



## Welcome to the Department of English Language and Literature

A warm welcome to the Department of English Language and Literature at University College London (UCL). We are very pleased that you have chosen to study with us. We hope you have an enjoyable and profitable time in the Department, and make the most of the many opportunities that studying at UCL provides.

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Head of Department

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[Map](#)

### About this handbook

Welcome to the UCL Department of English Language and Literature. This booklet is intended to supplement the information which College and the Doctoral School give you when you enrol - and that given online at <http://www.ucl.ac.uk/current-students> and <http://www.grad.ucl.ac.uk/>, <http://www.grad.ucl.ac.uk/essinfo/> - and the information on the English Department website, [www.ucl.ac.uk/english](http://www.ucl.ac.uk/english).

Students should also refer to UCL's Academic Manual <http://www.ucl.ac.uk/srs/academic-manual/overview> for a copy of the complete UCL academic regulations for research degree programmes, and the 'Code of Practice for Graduate Research Degrees' <http://www.grad.ucl.ac.uk/codes/Graduate-Research-Degrees-Code-of-Practice-1718.pdf>

Comments on both the handbook – its content, format and general usefulness – will be gladly received; contact the Graduate Tutor or the Departmental Manager, Stephen Cadywold ([s.cadywold@ucl.ac.uk](mailto:s.cadywold@ucl.ac.uk)).

***Disclaimer: The information contained in this handbook is believed to be correct at the time of writing but it may be subject to change at any time during the year. This is particularly true of timetables and options on offer.***

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# 1 Department of English Language & Literature and Faculty of Arts & Humanities

## 1.1 Introduction to the Department and its History

The English Department at UCL is one of the oldest in the country. It was founded in 1828, and has two named chairs, The Lord Northcliffe Professor of Modern English Literature, Professor John Mullan, and The Quain Professor of English Language and Literature, Professor Susan Irvine. The Head of Department is Professor John Mullan.

A comprehensive history of the Department can be found on <http://www.ucl.ac.uk/english/department/history-of-the-english-department>.

Our graduate programmes attract large numbers of highly qualified applicants from overseas as well as the UK and EU. The Department offers two MA programmes in: English Linguistics, and Issues in Modern Culture. Staff also contribute to several MAs based in other departments: Film Studies; Early Modern Studies; Comparative Literature, and Medieval & Renaissance Studies.

All teachers in the Department are also active, publishing scholars. They share their different interests and abilities (historical, methodological, bibliographical, and linguistic) across as well as within period boundaries. The Department considers its research activities fall into six main categories: literary and cultural history; biography; textual scholarship; bibliography and publishing history; criticism and critical and cultural theory; modern English language. Members of the Department make regular contributions to the leading literary journals, to national newspapers, and the media. Several colleagues have close links to the British Academy, the Arts and Humanities Research Council (AHRC), and the Royal Society of Literature, serving on various committees connected with these professional bodies. A list of staff and their research interests may be found on the Department's web site: <http://www.ucl.ac.uk/english/people>.

The Survey of English Language is based in the Department, and has been successful in attracting large research council grants to UCL: the Director of the Survey and all its staff members also contributes as tutors of language studies in the Department. For further information about the Survey, please see <http://www.ucl.ac.uk/english-usage/index.htm>

In the Research Excellence Framework 2014 the Department came top out of 89 English departments for the proportion of outputs awarded 4\* ('world-leading in terms of originality, significance and rigour'), and in second place for 'research intensity' (overall scores in relation to the proportion of staff submitted). The Department is ranked third for English in the Complete University Guide 2018, and scores consistently high in the National Student Survey, with a 100% satisfaction rating in the 2013 Survey. It was ranked 4<sup>th</sup> in the country in the recent QS World University Rankings (2017), and 14<sup>th</sup> in the world.

**Further information:** [www.ucl.ac.uk/english](http://www.ucl.ac.uk/english)

## 1.2 Faculty of Arts and Humanities

The Department is part of the Faculty of Arts and Humanities, one of UCL's eleven Faculties.

The Faculty of Arts and Humanities generates world leading scholarship across a range of departments and research centres. The Faculty's academic and administrative management is aligned with that of the Faculty of Social & Historical Sciences and the School of Slavonic and East European Studies. The close collaboration between these areas creates a vibrant interdisciplinary culture, providing students with a vast range of opportunities to enrich their academic experience at UCL.

Most issues concerning your studies will be dealt with by the Department in the first instance, but some matters, particularly those affecting your registration as a student such as interruption of study may need to be referred to the Faculty Office for approval. The Faculty Tutor oversees all learning and teaching

matters as well as student care issues for taught degree programmes in the Faculty. The Faculty Graduate Tutor oversees all research degree programmes in the Faculty.

Further information: [www.ucl.ac.uk/ah](http://www.ucl.ac.uk/ah)

### 1.3 Joint Faculty Institute of Graduate Studies (JFIGS)

JFIGS is responsible for supporting and developing all graduate activity within the Faculties of Arts & Humanities and Social & Historical Sciences. It enhances the research environment for graduate students and academic colleagues and funds a range of interdisciplinary research activities led by graduate students and/or staff in both faculties

Further information: <https://www.ucl.ac.uk/jfigs/index/>

### 1.4 Key Staff Members within the Department and Faculty

Responsibility for the day-to-day running of the Department lies with the Head of Department ([Professor John Mullan](#)). The Graduate Tutor, [Dr Eric Langley](#), is in charge of graduate matters generally and supervises the MPhil and PhD programmes.

The Departmental Manager is [Mr Stephen Cadywold](#), the Deputy Department Manager is [Miss Anita Garfoot](#) and the Departmental Administrative Assistant is [Ms Carol Bowen](#). [Dr Clare Stainthorp](#) is the Admissions and Postgraduate Administrator, and the first point of contact for current research degree students with queries.

The Department Office is on the second floor of Foster Court in room 225. The office is open to students daily from 9.45am until 5.00pm. It is closed at lunchtime between 1.00 and 2.00pm. Students are asked to check their UCL email accounts, regularly for information before making enquiries at the office.

Contact details for staff can be found on the [English People page](#).

Key staff members in the Faculty of Arts and Humanities are:

Dean of Arts and Humanities:	<a href="#">Prof Stella Bruzzi</a>
Faculty Tutor (for taught programmes):	<a href="#">Dr Arne Hoffmann</a>
Deputy Faculty Tutor:	<a href="#">Dr Helen Matthews</a>
Faculty Graduate Tutor (for research programmes):	<a href="#">Dr Joy Sleeman</a>

To contact the Faculty, please email [ah-shs-faculty@ucl.ac.uk](mailto:ah-shs-faculty@ucl.ac.uk).

## 2 Key dates

### 2.1 Term Dates, Exam/Assessment period, Core Activities

#### 2.1.1 UCL Term Dates: 2017/18

First Term	Monday, 25 September 2017– Friday, 15 December 2017
Second Term	Monday, 08 January 2018 – Friday, 23 March 2018
Third Term	Monday, 23 April 2018 – Friday, 08 June 2018

For those departments that operate them, Reading Weeks are the weeks beginning Monday 06 November 2017 (Term 1, Week 7), and Monday 12 February 2018 (Term 2, Week 6).

Christmas College Closure	Close 5.30pm Friday 22 December 2017
	Open 9.00am Tuesday 2 January 2018
Easter College Closure	Close 5.30pm Wednesday 28 March 2018
	Open 9.00am Thursday 5 April 2018
Bank Holidays	Closed - Monday 07 May 2018
	Closed - Monday 28 May 2018
	Closed - Monday 27 August 2018

#### Further information:

- [Term dates 2017/18](#)

Research students are required to be in continuous attendance, apart from periods of leave to be taken in line with UCL staff holiday entitlements.

**Student visas:** If you are in the UK on a student visa, please do not leave the country without permission from the graduate tutor. You should also be aware that by leaving the country you take the risk of not being permitted back in because of UK Border controls.

### 2.2 Department- and faculty-level events and key dates

The Department runs a variety of events during the academic year and information will be emailed to all students. Details of departmental graduate events can be found in chapters 9, 10 and 11. Faculty events include:

#### Inaugural Lectures

A series of free evening lectures, delivered by recently-promoted professors across the arts, humanities and social sciences, runs from November to June. This year's programme will appear in due course on the Faculty's web page.

#### IAS Events

The Institute of Advanced Studies (IAS) harnesses UCL's extensive expertise across the humanities and social sciences to investigate received wisdom and to address the most urgent ethical and intellectual challenges of today. It is a research-based community, comprising colleagues and doctoral students from across UCL, as well as visiting fellows and research collaborators from the UK and around the world.

Based in the Wilkins Building, the IAS runs a vast and varied range of conferences, talks and seminars throughout the year. See what's on at <http://www.ucl.ac.uk/institute-of-advanced-studies/>.

#### Festival of Culture

UCL's Festival of Culture takes place in term three. It is an exciting, week-long showcase and celebration of the quality, diversity and relevance of scholarship across UCL's Faculties of Arts & Humanities and Social & Historical Sciences. Find out more at <https://www.ucl.ac.uk/festival-of-culture/>.

### 3 Communication

UCL will communicate with students via:

- [UCL student email](#) – Students should check their UCL email regularly.
- [UCL Moodle](#) – UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
- [UCL Instagram](#) – UCL's official Instagram channel, featuring news, events, competitions and images from across the UCL community.
- [@ucl Twitter channel](#) – Sharing highlights of life at UCL from across UCL's diverse community.

The principal method of communication between students and UCL is email. Students are expected to check their UCL email accounts every day including during the holidays. Email will not be sent to or forwarded to any private email accounts, and students are asked not to set up the automatic transfer or email from their UCL account to a private account, as there have been instances of this not working well and students have missed important correspondence as a result.

Students are also expected to check Moodle regularly for their programme and modules to ensure they are able to access up-to-date materials and news.

Occasionally mail may be sent to students from or via the Department; this can be found in the student pigeon holes in 229, the Student Common Room. Mail may also be sent to your term-time or home address; this is especially true of important and official communication from Student and Registry Services and Academic Services. It is essential, therefore, that your contact details are kept up to date on the Portico records system.

Students are welcome to contact the postgraduate administrator in person (Departmental Office, Room 225, Foster Court).

Contact details for English staff can be found on the [English People page](#).

There is also a UCL-wide staff and student [directory](#).

## 4 Expectations

### 4.1 Our expectations of students

#### 4.1.1 Code of conduct

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members, both staff and students, to conduct themselves at all times in a manner that does not bring UCL into disrepute. Students should ensure they read and familiarise themselves with UCL's Student Code of Conduct and be aware that any inappropriate behaviour may lead to actions under UCL's Student Disciplinary Procedures.

**Further information:**

[UCL Student Code of Conduct](#)

[Student Disciplinary Code and Procedure](#)

The Department is a signatory to the [Zero Tolerance to Sexual Harassment pledge](#), making a commitment to challenge sexual harassment and support students and staff who experience it (see section 11.4). We all have a responsibility to make our University a safe space for all students and staff.

The pledge, as part of the [Students' Union UCL Zero Tolerance to Sexual Harassment campaign](#), confirms that the Department will not tolerate, condone or ignore sexual harassment of any kind. It has committed to:

- educate students and staff about sexual harassment and why it's never ok
- support students and staff when they talk about, report or challenge sexual harassment

Students and staff are encouraged to [report any incident of sexual harassment](#). Students are advised to talk to a member of staff in the department they feel comfortable discussing the matter with, who will be able to get advice on the various options available to them. Students can also talk to the [Students' Union Women's Officer](#), the [Students' Union Rights & Advice Centre](#) or the [UCL Student Mediator](#) who will be able to advise them further.

#### 4.1.2 Tier 4 students: Absence from learning activities

In line with UCL's obligations under UK immigration laws, students who hold a Tier 4 visa must obtain authorisation for any absence from teaching or assessment activities. Students should send an email to [c.stainthorp@ucl.ac.uk](mailto:c.stainthorp@ucl.ac.uk) if they are unable to attend lectures etc. Please provide as much information as possible: date of the absence, module(s), reason for absence, etc.

**Further information:**

[Authorised Absence](#)

[UCL Visa and Immigration pages](#)

#### 4.1.3 Complaints and grievances

It is important that any student who feels they have been treated unfairly should mention this as soon as they feel able to a suitable member of UCL staff. Most often, your Programme Convenor will be the most appropriate person to discuss, in private, anything that is a cause for concern. Your student academic representative, the UCL Student Mediator, and the Students Union (see sources of support in an earlier section) are also available to students to discuss grievances. This is important and for the benefit of all students.

In the unlikely event that you have not been able to resolve a complaint through the various channels on offer within the department and the faculty, you should follow [UCL's student complaints and grievance procedure](#).

#### **4.1.4 Social media usage**

We ask that all graduate students read and respect the following etiquette guidelines:

- Think before you tweet, especially if your tweet reflects in any way on staff or other students. Refrain from criticisms, mockery, and personal attacks. If you wouldn't say it to the person's face, it's probably unwise to put it on social media, too, and could be seen as a form of bullying.
- Facebook groups and other similar resources are a great way to share information and build a community, but it is good practice to keep these private.
- Remember that, without the appropriate privacy restrictions, anything that you post on social media can be read by anyone – not just the (un)intended target, but also tutors, future employers, colleagues, supervisors, etc.

The Department is keen to provide opportunities for students to share their opinions (e.g. through the SGSCC), and all staff, from the Head of Department downwards, are happy to hear your thoughts and practical suggestions at any time.

All official communications from the Department will take place only via official university channels: our Department website, handbook, notice board, Moodle pages, and messages to your university email address. Any information about regulations, assessments, or other aspects of your degree that you might come across on social media does not come from the Department and should not be considered reliable.

## 5 The MPhil / PhD Programme

### Notes

- 1. In what follows reference is occasionally made to the Graduate Tutor as the person who receives reports, acts as mediator in disputes, etc. It should be understood that where there is any conflict of interest (e.g. where a dispute arises between a student and their supervisor, and the supervisor is also the Graduate Tutor), the functions of the Graduate Tutor will be performed by another senior member of staff, either the Head of Department or a nominated deputy. Similarly, it should be understood that where reference is made to the functions of primary or secondary supervisors, these functions may, where necessary, be performed by other appropriate members of staff in the case of illness or unavoidable absence.*
- 2. References to the stages of the course are made on the assumption of full-time study, with the date of initial registration in September. A summary of the differences for part-time students is given at the end of this document.*
- 3. The term 'student' is used in preference to 'MPhil/PhD student', in part for reasons which will be clear from section 5.1.*

### 5.1 Definition of the Programme and Registration

#### 5.1.1 The 'MPhil'

The MPhil/PhD programmes offered by UCL are research degrees and contain no taught element. The minimum period of registration for both degrees is two calendar years or the equivalent in part-time study: the MPhil involves researching and writing a thesis of 60,000 words, while the PhD involves researching and writing a thesis of 100,000 words. All students admitted to the English department are accepted to study towards the award of the PhD degree; the department does not offer a separate MPhil programme. However, UCL regulations prescribe that all students doing a research degree are initially registered as MPhil students. There are two main reasons for this provision, one relating to the needs of the student, the other to those of the department.

On the student's side the issue is one of over-commitment. The student may decide, for example, after one year of study, that for personal, financial or other reasons they are unable to complete a PhD. They then have the option of 'downscaling' to an MPhil, ensuring that the work they have done so far is not wasted and that they will gain a research degree of recognized standing. It should be emphasized that though the MPhil is a 'lesser' degree it is not an inferior one. It implies a more circumscribed project and a shorter time-span, but the criteria for assessment are similar to those for a PhD.

On the Department's side the issue is one of academic viability. The crucial stage here, which is described in more detail in section 5.9.2, is that of transferring ('upgrading'), which normally takes place during the second year of registration. If the department decides not to upgrade the student's registration from MPhil to PhD, the student may still be able to gain the lesser research degree. Clearly the circumstances in which this might happen are likely to be more contentious than those in which a student decides for themselves that they are unable to complete a doctorate, and a student who is refused leave to continue studying for a PhD may look on the 'offer' of an MPhil as a mark of failure. But, to repeat, the degree still has to be worked for and is subject to examination; it represents a concrete achievement.

A student who has been upgraded from MPhil to PhD status may request that their registration be changed back to MPhil, and if there are good academic and/or personal reasons, the department would support such a request.

There is one other (and extremely rare) circumstance in which a student may be awarded an MPhil — as an outcome of their PhD examination. See below, section 5.11.5.

### **5.1.2 The ‘PhD’**

The PhD (Doctor of Philosophy) is the major research degree offered by British universities. In the UCL English Department, teaching is by regular one-to-one supervision over a registration period of three years, together with attendance at Research Methods seminars (see below, section 5.8). There is a requirement, as part of the ‘progress review’ at the end of the first year, for the student to undertake an exercise in research methods, which forms part of the internal monitoring of the student’s progress. The PhD is the product of independent research and writing over a period of 3-4 years, conducted under the guidance of a supervisor; it is assessed by means of a thesis which is subjected to external examination. The Department gives the student guidance in their research, and reviews and monitors their progress, but does not have any say in the outcome. In accordance with recommendations from the Research Councils, students are encouraged to attend skills training courses (see section 5.7 below).

UCL has had full degree-awarding powers (independent of the University of London) since 2007.

## **5.2 Organisation and Responsibilities**

The Graduate Tutor is responsible for the overall running of the graduate programme within the department. He or she submits reports to the Staff Meeting which meets twice a term in the first two terms, and once in the third term. These reports concern figures for application and admission; matters raised by meetings of the Staff-Graduate Student Consultative Committee (see below, section 15.4) or by the English Graduate Society; matters raised by communications from the Faculty of Arts and Humanities or other UCL bodies; research students’ progress; and any other relevant business.

Proposed changes to regulations or to the procedure for examination of research degrees (which are extremely rare) are discussed by the Board of Studies, which meets with the same frequency as the Staff Meeting.

The Graduate Tutor also chairs the Higher Degrees Sub-Committee (HDSC), consisting of the Graduate Tutor, the Head of Department, the Departmental Tutor, and the convenors of the departmental MAs. The HDSC meets in the third term to conduct the formal ‘end of course’ review for third-year research students, as well as considering nominations for the Celia Phillips Lecture (see section 10).

The Graduate Tutor’s other responsibilities include convening, in conjunction with the English Graduate Society, the Graduate Research Seminar (see section 9); organizing the Research Methods programme; receiving reports at the end of each term; acting if necessary as a mediator in disputes between students and supervisors (see section 5.5); and distributing, collecting, and reporting on Graduate Student Questionnaires. The Graduate Tutor is not responsible for matters to do with UCL registration and fees; these are dealt with by the various sections of the Registrar’s division.

The Graduate Tutor is not responsible for the postgraduate teaching assistant programme (see section 8); this is the province of the Department Tutor and Head of Department.

## **5.3 Induction**

At the start of the academic year, following formal UCL enrolment, there is a meeting between new research students and the Graduate Tutor. At this meeting the Graduate Tutor assigns each student a mentor (see section 5.4), confirms arrangements for their supervision, and gives an outline of the programme which is described in this handbook. The meeting is also attended by a representative of the English Graduate Society.

## 5.4 Mentoring

All first-year students are offered the help and advice of a mentor, who will normally be a second- or third-year student. The mentor is there as an informal contact who can advise the student unfamiliar with the department and UCL, make them feel more at home, and make sure they know about graduate activities and opportunities. The 'use' of a mentor is entirely voluntary (just as all mentors are volunteers). Mentors are nominated by the Graduate Tutor in consultation with the current graduate students.

## 5.5 Supervision

Each student is assigned a primary and a secondary supervisor. The central work of defining a thesis topic, and planning the stages of research and writing, is undertaken in close consultation with the primary supervisor. There should normally be at least ten meetings in the course of the academic year (i.e. September-June), including those devoted to the formal stages of progress review and upgrading. The primary supervisor is responsible for completing, together with the student, the relevant pages of the Student Research Log (see section 5.6).

The secondary supervisor is involved at the stages of formal progress review and transfer from MPhil to PhD, and, in conjunction with the primary supervisor, reads the final version of the thesis before submission. In addition, he or she may temporarily assume the duties of the primary supervisor if the latter is absent (through illness, for example, or sabbatical leave). The secondary supervisor is also available for occasional consultation and advice, though the main line of communication should normally be with the primary supervisor.

If a dispute arises between a student and their primary or secondary supervisor, and they are unable to resolve it between themselves, the Graduate Tutor will act as mediator in the first instance. If the problem remains unresolved, it will be referred to the Faculty Graduate Tutor.

## 5.6 Research Student Log

Every research degree student must complete their online research log at various points during the period of registration. The UCL Doctoral School runs two introductions to the use of this log early in the Autumn Term and a session for January starters early in the Spring Term. All new MPhil/PhD students are advised to attend one of these. The logbook is the record of the student's progress; it includes self-assessment and joint assessment with the supervisor of written work submitted, skills courses attended, travel for research purposes, attendance at conferences etc., together with forward plans. The logbook is the responsibility of the student; it must be kept up to date, as upgrade from MPhil to PhD and final submission of the thesis cannot take place unless the relevant sections of the logbook have been completed.

The Research Student Log may be found at <https://researchlog.grad.ucl.ac.uk>.

## 5.7 Skills Training

In accordance with the recommendation of the Research Councils and the AHRC, College encourages all graduate students, both full-time and part-time, to undertake skills training at departmental level (Research Methods seminars, workshops, and conferences); at [Faculty level](#); at the [UCL Doctoral School](#); and at the [Institute of English Studies in Senate House](#). The student assesses their skills needs in collaboration with the primary supervisor and enrolls in classes and courses appropriate to their needs, whether subject-specific or more general (e.g. IT skills, presentation skills, career preparation).

## **5.8 Research Methods Programme**

The department runs a research methods programme for first-year students (ten in the course of the academic year). Attendance is mandatory for both full- and part-time students. Second and third-year students may attend elements of the course by agreement with the Graduate Tutor.

As part of their progress review (see section 5.9.1), first-year students must complete a research methods exercise which will normally reflect what they have studied during the course. The exercise might consist, for example, of a specific research task involving the use of a specialist library or database, resulting in the production of an annotated bibliography; or evaluation of internet resources in a specific field; or a comparative analysis of the value of scholarly editions of a particular writer. In each case the exercise should involve a summary of aims and methods.

The nature of the exercise should be decided between the student and their primary supervisor, preferably no later than Reading Week in the second term. The exercise should not constitute too great a burden on the student, but should be substantial enough to demonstrate an advance in knowledge and skill.

## **5.9 Progress Review**

### **5.9.1 First Year**

Towards the end of the first academic year (generally in the first week of June) a formal progress review takes place for all first-year students. The student submits (to primary and secondary supervisors) a dossier consisting of an excerpt from work in progress, of c. 7,000 words; an outline of research already undertaken, with an accompanying bibliography of primary and secondary works consulted; a forward plan for research and writing over the summer; and a research methods exercise (see section 5.8). This dossier should be submitted by the end of the second week of the third term.

The material for the progress review is read by the primary supervisor and the secondary supervisor.

The supervisors meet the student (usually in the first week of June) to discuss the material in the dossier, take stock of the first year's work, and make any recommendations which seem to them helpful for the student's research or the development of his or her academic skills. The primary supervisor writes a report on this meeting, copies of which are given to the Graduate Tutor and to the student. If the student wishes to qualify or dispute any part of the report, he or she should contact the primary supervisor in the first instance; after that the matter will be referred to the Graduate Tutor according to the procedure described in section 5.5.

It is not expected that any student will be prevented from proceeding with his or her studies as a result of the progress review, unless his or her work is clearly unsatisfactory and/or he or she has substantially failed to comply with the requirements of the progress review itself. It should be emphasised that the presentation of an appropriate piece of writing, and the completion of the research methods exercise, are indispensable elements of the progress review. Part of the review meeting will be devoted to a discussion of planning for the upgrade to PhD.

## 5.9.2 Second Year

### (i) Upgrading from MPhil to PhD status

UCL Research Degree Regulations state that upgrade cannot be done less than nine months after initial registration for the MPhil degree for full-time students. In the English Department upgrade to PhD normally takes place in the first term of the second academic year. Two attempts at upgrade are permissible; the first between 9 and 18 months and, if the student fails at the first attempt, the second between 15 and 24 months. The period between the first and second attempt should normally be no more than six months.

For part-time students, whose programme of study is typically 5 years, the first possible attempt at upgrade should take place between 15 and 30 months and, if the student fails at the first attempt, the second between 25 and 40 months. The period between the first and second attempt should normally be no more than 10 months.

The upgrading process comprises written reports from the student and primary supervisor, and a viva, outlining the work accomplished so far, and the programme of further work which will lead to a successful thesis. These components will be considered by an upgrade panel.

The student submits an 'upgrade report', consisting of an excerpt from work in progress of c. 7,000 words and a chapter plan of the thesis and a statement of the research and writing tasks which remain to be accomplished. The upgrade report should also include in some form the following components (not necessarily as discrete items or at any great length):

- i) An introduction giving the context of the piece of work;
- ii) A literature review;
- iii) A research question and hypothesis;
- iv) A section on methodology;
- v) A bibliography.

This should not be taken as excessively alarming: the regulations acknowledge that the precise form of material to be considered as part of the upgrade will vary across Departments and disciplines, and say the 'Upgrade Report' should be drafted by the student in consultation with the primary supervisor and the secondary supervisor.

The primary supervisor also submits a written report on the student's work in advance of the viva to the upgrade panel and the student.

The student should submit to the secondary supervisor two or three copies of the dossier, depending on whether the primary supervisor is to be present at the upgrade (see below).

UCL regulations state that 'A student should be upgraded to PhD status if he or she meets the following criteria:

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

The material for the upgrading exercise is read by the Upgrade Panel: the secondary supervisor, who is the chair of the upgrade panel, and one other panellist, who will normally be either a relevant member of staff or a member of the Higher Degrees Sub-Committee (HDSC). The primary supervisor will submit a report beforehand to the panel and will meet with it before the upgrade meeting, but will not be a member of the upgrade panel; it has, however, been agreed in the College that it may be useful for the primary supervisor to be (as in the final PhD viva) silently present, at the discretion of the panel Chair, but without being involved in making the decision to upgrade.

The panel meet the student in the course of the autumn term to discuss the material in the 'Upgrade Report', and will make any recommendations which seem to them helpful for the student's research or the development of his or her academic skills. The decision as to whether the student is to be upgraded should normally be communicated at this meeting. The panel writes a joint report, copies of which are given to the Graduate Tutor and to the student and supervisors, and the Head of Department. If the upgrading exercise is successful, the supervisor completes the official Registry form and passes it to the Graduate Tutor, who countersigns it and forwards it to the Registry. The student may request further oral feedback from the panel.

If the student is unsuccessful, there is under regulations (as quoted above) a second opportunity for upgrade within the time frame described above. If the student wishes to dispute the outcome, the student should contact the Graduate Tutor. Upgrade is also dependent on satisfactory completion of the logbook to date (see section 5.6 above). Students who fail on the first attempt will be given specific written criteria to meet for the second attempt. In some cases, a student may be referred to resubmit the written work only, without the need for a second oral assessment. It should be very clear to students at the outset of the process what are the potential outcomes of the process, including the specific criteria to be met after a first failed attempt and the potential outcomes of failure at the second attempt. The following are the potential outcomes of the upgrade process:

*Potential outcomes of first attempt:*

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

*Potential outcomes of second attempt:*

- i) Student is recommended for upgrade to PhD status.
- ii) Student is not recommended for upgrade and remains registered for the MPhil.
- iii) Student is not recommended for upgrade and is referred to the Faculty Graduate Tutor for initiation of the formal Termination of Studies on the Grounds of Academic Insufficiency for Research Students.

It should be made clear that a second failed attempt at upgrade will mean that the student will remain registered with MPhil status. This may lead to the submission of a thesis for the MPhil which must be done in accordance with the UCL Research Degree Regulations, or the student may be referred to the Faculty for initiation of the formal Academic Insufficiency process.

A written joint report on the outcome is signed by the chair of the upgrade panel and the Graduate Tutor and submitted to Student and Registry Services. A copy is sent to the student, supervisors and the head of department.

The student may request further feedback from the panel.

The purpose of the upgrading exercise is to ensure that both the student and the department are confident that the student's project is viable both in academic terms and in terms of its prospects of completion. From the student's perspective, the aim should be clarity of definition of his or her topic, cogency of the thesis plan, and awareness of what will be required in the way of further research and writing to complete

the thesis. From the department's perspective, the aim is to make sure that students are working at the appropriate level, that they have done enough work already and are likely to accomplish the remaining tasks in good time, and that any recommendations concerning the direction of a student's work or the development of his or her academic skills should be clearly understood and agreed by the student.

## **(ii) Progress Review**

Assuming a student has been transferred from MPhil to PhD status in the first term of his or her second year, he or she undergoes a progress review at the end of the second year (if upgrade has not yet successfully taken place, the second attempt at upgrading may be substituted for the Progress Review).

The requirement for the second-year progress review is a meeting between the student and both supervisors in the first week of June to discuss progress and plan work to be done during the summer vacation. No dossier of work will be required, unless the progress review is being replaced by a second attempt at upgrade, but the supervisors may ask to see an up-to-date chapter plan and reading list.

### **5.9.3 Third Year**

Towards the end of the third academic year, generally in the first week of June (for January starters, at the beginning of the Spring Term) an end-of-course review takes place for all third-year students. The student submits (emailed to the Graduate Tutor as chair of the HDSC) a dossier consisting of the proposed thesis description (the 300-word summary which is submitted as part of the thesis); a chapter plan with brief synopsis of the material covered in each chapter; an extract from the thesis of 8,000-10,000 words; and a report outlining the work which remains to be done and the proposed timetable for completion of the thesis. This material, together with a brief report by the primary supervisor, should be submitted to the HDSC by the end of the second week of the third term (or, for January starters, by the end of the Autumn Term). The supervisor's report should confirm that the material in the dossier has been discussed with the student and the completion timetable agreed. If the supervisor does not agree with the student's estimate of his or her completion date, this should be clearly indicated in the report and the student should be aware of this fact.

The HDSC then interviews the student, whose primary supervisor may, at the student's request, be present at the interview, but who does not him/herself take part in the process. This interview functions as a trial run or preview of the oral examination, since the student can expect to be questioned about the design and structure of his or her thesis as well as on details of content, style, and presentation. The presence of the supervisor also corresponds to UCL regulations, which state that the supervisor may be present at the oral examination but must not make any intervention. The aim is to give students, towards the end of their course, some sense of 'external' scrutiny of their work. The Graduate Tutor will give written feedback from the meeting to the student.

### **5.10 Completing Research Student Status**

The formal length of the MPhil/PhD course is three years. At the end of the third year, a student who wishes to stay on for a fourth year in order to complete their thesis is required to apply for 'Completing Research Student' status (CRS). This enables students to be registered with UCL for a fourth year of study without payment of any fee, but retain access to UCL facilities and can have one draft of their thesis read by their supervisor. UCL has made it clear that the award of CRS should not be automatic. The criteria are:

- that the student has been upgraded from MPhil to PhD,
- that the student is in a position to submit their thesis within twelve months, and
- that the student has met any other conditions imposed by their department.

If the conditions are not met, the student will continue to pay full-time or part-time fees. If you do not have CRS status and do not pay fees then you are no longer registered and no longer have access to UCL facilities.

The primary supervisor notifies Student Records in the Registry in order to ask for CRS status to be granted. Extensions to CRS beyond a fourth year are extremely difficult to obtain, and are usually only granted in cases of severe personal or financial difficulties which have caused an unavoidable interruption of studies. If a student has not completed their thesis within four years, and there are no grounds for an extension of CRS, they will be de-registered, and will be charged a 'late-submission fee' when they do submit.

Students in their fourth year are not entitled to regular supervision. They are, however, entitled to ask their primary supervisor to read and comment on the final draft of their thesis before submission. In practice, most supervisors maintain regular contact with their students; but it must be stressed that they do so without obligation.

## **5.11 Completion, Submission and Examination**

### **5.11.1 Draft of thesis**

When the student has completed a draft of his/her thesis, he/she should show it to the primary supervisor. The secondary supervisor also reads the complete draft. The primary supervisor makes any final comments and recommendations.

UCL requires that the primary supervisor should formally declare that they have read the draft and that, in their opinion, the thesis is of an appropriate quality to be submitted for examination. UCL also requires confirmation that the logbook has been completed to date.

### **5.11.2 Examination entry and appointment of examiners**

Under UCL regulations, a student is required to state formally his/her intention to submit his/her thesis for examination four months prior to the designated date, and to complete an examination entry form obtainable from the Registry. Besides details of title, subject area etc., the form requires a copy of the thesis description (the 300-word summary referred to in section 5.9.3 above). Neither title nor description may be altered without special permission once the examination entry form has been submitted. The aim of the four-month period of notice is to enable examiners to be found for the thesis, so that they are (it is hoped) in place by the time the thesis is submitted. The examination entry form is accompanied by an 'appointment of examiners' form which it is the responsibility of the primary supervisor to complete. The form nominates two examiners, one of whom is normally an internal examiner from UCL, and the other from an external institution. (There are, however, provisions for exceptions to this practice, and any supervisor or student who wishes to make a case for such an exception should consult the Graduate Tutor, who will take advice from the Registry.) There are various restrictions as to who can act as an examiner, some of which are a matter of judgment rather than fact (e.g. whether a personal or professional relationship between the examiner and the supervisor or student should disqualify that person from acting); in cases of doubt, the Graduate Tutor should be consulted.

The supervisor should consult the student as to the choice of examiners; though the final nomination rests with the supervisor, a dispute over the choice of examiners would constitute a very serious problem and every effort should be made to avoid it. It is better to delay the appointment of examiners than to proceed with examiners in whom the student has no confidence; on the other hand, the student should ensure that they have good reasons for expressing a lack of confidence in any examiner suggested by their supervisor. Disputes should be referred to the Graduate Tutor as soon as they arise.

### 5.11.3 Submission of thesis

After the student has made any changes to the draft of the thesis, in the light of his/her supervisor's recommendations, he/she should notify the supervisor that the thesis is ready to be submitted. The student submits the required bound copies of the thesis to the UCL Student Centre (UCL Student and Registry Services). Full 'Requirements of a Thesis' may be found in the [academic regulations and guidelines for research degree students](#).

MPhil/PhD entry forms and other relevant information may be obtained from Student Records and must be submitted not later than four months before the proposed date for submission of your thesis.

### 5.11.4 Examination

#### (i) Nature of the Examination

The examination takes place in two parts. The thesis is first read by the two examiners, who each compile a separate report and indicate what outcome they would recommend. The examiners then meet, usually either just before or on the day of the oral examination (the 'viva'), exchange their reports, and discuss what questions they will ask the student; they may arrive at a preliminary judgment of the thesis, or defer a decision until after the viva. The viva is the second part of the examination.

#### (ii) Arrangements for the Viva

The primary supervisor is normally responsible for arranging the appointment of examiners together with the Graduate Tutor, arranging an agreed date for the viva in consultation with the examiners and the student, providing a room for the viva to take place, and informing the UCL Student and Registry Services of the date.

#### (iii) Conduct of the Viva

There are no regulations governing the length or content of the viva. It is rare for a viva to take less than an hour, or more than two hours; but instances at UCL have ranged from 45 minutes to three and a half hours! (In each case the result was a pass.) Examiners are free to question the student on any aspect of their research, writing, and presentation, and may also offer advice about further development of the research, publication etc. The student's supervisor is also invited to the viva to attend as an observer, unless the student indicates otherwise on his/her entry form. Students are given an idea of what will be involved by their end-of-course interview with the HDSC, and will usually talk through the coming viva with their supervisor. For the possible outcomes of the examination, see below.

### 5.11.5 Outcomes of the examination

What follows derives from the regulations which are laid out in the UCL regulations (some of which rarely apply to students of English, for example where an examination includes 'practical' elements such as field-work). For our main purposes, the examiners have five options:

- (i) Outright pass
- (ii) Pass subject to minor corrections / amendments, to be made within three months
- (iii) Referral for revision of thesis for re-submission within 18 months
- (iv) Referral for submission to a further oral examination within 18 months
- (v) Re-submission of thesis for MPhil
- (vi) Outright failure

Most students should only be concerned with (i) and (ii). ‘Minor corrections’ may range from typos and misquotations to the re-design of the bibliography, but should not involve substantial re-writing, though the changes sometimes result in different pagination and the student may have to print the thesis out afresh and submit new bound copies. The examiners may request to see the corrected copy of the thesis, or they may delegate this task to the supervisor, who must then certify that the required changes have been made.

Referral (option iii) usually involves substantial re-writing of a section of the thesis, for example to take account of new material which the examiners judge should have formed part of the work. Where the thesis fulfils the criteria, but the student fails to satisfy the examiners at the oral examination (option iv), the examiners may permit the student to resend the same thesis and submit to a further oral examination.

Re-submission for an MPhil (option v) is, in effect, a compromise between passing the thesis and failing it. There is no option to re-submit the thesis for the degree of PhD. The student has two months after being informed of the examiners’ decision in which to decide whether he/she wishes to re-submit their thesis for an MPhil.

Outright failure (option vi) means that the student is not awarded any qualification and is not allowed the option of re-submitting the thesis.

### **5.11.6 Communication of the outcome**

The examiners are not obliged to communicate the outcome of the examination to the student until after the viva. It is (happily) often the case that examiners will have made up their minds to pass the thesis in advance of the viva, and will tell the student of their decision at the start; but they may make up their minds to pass the thesis, but not tell the student until the occasion is over; or they may be undecided; or they may not yet be in agreement. Occasionally examiners will ask a student to leave the room while they decide what to do. However, at some point they will tell the student what the outcome is, and give them further details if necessary (e.g. a list of the minor corrections to be made).

The examiners must submit their individual reports to UCL, together with their joint report and recommendation. Copies of the joint report are sent to the student, the supervisor, and the Head of Department. The examiners may, if they wish, release their individual reports, but are not obliged to do so.

There is no right of appeal against an academic decision. However, there is a student complaints procedure in place and students can lodge a case under this procedure in the circumstances specified, see section 12 and <http://www.ucl.ac.uk/srs/academic-manual/c1/complaints>.

## **5.12 Resolving problems and the Students Complaint Procedure**

Students should raise issues initially with their supervisory team or, if they would prefer not to, with the Graduate Tutor, and thereafter with the Faculty Graduate Tutor.

If the matter remains unresolved, students are encouraged to contact the [UCL Student Mediator](#). Students may also find it helpful to approach the [Students’ Union Rights and Advice Centre](#).

In cases which cannot be resolved by informal discussion with the Graduate Tutor, Faculty Graduate Tutor, and the UCL Student Mediator, there is a formal [Student Complaints Procedure](#). Complaints should be lodged when the problem arises and not at the end of registration.

## 6 Intellectual Property Rights / Copyright in Relation to Students

As a general principle UCL recognises the student as owner of any IPR s/he produces while a registered student of UCL. This principle may be subject to variation in the case of collaborative or externally sponsored work, or other exceptional circumstances.

UCL's Policy Statement on Intellectual Property Rights/Copyright in relation to students may be found at: [www.ucl.ac.uk/current-students/guidelines/intel\\_prop\\_rights](http://www.ucl.ac.uk/current-students/guidelines/intel_prop_rights).

## 7 Plagiarism and Research Misconduct

All research degree students are expected to act in a professional manner in relation to their work.

Regulations concerning plagiarism, including self-plagiarism, and other research misconduct are set out in the academic regulations and guidelines for research degree students: [www.ucl.ac.uk/srs/academic-manual/c5/research-degrees/research-misconduct](http://www.ucl.ac.uk/srs/academic-manual/c5/research-degrees/research-misconduct).

UCL's Policy Statement on Plagiarism may be found at: [www.ucl.ac.uk/current-students/guidelines/plagiarism](http://www.ucl.ac.uk/current-students/guidelines/plagiarism).

## 8 Teaching

Students, generally in their second year, may be invited to become 'postgraduate teaching assistants (PGTAs)' in the department. This usually involves tutorial teaching, generally to first-year undergraduates. The Departmental Tutor writes to students at the beginning of the Summer Term inviting them to apply. Application is by cv, covering letter and a supporting statement from their principal supervisor. Account will be taken both of the student's progress, and of their ability to teach the undergraduate syllabus. The Department Tutor is responsible for information and advice to new teaching assistants, but students may also consult their own supervisors and their mentors.

Some seminar teaching on the First-Year Course may be available to completing research degree students.

Students new to teaching are required to attend a training session with the Department Tutor in September before term starts. This will include discussion of this document and practice annotation and marking of an essay. Supervisors will act as teaching mentors.

Following induction, tutors have the option of joining the second stage of the [UCL Arena One Teaching Associate Programme](#) and then submitting an application for an Associate Fellowship of the Higher Education Academy.

Further information on UCL's Postgraduate Teaching Assistant Scheme is available on the Doctoral School's website, <http://www.grad.ucl.ac.uk/postgrad-teaching-assistants/>.

## 9 Graduate Research Seminars, workshops and conferences

The Graduate Research Seminar usually takes place on four or five occasions in the first two terms, and on two or three occasions in the third term. There is a mixture of speakers from other universities, members of staff, and students. The seminar consists of a 40-minute paper, followed by an opportunity over drinks in the student common room to discuss further and network. It is hoped that every student will present a paper to the Graduate Research Seminar, generally in their second or third year. Invitations to speakers are sent by the UCL English Graduate Society in consultation with the Graduate Tutor. A one-day postgraduate conference, organised by the UCL English Graduate Society, is held towards the end of the summer term.

## 10 Celia Phillips Lecture

The Celia Phillips lecture commemorates a student of the department who died of cancer in 1978. The lecture is given at the beginning of each academic year, normally by a student in their third year. Second-year students who wish to give the lecture must apply by the end of the second week of the Summer Term, by sending an outline of their proposed lecture to the Graduate Tutor and by requesting their supervisor to write a supporting statement. The appointment of the Celia Phillips lecturer is made by the HDSC at its meeting in June. Both the student's own proposal and the supervisor's statement will be taken into account in making the decision, but the main emphasis will lie on the merit of the proposal; students are advised to choose a topic which reflects their own particular research interests but which will also be accessible to a more general audience.

## 11 UCL English Graduate Society

The **UCL English Graduate Society** exists to enrich the social, academic, and professional lives of graduate students in the Department. All MA and MPhil/PhD students automatically become members of the Society on entering the Department; there is no membership fee. The society sponsors a variety of activities and events and suggestions for new ones are always welcome.

Ad hoc discussion groups meet regularly to discuss texts, films and cultural issues of general interest. The groups are an important social focus for graduate students and offers a friendly and informal context for the exchange of ideas. The society also helps to run the English Department's fortnightly Graduate Research Seminar, which presents papers by academics and writers from around the UK, and by UCL staff and PhD students.

Members also run the annual UCL Postgraduate Conference, now in its thirteenth year, which gives graduates from the Department, around the UK and overseas a chance to present their research at a lively, well-attended academic conference.

## 12 Yale Exchange Programme

Yale and UCL have entered into a unique partnership called the Yale UCL Collaborative. As part of this agreement, UCL PhD students are able to apply for the Yale exchange programme. This has been designed to provide students with the opportunity to study at Yale for a defined period of research. Further details are available from the Graduate School website at <http://www.grad.ucl.ac.uk/yale-ucl/>.

## 13 Funding

### 13.1 Departmental Postgraduate Research Students Fund

UCL funds are available via the Department for students to attend conferences and similar research related activities. Success is not guaranteed since funds are extremely limited and you must apply BEFORE the conference takes place.

PhD students who have no guaranteed access to funding for research expenses (including those fourth years with Completing Research Status) are eligible to apply for up to £250 to help cover the costs of international research trips / conferences, and up to £125 to fund UK-based research trips / conferences.

Since the amount of funding the Department has available each year to support such trips is finite, it is advisable to apply early in the academic year. Applications will be considered on a first-come first-served basis from October 1<sup>st</sup>. **N.B. The amount of funding available for 2017-18 is unconfirmed at the time of publication. Students will be informed in due course.**

Applicants should send a breakdown of costs, and a short statement of support from their primary supervisor, to the Head of Department, [Prof. John Mullan](#), and to the [Departmental Manager](#).

### 13.2 UCL Doctoral School

The UCL Doctoral School has information about UCL scholarships and support to research degree students in financial need, <http://www.grad.ucl.ac.uk/funds/>.

The Doctoral School also offers one-year Cross disciplinary scholarships to enable students to spend an additional year in a different discipline in order to deepen their doctoral study, [http://www.ucl.ac.uk/prospective-students/scholarships/graduate/UK-EU\\_Res/gsrscdt](http://www.ucl.ac.uk/prospective-students/scholarships/graduate/UK-EU_Res/gsrscdt).

### 13.3 AHRC-funded students

AHRC-funded students are eligible and encouraged to apply for the additional funds made available by the London Arts & Humanities Partnership to support research degree students, as listed in <http://www.lahp.ac.uk/current-students/additional-funds-to-support-research-training/>.

### 13.4 Octagon Small Grants Fund

The fund provides financial support for a range of interdisciplinary research activities led by graduate students and/or staff in across the Faculties of Arts & Humanities and Social & Historical Sciences, and the School of Slavonic & East European Studies. Applicants can request up to £1,500 for theme-based conferences, seminar series, and workshops, <http://www.ucl.ac.uk/institute-of-advanced-studies/octagon>.

### 13.6 Open Access

There are also some funds available at UCL to pay publication fees for journal open access publications available at UCL (<http://www.ucl.ac.uk/library/open-access>). It is essential that you check and understand the publication arrangements and costs of a particular journal before you commit to publication. There is no guarantee that such costs will be covered for you by UCL, but you should talk to your supervisor and to the Graduate Tutor if you wish to apply for financial support for open access publication.

## 14 Learning resources and key facilities

### 14.1 UCL Library and Learning Resources

#### 14.1.1. UCL Library Services

UCL has a number of libraries and a mixture of quiet study spaces, bookable study rooms and group work areas. Each library has staff that students can ask for help. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support.

#### Further information:

- [Library information for students](#)

#### The University Libraries

UCL LIBRARY, Gower St., WC1E

Enquiry Desk 020 7679 7700, renewals 020 7679 7792/7795. <http://www.ucl.ac.uk/library>

UNIVERSITY OF LONDON LIBRARY, Senate House, Malet St., WC1E; 020 7862 8500 (enquiries). Includes an American literature collection. <http://www.ucl.ac.uk>

You should get to know the resources of both these libraries. You can search the online catalogues to find what you want, but also get into the habit of browsing the shelves and dipping into the books you find. Don't limit yourself to the sections on Milton or Dickens or Old English but explore more widely in the relevant periods and look at the shelves of general criticism as well.

#### Online Resources

The UCL Library webpage is the gateway to a huge range of electronic resources, at <http://www.ucl.ac.uk/library/electronic-resources>. You should certainly familiarise yourself with, and get into the habit of using, the online versions of the Oxford English Dictionary and the Oxford Dictionary of National Biography.

Useful research links can also be found in the English Department website Resources page, at <http://www.ucl.ac.uk/english/resources>.

#### 14.1.2 London Libraries

THE BRITISH LIBRARY, 96 Euston Road, London NW1. MPhil/PhD students should register here as soon as possible, <http://www.bl.uk/help/how-to-get-a-reader-pass>. The catalogue can be consulted at [www.bl.uk](http://www.bl.uk)

[THE NATIONAL ART LIBRARY](#), The Victoria and Albert Museum, Cromwell Road SW7; 020 7942 2400,

[THE WOMEN'S LIBRARY](#), The London Guildhall University, Old Castle St E1; 020 7320 2222, specialises in books by and about women and the campaign for female suffrage.

[THE INSTITUTE OF HISTORICAL RESEARCH](#)

[THE WARBURG INSTITUTE](#), for the study of the classical tradition.

[THE WELLCOME LIBRARY OF THE HISTORY OF MEDICINE](#)

[DR WILLIAMS'S LIBRARY](#), for historical and Biblical materials.

The public library system is administered by the boroughs (e.g. Westminster, Camden) and computerised so that you can normally discover if any other library in the same borough has the book you want, though some card catalogues are still in use. To borrow you need an address in the borough, but UCL will do for Camden. Some big libraries are:

[HOLBORN LIBRARY](#), 32-8 Theobalds Road WC1; 020 7413 6345.

[WESTMINSTER CENTRAL REFERENCE LIBRARY](#), 35 St. Martin's St. WC2; 020 7641 4636.

## Library Resources for English and American Literature

[Sarah Burn](#) (Subject Librarian)

[UCL Library Explore](#)

### Primary works

Resource	Content	Help
<a href="#">British Literary Manuscripts Online: Medieval and Renaissance</a>	British literary manuscripts dating from roughly 1120 to 1660	
<a href="#">Drama Online</a>	Bloomsbury's Methuen Drama and Arden Shakespeare imprints, Faber, and modern plays from Nick Herne	Video user guides <a href="http://www.dramaonlinelibrary.com/pages/libraryresources">http://www.dramaonlinelibrary.com/pages/libraryresources</a>
<a href="#">Early English Books Online (EEBO)</a>	Digital images of works printed in English from 1473-1700	
<a href="#">Eighteenth Century Collections Online (ECCO)</a>	Digital images of eighteenth-century works	
<a href="#">Historical Texts</a>	New interface enabling cross-searching of <b>EEBO</b> , <b>ECCO</b> and <b>British Library 19<sup>th</sup> Century Collection</b> (1789-1914)	Quick ref guide (offline): <a href="http://historicaltexts.jisc.ac.uk/files/HT-QRGv2.pdf">http://historicaltexts.jisc.ac.uk/files/HT-QRGv2.pdf</a> Video guides available under 'Support'
<a href="#">Literature Online (LION)</a>	Works in English, primarily Penguin and Faber poetry (new content is added): English, American, African American and Canadian poetry from the eighth century to the present day English and American drama 1280 - 1915 English and American prose 1500 - 1914 Heinemann African Writers Series (AWS)	
<a href="#">Oxford Scholarly Editions Online</a>	OUP's scholarly editions of literary works, all pre-20 <sup>th</sup> Century	10 min demonstration <a href="https://www.youtube.com/watch?v=fN1MiuJC4qQ">https://www.youtube.com/watch?v=fN1MiuJC4qQ</a>

### Moving Images

Resource	Content	Help
<a href="#">BoBNational</a>	Streaming database of TV and radio for education. Must Login. Does not work with Internet Explorer. Can be searched more effectively using <a href="#">TRILT</a>	Video user guides <a href="http://bufvc.ac.uk/tvandradio/bob/bob-video-tutorials">http://bufvc.ac.uk/tvandradio/bob/bob-video-tutorials</a>
<a href="#">BBC Shakespeare Archive</a>	Streaming programmes and photographs from the BBC's Shakespeare archive.	
<a href="#">Kanopy</a>	Streaming access to thousands of programmes and films.	
<a href="#">Theatre in Video</a>	Streaming video of performances of more than 100 plays and 60 film documentaries.	

## Criticism & Reference

Resource	Content	Help
<a href="#">American National Biography</a>	Biographies of over 17000 Americans	
<a href="#">Arts and Humanities Citation Index</a>	Fully indexes over 2300 arts and humanities journals	
<a href="#">Drama Online</a>	Includes works of 'Context and criticism' and the play introductions	Video user guides <a href="http://www.dramaonlinelibrary.com/pages/libraryresources">http://www.dramaonlinelibrary.com/pages/libraryresources</a>
<a href="#">International Medieval Bibliography</a>	Index of literature on the Middle Ages, 400-1500 AD	
<a href="#">Literary Encyclopedia</a>	Encyclopaedia of global literature, includes profiles of authors, works and literary and historical topics	
<a href="#">Literature Online (LION)</a>	Includes full text of journals, reference and critical works, the <b>Annual Bibliography of English Language and Literature (ABELL)</b> and the <b>MLA</b>	
<a href="#">MLA International Bibliography</a> (Proquest)	International index on language, literature, linguistics and folklore	
<a href="#">Oxford Bibliographies</a>	Authoritative research guides to literature	Online tours <a href="http://www.oxfordbibliographies.com/page/take-a-tour">http://www.oxfordbibliographies.com/page/take-a-tour</a>
<a href="#">Oxford Dictionary of National Biography</a>	Biographies of the people who shaped Britain	3 min user guide <a href="https://www.youtube.com/watch?v=-0IK43xa3w">https://www.youtube.com/watch?v=-0IK43xa3w</a>
<a href="#">Oxford English Dictionary</a>	Definitive record of the English language	3 min user guide <a href="https://www.youtube.com/watch?v=LV8Z2e1f7o">https://www.youtube.com/watch?v=LV8Z2e1f7o</a> Quick Start Guide <a href="http://www.oed.com/public/quick/quickstart/">http://www.oed.com/public/quick/quickstart/</a>
<a href="#">Shakespeare Collection</a>	Includes historical editions, works by contemporaries, critical works and reference materials	
<a href="#">World Shakespeare Bibliography</a>	Annotated index of all important works and theatrical productions related to Shakespeare published 1960 - 2016	

For a complete list of the databases available at UCL, see: <http://www.ucl.ac.uk/library/database/>

### Websites (freely available)

[British Library: Discovering Literature](#) BL digitised items, articles, short documentaries.

[Copac](#) Union catalogue of major research libraries in the UK.

[Cambridge Literature Timeline](#) Visual Literary Timeline which links to academic sources.

[The First World War Poetry Digital Archive](#) Text, images, audio, and video for teaching and research.

[Folger Shakespeare Library](#) Digital Image collection and [Folger Digital Texts](#) downloadable source code

[Nineteenth-Century Studies Online \(NINES\)](#) Scholarly organization.

[Palaeography: reading old handwriting 1500 - 1800](#) A practical online tutorial from The National Archives.

[Six Degrees of Francis Bacon](#) Digital reconstruction of the early modern social network.

### 14.1.3 UCL Information Services Division (ISD)

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of 'How to' guides which provide step-by-step guidance to all of ISD's key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks. There are also opportunities for [digital skills development](#) through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk. UCL also has a licence for [Lynda.com](#) which provides thousands of high quality video-based courses from programming to presentation skills. [Learning on Screen](#) provides students with access to an archive of 65 free-to-air channel programming for educational usage. In addition, [Kanopy](#) is available to UCL students, and offers a wide range of movies.

[E-learning services](#) available to students include Moodle and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom.

ISD provides desktop computers and laptops for loan in a number of [learning spaces](#). A [map of computer workrooms](#) is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students. It is also possible to access a large range of applications remotely, from any computer, using the [Desktop@UCL Anywhere](#) service. Students also have access to a range of free and discounted software via [ISD Software for Students](#).

All students are encouraged to download the UCL-Go app, available for iOS and Android devices. The app gives access to Moodle and timetabling and shows where desktop computers are available on campus.

### 14.1.4 UCL Centre for Languages & International Education (CLIE)

The UCL Centre for Languages & International Education (CLIE) offers courses in over 17 foreign languages (including English), along with teacher training courses, across a range of academic levels to support UCL students and staff and London's wider academic and professional community. CLIE provides degree preparation courses for international students, courses satisfying UCL's Modern Foreign Language requirements and a range of UCL summer school courses. Students can also access a database of language-learning resources online through the CLIE Self-Access Centre, including film and documentary recommendations and books for self-study.

#### Further information:

- [CLIE website](#)
- [CLIE Self-Access Centre](#)

## 14.2 Study Areas

Postgraduates are welcome to use the main student common room (room 229). There is also a small postgraduate room (room 206); however, owing to the shortage of teaching space, this room is being used increasingly for small teaching groups and faculty-supported activities.

There are also dedicated spaces for all graduate students around UCL:

- **Institute of Advanced Studies Common Ground**, Room G11, South Wing – has a quiet study space for Arts & Humanities research degree students. Further information and details on how to apply for membership of the Common Ground can be found on <http://www.ucl.ac.uk/institute-of-advanced-studies/ias-news/ias-common-ground-membership>.
- **Graduate Hub**, South Wing basement, opposite the Print Room Café - consists of a seminar room for

group discussion and presentations, a breakout space with integrated kitchenette, a common room, and a suite of individual study carrels. The room is located in the South Wing basement opposite the Print Room Café.

- [Research Grids](#), Main Library (rooms 224, 225 and 235) and Science Library (DMS Watson building), 4<sup>th</sup> floor – study suites solely for the use of research degree students.
- [Graduate Cluster Area](#), Science Library (DMS Watson building) – a pc cluster room for the use of research degree students.

For further details about the Graduate Hub, Research Grid, and Graduate Cluster Area, please see the Doctoral School website, <http://www.grad.ucl.ac.uk/resources/>.

### 14.3 Portico – what it is, why it is important and who to contact for support

Portico is the main UCL student information system which is used by all students for:

- Updating personal data such as addresses or contact numbers
- Pre-enrolment and re-enrolment
- Applying for graduation ceremonies

**Further information:**

- [Portico login](#)
- [Portico Helpdesk](#)

### 14.4 Data Protection

#### 14.4.1 How UCL uses student data; for what purposes, and the steps taken to safeguard this information; where to find information security, intellectual property and email policies; Information on how to enquire or make a related complaint

UCL uses student information for a range of purposes connected with their studies, health and safety. UCL takes the protection of student information very seriously and complies with the Data Protection Act (DPA) 1988. Information about students will only be shared within UCL when necessary. UCL may also be required by law to share information with some external agencies for a variety of purposes, such as the Students' Union, the Higher Education Statistics Agency and UK Visas and Immigration. After students leave UCL their data is retained in the permanent archives.

**Further information:**

- [UCL General Student Privacy Notice](#)
- [UCL Confidential Information Statement](#)
- [UCL Information Security Policies](#)
- [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)

## 15 Student representation

### 15.1 Information on Students' Union UCL, how to run for election and how to find a representative

#### Students' Union UCL

The Union helps you to do more at UCL, experience something you've always dreamt of, turn a curiosity into a new passion and help you reach your potential. The Union cares about the things you care about, it's made up of all kinds of people from all kinds of places and it's there to fight for you when you need someone in your corner.

Students' Union UCL is the representative body of all UCL students. It's run by students for students and is a registered charity, independent of UCL. All UCL students at every level are automatically members of the Union (but can opt out), and the Union's leaders are elected annually by and from all current students. The elected leaders are called Sabbatical Officers and they represent students on various UCL committees and campaign on the issues that matter to students. Alongside the Sabbatical Officers are more than 1000 voluntary representatives, elected or appointed to cover every part of UCL life.

#### Further information:

- [Students' Union website](#)
- [Membership information](#) (including how to opt out)
- [Elections information](#) (including how to run for office)

### 15.2 Student societies

UCL students currently run over 250 different clubs and societies through the Students' Union, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL.

#### Further information:

- [Students' Union Clubs & Societies](#)

### 15.3 Information on Academic Representatives

Your Students' Union is there to make sure students have the best possible time while they're studying at UCL. One of the ways we do that is by working with departments and faculties to ensure that every student is represented and has a voice in the way that the university works.

Every student at UCL will have a Course Representative or a Research Student Representative who will be your eyes, ears, and voice. They'll work closely with staff in your department to make sure that they understand what you most value, and take action to deal with things you'd like to see improve. They'll also work with representatives in your faculty and the Students' Union to make things better across the whole of UCL.

If you take up a representative role, the Students' Union will work closely with you to provide training, support, and advice, and you'll be able to change the experience of everyone on your course or in your department for the better. Course and Research Student Representatives are appointing during early October – if you'd like to take up the role, staff in your department can tell you how.

#### Further information:

- [Academic Representation website](#)
- [Find your Representative](#)
- [Become an Academic Representative](#)

## 15.4 Staff-Graduate Student Consultative Committee

Every department at UCL has a Staff-Graduate Student Consultative Committee (SGSCC) that meets at least twice a year. The SGSCC provides a forum for discussion between staff and student academic representatives. This is an important opportunity for students to give feedback on their learning experience and is central to maintaining and improving the quality of education at UCL.

The English Department's Staff-Graduate Student Consultative Committee (SGSCC) meets once a term in the autumn and spring terms and includes one student from each of the MA programmes. All research degree students are entitled to attend meetings of the committee. The meetings are chaired by the Graduate Tutor, who reports back to Department's Staff Meeting and Board of Studies as appropriate; minutes are posted on the noticeboard in the Student Common Room.

## 15.5 Informal and Formal Student Complaints

UCL aims to ensure that every student is satisfied with their experience of UCL. However we recognise that from time to time problems do arise and students may wish to express concern or dissatisfaction with aspects of UCL or the quality of services provided.

### Informal resolution

Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their supervisor, Departmental or Faculty Tutor, Course Representative, or Research Student Representative if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the Students' Union Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

### Formal complaints

If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL's Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions.

### Further information:

- [Student Complaints Procedure](#)
- [UCL Student Mediator](#)
- [Students' Union Advice Centre](#)

## 15.5 UCLU Rights & Advice Centre

The UCLU Rights & Advice Centre is a service available to UCL students to help with any difficulties that might occur while at UCL. The Rights & Advice Centre's trained and experienced caseworkers can give advice about:

- **Immigration** - including applying for a Tier 4 visa
- **Academic issues** - including examination irregularities and student complaints
- **Housing** - including contract checking and housemate disputes
- **Employment** - including unpaid wages and part time employment contracts
- Many other legal and university matters

Students can make an appointment or attend a drop-in session for free, confidential and independent advice and support.

Further information: [UCLU Rights & Advice Centre](#)

## **16 Student feedback**

### **16.1 The importance of feedback and how UCL uses the results**

UCL's goal is to put students' feedback, insights and contributions at the heart of our decision-making. We value students' feedback and work with students as partners in the process of shaping education at UCL. In recent years, as a direct result of student feedback, we extended library opening hours, opened new study spaces and scrapped graduation ticket fees for students.

### **16.2 Student surveys and how UCL uses the results, including information about the NSS, PRES, PTES and Student Barometer**

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, the Postgraduate Taught Experience Survey, the Postgraduate Research Experience Survey, and the Student Barometer. Whether it's about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. Each survey usually takes just a few minutes to complete, all responses are anonymous and some include a generous prize draw. Every piece of feedback is read and the results of each survey are then shared with staff right across UCL – including President & Provost Michael Arthur.

**Further information:**

- [UCL Student Surveys](#)
- [Postgraduate Research Experience Survey](#)

## 17 Student support and wellbeing

### 17.1 Information regarding central well-being and support services, including what services are offered, locations and contact information

#### UCL Student Support and Wellbeing

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for student - the [Current Students Support](#) website provides more information. Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

##### 17.1.1 The Student Centre

The Student Centre provides front-line administrative services to UCL students and is an excellent source of information about the services provided by Student Support and Wellbeing. They can also provide advice about a range of Student Records enquiries and fulfil requests for proof of student status.

**Further information:**

- [Student Centre website](#)

##### 17.1.2 Student Disability Services

Student Disability Services provide a comprehensive range of support services for students who have a disability which impacts upon their studies at UCL. They support students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health difficulties, and long-term health conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment and provide one-to-one tutoring and support for students with specific learning difficulties.

**Further information:**

- [Student Disability Services](#)

##### 17.1.3 Student Psychological Services

Student Psychological Services is dedicated to helping UCL students with personal, emotional and psychological concerns. The Student Psychological Services Team is diverse and consists of a variety of highly trained and experienced professionals, who offer short-term CBT and psychodynamic support. There are currently two psychiatrists and ten therapists on staff with varying kinds of psychological training and expertise.

**Further information:**

- [Student Psychological Services](#)

##### 17.1.4 International Student Support and Welfare

The International Student Support and Welfare Team provide specialist support and advice for all non-UK students at UCL. As well as immigration information, they help to support students through the transition to university in the UK by organising the International Student Orientation Programme (ISOP) at the start of each term, and arranging regular workshops for international students which tackle particular issues.

**Further information:**

- [International Student Support and Welfare](#)

### 17.1.5 Financial support

At UCL we understand students can face a range of financial issues. We aim to help and advise students as much as possible, so that they have more control over their own financial situation. The Student Funding Team offer online information and one-to-one support through appointments as well as a drop-in service. Students with a more complex or sensitive circumstances can make an appointment with the Student Funding Welfare Adviser.

**Further information:**

- [UCL Financial Support](#)

### 17.1.6 Student of Concern

There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the online [UCL Student of Concern Form](#). Depending on the concerns raised, Student and Registry Service may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe.

**Further information:**

- [Student of Concern](#)

## 17.2 Information about registering with a doctor and out-of-hours support services

### 17.2.1 Registering with a Doctor

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare as quickly as possible if they become ill or injured. When attending a university in the UK students are also advised to be vaccinated against Meningitis C.

The Ridgmount Practice is a National Health Service (NHS) practice providing healthcare and dental services for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.

**Further information:**

- [Register with a Doctor](#)
- [Ridgmount Practice website](#)

### 17.2.2 Out-of-hours support and information helpline

UCL works in partnership with Care First to provide an out-of-hours support and information helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally-qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties.

**Further information:**

- [Care First](#)

### 17.2.3 Crisis support - immediate help

If a student is in crisis there are a range of UCL and external sources of help such as Nightline, Ridgmount Medical Practice, Student Psychological Services and the Samaritans.

**Further information:**

- [Crisis Support – immediate help](#)

## 17.3 Information on how students can access support/information related to Equality and Diversity

### Equality and Diversity

UCL fosters a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL is a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution. The Equalities and Diversity website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, and disability amongst other equalities initiatives at UCL.

### Departmental Equal Opportunity Liaison Officers

Departmental Equal Opportunity Liaison Officers (DEOLOs) provide support and assistance for students and staff about issues relating to equalities and diversity.

The English Department's DEOLO is Dr Clare Stainthorp ([c.stainthorp@ucl.ac.uk](mailto:c.stainthorp@ucl.ac.uk)).

**Further information:**

- [Equalities and Diversity](#)
- [Support for Pregnant Students](#)
- [Support for Students who are Parents](#)
- [Religion and Belief Equality Policy for Students](#)
- [UCL LGBT Student Support Pages](#)
- [UCL Chaplain and Inter-Faith Adviser](#)
- [DEOLOs \(Departmental Equal Opportunity Liaison Officers\)](#)

## 17.4 Information about UCL's Zero Tolerance Policy on Harassment and Bullying

### 17.4.1 Harassment and bullying

Every student and member of staff has a right to work and study in a harmonious environment. UCL will not tolerate harassment or bullying of one member of its community by another or others and promotes an environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to raise concerns in the knowledge that they will be dealt with appropriately and fairly. See also, section 4.1.4 on the use of social media.

**Further information:**

- [UCL Policy on Harassment and Bullying](#)
- [Students' Union Rights & Advice Centre](#)

### 17.4.2 Sexual harassment

It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with the Students' Union to implement a two-year

action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, a UCLU student officer, the trained staff in the [Students' Union Rights & Advice Centre](#), or the [UCL Student Mediator](#).

**Further information:**

- [Zero Tolerance to Sexual Harassment](#)

### **17.4.3 Support for students who have been affected by sexual violence**

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence. If a student would like to talk to somebody at UCL, the Student Support and Wellbeing Team can offer advice on the support available both internally and externally.

**Further information:**

- [Support for Students Who Have Been Affected by Sexual Violence](#)

## 18 Health, Safety and Security

### 18.1 Health, Safety and Security at UCL

UCL's overall objective is to provide and maintain a safe and healthy environment for staff, students, people who work with UCL and those who visit. Health and safety is an integral part of the way in which UCL's activities are managed and conducted. The UCL Safety Services webpage includes further information about health and safety policies and useful guidance and tools for risk assessment. The UCL Security Services webpage includes information regarding security operations, emergency contacts and tips for staying safe at UCL.

#### Further information:

- [UCL Health and Safety Policy](#)
- [UCL A-Z Safety Guidance](#)
- [General Fire Safety for UCL Students](#)
- [UCL Security Services](#)
- [Staying Safe at UCL](#)

### 18.2 Health and Safety information concerning the department

The policy of the Department of English Language & Literature is to promote the safety, health and welfare of all its students on its premises.

#### 18.2.1 Security

You will probably spend at least some of your time in Foster Court. The building is used by students from across UCL as well as the general public so please take care of your property and don't leave it unattended.

#### 18.2.2 ID Card

You must always carry your UCL identity card. If you lose it, a replacement must be obtained from [Security and Access Systems](#) in the Andrew Huxley Building on the main campus. You will need to take some form of identification with you, for example a driving licence or passport.

If you see anything suspicious please report it to UCL Security - their office is also on the ground floor of Foster Court.

#### 17.2.3 Lost & Found

Please see the [Lost and Found Property](#) website for information on what to do if you lose or find any personal items on the UCL campus.

#### 17.2.3 Accidents

Any accident should be reported to the Departmental Safety Officer, [Stephen Cadywold](#), as soon as possible.

#### 17.2.4 Fire

If the fire alarm rings, please vacate the building immediately following instructions from the lecturer or from a Fire Evacuation Marshal. Fire Evacuation Marshals wear a yellow jacket.

Go to the fire assembly point - for Foster Court this is outside the Print Cafe. Do not re-enter the building until you are told it is safe to do so.

If you are in Foster Court in the evenings or weekends, please dial 222 on a UCL telephone and state the fire zone number 040.

### **18.2.5 Emergency Situation**

In the event of an emergency or major injury:

- dial 222 on a UCL telephone;
- state your location and telephone number. In case of fire in Foster Court, you should state the fire zone number 040;
- describe the nature of the emergency or give details of the accident;
- obtain assistance from the nearest First Aider.

### **18.2.6 Smoking**

UCL operates a No Smoking policy throughout the institution, except in a limited number of designated areas. Smoking is not permitted in any public areas, toilets, lecture theatres, meeting rooms, seminar rooms, common rooms and offices. In the Students' Union the bars are non-smoking areas. Those areas where smoking is permitted will display signs to that effect.

### **18.2.7 First Aid**

The nearest Foster Court **First Aid points** is the Security Operations Desk on the ground floor (internal extension 32152 (020 7679 2152)).

### **18.2.8 Further Health and Safety advice**

If you have any queries about safety, please contact the Departmental Safety Officer, [Stephen Cadywold](#).

## 19 ChangeMakers

UCL ChangeMakers encourages students and staff to work in partnership with each other on educational enhancement projects to improve the experiences of students across UCL. **UCL ChangeMakers Projects** supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea, or who wants get involved, can submit a proposal for funding and support. **UCL ChangeMakers ASER facilitators** are students who work with Student Academic Representatives and staff in selected departments to formulate the departmental educational enhancement action plan.

### Further information:

- [UCL ChangeMakers](#)

## 20 Employability and Careers

### 20.1 Opportunities available, where and how to get advice, career planning tips

The Department has a designated UCL Careers Consultant from UCL Careers, [Colm Fallon](#) (tel. 020 3549 5920; UCL Careers, 4<sup>th</sup> Floor, Student Central, Malet Street). During the year there will be a variety of events and activities (which will be publicized to students via email and Moodle) as well as programme-specific sessions on career planning as an information professional. Dr Kathryn Allan is the departmental careers liaison tutor for 2017-18.

The Department often receives requests to pass on adverts for both paid and unpaid positions, which we circulate to students; this does not, however, mean that we endorse or support these - we pass them on as a service to help students.

Your tutors, personal or academic, and the Head of Department may be named as referees in any job applications you make. It is courteous to let them know which jobs you are applying for. The Department will continue to supply references for jobs even after your first post on leaving, but in this case please warn your chosen referee first.

### 20.2 UCL Careers

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, and assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. These specialised services and events are available to graduates, international students and Master's students for up to two years following course completion.

UCL Careers also supports work-related learning, including internships and placements. UCL students who are required to complete a placement or internship as part of certain courses are supported in their search, application, and work by UCL Careers. Students can also sign up for UCL Talent Bank, a shortlisting service connecting students to small and medium sized organisations.

**Further information:**

- [UCL Careers](#)

### 20.3 Entrepreneurship at UCL

UCL has a long and successful track record of supporting spin-outs and start-ups developed by its academic and student communities. Many of the student and staff entrepreneurs have won external awards and achieved substantial investment allowing their enterprises to grow and reach their full potential. UCL offers a wide range of support to students ranging from training programmes, advice on whether an idea has commercial potential, one-to-one sessions with business advisers, funding, competitions and incubator space to help them start or grow their business.

**Further information:**

- [UCL Enterprise](#)

## 21 After Study

### Information on UCL and English Alumni activities and key contacts

The UCL Alumni Online Community is a global network of more than 200,000 former students of UCL. Alumni can take advantage of a wide range of benefits, services and discounts – on campus, across the UK and globally – including the Alumni Card, access to thousands of e-journals and library services and a free UCL-branded email service. The UCL Alumni Online Community also posts information about events and reunions happening around the world and other ways to get involved, including the UCL Connect professional development series.

The English Department organises lectures, receptions and special events throughout the year, to which alumni are warmly invited. For a full list see our [News & Events page](#). The Department also organises early-evening seminars for alumni on a theme related to an academic member of staff's research. Recent seminars include Jane Austen, poetry, and night-walking.

The Department is also very keen for alumni to come and give careers advice to students.

#### Further information:

- [UCL Alumni](#)
- [English Alumni](#)