MPhil/PhD students Handbook

Site: UCL Moodle
Course: Anthropology Student Handbook
Book: MPhil/PhD students Handbook

Printed by: Matteo Fumagalli
Date: Wednesday, 13 November 2019, 10:25 AM

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1. 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. Martin Holbraad. 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. Adam Drazin.

1.1. Calendar for 2019-20

First Term	Monday 23 September 2019 – Friday 13 December 2019
Second Term	Monday 13 January 2020 – Friday 27 March 2020
Third Term	Monday 27 April 2020 – Friday 12 June 2020

Anthropology operates reading weeks. Reading Weeks are the weeks beginning Monday 4th November 2019 and 9th December and weeks beginning Monday 20th February 2020 and 23rd March 2020.

Christmas College Closure	Close 5.30pm Friday 20th December 2019
	Open 9.00am Thursday 2nd January 2020
Easter College Closure	Close 5.30pm Wednesday 8th April 2020
	Open 9.00am Wednesday 15th April 2020
Bank Holidays	Closed - Monday 4th May 2020
	Closed - Monday 25th May 2020
	Closed – Monday 31st August 2020

1.2. Members of Staff with Departmental Roles Relevant to Graduate Studies

Head of Department

Prof. Martin Holbraad

Tel: 020 7679 8639 (Int 28639)

G18, Grd Floor

E-mail: m.holbraad@ucl.ac.uk

Director of Graduate Studies

Dr Adam Drazin

Tel: 020 7679 8648 (Int28648)

Room 145

E-mail: a.drazin@ucl.ac.uk

Postgraduate Research Administrator

Chiara Francesconi

Tel: 020 7679 8622 (Int. 28622)

G19, Grd Floor

E-mail: anthro-pgr@ucl.ac.uk; c.francesconi@ucl.ac.uk

Please Note: Chiara works for three days a week and is unavailable for the other two.

Biological Anthropology Staff

Lucio Vinicius

Caroline Garaway

Katherine Homewood

Ruth Mace

Christophe Soligo

Volker Sommer

Aida Gomez-Robles

Emily Emmott

Material, Visual and Digital Culture Staff

Victor Buchli (on research leave)

Hannah Knox

Ludovic Coupaye

Adam Drazin

Haidy Geismar

Susanne Kuechler

Danny Miller (on research leave)

Chris Pinney

Chris Tilley (on sabbatical in Term 2)

Antonia Walford

Maria Șalaru (standing in for Victor Buchli)

Jill Reese

Rafael Schacter

Timothy Carroll (research position)

Shireen Walton (research position)

Rik Adriaans (standing in for Danny Miller)

Medical Anthropology Staff

Joe Calabrese

Jo Cook

Sahra Gibbon

Roland Littlewood

David Napier

Sara Randall (semi-retired)

Aaron Parkhurst

Dalia Iskander

Social Anthropology Staff

Allen Abramson

Marc Brightman

Rebecca Empson

Martin Holbraad

Jerome Lewis

Ruth Mandel

Lucia Michelutti

Alex Pillen

Charles Stewart

Michael Stewart

Ammara Maqsood

Ashraf Hoq (half time)

Igor Cherstich

Emily Woodhouse (on maternity leave)

Alison MacDonald

Kimberly Chong

Miranda Johansson

1.3. Facilities and Access

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 third in Rooms 325 and 326. 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 you may be asked to change locker each September, when we re-organise. We try to accommodate all research students' needs, but unfortunately if material is left in lockers for long periods while you are absent, we may need to cut open padlocks and re-use the locker.

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.

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We do have to juggle lots of space requirements in the department, as happens across all of UCL, since it is in central London. Although we generally aim to establish one dedicated writing room for each yearly cohort of PhDs (ie. three rooms: first, third and fourth year), we do not always manage to. In 2019-20, we have won several large research projects, which require dedicated spaces for teams of postdocs and PhDs. Consequently, we currently have two, not three, spaces dedicated to postgraduate researchers.

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The Department at 14 Taviton Street is normally accessible using ID cards, 0800-2300 hours during weekdays, and 0800-2100 at weekends. 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.

1.4. Trouble-shooting

Students suffering serious academic problems, or experiencing personal problems affecting their academic performance, should talk about it with their supervisors. A second point of call is the Department Graduate Tutor (DGT). Rarely, in cases involving possible interruption or termination of studies, the DGT may refer students to the Faculty Tutor for Graduate Students.

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. You also should consult the college prospectus for Graduate Studies for information on health care and student welfare. Every researcher needs different support, and for most people these sources of support are unnecessary, but UCL is working to support everybody as they need in their work.

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.

1.5. Other Sources of Information

- The Departmental website http://www.ucl.ac.uk/anthropology
- Official UCL Regulations are in the Academic Manual http://www.ucl.ac.uk/ras/acd_regs
- UCL Student Handbook issued each year to students and available from the Student Centre.
- The Doctoral School Information booklet available from the Doctoral School (http://www.grad.ucl.ac.uk)
- 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/

Information relating to Departmental activities, grants, job openings, etc. is generally distributed via e-mail. **You have to check your UCL e-mail account regularly and ensure your password is up-to-date, particularly when in the field.** This is important because we have not found a good way to communicate effectively using other social media. Email is crucial. If you use an alternative email address to your UCL one, make sure that the emails get forwarded. It is against UCL policy for staff to email you directly on other accounts in an official capacity.

1.6. Contact

Your record on the Portico system has your contact details. Do make sure that these are up to date at all times, in case we need to get in touch by email, phone or post:

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. Check when your supervisor's office hours are.

1.7. Library Facilities

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

You should also be aware of the following relevant libraries:

Good for general Anthropological topics:

The Senate House Library on Malet Street,

The British Library at St. Pancras

Good for Regional Area Studies:

School of African and Oriental Studies (SOAS) on Thornaugh Street

The Institute of Archaeology Library in Gordon Square

The Centre for Anthropology at the British Museum, which houses The Royal Anthropological Institute Library.

Good For Biological Anthropology topics:

The Natural History Museum Library in South Kensington

The Library of the London School of Hygiene and Tropical Medicine, Keppel Street.

The Library of the Zoological Society of London, Regents Park

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

1.8. 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 scans work for evidence of plagiarism, using the Turnitin system. This system gives access to millions of sources worldwide, including journals, books, websites, and student work submitted at 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.

1.9. Key Seminars and Workshops for the MPhil/PhD Programme

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

Running in Term One Mondays 3-5pm. 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. 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.

METHODOLOGY COURSE. 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. This course is normally on a Wednesday. 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.

THESIS WRITING SEMINAR:

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).

1.10. Seminars

There are at least eight separate seminar series that are available to graduate students in Anthropology, offered by the different sub-sections. 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. Graduates may also expect to be asked to present a seminar towards the end of their writing-up or after completing.

SOCIAL ANTHROPOLOGY SEMINAR:

Wednesdays 11.00am to 1.00pm, Daryll Forde Seminar Room.

MEDICAL ANTHROPOLOGY SEMINAR:

Thursdays 4.30pm to 6.00pm, Daryll Forde Seminar Room.

BIOLOGICAL ANTHROPOLOGY SEMINAR:

Tuesdays from 4.30pm to 6.00pm, Daryll Forde Seminar Room.

MATERIAL, VISUAL AND DIGITAL CULTURE SEMINAR:

Mondays from 5.00pm to 6.30pm, Daryll Forde Seminar Room.

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.

COMBINED SEMINAR SERIES:

Each year, for one half term, the department combines the various seminar series into one event where high-profile speakers from different areas of anthropological research present. The events will consist of the Mary Douglas Memorial Lecture, and three international speakers on three Wednesday lunchtimes. Please check the notice board in the foyer for confirmed dates, times and locations. All postgraduate students in residence are expected to attend.

ANTHROPOLOGY IN THE PROFESSIONAL WORLD:

The Professional World Seminar normally happens 4-8 times a year on a Wednesday evening. Anthropologists talk about their work in various arenas of life. Each year, we try to invite anthropologists from a range of areas of practice: commerce, NGOs, public service, academia, and the arts. We also try to invite people working in a range of kinds of institution, including multinationals, large institutions, smaller consultancies, and freelancers. The seminar is open to all postgraduates including Masters, and is usually quite informal. It is the main forum where you can ask questions and talk about the experiences of other anthropologists after their postgraduate degree and research.

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.

1.11. 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. Normally, the committee contains two representatives from each year group.

Graduate representatives for the Staff-Student Committee will be elected by the Graduate Student Committee.

You can raise any and every issue with student reps which relates to the life of a Postgraduate Student. The agenda of the meetings is set by the Postgraduate Tutor, but any of the reps can add any items to be discussed. Issues which are normally discussed each term include the organisation of postgrad events, seminars, postgrad writing spaces, teaching assistant roles, funding, supervision, departmental strategic plans for the future as regards postgrads, and modes of communication. The committees do not make the decisions as regards any of these (eg. it does not allocate roles or space). Instead it feeds back to the department and Head of Department about issues of concern to the postgraduate body, it floats particular ideas and proposals for consideration, and it identifies what needs to be communicated to staff and supervisors.

1.12. Record Keeping

PORTICO, accessible from UCL's homepage, is the official on-line record keeping system of UCL. This is the official record for your progress and events such as upgrading from MPhil to PhD, any periods of study leave, etc, as well as your contact details. You need to periodically check it is up to date.

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.

1.13. 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/

· 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 note that some of these studentships are only available to incoming 1st year graduate students and current students cannot apply.

- Financial Assistance Funds: The College has an allocation of money for the provision of assistance to full-time UK students experiencing financial difficulties (Access Funds): https://www.ucl.ac.uk/students/funding/financial-support/financial-assistance-fund

· Overseas Students: Overseas students should be aware of the **Overseas Research Scholarships** (ORS) and various Commonwealth and EU scholarship awards. See the Scholarships webpage.

· 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. These should be submitted electronically to Departmental Manager, Rikke Osterlund at r.osterlund@ucl.ac.uk . The deadlines in 2019/20 are the final day of each term: Fri 13th December 2019, Fri 27th March 2020, Fri 12th June 2019. 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. We are not always able to fully support some applications, and sometimes we divide the amount between applications of equal merit so as to provide some support to each. (We are seeking to increase the fund available, but have been unsuccessful so far)

· 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, and the RAI's Emilie Horniman Anthropological Schilarship Fund (for fieldwork)

· 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. Make sure you consult the information supplied to you by your funding body.

1.14. 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.

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.

2. Section 2: The Registration and Progress of a PhD

Graduates are initially registered for the MPhil when they begin their studies and transfer to PhD candidacy subject to formal upgrading.

- **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.

- **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.

- **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.

- **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. See UCL's Academic Regulations for research students for the upgrading procedure.

- **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): https://www.ucl.ac.uk/students/status/research-students/studying-away

- **Fieldwork:** Students normally spend between 12 -15 months in the field. Some funded students can get an extra 3-12 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.

- **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.

- **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 an extra cost to be paid before submission (between £590 to £2380 for 2018/19 and being increased each 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, so if a proportion of PhDs fail to submit within 4 years, it significantly reduces the ability of the department and your supervisor to win research funding in future.

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).

3. Section 3: The Graduate School E-Log

Officially, the e-Log is a record of your PhD progress. So make sure that your writing and work is recorded in it, so that when you are awarded your PhD, the university has a record of all the combinations of study and exploration which led up to that achievement. The university requires that students have a complete e-Log in order to upgrade and to submit.

At the start of the MPhil year, you will draw up a specific work programme with your supervisors. It should 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 should be agreed upon for Term One (see below) and noted in the e-log. Subsequently, students 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 work out a timetable for writing-up that ensures the student completes comfortably within the permitted four years (or longer if extensions have been officially agreed).

Information that should be included in Section B involves:

- 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.
- 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.
- Identifying possible logistical requirements such as obtaining research permissions, language training or data processing training.
- 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").

4. 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. 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 one or two 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. 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. 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.

5. Section 5. Supervision

5. A. 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. The role of the second supervisor varies much more than the primary supervisor, and you should make sure to form an explicit agreement with the second supervisor about what they may do, and which elements of your research the second supervisor's expertise and help is necessary for. Where the primary supervision works well, some second supervisors only take an active role in the upgrading and in the final thesis draft, with more occasional meetings in-between these events.

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.

5. B. 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.

5. C. 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.

5. D **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. E **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. F 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.

5. G 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 time-table 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.

6. Section 6: Upgrading and Starting Fieldwork

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:

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

7. Section 7: 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:

· **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.

- **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 agree 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.

- **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)l 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.

· **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.

· **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 Occupational Health Centre can help you with this. There is also a remote, online and telephone, counselling service available for students which can be useful for students on fieldwork: https://www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support

· **Financial**: Make arrangements for transfer of funds from your bank to the field. 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.

- **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.

· **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.

8. Section 8: 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).

9. Section 9: 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.

10. Section 10. 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.

11. Section 11. 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.

12. Appendix #1

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.

13. Appendix #2

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.

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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.