26 August 2016

Dear English PhD student,

I am writing to inform you of the arrangements that have been made to welcome you to the English Department. We would like to invite you to attend our induction week welcome and registration session for new MPhil/PhD students. It is essential that you attend this meeting because you will receive information about the course and departmental procedures. The details are as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPhil/PhD</td>
<td>Friday 30 September</td>
<td>2.00pm</td>
<td>FC239*</td>
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</tbody>
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(*FC = Foster Court, Malet Place, where the English Department is located. Room 239 is on the second floor. See http://www.ucl.ac.uk/maps/ for a map of the campus.)

The MPhil/PhD induction will last approximately an hour, and will be followed by drinks.

**The Information Services Division** will be holding half-hourly induction sessions during induction week: see here for details: https://www.ucl.ac.uk/isd/students/inductions. Students can choose which session to attend, and will learn about UCL email, printing and wi-fi facilities, student computer workrooms, PORTICO (the UCL student information service you will use to update contact details and view your enrolment and study record) and the electronic study support tools and training available.

The **Doctoral School** will also be holding a Welcome/Induction event for all new MPhil/PhD students on Friday 30 September from 11.00am to 12.30pm in Logan Hall, Institute of Education - please see here for details and map and to register for a place at the event: http://www.grad.ucl.ac.uk/events/doctoral-school-welcome.html. The purpose of the event is to let new research students know something about the support and facilities offered by the Doctoral School at UCL and the UCL Union. The Doctoral School website, http://www.grad.ucl.ac.uk/, contains useful information to support you during your time at UCL, as does the UCL Union website, http://uclu.org/.

Should you have any queries about the departmental induction, please contact the English Department office on 020 7679 3849.

Yours sincerely,

Professor Alison Shell
Graduate Tutor