage students with their work, communicate and meet with students and offer feedback in order to facilitate their progress towards their degree.

1. Principal, Second and Co-Supervisors All students have a **principal supervisor** who should be known to them on their admission to the course as an agreed supervisor must be in place for an application to be accepted. All students also have a **second supervisor** who will sometimes have been agreed before admission. In the majority of cases, the second supervisor should be selected after discussions between the principal/primary supervisor and the student as soon as possible in the first term of study and by the end of Term One at the very latest. Usually the second supervisor is chosen for their particular expertise in a field relevant to the student's project, complementing the expertise of the principal supervisor.

Most of the supervision is usually undertaken by the principal supervisor with the second supervisor available for consultation when the first supervisor is away or otherwise unable to help. In these cases, it is not expected that the second supervisor will read all of the student's draft proposals, reports and chapters. His or her chief roles are to (a) offer back-up where the principal supervisor is unable to discuss work and read drafts on a regular basis for a relatively short period of term; (b) to organise and head the Upgrading Panel in year one; and (iii) to read the penultimate draft of the dissertation some months before submission. This is not to say that student and second supervisor shouldn't meet to discuss aspects of the thesis and, indeed, it is advisable that they do.

Sometimes a student will have a **co-supervisor** rather than a second supervisor. This will occur where no single academic member of staff possesses sufficient expertise to supervise the particular project but where, between them, the two members of staff can contribute wholly expert supervision. Both supervisors will normally read all of the student's drafts and meetings may be held with both supervisors. In such cases, a third academic member of staff must be found to organise and chair the upgrading panel. One of the co-supervisors will be primary supervisor with official responsibilities for the student's progress, well-being and assessment.

2. Supervision: Feedback, Frequency and Alternative Arrangements Supervisors require **written work** from students and they should provide feedback within two weeks of receiving a written draft. Where a supervisor is unable to provide such feedback s/he should find an alternative reader for the work (e.g. the second supervisor) who can provide the feedback on time. Where a student has not received feedback within two weeks, s/he should send a polite email to the supervisor. If the situation stays the same, the student should contact the Second Supervisor and/or the Graduate Tutor

When the principal supervisor plans to be absent e.g. when in the field or during the summer months, students should be notified in advance and suitable arrangements established (e.g. supervision continuing by email or transferring to the second supervisor for the period). It is imperative that second supervisors and co-supervisors also know in advance when they are to be on call and responsible for handling students during the first supervisor's absence.

A situation should never arise where a student is not being actively supervised. This includes the summer months where supervision may become less frequent and be conducted primarily by email but where it still must continue. Where a student believes this to be the case, s/he should contact the Director of Graduate Studies immediately.

3. Pre-Field/Research Supervision: During the period leading up to the research proposal, the student and his/her supervisor will work closely to design and pursue a programme of study for the student to follow within the larger requirements of MPhil/PhD preparation. Students are expected to meet with their supervisors on a regular basis, as agreed in advance, to discuss work in progress, assess written materials etc. Meetings would normally be on a weekly or two-weekly basis until the student's upgrade is complete.

The principal supervisor is expected to help the student to construct a project that is feasible within four years of registration and of clear academic value. This support includes advising the student on an initial set of references for background research, but the student is subsequently expected to

independently develop a comprehensive knowledge of the necessary literature culminating in the production of two substantial pieces of writing in Term One. The chosen project must be tempered realistically by the need to complete the research proposal within nine months and the dissertation itself within 4 years.

In addition, supervisors are expected to give students guidance about the nature of doctoral research, the standard expected, useful courses or seminars to be attended, the requisite stages and their expected dates of completion, and to make the student aware of any inadequacies in their work. If the student proposes to do fieldwork in an area where their supervisor has done research, the supervisor may help facilitate the student's entrance to the field through sharing knowledge and experience, or introducing the student to useful contacts.

In addition to two critical reviews of the relevant literature that should be seen as essential components of the research proposal and early chapters of the dissertation, students may also be asked to write shorter pieces clarifying the particular topic of their thesis, methods, theory, possible field-sites and timetables as a basis for supervisory feedback and discussion. Where students are unable to produce these bits of work to order, meetings with the Director of Graduate Studies to discuss future progress will be organised. Where students fail to turn up for supervision or fail to respond to communications from their supervisor, The Director of Graduate Studies will be alerted. Where communication with the Director of Graduate Studies is also not made, a student may be asked to explain the situation to the Faculty Graduate Tutor.

Conversely, supervisors also have obligations to their students and where students feel that they are not having regular meetings with their supervisors or receiving timely comments on their work, they should contact the Graduate Tutor who will deal with the complaint in the strictest confidence.

4. Break-down of Supervisory Relationships If for some other reason you are not satisfied with the relationship which has developed between you and your supervisor, then you should not hesitate to discuss this, with your supervisor, your second supervisor or the Graduate Tutor who may, in consultation, suggest some changes or, where this seems necessary for the student's further progress, an alternative supervisor. Where the supervisory relationship breaks down suddenly and cannot be repaired, the second supervisor becomes the de-facto acting principal supervisor to ensure the continuity of supervision. After consultations with the student and the second supervisor, the Director of Graduate Studies will either confirm the permanent nature of the change and seek a new second supervisor internally OR a new primary supervisor will be sought externally. It should be noted that it is normally difficult to find an appropriate external supervisor for projects and that, where one is found, additional payments have to be made by The Department. Typically, the frequency of supervision is inevitably reduced.

5. Personal Matters and Pastoral Care Although it is hoped that the supervisory relationship will develop positively along informal lines, students should be wary of an over-reliance upon their supervisor's ability to advise on personal matters. Where students are faced with personal life difficulties and problems beyond the remit of their principal supervisor, it is best to obtain advice as to where professional help may be found through consultation with the Director of Graduate Studies.

In cases where progress is not considered satisfactory, the student may be referred to an ad hoc committee consisting of both supervisors and the Director of Graduate Studies. If required, the student must present to this committee all draft or completed chapters of the intended proposal or thesis to date. The primary role of the committee is to advise, and where possible to assist students to overcome problems impeding the progress of their work. It is also empowered to take further action including deciding not to recommend the renewal of a grant, in the rare cases where this may be appropriate.

5. Supervision during Research/Fieldwork: During the fieldwork period, and depending on the circumstances, the student and supervisor will remain in regular correspondence. Where it is

deemed appropriate, the student may send their supervisor samples of their field materials, for comment or critique. The student is responsible for keeping the supervisor and Department informed of how to get in touch in case of emergency.

6. Supervision during the Writing-Up Period: When the student returns from the field and begins to write his/her dissertation, s/he should meet with the primary supervisor or co-supervisors to discuss the fieldwork and draft a timetable for writing-up that should include (a) projections for the completion of each chapter (one every 6 to 8 weeks) and (b) first and second/final drafts. This timetable should be entered in the e-log and reviewed at each supervisory meeting. Where a student falls behind to the point where they are in danger of missing their official submission date, a meeting (called by the Principal Supervisor as early as possible in the second year back from the field) should be held with the whole supervisory team and the Graduate Tutor to provide an emergency strategy for completion. Whilst this procedure is now demanded by various research councils, it should be considered good practice for all students and supervisory teams.

Writing-up students in Social Anthropology, Material Culture and Medical Anthropology are required to attend the Thesis Writing Seminar and to present as many chapters as possible on a regular basis during their writing-up years. Students in Biological Anthropology are required to attend any research or reading group organised for their specialist area and make periodic presentations of their work in progress. Students are also encouraged to make presentations of their work at the appropriate Postgraduate Presentation Day. When the dissertation has been completed to the mutual satisfaction of student and supervisor, the supervisor will make arrangements to have it examined and the student will undergo the Viva.

Section 6: Methodology and Training

The Department of Anthropology offers extensive methodology and skills training courses which students following the MRes in Anthropology and pre-fieldwork MPhil/PhD students are expected to attend. Other postgraduate students may attend selected sessions of particular relevance to their programmes.

This methodology and skills training programme provides students with a thorough grounding in a wide range of social science/biological methodologies and methods, an advanced knowledge of contemporary theoretical and ethnographic questions in anthropology, and training in the skills necessary to utilise postgraduate experience in the professional world. It aims to provide students with an understanding of the epistemological context of research design and enables students to formulate an independent research project, providing them with the ethnographic and practical skills to carry it out.

Section 7: Permission to Proceed to Fieldwork, and Upgrading Procedures

All Social Anthropology, Medical Anthropology and Material Culture

(i) Upgrade Procedures and permission to Proceed to Fieldwork

Students will be upgraded from MPhil to PhD and be able to proceed to fieldwork according to the following procedure:

May/June in the first year of their MPhil/PhD registration a 10,000-word proposal required to be submitted. An alternative date, in case of exceptional circumstances, may be available in September of the first year.

A panel of at least two members must conduct the viva. Ideally panels should consist of more than 2 persons. This committee is normally organised and conducted by the student's secondary supervisor. The student's primary supervisor may be in attendance but may not actively participate. Other members of staff may be present. Where a student is co-supervised, the supervisor without overall official responsibility for the student's progress and well-being may be considered secondary supervisor.

At the end of each viva, a short break will be taken to determine the future course of action for the student who has just been examined and this will be communicated to the student straight away. Students should expect to make at least minor revisions to their piece after the viva (See NOTE below). The student should be sent the panel's agreed joint report as soon as possible after the viva. This report must contain clear indications of any required revisions together with a precise deadline for submission.

If the student fail in his/her first attempt at upgrade, the panel must report on both the strengths and weaknesses of the text and clearly list the areas where the proposal needs to be strengthened in order to pass. The list should take the form of a set of separate Action Points. A date of resubmission - three months after the receipt of the panel's report and recommendations is given - and the student can then proceed to a second (and final) attempt at upgrading. The panel must indicate in advance whether a second viva will be necessary. This will normally be the case. Where successful, in order to stay on track, the student will normally proceed to a maximum of a year's fieldwork. Where unsuccessful, both the panel and the Director of Graduate Studies will inform the student of the outcome. The student remains on the MPhil programme and meets with his/her supervisor to plan the next stages of the research

(ii) Upgrade Proposals

The upgrade piece will be expected to contain (i) a thesis title, outline and the main research questions; (ii) a critical survey of the existing secondary literature; (iii) a detailed outline of proposed research, forms of data to be collected and research methods to be employed to address the research questions; (iv) an outline of alternative research locations and focus should the proposed research have to change in the field; (v) a timetable for completion of the thesis; and (vi) a consideration of relevant ethical matters and risk-related considerations. The aim of the upgrading proposal is to establish that the proposed research topic is of the PhD level and that the student is capable of organising a project of research and completing it within FOUR YEARS from the date of registration. If the upgrade is successful, the student will be allowed to proceed for fieldwork/data collection. Time spent registered for the MPhil counts towards the period of study for the PhD.

All students will be expected to upgrade through the formal process including presentation on a set date for their specialist group area in accordance with Doctoral School regulations. If however, due to exceptional circumstances any student is unable to make these dates, an independent viva, consisting of a committee similar to the normal composition will be convened. This arrangement will be possible only when the student has a strong case for requesting this.

Upgrade is subject to the presentation of reports by both the Principal supervisor and the upgrade panel and also a filled-in copy of the progress page of the student's e-log.

NOTE: According to UCL rules, no student is allowed to formally upgrade to full PhD status until 9 months beyond their MPhil/PhD registration.

B Biological Anthropology Upgrades

Students should check with their supervisors for upgrade procedures since these may vary from the model outlined above as regards the timing of submission and viva. These normally involve

producing an upgrading report which includes (i) a literature review of the state of knowledge; (ii) identification of research issues; (iii) formulation of research questions; (iv) a reasoned exposition of proposed methodology including sample and schedule, and (v) a report on any pilot study undertaken, including (vi) indicative plans for analysis of definitive data.

FOR ALL STUDENTS GOING TO THE FIELD

In addition to Sections A and B of the E-Log, the following **forms** MUST be completed before permission can be given to proceed to fieldwork. All can be downloaded at http://www.ucl.ac.uk/anthropology/download_area

- a Research Registration;
- b Form for Ethical Approval of Student Research Proposal;
- c Risk Assessment;
- d ACOP Form;
- e Study Leave Application.

If students have not had their research approved in all of the above respects, permission to leave for the field cannot be granted and supervisors are instructed not to supervise since they are in breach of UCL Regulations. Details are outlined immediately below in Section 8

Section 8: Fieldwork

Doing anthropological fieldwork is a tremendously rewarding activity for most people, but it requires much planning with adequate attention paid to the various risks. You should try and obtain as much practical advice and help as you can from your supervisor, as well as from other students and members of staff before you leave.

Good field or museum preparation is extremely important, and may be quite time consuming. Be sure you begin your preparations well in advance of your planned departure date. Some students may have the time and resources to carry out a preliminary pilot study, which gives the opportunity for trial data collection and also trial data handling and analysis.

Important things to consider in field planning are:

1. **Application for Study Leave:** While doing extended periods of fieldwork (longer than 6 weeks) you are considered to be on 'Study Leave' with the University. This is a formal change of status (affecting fees paid) and you must remember to submit the appropriate application to the Registry through the Department. If fieldwork is prolonged by unforeseen circumstances, you must formally request an extension from the Department and Registry. If personal circumstances are such that you are not able to engage in research during your period of absence then it may be better to apply for interruption of studies during that period. Otherwise you will be liable for fees. It is essential that you make formal applications to the Department, Registry and funding body.
5. **Risk Assessment:** Every student must fill out a Risk Assessment Form available in hard copy from the web at <http://www.ucl.ac.uk/anthropology/current-students>. Risk assessment will be discussed at the pre-fieldwork meeting where appropriate and the form must be filed with the Department before departure for the field. While this is a required document, it is worth careful study because it will help you consider and prepare for a range of possible risks in your fieldwork. Please note that the Head of Department will not release relevant grant money for your fieldwork until a Risk Assessment Form, signed by your supervisor AND a member of the

Departmental Ethics and Risk Committee, is filed. Note that where it is agreed that students may conduct fieldwork in areas where the UK and other Foreign Offices/Ministries offer adverse travel advice because of the potential risk, students should consult the on-line Departmental Policy on Fieldwork and Risk at (webpage). Principally, they should (a) take out special evacuation insurance through UCL insurers; (b) have an emergency evacuation plan outlined prior to fieldwork based upon consultations with agencies on the ground and recent researchers to the area; and (c) agree weekly or fortnightly messaging capability for the period of the fieldwork so as the students location and state of welfare is known to us at all times.

6. **Ethics and Data Protection procedures:** All students must complete a short electronic form in order to gain Ethics approval for the research they are planning to undertake. This must be approved initially by the Principal Supervisor and then counter-signed by the Departmental Ethics Committee, but in some cases may need to be referred to the UCL Research Ethics Committee (UCL REC) for formal approval. In order to allow for this possibility, students are strongly encouraged to obtain ethics approval well in advance of their research start date. All students must also register with the Data Protection Officer before carrying out any research. The electronic form and the guidelines governing ethical conduct in research can be found at <http://www.ucl.ac.uk/anthropology/current-students>.
4. **Visas, Research Permits and other official documents:** Check on visa and research permit requirements as early as possible since these may take a considerable time to organise. Consult with people who have practical experience in the country you are visiting, as well as the appropriate Consulates or Embassies.
5. **General health:** Get the recommended vaccinations, and also a general health and dental check prior to departure. Find out about the major health hazards (eg. chloroquine resistant malaria) in your field area, get the best medical advice you can on how to deal with them, and bring the right medicines. The UCL Medical Centre can help you with this.
6. **Financial:** Make arrangements for transfer of funds from your bank to the field, and take some money in traveller's cheques in case these arrangements prove less than perfect. Please note that all awards and claims must be supported by valid receipts. In the case of a departmental award receipts must be provided within three months of the issue of any award cheque and must be handed in to the Departmental Administrator. All receipts must be properly numbered and listed in a financial summary. The same applies to any claims submitted for the research support grant. All requests for the refund or allocation of research support grants must be addressed to the Head of Department and must be supported by a letter from a supervisor.
7. **Medical Insurance:** It is now a requirement that students engaging in fieldwork or work abroad should have adequate medical insurance. In the case of students working in remote areas this must include cover that ensures that where necessary the student will be repatriated to the UK if possible or to the nearest centre of appropriate medical technology (e.g. South Africa for a student working in the field in Namibia). Travel and field insurance is offered through the College, and in most cases this system offers appropriate cover. However, overseas students travelling to the field are asked to seek insurance with a private company. Information is available from the Departmental Administrator. Students should carry at all times a card with their name, insurance details, and details of emergency contacts and procedures. Students must ensure that their level of insurance cover is adequate for the risks they are likely to be exposed to during fieldwork and, in particular, take out emergency evacuation insurance where they are travelling to areas with a higher-than-average level of associated risk.
8. **Vehicular:** If you intend to drive and you are going to be outside the EU get an International Driving Licence before you go. **NOTE:** voluntary organisations have found that more people are killed or badly injured through motor-bike accidents than from all other causes put together. Please ensure that you take all possible care.

Many members of staff will have their own anecdotes/suggestions about equipment that might be taken to field sites in remote areas. Please consult your supervisor and/or others with relevant experience.

Once in the field, keep in touch regularly with your supervisor and do not be reticent about expressing any worries about problems you may be experiencing, rather than waiting until you return from the field.

Looking ahead to writing-up: It is worth pointing out that post-field write-up can be seriously impeded unless the bulk of the field material has previously been processed into an easily workable form. Take a tip from experienced field-workers and begin organising your data and doing preliminary analysis of your material while you are still in the field. This will also help identify gaps in your material that would be disastrous to discover upon return to UCL. Where possible, write as much of your material up in likely chapter-format so that, on your return, you have already effectively begun the writing-up process.

Section 9: The Writing-up Year

Planning: Processing field material and writing a dissertation is a lot of work and you should plan as carefully for the write-up period as for your fieldwork. Set realistic but firm deadlines for draft chapters (typically 6 to 8 weeks per chapter) for yourself with your supervisor. Allow space for errors and bad luck but, as a rule of thumb, if you have not drafted AT LEAST 3 CHAPTERS within a year to complete, you will not submit on time. It is important for you to understand that ALL students MUST SUBMIT within four years of initial registration (or part time equivalent).

Pressures to Complete: You are financially penalised by UCL for late submission of your dissertations. Research Councils and other bodies that fund graduate research may also withhold funds from departments who fail to ensure that a significant proportion of their students, including those who do not hold grants, complete within the given time limit of 4 years. A failure on your part to complete on time will endanger the funding of subsequent students as well as compromise your own record. Please note that it is as bad to miss your deadline by a week as it is by six months.

Start Writing as Soon as Possible: Most thesis work requires considerable discussion with the supervisor and subsequent amendment. It is therefore advisable to attempt to complete the draft thesis within a year of returning from the field. If, for example, a student begins their studies in October and returns from the field at the same period, then an annual review in October of their third year conducted with their supervisors would expect to see a virtually complete first draft of the thesis.

Past experience suggests that students who prolong the crucial stage of processing their data or field-notes have great difficulty completing their thesis once their funding is over and they have to find work. We appreciate that many graduates are not fully funded for the writing-up stage and that expectations must be modified in order to take into account individual circumstances. Nevertheless, it is in your own interest to begin writing the thesis, chapter by chapter, as quickly as possible after returning from the field.

Thesis Writing Support: Thesis writing can be a lonely enterprise. To provide support and intellectual community to thesis writers, the Anthropology Department offers a number of dedicated seminars. **Biological Anthropology** students at the writing-up stage attend and give presentations at dedicated sub-group meetings. **Social Anthropology, Medical Anthropology** and **Material Culture** thesis writers attend the Thesis Writing Seminar, which generally meets Wednesdays 2-4pm during

Terms 1 and 2. Attendance at this seminar is **required** and it is expected that newly returned graduate students would regularly present draft chapters of their theses at this seminar. Students in residence should aim to present chapters twice per term. These do not have to be polished pieces of work, but are intended as draft materials, which are then open to debate and suggestions for improvement.

A student's supervisor may attend when their supervisees are making a presentation. It is the student's obligation to co-ordinate the date and time of their presentation with their supervisor/s so as to ensure that they know about it and will be able to attend should this be appropriate. Students are also responsible for specifically inviting, and getting commitments from, other staff members whom they would like to attend. Staff who attend the Thesis Writing Seminar have an obligation to stay the two hours, or make provision to meet with the student afterwards to give feedback. The Thesis Writing Seminar may be extended through the summer months whence it is likely to be organised by students themselves. A staff member will always convene the seminar in the first two terms of the academic year.

Every year a workshop will be held in each sub-section of the Department when ALL PhD students will be required to present a report on their work.

Thesis Deadlines and Penalties: Students who have completed 3 years' registration move to CRS (Completing Research Status) for a 4th year, during which they retain access to UCL facilities on a no-fee basis. The thesis must be formally submitted within twelve months (two years for part-time students) of the beginning of the Writing-Up Year. Students who miss the deadline and submit their thesis late will be liable for a late submission fee (see above). In exceptional circumstances and provided an application is made well in advance, the College may grant an extension and waive the late submission fee. The granting of an extension is, however, by no means automatic. Extensions are usually only given during the CRS year in the case of medical circumstances (the student's illness, or that of a close family member, or for maternity / paternity leave).

Section 10: Thesis Submission

Submission Deadline: UCL and the Department of Anthropology expect that submission will be 4 years from the date of initial registration. You are expected to know your submission date and deliver 2 soft-bound copies of your thesis to UCL Registry before that date. You will also be expected to bring ONE bound copy to your viva examination; it is therefore a good idea to get a third copy bound at this point. Any copies for your supervisor/s or others involved in your research are in addition to these three copies. It is important that you submit your thesis within 4 years from first registration.

Thesis Length: The PhD thesis should not exceed 100,000 words inclusive of footnotes, tables and figures, but exclusive of bibliography and appendices. Application for permission to exceed these limits should be made to the University at least six months before submission, and is only granted in exceptional circumstances. There is no official lower limit to the size of a PhD thesis in Anthropology. It should be noted that whilst presenting a short thesis with little original data, review and argument maybe tactically dangerous, a thesis of 80,000 words that satisfies all of the requirements of a PhD thesis will take far less time to write than a thesis of the maximum word-length.

Caution: Requests to restrict access to a thesis on grounds of protecting the anonymity of informants are not normally granted. If your work contains information that might bring harm to your informants, Codes of Practice (and ethical and data protection legislation) require you to take steps to disguise their identity.

Examination Entry Form: Four months prior to submission of your thesis you must file an Examination Entry form which can be obtained from <https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/examination-entry>. Failure to do so may result in a delay in

examination. This form must be signed by your supervisor and the DGT and submitted to researchdegrees@ucl.ac.uk.

Extensions/Late Submissions: UCL charges a fee as a penalty for any thesis that is submitted late. Students who want an extension must request permission from the Head of Department and UCL Registry, but permission is only given in exceptional circumstances. Requests for permission for late submission with waiver of late submission fee are most likely to be granted if they are made BEFORE the student completes their period of registration. Requests made after this, during the CRS year, must be made well in advance of the proper submission date, may still entail a late submission fee and are strongly discouraged.

Section 11. The Viva

The Viva: The student is normally examined in a viva by two examiners. For a UCL PhD the internal examiner will normally come from within UCL. In the case of a University of London PhD the internal examiner will normally be internal to the University of London. The second examiner will normally be external to both institutions. The student's supervisor and/or the Graduate Tutor may be present at the viva as observers but are not officially part of the examination. The examiners may recommend the award of the degree or rejection of a thesis but they may also refer the thesis. This means that they will ask for the thesis to be re-submitted within 18 months with major revisions. Alternatively the examiners can recommend that an MPhil, rather than a PhD be awarded.

Section 12. Part-time Students

We appreciate the diversity of circumstances within which part-time students are attempting to obtain a degree, and in particular their difficulties of scheduling. Nevertheless, we wish them to participate as fully in departmental student life as possible rather than falling into a sort of 'second-class' student citizenship. We have tried to set up teaching schedules and other departmental activities to facilitate this. All part-time students should discuss and agree their study schedule with the Graduate Tutor at the time of registration.

In general, part-time students should plan on being in college at least two full days a week, particularly during the first two years and must attend ResDes Bootcamp and ResDesPres in the first year. Part-time students should work out their schedules with their supervisors so as to be able to attend as many classes and seminars appropriate to their research programme as possible and to ensure that there is a regularly scheduled time set up for supervision meetings. Particular attention should be given to ensuring that regular contact is maintained. If a part-time student experiences difficulties in gaining access to college academics or support facilities then they must discuss the problems as soon as they arise with either the supervisor or the DGT. The department will endeavour to rectify any difficulties wherever possible.

Unless it is specifically agreed at the time of the interview, it is expected that part-time students will take that portion of the training programme relevant to themselves. Many of the more important option courses are given on the same day to maximise their potential availability to part-time students. Other core courses may have worksheets that may be followed, or the individual lecturer may agree to see the student separately.

Summary of procedures encountered in your graduate career

- **At regular intervals:**

Graduate supervisors must work out a programme of study with each of their graduate research (MPhil/PhD) students. This is recorded in the Graduate School Research Student Log (E-Log). Student and supervisor should meet regularly. The student must complete and the supervisor sign off, a record of these meetings and of progress made at the following intervals:

First Year (MPhil)	Initial Registration After 3 months After 6 months Between 9 and 12 months
Second Year	Immediately after upgrading (12-21 months)
Third Year	Start of third year (24 months)
Fourth Year	Start of final year (36 months)
End of PhD	Prior to the examination of thesis (around 30-40 months)

STUDENTS MUST COMPLETE THEIR ELECTRONIC LOG ENTRY AFTER EVERY MILESTONE SUPERVISORY MEETING LISTED ABOVE

- **Prior to Fieldwork**

S/he must complete and submit the following forms available to download from the Current Students page on the UCL Anthropology website:

- a. Data Protection
- b. Form for Ethical Approval of Student Research Proposal
- c. Risk Assessment
- d. ACOP
- e. Study Leave Application

Student and Supervisor must fill out an [Application for Study Leave](#) form for the Registry at least two weeks before the date of departure, and also submit a [Risk Assessment Form](#) and an ACOP. Students must in addition have registered and gained approval for their proposed research with the Data Protection Officer and with the Departmental Ethics Committee by completion of the appropriate forms. If a student is working with vulnerable people/sensitive issues ethics approval may be a lengthy process.

- **When a Student is Upgraded**

The secondary supervisor is responsible for completing an upgrade report and having the members of the panel sign it along with the DGT. This is given to the PhD Administrator who will submit it to the Registry after verifying that the e-log is up to date.

- **Four months before submission of PhD thesis**

The student must file an exam entry form with the Registry and alert his/her supervisor to submit an Examiner Nomination Form so that viva examiners are approved by UCL.

RISK ASSESSMENT FORM

PERSONAL RISKS

Students travelling abroad should work on the assumption that western origin and, in particular, UK or US nationality may make them more likely to be targeted. In the worst cases this has led to kidnap/hostage situations. Students must be aware of this possibility and of the particular level of risk for the area where they are working. Students must take all reasonable precautions on the basis of up to date advice from the Foreign Office, the local UK embassy or consulate or equivalent, from their local field supervisor and official personal contacts agreed with their UCL supervisor.

1. Sexual contacts: risk of infectious disease

Many fieldwork areas, especially in sub-Saharan Africa and South Asia, have high incidence and prevalence of sexually transmitted diseases including a high risk of HIV transmission. Students need to be fully aware of the risk, and of the need for safe practice in any sexual contact, and have a responsibility to take the necessary precautions.

2. Entrapment

A number of students working abroad have found themselves entrapped through initially trusted local contacts into being:

- (i) planted with/framed for possession of illegal substances e.g. drugs, illegal wildlife products such as ivory or protected shells
- (ii) robbed after being given food or drink spiked with sedatives
- (iii) prosecuted for possession of undeclared foreign currency

3. Contact procedures

Before leaving for work abroad, students must agree with their UCL supervisor a set of procedures for regular contact providing 'evidence of life', as well as emergency procedures in case of crisis (e.g. recent cases where students have been mugged, losing all their money and documents, serious road accidents, entailing loss of vehicle, money and documents as well as requiring hospitalisation, etc).

Procedures must include:

- (i) local 'official' contacts with a specified schedule when contact will be made e.g. weekly.
- (ii) a two-way system of communication whereby supervisors (both field and UCL) can be sure of contacting the student and whereby student can be sure of contacting UCL supervisor (E-mail is ideal, fax, phone and additional means of contact should also be specified as well as broad itineraries.
- (iii) emergency contacts and procedures in cases of financial or security troubles, local officially agreed personal contacts ('safe houses'), UK consulate or similar, local supervisor, procedure for contacting the UCL Department (over and above contacting UCL supervisor).

4. Official documents

Students should keep photocopies of all important documents (passport, tickets, permits etc) stored for safe keeping with their field supervisor or other place of safety away from their usual place of field residence.