



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.

Professor John Mullan
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, that given online at <https://www.ucl.ac.uk/students/> and <http://www.grad.ucl.ac.uk/essinfo/>, and the information on the [English Department website](#).

Students should also refer to [UCL's Academic Manual](#) for a copy of the complete UCL academic regulations for research degree programmes, and the [Code of Practice for Graduate Research Degrees \(PDF\)](#).

Comments on both the handbook – its content, format and general usefulness – will be gladly received; contact the Graduate Tutor ([Eric Langley](#)) or the Departmental Manager ([Stephen Cadywold](#)).

Disclaimer: The information contained in this handbook is understood to be correct at the time of writing but it may be subject to change at any time during the year.

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1 Welcome to UCL: Provost's Welcome

Dear students

To those of you who are returning, welcome back. To those of you who are new, congratulations for choosing UCL as your university. Whatever your degree programme, your UCL education offers fantastic opportunities to stretch your intellect, expand your experience and develop your skills. And you are in London, which was this year recognised by QS as the best city in the world for students.

We want you to learn how to think, not what to think: through our Connected Curriculum you have the opportunity to take part in research and enquiry and to create new knowledge. Your programmes are informed by the work of UCL's world-leading researchers and are designed to develop your skills of analysis and problem-solving, preparing you for your career, wherever it takes you. At UCL, we believe the best way to solve a problem is to bring together thinking from different academic disciplines. This is reflected in the UCL Grand Challenges, our joined-up approach to the world's most pressing problems. Most of our degrees allow you to take elective modules from other disciplines within UCL and we encourage language study, to bring new perspectives to your studies.

I warmly encourage you to shape your journey at UCL. Take our university-wide surveys and make your voice heard. Become a ChangeMaker or an Academic Representative and work in partnership with academics to make your programme of study even better.

You'll also have opportunities to learn outside your degree programme. Participate in our Global Citizenship Programme, exploring ways of addressing some of the world's most pressing challenges in the two weeks of summer term following exams. Get involved with amazing volunteering opportunities (coordinated by the Volunteering Services Unit) and make a difference locally. Investigate opportunities for entrepreneurship through UCL Innovation and Enterprise.

UCL is first and foremost a community of great minds. You are a valuable member of that community. I hope you will take every opportunity to shape your time here, so that your experience is the best possible.

Professor Michael Arthur
UCL President and Provost

2 Department of English Language & Literature and Faculty of Arts & Humanities

2.1 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 the department website.

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: 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 contribute as tutors of language studies in the Department.

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 4th in the country in the recent QS World University Rankings (2018) and 14th in the world.

2.2 Faculty of Arts and Humanities

The Department of English Language and Literature is part of the Faculty of Arts and Humanities, one of UCL's eleven faculties.

The [Faculty of Arts and Humanities](#) is a renowned centre of excellence, where research of world-leading quality feeds directly into programmes of study within the departments of English, Philosophy, Classics, Hebrew and Jewish Studies, Information Studies, Modern European Languages, Fine Art, and the Centre for Multidisciplinary and Intercultural Inquiry, as well as interdisciplinary programmes such as Arts and Sciences (BASc) and European Social and Political Studies. The Faculty's academic and administrative management is aligned with that of the Faculty of Social and 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 your department in the first instance, but some matters, particularly those affecting your registration as a student such as a change of programme or an 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 research degree programmes.

2.3 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

The Octagon Friday Forum series, formerly known as the JFIGS Friday Forum, welcomes proposals for the summer term Forum event from graduate students and staff from any department across the Faculties of Arts & Humanities and Social & Historical Sciences. Octagon Friday Forum events are supported by Joint Faculty funding and by the [Institute of Advanced Studies](#).

Further information:

- [Joint Faculty Institute of Graduate Studies](#)
- [Octagon Friday Forum](#)

2.4 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 all 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	Prof Stella Bruzzi
Faculty Tutor	Dr Arne Hofmann
Deputy Faculty Tutor	Ashley Doolan
Faculty Students Officer	Claire Hartill
Faculty Quality Assurance and Governance Officer	Joe Noteboom
Faculty Graduate Tutor (research programmes)	Dr R W Benet Salway

To contact the Faculty, please email ah-shs-faculty@ucl.ac.uk

3 Key dates

3.1 Term Dates, Exam/Assessment period, Core Activities

3.1.1 UCL Term Dates: 2018/19

First Term	Monday, 24 September 2018– Friday, 14 December 2018
Second Term	Monday, 7 January 2019 – Friday, 22 March 2019
Third Term	Tuesday, 23 April 2018 – Friday, 7 June 2019

FAO PGTAs: No classes are scheduled during Reading Weeks, which are the weeks beginning Monday 5 November 2018 (Term 1, Week 7), and Monday 11 February 2019 (Term 2, Week 6).

Christmas College Closure	Close 5.30pm Friday 21 December 2018
	Open 9.00am Wednesday 2 January 2019
Easter College Closure	Close 5.30pm Tuesday 16 April 2019
	Open 9.00am Tuesday 23 April 2019
Bank Holidays	Closed - Monday 6 May 2019
	Closed - Monday 27 May 2019
	Closed - Monday 26 August 2019

Further information:

- [Term Dates 2018-19](#)

Student visas: If you are in the UK on a student visa, please do not leave the country without permission from your supervisor and the postgraduate tutor. This applies for the whole duration of the programme. 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.

3.2 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 sections 10, 11, and 12. 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, which will be listed on [their website](#).

Festival of Culture

UCL's Festival of Culture takes place in the summer term. 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 on [their website](#).

4 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 (on your left as you enter the 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. Clare Stainthorp's desk is in the Departmental Office (Room 225, Foster Court), which is open Monday to Friday, 9:30-13:00 and 14:00-17:00.

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

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

5 Our expectations of students

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 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 other related policies and should be aware that any inappropriate behaviour may lead to actions under UCL's Student Disciplinary Procedures.

Further information:

- [UCL Code of Conduct for Students](#)
- [UCL Disciplinary Code and Procedure in Respect of Students](#)
- [UCL Policy on Harassment and Bullying](#)
- [UCL Code of Practice on Freedom of Speech](#)
- [Religion and Belief Equality Policy for Students](#)

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 18.4). 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 with whom they feel comfortable discussing the matter, who will be able to get advice on the various options available to them. . The department's Gender and Sexuality Welfare Officer, [Rachele De Felice](#), is trained to provide support and guidance. 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.

5.1 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 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](#)

5.2 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, the Graduate Tutor 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 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 \(PDF\)](#).

5.3 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.

6 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 where necessary.

3. The term 'student' is used in preference to 'MPhil/PhD student', in part for reasons which will be clear from section 6.1.

4. UCL guidelines for and support relating to MPhil/PhD programmes can be found on the [Research Students webpages](#) and in the [Academic Manual, Chapter 5: Research Degrees Framework](#).

6.1 Definition of the Programme and Registration

6.1.1 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.

For the student, 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.

For the Department, the issue is one of academic viability. The crucial stage here, which is described in more detail in section 6.9.2, 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 6.11.5.

6.1.2 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 6.8). 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 that 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 requirements of the Doctoral School and recommendations from the Research Councils, students must attend skills training courses (see section 6.7 below).

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

6.2 Organisation and Responsibilities

The Graduate Tutor is responsible for the overall running of the graduate programme within the department. They submit reports to the Staff Meeting, which meets five times a year (twice in the autumn term, twice in the spring term, and one in the summer term). The reports concern application and admission statistics; matters raised by meetings of the Staff-Graduate Student Consultative Committee (see below, section 16.5) or by the English Graduate Society; matters raised by communications from the Faculty of Arts and Humanities or other UCL bodies; matters relating to funding 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), which consists of the Graduate Tutor, the Head of Department, the Departmental Tutor, and the convenors of the departmental MAs. The HDSC meets in the summer term to conduct the formal 'end of course' review for third-year research students, and considers nominations for the annual Celia Phillips Lecture (see section 11).

The Graduate Tutor's other responsibilities include convening, in conjunction with the English Graduate Society, the Graduate Research Seminar (see section 10); 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 6.5); 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 9), which is run by the Department Tutor and Head of Department.

6.3 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 6.4), 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.

6.4 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.

6.5 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. Doctoral students are entitled to up to 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. After each meeting the primary supervisor is responsible for completing, together with the student, the relevant pages of the Student Research Log (see section 6.6).

The parameters for supervision meetings should be discussed and agreed to during the first meeting of the first year of study, in order to ensure that both the student and the supervisor have the same expectations regarding regularity of, and preparation required for, these meetings. The responsibility to maintain contact and organise regular meetings is a shared between the student and the supervisor.

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, they 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.

6.6 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 by logging the details of each time a student meets with your supervisor. Upgrade from MPhil to PhD and the final submission of the thesis cannot take place unless the relevant sections of the logbook have been completed.

Further information:

- [UCL Research Student Log](#)
- Training: [Introduction to Doctoral Skills Development and the Research Student Log](#)

6.7 Skills Training

In accordance with the recommendation of the Research Councils and the AHRC, UCL 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](#).

Doctoral students should assess their skills needs in collaboration with the primary supervisor and enrol in classes and courses appropriate to their needs, whether subject-specific or more general (e.g. IT skills, presentation skills, career preparation). The Doctoral School's skills programme is informed by Vitae's national [Researcher Development Framework \(RDF\)](#), a professional national development framework for planning and supporting the personal, professional and career development of researchers.

The UCL Doctoral School offers funding for Postgraduate Research Students to devise, develop and deliver professional development activities for researchers at UCL. [Researcher-Led Initiatives](#) provide the opportunity to promote personal, professional and career planning skills by and for postgraduate research students across UCL. The awards will support short-term, well-defined initiatives that develop and deliver transferable skills training experiences and/or resources to the applicants' peers across departments. Collaborative applications are encouraged.

The [Bloomsbury Postgraduate Skills Network \(BPSN\)](#) is a network of leading Higher Education institutions in London, created by UCL in order to share best practice in skills training for graduate research students in the Bloomsbury area. The purpose of the shared skills training programme is to allow students additional opportunities for skills training, through attending training courses and workshops at other member institutions.

In addition, the [London Arts and Humanities Partnership](#) runs a wide range of training sessions that are open to **all** arts and humanities postgraduate research students at UCL. These sessions fall into four main categories:

- Practical instruction in subjects such as language, IT, etc.
- Practical workshops for students undertaking PhD research, including LAHP's own (recommended) programme of workshops and seminars
- Academic seminars and workshops across London (disciplinary and interdisciplinary)
- Opportunities to work with cultural partners in London

6.8 Research Methods Programme

The department runs a research methods programme for doctoral students. The majority of the sessions take place in the first year, with second- and third-year students attending sessions appropriate to their degree stage. Attendance is mandatory for both full- and part-time students.

As part of their progress review (see section 6.9.1), 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; an 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 will 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.

6.9 Progress Review

6.9.1 First Year

Towards the end of the first academic year 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 6.8). This dossier should be submitted by Friday 10 May 2019.

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 their 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, they 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 6.5.

It is not expected that any student will be prevented from proceeding with their studies as a result of the progress review, unless their work is clearly unsatisfactory and/or they 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.

6.9.2 Second Year

(i) Upgrading from MPhil to PhD status

UCL Research Degree Regulations state that upgrades 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 take place in the first or second term of the second academic year and must have been completed by Friday 22 March 2019. 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 a programme of further work that 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.7000 words, a chapter plan of the thesis, and a statement of the research and writing tasks which remain to be accomplished. UCL regulations state that the upgrade report should 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 work;
- ii. A literature review;
- iii. A research question and hypothesis;
- iv. A section on methodology;
- v. A substantial piece of work towards the thesis objectives;
- vi. A plan and timetable for the remainder of the work;
- vii. 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 they 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. Demonstration of sufficient awareness of the context of the work and completion of such tasks as a review of relevant literature and a bibliography;
- iv. Ability to formulate a viable hypothesis or research question that could be completed within the normal time frame of the PhD programme;
- v. 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);
- vi. Formulation of a viable plan for the work;
- vii. Consideration of the research ethics dimensions of the project, and application for ethics approval from the relevant Research Ethics Committee if appropriate
- viii. Completion of the appropriate sections of the Research Student Log;
- ix. English Language proficiency, both written and spoken.

The Upgrade Panel that reads the material for the upgrading exercise consists of 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 to the panel in advance and will meet with the panel before the upgrade meeting; they will not be a member of the upgrade panel. It has, however, been agreed by the College that it may be useful for the primary supervisor to be silently present (as in the final PhD viva), at the discretion of the panel Chair; in this instance the primary supervisor would not be involved in making the upgrade decision.

The panel meet with the student in the course of the autumn term to discuss the material in the 'Upgrade Report' and they will make recommendations to support the student's research and/or the development of their 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, the student and their 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 6.6 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. If a student is unsure then they should meet with their supervisor or the graduate tutor to clarify the process. 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. A Learning Agreement will be put in place by the Departmental Graduate Tutor to facilitate preparations for the second attempt
- iii. Student is referred to a specific date, with specific criteria to meet, for a second attempt without the need for a second viva. A Learning Agreement will be put in place by the Departmental Graduate Tutor to facilitate preparations for the second attempt.

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.

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 then submitted to Student and Registry Services. A copy is sent to the student, their supervisors, and the head of department. The student may then 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 in academic terms and in terms of its prospects of completion. From the student's perspective, the aim should be clarity of definition of their 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 their academic skills should be clearly understood and agreed by the student.

Further information:

- [Upgrading from MPhil to PhD](#)
- [Guidelines for upgrading from MPhil to PhD \(PDF\)](#)

(ii) Progress Review

Assuming a student has been transferred from MPhil to PhD status in the first term of their second year, they undergo 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.

6.9.3 Third Year

Towards the end of the third academic year an end-of-course review takes place for all third-year students. The student submits a dossier to their supervisor at the beginning of the third term. This consists 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, must be sent to the Graduate Tutor as chair of the Higher Degrees Sub-Committee (HDSC) by Monday 20 May 2019. The supervisor's report should confirm that the material in the dossier has been discussed with the student and that the completion timetable has been agreed. If the supervisor does not agree with the student's estimate of their completion date, this should be clearly indicated in the report and the student should be made aware of this fact.

The HDSC then interviews the student. The primary supervisor may be present at the interview, at the student's request, but they do not take part in the process. This interview functions as a trial run or preview of the viva (oral examination), since the student can expect to be questioned about the design and structure of their 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 doctoral programme, some sense of 'external' scrutiny of their work. The Graduate Tutor will give written feedback from the meeting to the student.

6.10 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 paying fees, but retain access to UCL facilities. Students are allowed to have one draft of their thesis read by their supervisor during this period. 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 must notify the Research Degrees office in the Registry in order to ask for CRS status to be granted (researchdegrees@ucl.ac.uk). 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.

Further information:

- [UCL Guidance on CRS](#)

6.11 Completion, Submission and Examination

6.11.1 Draft of thesis

When the student has completed a draft of their thesis, they should show it to the primary supervisor. The secondary supervisor also reads the complete draft. The primary supervisor will then make any final comments and recommendations to be attended to prior to submission.

UCL requires that the primary supervisor has formally declared 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 Research Log has been completed in full.

6.11.2 Examination entry and appointment of examiners

Under UCL regulations, a student is required to state formally their intention to submit their thesis for examination four months prior to the designated date by completing an [examination entry form \(doc\)](#). Besides details of title, subject area etc., the form requires a copy of the thesis description (the 300-word summary referred to in section 6.9.3). Neither title nor description may be altered without special

permission once the examination entry form has been submitted. These forms are valid for a period of 18 months.

The aim of the four-month period of notice is to enable examiners to be found for the thesis and (hopefully) confirmed by the time the thesis is submitted. The examination entry form is accompanied by an [appointment of examiners form \(doc\)](#), which the primary supervisor is responsible for completing. 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 – a suspension of regulations – should consult the Graduate Tutor.) 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, although 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.

Further information:

- [Examination entry guidance and forms](#)
- [Suspension of regulations form \(doc\)](#)
- [Academic Manual: Research Degrees Framework](#)

6.11.3 Submission of thesis

After the student has made any changes to the draft of the thesis, in the light of their supervisor's recommendations, they 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).

The maximum word length for a PhD thesis at UCL is 100,000 words. This word count includes footnotes, tables, and figures but excludes front matter, bibliography, appendices, and supporting data. Full Requirements of a Thesis can be found in the Academic Manual's regulations for research degree students (see section 5). See link below for information about formatting your thesis.

As per 6.11.2 (above), MPhil/PhD entry forms must be submitted no less than four months before the proposed date for submission of your thesis.

Further information:

- [UCL Guidance: Formatting, binding and submitting a thesis](#)
- [Research Degrees Framework: Regulations](#) (PDF)

6.11.4 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 viva (oral examination), 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. They will arrange an agreed date for the viva in consultation with the examiners and the student, provide a room for the viva to take place in, and inform the UCL Student and Registry Services of the viva date.

(iii) Conduct of the Viva

A viva is an academic interview at which your examiners will be looking for an understanding of the subject matter of your thesis, an appreciation of its significance to established knowledge in the field, and an awareness of the breadth of the subject area. 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. However, instances at UCL have ranged from 45 minutes to three and a half hours (in each case the result was a pass)!

The examiners will expect you to:

- show a critical analysis of your own work and of that of others
- appreciate the limitations of the methods employed and the results obtained by yourself and others
- understand how the broad conclusions of your thesis support, add to or conflict with previous work
- know the major concepts and recent developments in your subject

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, avenues for publication etc. The student's supervisor is invited to the viva to attend as an observer, unless the student indicates otherwise on their entry form.

Students are given an idea of what will be involved by their end-of-course review with the Higher Degrees Sub-Committee. It is also expected that students will have had an opportunity to discuss the coming viva with their supervisor. For the possible outcomes of the examination, see 6.11.5.

Further information:

- [UCL Guidance: Viva Examinations](#)

6.11.5 Outcomes of the examination

What follows derives from the regulations, which are laid out in UCL's Research Degrees Framework (see section 5.5 'Outcomes of the Oral Examination'). For our main purposes, the examiners have six options:

- i. Outright pass
- ii. Pass subject to minor corrections/amendments, to be made within three months of receipt of the examination report
- iii. Referral for revision of thesis for re-submission within 18 months within three months of receipt of the examination report
- iv. Referral for submission to a further oral examination within 18 months within three months of receipt of the examination report
- v. Re-submission of the thesis in a revised form for the award of an MPhil degree
- vi. Outright failure

Most students should only be concerned with (i) and (ii). 'Minor corrections' may range from typos and misquotations to the re-organisation or re-writing of small sections to clarify the argument being made. It should not involve substantial re-writing, but the changes may result in new pagination and the student may have to print the thesis out afresh and submit new bound copies. The one of 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 they 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.

Further information:

- [UCL Guidelines: Outcomes of the PhD examination](#)
- [Research Degrees Framework: Regulations](#) (PDF)

6.11.6 Communication of the outcome

The examiners are not obliged to communicate the outcome of the examination to the student until after the viva. Some examiners will have made up their minds to pass the thesis in advance of the viva and may will tell the student of their decision at the start, alternatively they may make up their minds to pass the thesis but not tell the student until the examination is over. In other cases, examiners may be undecided or they may not yet be in agreement. After the examination, examiners can ask a student to leave the room while they decide the outcome. However, at some point during the occasion the examiners will tell the student the outcome and provide further information 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 6.13 below and the [UCL complaints procedure guidelines](#) (PDF).

6.12 Interruption of studies

If a student requires a temporary break from their studies and plans to resume their programme at a future date, they must apply for a formal Interruption of Study. If you are a research student, you will need to apply for an interruption to your studies by submitting the [Interruption Form \(doc\)](#) to your supervisor. You may apply for an interruption of up to one year in the first instance and for a maximum of two years in total.

An interruption may be taken for a variety of reasons, including but not limited to financial difficulties, maternity leave, physical or mental health issues, job commitments/internship, disability or the effects of a long-term condition, and personal/caring responsibilities.

You are welcome to talk to the Graduate Tutor ([Eric Langley](#)) or Postgraduate Administrator ([Clare Stainthorp](#)) about potential interruptions, both of whom are able to offer guidance.

Important: If you have a doctoral scholarship you will also be required to discuss the matter of interruption with your funding body.

Further information:

- [Interrupting or withdrawing from your studies](#)
- [Academic Manual Chapter 3, Section 5: Interruption of Study](#)

6.13 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.

Further information:

- [UCL complaints procedure guidelines \(PDF\)](#)
- [Academic Manual: Student Casework Framework](#)

7 Intellectual Property Rights / Copyright in Relation to Students

As a general principle, UCL recognises the student as owner of any IPR they produce 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. For more information and guidance, please see UCL's [Policy Statement on Intellectual Property Rights](#) in relation to students.

8 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 Manual, Chapter 5, Part A: Research Degree Regulations](#).

Further information:

- [UCL's Policy Statement on Plagiarism](#)
- [UCL's Policy on Research Misconduct](#)

9 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 [BASc course](#), and the Third-Year Commentary and Analysis course will be available: applicants will be prompted to apply for these limited teaching opportunities which are usually reserved for doctoral students in their third year.

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:

- Department Tutor 2018/19: [Dr Paul Davis](#)
- [Doctoral School: Postgraduate Teaching Assistants](#)

10 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.

11 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 entering 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 asking their supervisor to write a supporting statement. The Higher Degrees Subcommittee makes the appointment of the Celia Phillips lecturer 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.

12 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 doctoral 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 fourteenth 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.

13 Yale Exchange Programme

Yale and UCL have entered into a unique partnership called the [Yale UCL Collaborative Exchange](#). As part of this agreement, UCL PhD students are able to apply for the Yale exchange programme (deadlines in October, January, and April). This has been designed to provide UCL students with the opportunity to

undertake a period of research at Yale as part of their doctorate under the supervision of an identified Yale Supervisor.

14 Funding

14.1 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. Funded doctoral students should turn to their funding body for support in the first instance.

In the current academic year doctoral students who have no guaranteed access to funding for research expenses (including students 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 £150 to fund UK-based research trips / conferences (for the UK, two applications can be submitted up to an overall total of £150).

The amount of funding the Department has available each year to support such trips is finite, and while it is hoped that all applications can be supported, preference may need to be given to those speaking at conferences. Furthermore, it is advisable to apply early in the academic year. Applications will be considered on a first-come first-served basis from 1 October.

Applicants should send a breakdown of costs, and a statement of support from their primary supervisor, to the Head of Department, j.mullan@ucl.ac.uk, and to the Department Manager, s.cadywold@ucl.ac.uk. Please note that the award will not cover subsistence costs.

14.2 UCL Doctoral School

The UCL Doctoral School has information about UCL scholarships and funds to support research and its dissemination. There are also three funds available research degree students in financial need: [Doctoral School Fellowship](#), [Emergency Loans](#), and [UCL Financial Assistance Fund](#).

Up to four annual [Graduate Research Scholarships for Cross-disciplinary Training](#) are available to full-time UCL MPhil/PhD students from any country wishing to spend an additional year of their MPhil/PhD in another UCL department acquiring research skills and knowledge from a different discipline, which can be applied in their normal area of research. Training should be of one year's duration to permit sustained exposure to the new discipline.

Further information:

- [Doctoral School List of Funding Available](#)

14.3 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.

There are funds to support language training, research training, archival visits, conference attendance, and research placements. The deadlines for these funding applications are in October, February, and June.

Further information:

- [Additional LAHP Funds](#)

14.4 Octagon Small Grants Fund

The Octagon Small Grants 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 to run:

- **Theme-based conferences:** applications may either be made for small themed mini-conferences, or for larger ones linked to applications for outside funding, using this as an institutional 'top-up'
- **Seminar series** which provide an opportunity to discuss and showcase UCL research, as well as funding visiting speakers and/or 'round table' events. These events may be followed by a reception, funding permitting
- **Workshops** which cross departments and/or disciplines

Octagon Small Grants Funding is allocated across three rounds each academic year: October, January and April.

Further information:

- [Octagon Small Grants Fund](#)

14.5 Open Access

There are also some funds available at UCL to pay publication fees for journal open access publications available at UCL. 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.

Further information:

- [Open Access at UCL](#)

15 Learning resources and key facilities

15.1 UCL Library and Learning Resources

15.1.1 UCL Library Services

UCL has 19 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](#)

15.1.2 The University Libraries

UCL LIBRARY, Gower St., WC1E

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

UCL SPECIAL COLLECTION, Gower St., WC1E

Enquiries: spec.coll@ucl.ac.uk UCL Library Special Collections is one of the foremost university collections of manuscripts, archives and rare books in the UK. <http://www.ucl.ac.uk/library/special-collections/>

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.

15.1.3 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>.

A word of warning: easily accessible websites like Wikipedia need to be treated with caution, as they are not always reliable. In short, Google by all means but don't use this as your only research tool and treat the results with caution, especially if they are not from the website of a reputable academic institution. Remember to cite any webpages you may consult in the notes and bibliography of your essay.

15.2 Other libraries of the University of London

In the UCL and Senate House libraries you can get computer access to the current catalogues of other London University libraries. Many of these libraries will also admit you if you turn up with your UCL ID card. They include:

BIRKBECK COLLEGE LIBRARY, Malet St., WC1H;
020 7631 6063, <http://www.bbk.ac.uk/lib/>

KING'S COLLEGE LIBRARY, Strand, WC2;
020 7848 2424, <http://www.kcl.ac.uk/library/index.aspx>

15.3 Other libraries in London

[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 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 7974 4444.

[WESTMINSTER CENTRAL REFERENCE LIBRARY](#),

35 St. Martin's St. WC2
020 7641 6200 (press 2).

15.4 Library Resources for English and American Literature

[Sarah Burn](#) (Subject Librarian)

[UCL Library Explore](#)

Primary works

Resource	Content	Help
British Literary Manuscripts Online: Medieval and Renaissance	British literary manuscripts dating from roughly 1120 to 1660	
Drama Online	Bloomsbury's Methuen Drama and Arden Shakespeare imprints, Faber, and modern plays from Nick Herne	Video user guides
Early English Books Online (EEBO)	Digital images of works printed in English from 1473-1700	
Eighteenth Century Collections Online (ECCO)	Digital images of eighteenth-century works	
Historical Texts	New interface enabling cross-searching of EEBO , ECCO and British Library 19th Century Collection (1789-1914)	Quick ref guide (PDF download) Video guides available under 'Support'
Literature Online (LION)	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)	
19th Century British Library Newspapers	Searchable database of full runs of 48 newspapers including national and regional newspapers.	
19th Century UK Periodicals	Searchable database of nineteenth-century journalism: Series 1 'New Readerships' and Series 2 'Empire'	
Oxford Scholarly Editions Online	OUP's scholarly editions of literary works, all pre-20 th Century	10 min demonstration

Moving Images

Resource	Content	Help
BoBNational	Streaming database of TV and radio for education. Must Login. Does not work with Internet Explorer. Can be searched more effectively using TRILT	Video user guides
BBC Shakespeare Archive	Streaming programmes and photographs from the BBC's Shakespeare archive.	
Kanopy	Streaming access to thousands of programmes and films.	
Theatre in Video	Streaming video of performances of more than 100 plays and 60 film documentaries.	

Criticism & Reference

Resource	Content	Help
American National Biography	Biographies of over 17000 Americans	
Arts and Humanities Citation Index	Fully indexes over 2300 arts and humanities journals	
Drama Online	Includes works of 'Context and criticism' and the play introductions	Video user guides
International Medieval Bibliography	Index of literature on the Middle Ages, 400-1500 AD	
Literary Encyclopedia	Encyclopedia of global literature, includes profiles of authors, works and literary and historical topics	
Literature Online (LION)	Includes full text of journals, reference and critical works, the Annual Bibliography of English Language and Literature (ABELL) and the MLA	
MLA International Bibliography (Proquest)	International index on language, literature, linguistics and folklore	
Oxford Bibliographies	Authoritative research guides to literature	Online tours
Oxford Dictionary of National Biography	Biographies of the people who shaped Britain	3 min user guide (youtube)
Oxford English Dictionary	Definitive record of the English language	3 min user guide (youtube) Quick Start Guide
Shakespeare Collection	Includes historical editions, works by contemporaries, critical works and reference materials	
World Shakespeare Bibliography	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/>

15.5 Websites (freely available)

[Archive.org](#) Not-for-profit library containing millions of scans of out-of-copyright texts.

[BRANCH](#) Short peer-reviewed articles on Britain, Representation, and Nineteenth-Century History.

[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](#) Scholarly website relating to nineteenth-century studies.

[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.

[Worldcat](#) The world's largest network of library content and services.

15.6 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 \("bob"\)](#) provides students with access to a vast archive of 65 free-to-air channel programming for educational usage – you can view TV programmes and films, and listen to radio programmes. In addition, [Kanopy](#) ("thoughtful entertainment") is available to UCL students, and offers a wide range of movies.

[E-learning services](#) available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment.

ISD provides desktop computers and [laptops for loan](#) in a number of learning spaces

Information on Learning and Teaching spaces as well as 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.

- [Learning and Teaching Rooms and Spaces](#)
- [Map of Computer Workrooms](#)

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.

15.7 UCL Centre for Languages & International Education (CLIE)

The UCL Centre for Languages & International Education (CLIE) offers courses in 13 foreign languages and English for Academic Purposes (EAP), across a range of academic levels to support UCL students, staff and London's wider academic and professional community. CLIE provides modern foreign languages and EAP modules for UCL students, including courses satisfying UCL's Modern Foreign Language requirements and degree preparation courses for international students. CLIE also offers UCL summer school courses. Students can access language-learning resources online through the CLIE Self-Access Centre, including films and documentaries and books for self-study.

Further information:

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

15.8 Postgraduate Study Areas

Postgraduates are welcome to use the main student common room (229 Foster Court). There is also a small postgraduate common room (206 Foster Court); however, owing to the shortage of teaching space, this room may sometimes be used 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: 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 at <http://www.ucl.ac.uk/institute-of-advanced-studies/ias-news/ias-common-ground-membership>

Graduate Hub: A space for graduates to meet on central campus, comprising 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 Grid in the Main Library: PCs and group working room. This study suite, solely for the use of graduate students, is located in rooms 224, 225 and 235 of the Main Library. There is a bookable seminar room and graduate lockers.

Research Grid in the Science Library: A study suite, solely for the use of our graduate students, is located on the fourth floor of the Science Library. Facilities include: private Skype point, PCs, hot drinks vending machine and a hot water point for tea and coffee, lockers, meeting room, areas for social study and individual study, and print/copy/scan.

DMS Graduate Cluster Area: A PC cluster for graduates is located in the Science Library (DMS Watson building) alongside other clusters.

See here for more information: <http://www.ucl.ac.uk/library/sites/postgrad-spaces>

15.9 How to access Moodle and support contacts

Moodle is UCL's online learning space. It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, in some cases just by providing essential information and materials, but it can also be integrated more fully, becoming an essential component of a module. Some modules may use Moodle to provide access to readings, videos, activities, collaboration tools and assessments.

Students can access Moodle via www.ucl.ac.uk/moodle and logging in using their UCL username and password.

Further information:

- [Moodle](#)
- [Moodle Frequently Asked Questions](#)
- [Moodle Quick Start Guide](#)

15.10 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

- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for programme transfer
- Applying for graduation ceremonies

Further information:

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

16 Student representation

16.1 Students' Union UCL

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

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.

If you are a UCL student, you automatically become a member of Students' Union UCL during enrolment. Membership is free of charge. You can opt out of membership (or opt back in) by contacting the Systems Team. If you have opted out of membership you will not be able to access some parts of our website, purchase online memberships to clubs and societies and most importantly you will not be able to vote in our elections.

Further information:

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

16.2 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. The Welcome Fair will be your opportunity to meet all of the clubs and societies in one place and will take place on 29 and 30 September.

Further information:

- [Students' Union Clubs & Societies](#)
- [Club and Society Welcome Events](#)

16.3 English Department 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.

16.4 Academic Representatives

Your Students' Union is there to make sure you have the best possible time while you're studying at UCL. One of the ways they 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.

These Academic Representatives are appointed during early October – if you'd like to take up the role, staff in your department can tell you how. 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.

Even if you don't fancy taking up a role yourself, keep an eye out for your chance to vote for which students you feel will do the best job.

Further information:

- [Academic Representatives](#)
- [Find your representative](#)
- [Academic Representative](#)

16.5 Role of the Staff-Student Consultative Committee

Every department at UCL has a Staff-Student Consultative Committee (SSCC) that meets at least three times a year. The SSCC is a forum for discussion between staff and student academic representatives. It is a great chance to work closely with staff to improve students' learning experience, and a big part of how together we make education better at UCL.

The English Department's Staff-Graduate Student Consultative Committee (SGSCC) meets once a term in the autumn, spring, and summer terms and includes one doctoral student from the department. 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.

16.6 Other ways that students can give feedback

Doctoral students are encouraged to speak to the department about any ideas or concerns that arise during the year. You can talk to the graduate tutor or programme administrator in person or via email.

16.7 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](#)

17 Student feedback

17.1 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.

17.2 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:

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

18 Student support and wellbeing

18.1 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 [Student Support and Wellbeing](#) 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.

18.1.1 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](#)

18.1.2 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](#)

18.1.3 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](#)

18.1.4 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](#)

18.1.5 Accommodation

UCL Accommodation provides a range of housing options which includes two Halls of Residence (catered), self-catered Student Houses and Intercollegiate Halls (both catered and self-catered) shared with other colleges of the University of London. Each Hall has a designated Warden supported by a number of live in Student Residence Assistants to provide support for students and to foster a positive environment within the accommodation.

Further information:

- [Wardens at UCL Residences](#)

18.1.6 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](#)
- [Manage your Money](#)

18.1.7 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](#)

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

18.2.1 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](#)

18.2.2 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](#)

18.2.3 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, Hall Wardens, Student Psychological Services and the Samaritans.

Further information:

- [Crisis Support – immediate help](#)

18.3 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.

18.3.1 Inclusion Lead (formally Departmental Equal Opportunity Liaison Officer)

Inclusion Leads provide support and assistance for students and staff about issues relating to equalities and diversity. Their role is:

- to help the Head of Department with the local implementation, where appropriate, of UCL's Equality, Diversity & Inclusion Strategy 2015-20, institutional action plans on Athena SWAN and the Race Equality Charter and Faculty and Departmental Equality Action Plan.
- to be a local resource within the department to whom staff and students can come for information and advice, distributing and drawing attention to new equality developments and legislative change and ensuring staff and students are familiar with the relevant UCL equality and diversity policies and procedures.
- being a first point of contact for individual equality and diversity issues within the department.
- liaising with the Head of Department about implementation of good practice on equalities and diversity within the department.
- to provide feedback about equalities and diversity implementation at a departmental level, on any specific issues, problems or successes within the department.

The English Department's Inclusion Lead is Clare Stainthorp (c.stainthorp@ucl.ac.uk).

Further information:

- [Equality, Diversity and Inclusion](#)
- [Support for Pregnant Students](#)
- [Support for Student Parents](#)
- [Religion and Belief Equality Policy for Students](#)
- [LGBTQ+ Students](#)
- [UCL Chaplain and Inter-Faith Adviser](#)
- [Inclusion Leads \(formerly DEOLOs\)](#)

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

18.4.1 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 5.3 on the use of social media.

Further information:

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

18.4.2 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, or a Students' Union student officer. Support is also available from the trained staff in the [Students' Union Advice Service](#).

Further information:

- [UCL Student Mediator](#)
- [Zero Tolerance to Sexual Harassment](#)

18.4.3 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:

- [Violence Support for students affected by sexual misconduct and/or sexual violation](#)

19 Employability and Careers

19.1 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, 4th 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. Dr Kathryn Allan is the departmental careers liaison tutor for 2018-19.

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.

19.2 Information on 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. Services and events are available to all taught students, researchers (PhD students and postdocs) and graduates (for up to 2 years after course completion).

UCL Careers also supports employability activities within departments such as work-related learning, including internships and placements.

UCL students are helped with applications and sourcing opportunities with web resources and advice. They can book appointments via myUCLCareers and can source opportunities via myUCLCareers, UCL Talent Bank - a shortlisting service connecting students to small and medium sized organisations, and apply for opportunities within our summer internships and global internships schemes.

Further information:

- [UCL Careers](#)
- [myUCLCareers](#)
- [UCL Careers Information on internships and placements](#)

19.3 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 Innovation and Enterprise](#)

20 ChangeMakers

About the project, who they are and how a student can find out more or become involved

UCL ChangeMakers supports students and staff to work in partnership to enhance the student learning experience across UCL. **UCL ChangeMakers Projects** supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea 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. **UCL ChangeMakers Student reviewers** work with staff to review their teaching practice.

Further information:

- [UCL ChangeMakers](#)

21 UCL Global Citizenship Programme

What is it, who a student can contact or where they can go to find out more, or become involved

The UCL Global Citizenship Programme is aimed at UCL undergraduates and taught postgraduates offering them the chance to put their studies in a global context, connect with students across UCL and see the world differently. The Programme runs for two weeks after summer exams have finished, providing a range of opportunities to help students boost their studies, develop hands-on skills and make an impact on the world. Participation is free and is not assessed. Places are awarded on a first come, first served basis.

Further information:

- [UCL Global Citizenship Programme](#)

22 Data Protection

How UCL uses student information, for what purposes, and the steps taken to safeguard this information.

UCL uses student information for a range of purposes, including the provision of teaching and learning, managing accommodation and ensuring health and safety. Information about students will only be shared within UCL when necessary or appropriate. UCL may be required by law to share student information with some external agencies for a variety of purposes, such as the Higher Education Statistics Agency and the Office for Students. After students leave UCL, certain information is retained in accordance with UCL's Data Retention Schedule. You can see how UCL uses student information in the UCL privacy statement.

Further information:

- [UCL General Student Privacy Notice](#)
- [UCL Information Security Policies](#)
- [Guidance on Writing a Local Privacy Policy](#)

Students may send queries on data protection matters to the University Data Protection Officer: data-protection@ucl.ac.uk

23 Health, Safety and Security

23.1 UCL 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](#)

23.2 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.

23.2.1 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.

23.2.2 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 on the premises please report it to UCL Security, their office is on the ground floor of Foster Court.

23.2.3 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.

23.2.4 Accidents

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

23.2.5 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.

23.2.6 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.

23.2.7 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.

23.2.8 First Aid

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

23.2.9 Further Health and Safety advice

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

24 After Study

24.1 Information on transcripts and how to access replacements

Five copies of your official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their contact addresses as held on PORTICO approximately 8-10 weeks after the awards have been ratified by the UCL authorities.

UCL Student Records can produce additional transcripts for students on taught programmes via the [UCL Transcript Shop](#).

24.2 Graduation Ceremonies

Following successful completion of their studies, graduation ceremonies are held to celebrate students' achievements:

Further information:

- [Graduation Ceremonies](#)

24.3 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 organises occasional early-evening seminars for alumni on a themes related to an academic member of staff's research.

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

Departmental Director of Alumni Relations: [Berry Chevasco](#)

Further information:

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