



UCL

**Handbook for
History Research
Students**

2019/2020

Welcome to UCL History

We hope that you will spend an enjoyable and productive few years with us.

This booklet contains information about procedures for Postgraduate Research (PGR) students at UCL History, together with background information about the department. It is designed to help you understand and navigate the procedures and infrastructures that shape PGR life. You should read it carefully, keep it to hand, and consult it often.

If you need further clarification or advice about any of the topics covered here, please do not hesitate to ask.

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Disclaimer and key contact information

The information contained in this handbook is believed to be correct at the time of going to press but no guarantee can be given that it will not be amended before the start of, or during, the degree programme to which it refers.

If you are in any doubt about requirements, you should consult your Principal or Subsidiary supervisor, the Graduate Programmes Administrator, or the Graduate Tutor.

Graduate Tutor (Research) – Professor Adam Smith

Email: a.i.p.smith@ucl.ac.uk, Room: 410, 25 Gordon Square

Postgraduate Research Administrator – Dr Jessica Hindes

Tel: 020 3108 1149, Email: j.hindes@ucl.ac.uk, Room: G04a, 24 Gordon Square

Key sources of information

Other than this handbook, students should also read through the following:

- **Academic manual** (<https://www.ucl.ac.uk/academic-manual/>): Chapter 5 gives the regulations for the assessment and examination of research degrees.
- **General information for graduate students** (<http://www.ucl.ac.uk/history/current-students/graduate-research/useful-info>): You can find an online copy of this handbook on the departmental website, along with a series of other resources that you may find useful throughout your degree.
- **Code of practice for graduate research degrees** (<http://www.grad.ucl.ac.uk/codes/Graduate-Research-Degrees-Code-of-Practice-1718.pdf>)
- **Doctoral School handbook** (<http://www.grad.ucl.ac.uk/codes/DoctoralSchool-Handbook-1718.pdf>)

OVERVIEW OF PROCEDURES

- All PGR students are initially registered for the MPhil degree.
- All PGR students regularly attend the Research Training Seminar and at least one other research seminar series.
- In the first year all PGR students submit a revised PhD plan and title for approval (page 10).
- All PGR students undergo an upgrade process in their second or third year, depending on whether they are full-time or part-time (see page 10).
- Students who successfully complete the upgrade process then have their registration transferred to PhD, backdated to the start of their course.
- Students nearing completion transfer to Completing Research Status (page 13) and prepare for submission and the viva.
- Students who do not successfully upgrade are eligible to continue their research for the completion of an MPhil degree. The MPhil involves the writing of a 60,000 word thesis research dissertation at an advanced level. For details, see the sections on MPhil degrees in the aforementioned Academic Manual.

STARTING YOUR RESEARCH DEGREE

Supervisory arrangements

You will already have been in contact with your Principal supervisor. When you arrive, you will also be assigned one or more Subsidiary supervisor(s). The Principal supervisor is based in the History department; the Subsidiary may, for a minority of students, be based in another relevant department or even another university. AHRC-funded CDA students always have a Subsidiary supervisor in their collaborating research organisation.

The exact division of responsibility between the two supervisors is a matter for negotiation between you. The Principal supervisor has specialist knowledge of the general area of research; the Subsidiary supervisor does not necessarily have direct expertise but will be available for consultation, and will read all chapters and give general advice. It is important that you collectively discuss and agree the precise role of the Subsidiary supervisor. In normal circumstances, the Subsidiary supervisor will read the entire thesis once (but this practice may vary from student to student).

Throughout your time at UCL you will have regular meetings with your Principal supervisor. These are critical to the successful completion of your thesis. The number of meetings will depend on the stage that you are at in your studies and whether you are full-time or part-time. If you encounter any difficulties regarding supervision arrangements, please consult the Graduate Tutor, Adam Smith.

You would normally expect to see your Subsidiary supervisor once per term and it is up to **you** to initiate this meeting. If your Principal supervisor has to be away for any length of time you should make a mutually convenient arrangement with your Subsidiary supervisor to cover their absence. Once you have agreed a pattern of supervision this should be set out in writing.

At the beginning of the year, you should discuss the schedule of work for the coming terms. Both you and your Principal supervisor should keep a record of your discussions. In the summer term the Principal supervisor will write a report of the year's work. This goes to the Graduate Tutor, who monitors the performance of both students and supervisors.

Research Log

The Doctoral School requires you to maintain a research log, which is available online from the Doctoral School home page (www.grad.ucl.ac.uk). **It is your responsibility to maintain your log**, although your Principal supervisor will check in with you to make sure that this is being done. The log provides a flexible framework for recording details related to your graduate research programme, scheduled supervisory meetings, and activities concerning the development of academic and key skills. Your log will also help you to assess your progress and to plan and to chart evidence of the development of history-specific and related skills, as well as providing useful material for your CV. You should complete the log to the best of your ability. If you encounter practical or technical problems with the log, please contact the administrator at researchlog@ucl.ac.uk.

The log must be up to date before the meeting of your upgrade committee, as indicated in the Doctoral School Code of Practice for Graduate Research Degrees. The log needs to be inspected and approved by the Graduate Tutor and both supervisors, so a delay in completing the log may delay your upgrade.

Defining your topic

In normal circumstances you will have already taken a relevant MA degree and will therefore be experienced in devising an original research topic and (with supervisory advice) completing a dissertation. You will also have taken the first step towards defining your MPhil/PhD topic in your application to the Department. You will probably have received initial advice from your potential supervisor(s) regarding its viability and originality when you first contacted them. In the first year and beyond, you will continue to modify, revise and refine your research topic, gradually identifying the contents and direction of each chapter, as well as the overall thrust and argument of the thesis. It is essential that you make these revisions at regular intervals: in particular, at the end of your first term and at the upgrade stage.

It is important that you define a topic which can be completed successfully within the period of the degree (3 to 4 years for full-time students, 6 to 7 years for part-time students). Definition of a subject which can be successfully completed is one of the most fundamental skills of any scholar, and a vital part of your training as a research student will be to make you aware of how to limit the scope of your work and bring a piece of research to completion. You should leave the Department with the confidence in the future to define and complete an independent piece of research, from specifying the problem through to publication.

Data protection and research ethics

If you are planning a project which will involve recording personal information about a living person, which can identify that person and which may be of a sensitive nature (this can include voice recordings and photographs) you must consult the Data Protection Officer Claire Morley (claire.morley@ucl.ac.uk) in the first instance. For more information see the web pages on Research Ethics at UCL (<https://ethics.grad.ucl.ac.uk>).

Research community

PhD work can feel very isolated, even isolating, at times. But you are not alone. As well as your supervisory team, there are your fellow students, the rest of the scholars and students in the department, and – particularly in London – a large number of like-minded historians in other institutions. Learning how to work with them as part of a research community will not only help you cope better with the emotional stresses of graduate work but also help you

become a better informed and more intellectually rounded historian. If you are interested in working in academia after your PhD, actively engaging with colleagues will also help you develop the academic breadth required for postdoc and teaching positions, and provide you with lots of opportunities for networking within your field. For all of these reasons, and many more, we strongly encourage you to interact with other historians in many different ways. For instance:

- Make the effort to attend some of the numerous seminars, reading groups and workshops that take place around campus and across London every week. (Information about many of these will be circulated in the fortnightly departmental PGR newsletter.) When you're there, push yourself to engage as actively as possible; ask questions, contribute to discussion, or volunteer to present at or organise a later session. At minimum, take time after attending one of these events to consider how the topic you've just heard about might relate to your own work. Even bad presentations can be instructive!
- Social media, especially Twitter, can be a great way of making contact, learning about the latest research, and sharing your own findings. Even if you don't yet have your own account, you can search the hashtags #twitterstorians and #phdchat to see what's going on.
- The department has a section on its website for PGR profiles. Jess Hinds (the PGR administrator) will circulate a form early in the term for you to complete so that she can build your page. Try to take time to fill this in. Having a webpage hosted at your home department gives you a professional web presence and somewhere to direct people that you might meet at conferences or other gatherings.
- Consider joining the learned society most relevant to your work. Most have discounted membership rates for PGRs. Membership will give you access to society meetings, journals, and volunteering opportunities. Ask your supervisors for advice if you aren't sure which to join!

Once you've settled into your research, you should discuss with your supervisors the possibility of giving papers or publishing articles related to your PhD. The challenge of condensing a long chapter into a 20-minute paper and the process of receiving and responding to questions about your work are incredibly useful ways to develop both your PhD and your academic skills more generally.

You might also like to consider becoming involved with UCL's active programme of outreach and public engagement. If you're considering going on to an academic job you will need to be prepared to answer questions about the wider impact of your research. Participating in public engagement activities is a great way to develop your ideas around this. If you are interested in developing your skills and CV by getting yourself out there, you can contact the Director of Engagement Laura Cream (l.cream@ucl.ac.uk), who will be able to put you in touch with the relevant Coordinator. If you would like to get involved in UCL's [widening participation scheme](#), contact the Widening Participation team (widening.participation@ucl.ac.uk).

SKILLS DEVELOPMENT

General training

As a historian you will need to be able to define problems and to be aware of a wide range of approaches and methodologies. The Department places great weight upon participation in a number of courses and seminars which allow you to obtain such expertise, and to become confident in debating historical issues. You are not simply being trained to produce a thesis of the required number of words on a specific topic, but also to discuss and debate historical topics across a wide range. Doing so will make your thesis richer and more interesting.

As well as the induction sessions that all incoming PhD students are expected to attend, you will find many training opportunities on offer:

1. Skills development meetings, which are one component of the Research Training Seminar (RTS – see below).
2. UCL's Doctoral School runs a full programme of free skills training for research students. The skills programme is informed by Vitae's national Researcher Development Framework (RDF), a national professional development framework for planning and supporting the personal, professional, and career development of researchers. The full schedule of training courses can be found online at the DSD website: <https://doctoral-skills.ucl.ac.uk>. **If English is your second language you are strongly advised to take the Doctoral School course in 'Writing a Thesis in English for non-native speakers'**. This has been highly recommended by previous students.
3. UCL's Information Services Division also runs training courses for staff and students. Depending on the nature and methodology of your research, you may wish to undertake some of this training. In particular, the course on using Word for theses may be useful to MPhil/PhD students. You can access a list of ISD courses on their website: <https://www.ucl.ac.uk/isd/services/learning-teaching/digital-skills-development>.
4. UCL History is a member of the London Arts and Humanities Partnership, a group of institutions which together holds a number of AHRC-funded PhD studentships. It also runs a programme of training sessions, open to all PhD students at LAHP institutions regardless of funding source (i.e. all UCL historians are eligible to attend LAHP training). Last year's LAHP training included a wide variety of useful sessions on topics including blogging, public engagement, and archival research. You can access this year's programme at the LAHP website: <https://www.lahp.ac.uk/research-training>.
5. There are a number of options open to students who wish to study a foreign language to prepare them for doctoral research. The LAHP (above) offers a limited number of free places on language courses taught at King's College London. You can find more information about these on the KCL website: <https://www.kcl.ac.uk/modern-language-centre/courses/lahp-modules.aspx>. Otherwise, UCL's Centre for Languages and International Education, as well as the School of Slavonic and Eastern European Studies, offer evening courses in a number of modern languages. UCL doctoral students studying at these centres can apply for funding to cover their course fees (<https://www.ucl.ac.uk/languages-international-education/study/evening-language-courses/fees/doctoral-skills-development-programme-funding>).

6. UCL History PhD students are required to attend at least one seminar series at one of the following Institutes: Historical Research (IHR), Classical Studies (ICS), Commonwealth Studies, the Warburg Institute or the German Historical Institute. This will allow you to meet students and staff from other colleges in London and from the rest of this country and overseas, as well as developing the critical thinking and discussion skills necessary for the professional historian. All of these institutes list their ongoing seminars on their websites. Many of the series are coordinated by members of UCL History staff. You should also investigate whether the library resources of any of these institutes might be of use for your research. Institute membership is free of charge, and you should plan to join one early in the academic year.
7. The Institute of Historical Research runs a series of training courses for medieval and modern historians mostly focused on skills and methodology. A full programme is available on the IHR website: <https://www.history.ac.uk/research-training>.
8. If you work in the fields of comparative or transnational history, you should get in touch with UCL's Centre for Transnational History, which hosts its own events and training courses: <http://www.ucl.ac.uk/centre-transnational-history>.

Research Training Seminar

The Research Training Seminar programme (RTS) is compulsory until upgrade. While you will spend most of your time focusing on a specific and closely defined thesis topic, the Research Training Seminar connects you to wider historical debates across different periods of history. At the end of each academic year, current postgraduate students within the LAHP consortium organise a one-day Summer Workshop addressing major issues of historiographical debate or recent developments within the discipline.

The RTS programme has the following aims and functions:

1. It brings together staff and students from all parts of the Department, so you can familiarise yourself with the discipline from many different areas. All meetings start with tea and biscuits.
2. It promotes discussions on matters of intellectual concern across the discipline. We develop theoretical, historiographical and conceptual skills, and methodological ideas. Meetings are often either transdisciplinary or interdisciplinary. We draw on historians within UCL, from other Departments, former PhD students and on colleagues from outside the academic sector.
3. It gives MPhil students an opportunity to present their research at upgrade meetings (see below).
4. It gives you the opportunity to organise the seminar programme in Term 2, and to advise on the selection both of speakers and of themes of broad comparative and conceptual interest.
5. Over a three-year period it contains skills meetings on such topics as writing a thesis chapter; upgrade procedures; viva preparation; interview techniques; writing a scholarly article; employment in UK, European and US universities; and writing an article for a popular historical journal.

The current RTS programme can be found on the departmental website:

<https://www.ucl.ac.uk/history/current-students/graduate-research/training-research-students>.

Seminars and conferences

The Department supports you in organising seminars, reading groups and workshops for yourself and other PGR students. These initiatives provide opportunities for you to present your work in the context of a scholarly event and to invite other academics doing research in related areas. Please consult the Graduate Tutor and the Graduate Programmes Administrator for information and advice about organisation of these conferences. Funding can also be obtained from LAHP, the Doctoral School and the Royal Historical Society.

Training points

The Doctoral School operates a system of 'Roberts points' when it comes to PhD training. A half-day session is worth 1 point and a full-day session worth 2 points. Some funding bodies (particularly the major research councils like the AHRC) require the students they are funding to undertake 10 days' worth of training (= 20 points) each academic year. UCL recommends that all students do the same. This does not have to be doctoral school training but could include any career and skills development activity i.e. any of the options outlined above, including IHR seminars, the RTS, or LAHP training.

Unlike some departments, at UCL History we do not make a certain number of Roberts points a condition of the upgrade. However, we support the university's recommendation that PhD students should all aim to complete approximately 10 days' training each year that they are here. A PhD is about more than just the dissertation and students will benefit from working on the other important skills that these sessions address. You should record the training that you attend on your research log.

REVISED PLAN AND TITLE

You are expected to submit a revised title and short plan of your PhD (around 500 words) during the Spring Term of your first year as a full-time student or the late summer of your first year as a part-time student. [You can find the form on the departmental PGR webpage](#). This is to ensure that you are making satisfactory progress and will be ready to upgrade in your second year.

The plan should be drawn up in conjunction with your Principal supervisor. It should set out the main questions the thesis will address, its spatial and temporal scope, and the main primary sources you intend to draw on.

Full-time students should email the revised plan and title to the Graduate Tutor no later than 4pm on 1 March 2019.

Part-time students should submit this no later than 4pm on 27 September 2019.

UPGRADE TO PHD

What is the upgrade?

All postgraduate research students at UCL History apply to the MPhil/PhD in History. Initially, students are registered for the MPhil degree. However, the goal is ultimately to obtain a PhD. In order to change your registration from the MPhil to the PhD, you must complete the upgrade process. The purpose of the upgrade is to make sure that you are progressing as you should be in order to complete your PhD to a suitable standard and in a timely manner.

When does it happen?

For full-time students the upgrade to PhD occurs within 12-18 months from the start of your MPhil (in most cases that means an upgrade during the first or second term of year two). Part-time students, whose programme of study is typically five years, should upgrade within 20-30 months of beginning their research, usually during the first or second term of the third year.

You have two possible attempts at upgrade. The period between first and second attempt should usually be no more than 6 months for full-time students and no more than 10 months for part-time students.

If you are transferring from other universities or departments, you are expected in normal circumstances to complete an upgrade at UCL regardless of whether you were upgraded at another institution.

How should I prepare?

Your upgrade materials will be assessed by a panel of academics including your supervisor and your subsidiary or secondary supervisor. You need to make sure that you have met with both supervisors in the term preceding your upgrade.

You will also need to make sure that your Research Log is up to date and that you have participated in the Graduate School's skills training programme. This includes attending the department's Research Training Seminar (RTS) as well as relevant seminars at the IHR, ICS or other institutions.

Before your upgrade, your principal supervisor will need to complete a formal report on your work. They will submit this to the graduate tutor (Professor Adam Smith), who will then forward it to you and to the rest of the upgrade panel.

Who sits on the upgrade panel?

The upgrade panel will be composed of your secondary supervisor, one other academic (usually from UCL; they may come from within the History department or from other departments such as the Institute of Americas), and the graduate tutor. Your principal supervisor will be present but is only permitted to observe proceedings.

What do I need to do?

The upgrade procedure has three elements: the submission of written work to the upgrade panel; a 20-minute oral presentation to the RTS; and an interview with the upgrade panel.

1. Submission of written work to the upgrade panel

This must include:

- A short statement describing the project as a whole. Many people present this as part of the outline document (below).
- An outline of the chapters of the thesis.
- A substantial piece of written work based on primary research and historiography (usually a chapter of about 10,000 words).
- A bibliography of essential primary and select secondary sources.
- A timetable for completion.

The project outline should be a draft, about 5-10 pages long, of what will eventually become the introduction to your thesis. Typically, this would include the following sections (not necessarily in the order given):

- a short statement of the research question and its importance;
- a historiographical discussion of previous research on the topic and period, explaining what the key issues and debates have been, and the strengths and weaknesses of the various 'schools' of thought;
- an explanation of the methodological principles underlying the thesis, and how they differ from and/or build on previous historians' work;
- the types of sources used in the thesis, and their evidential strengths and weaknesses;
- a synopsis of the thesis as a whole, explaining how the chapters fit together to construct an argument.

You should aim to write 1-2 pages on each of these topics.

All the above must be approved by your principal supervisor prior to submission, and submitted by email to the postgraduate research administrator (Jess Hindes: j.hindes@ucl.ac.uk), at least one week before your presentation to the RTS.

2. 20 minute oral presentation to the Research Training Seminar

As well as your postgraduate peers, this presentation will usually be attended by all the members of your upgrade panel. Your presentation should last 20 minutes and should answer these specific questions:

- What is your thesis about? You should prepare a 150-word summary that will make sense to those working on different periods or in different subdisciplines. Make sure that you explain the time frame and geographical scope of your work, as well as your key research questions.
- Why does this subject matter? Explain how your thesis relates to existing historiography or contributes to current debates. Will it be of interest outside the academy?
- What key sources are you using?
- What are your methods of analysis?
- Provide one illustrative example from the material on which you have worked.

You must discuss your presentation with your principal supervisor before you prepare it and you must inform the postgraduate research administrator, Jess Hindes, at least one week in advance if you need technical assistance (j.hindes@ucl.ac.uk).

Please prepare a handout with your name, the title of the thesis, the main points of your presentation, important dates and names, essential bibliography etc. You may also wish to include a map or maps if this is relevant to your work.

After you have presented your work and answered audience questions, the upgrade panel will decide whether your presentation was satisfactory. If so, you may proceed to stage 3. If not, you may be asked to attend presentation skills training or to submit a revised written presentation before you proceed.

If you are asked to complete additional requirements and fail to do so, you will have failed the upgrade and will continue to work towards an MPhil. This is a lesser research degree which requires a shorter thesis of only 60,000 words.

3. An interview with the upgrade panel

After you have completed your presentation to the RTS, you will meet with the upgrade panel to discuss your written work (1). This meeting should usually take place within two weeks of the presentation. The upgrade panel will have read your work and seen your presentation, and will ask questions and offer advice about your research. The goal is to support you in completing your thesis successfully.

At the end of this meeting, the committee will agree one of the following options:

- Option 1 - you are recommended for upgrade to PhD status
- Option 2 - you are referred to a specific date for a second attempt, and you have to resubmit written work as specified by the panel and pass a second interview
- Option 3 - you are referred to a specific date for a second attempt, and you have to resubmit written work as specified by the panel, which it will assess without the need for a second interview

The panel will inform you of their decision at the end of the meeting. The graduate tutor will also compile a short report, which is kept in your file.

For Options 2 or 3, the second attempt must normally take place within six months (for full-time students), or ten months (for part-time students).

If you do not meet the prescribed deadline and there are no extenuating circumstances, you may continue to work towards an MPhil. If you have complied with the conditions, but your performance is still not satisfactory, you may make one further attempt, or continue to work towards an MPhil.

You may appeal on procedural grounds, but not against the committee's academic judgement. Details of the appeals procedure are available online: <http://ucl.ac.uk/guide-to-student-complaints-procedure>.

STUDENT STATUS

Please note the following registration categories for students who are absent from College or writing up their thesis. It is very important that you are registered in the correct category as there are implications for fee liability and completion timetables. The Registry will **only** accept changes in status which are notified via the Graduate Programmes Administrator.

Study leave

When your research requires you to be absent from UCL for more than 4 weeks **at any time of the year** (including vacations), your Principal supervisor must make an application for Study Leave to the Student Records Section of the Registry. You can find the form online: <https://www.ucl.ac.uk/students/status/research-students/studying-away>. **The form must be passed to the Graduate Programmes Administrator**, who will forward it to the Registry. The application must be submitted at least 2 weeks before you leave.

Fees for students away from UCL on study leave are reduced by 50%. (Note: the fee reduction does **not** apply to students participating in exchange programmes, who should **not** apply for study leave but must ensure they register their address while abroad).

Interruption of study

When you need to interrupt your studies for personal, financial or medical reasons, no fees are paid and the completion clock stops. Your Principal supervisor must send the request to

interrupt to studentrecords@ucl.ac.uk (copying in the Graduate Programmes Administrator and Graduate Tutor) stating the exact start and end dates of the interruption and the reason why it has been requested. You can read more about interruption on the UCL website: <https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies>.

Completing research status (CRS)

After completing the approved period of registration (3 years full-time, or 5 years part-time), if you have been upgraded and are in a position to submit your thesis within 12 months (24 months for part-time students), you will be required to register your 'completing research status' for a maximum period of 1 calendar year (2 calendar years for part-time students). You will be required to submit your thesis before the end of this period. As a completing research student you will not be required to pay tuition fees, but will be entitled to use the UCL facilities and have one draft of all, or any part, of your thesis read and commented upon by your primary or subsidiary supervisor. Any other supervisory assistance given is entirely at the discretion of the supervisor or department and may not form the grounds of any grievance brought by you.

Requesting an extension to CRS

If, through illness or other causes acceptable to the UCL authorities, you are prevented from submitting your thesis before the end of the CRS period, you can apply (with departmental permission) for an extension of your completing research status. Your application for extension must be supported by your Principal supervisor and the Head of Department and submitted to the Student Records office. You can find more details about this on the UCL website: <https://www.ucl.ac.uk/students/status/research-students/completing-research-status>.

If you do not obtain an extension, and you have not submitted by the end of your CRS period, you will only be able to submit your thesis with the permission of the department and after paying the required fee. ([Please consult the Academic Manual 5.13.5 for more details.](#))

COMPLETING YOUR THESIS

The department, UCL and funding bodies place great emphasis on the successful completion of your thesis within the allotted time.

About six months before you complete your thesis, you should submit the examination entry form (which you can find online: <https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/examination-entry>). In order to do this you will need to decide, alongside your principal supervisor, on the examiners who will evaluate your work. One will be external, from outside UCL, while the other will in most cases come from inside the University of London.

Please note:

- **You** are responsible for proof-reading your thesis. Examiners comment frequently upon casualness in proof-reading and this can often result in being told to revise and resubmit.
- It is **your** responsibility to provide your supervisors with sufficient time in which to comment on final drafts of written work. You should ask them how much time is needed.

- You can find information about thesis submission on the UCL website: <https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/format-bind-and-submit-your-thesis-general-guidance>.

After you've submitted your thesis, your Principal supervisor will liaise with you and your two examiners to arrange a mutually convenient date, usually two or three months after submission.

Before your viva, you should take time to read back over your thesis and prepare yourself for the questions that you may be asked. You can find guidance about the viva on the UCL website: <https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/viva>.

WELFARE

The PhD can be a difficult process. If you have a personal, health, or emotional problem that is likely to affect your work then you should in normal circumstances approach your principal and subsidiary supervisors in the first instance. They will be able to advise you on whether, for example, it might be appropriate to interrupt your studies.

If you need further advice, are unable to or are uncomfortable with discussing an issue with your supervisor, you can contact the graduate tutor Adam Smith, who will handle your case confidentially.

In general the department will make its best efforts to assist you with welfare issues and to point you in the direction of other UCL agencies or central departments which can offer further help and support.

In the event of financial hardship, UK students are entitled to apply for Access funds. If you wish to apply for these, you should first consult your Principal supervisor, who should send written support for the application to the Graduate Tutor, who will then interview you. Access/hardship funds are limited, and are not available to non-UK citizens.

In addition, the department is sometimes able to make small grants in cases of hardship. If you think that this might apply to you, you should contact the graduate tutor in the first instance for advice.

UCL student support website

The UCL student support website aims to provide advice and support for common student problems. The website is organised round an online support group and advice pages. The support group provides peer support. Once you have registered for the group you can log on and anonymously discuss any issues that may be troubling you. There are also advice pages with practical suggestions on how to address issues that are often of concern to students. Areas covered include: anxiety, loneliness, issues around sexuality, coping with exams, procrastination, and many others. There is also a 'sources of support' webpage with details of where you can find further help if you feel you need it.

GRIEVANCE PROCEDURES

1. UCL has established grievance procedures for dealing with representations concerning alleged deficiency in teaching/supervision, against a decision not to permit transfer of registration from MPhil to PhD, and against a recommendation not to award a PhD. The details for these formal procedures are set out online:

<https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework>.

2. If your complaint concerns problems around teaching or supervision, you should begin by discussing the matter informally with your principal supervisor, subsidiary supervisor, or the graduate tutor (in that order of priority). You might next approach the head of department, Professor Eleanor Robson. If for any reason you would prefer to raise the issue with somebody outside the department, you can contact the faculty tutor (Arne Hofmann), the faculty vice-dean for education (Caroline Garaway), the faculty dean (Sasha Roseneil), the UCL student mediator (Ruth Siddall), or a representative from the UCL student union.
3. If your complaint concerns a decision not to permit transfer of registration from MPhil to PhD, you are strongly advised to discuss the matter informally in the first instance with the graduate tutor or faculty tutor.
4. Formal representation through established procedures should be made only if informal discussion fails to resolve the matter satisfactorily and if there appear to be genuine grounds for such an appeal. Documents explaining the procedures are available from the faculty tutor. You may also wish to consult the UCL student mediation service before raising a formal dispute: <https://www.ucl.ac.uk/student-mediator>.
5. If you are considering making a representation in connection with a recommendation not to award a PhD, UCL has a procedure for the consideration of appeals by candidates for research degrees, which is available on request from UCL Registry, Curricular Development and Examiners Section. An application under the procedure must be made within two months of notification of the result of the examination to the candidate and be accompanied by the prescribed fee.

TRAVEL FUNDING AND OTHER FORMS OF FINANCIAL ASSISTANCE

If your work is funded by the AHRC or through a UCL Scholarship then you will have an annual research allowance that can support you in making research trips or travelling to conferences. Other students will need to apply for funding either to the department or elsewhere.

General funding advice

The department has an excellent record in obtaining funds for MPhil and PhD students who wish to travel abroad or within the UK for research purposes to archives, libraries, interviews, museums and archaeological sites, or who are invited to give papers at conferences, workshops and seminars outside London. It is your responsibility to keep in touch at regular intervals with the Doctoral School website, where a wide range of information on research grants can be found. You should bear in mind the following guidelines when making applications to all research funding bodies:

You should complete a full draft of your application at least two weeks before the final deadline. Speak to your supervisor before you begin writing the application to see if they have any advice. For any application, you will need to state concisely your purpose in requesting the funding and the way that you plan to achieve your goals. If you are planning a research trip, be specific in listing the sources that you plan to consult. Make sure that the institution you wish to visit is open on the dates and at the times when you plan to be there. Indicate in your application if you have previously been awarded funding for your work – this is often seen as a strength. Make sure that you keep carefully to any guidelines about the length and format of the application.

If an application requires supporting statements from referees, contact your referees as far in advance as possible so that they can make time to write your letters. Offer to send them a draft of the application and an up to date CV.

You should carefully complete the financial section of any application. Be specific in listing projected travel and accommodation expenses.

Make sure that any flights are booked through a reputable agent and that you have taken out travel insurance. UCL has a group travel insurance policy that can insure you on research trips outside the UK – make sure that you have completed the relevant form before you leave (<http://www.ucl.ac.uk/finance/insurance/travel>).

Some funding agencies will allow you money for research expenses such as photocopying or fees for making scans of archival material. Make sure to check what each agency will allow you to claim and only request assistance that is essential to supporting your work.

It is essential that you keep all receipts so that these can be submitted on return. It is equally essential to make photocopies of all receipts as they are received. In no circumstances will funds be disbursed without appropriate documentation.

Most funding bodies require recipients of their grants to write a report on the completed research trip, which may be published online and/or in the organisation's newsletter. Write this with the same care as your application. A poor report may antagonise referees and damage your chances of receiving grants in the future.

Do not be demoralised if you are rejected the first time you apply. You may have just been unlucky. Ask your supervisors for advice on improving future applications, and be persistent.

You are strongly advised to apply to the Economic History Society for funding. Many social and cultural historians have obtained travel and subsistence expenses for research from the Society, which has four deadlines a year. Applicants to the Royal Historical Society are advised to join it as members before submitting requests for funding. Various other academic societies (e.g., the British Association for Italian Studies, the British Association for American Studies, British Nineteenth Century Historians Association) also support historical research. Hispanists and Hispanic Americanists should be alert to the UCL Abbey Research and Collaborative Awards.

In most cases you also need to apply for study leave **before** you go abroad (see page 11). If you apply in advance for study leave, you will be entitled to remission of fees (charged at 50% while students are on leave). If you apply after your trip, you will not be reimbursed for the fees you have paid while travelling.

Departmental research fund

If you are unsuccessful in securing funds from external sources for research related activities you can apply for departmental funding. A call for funding requests will be sent out to students at the start of each academic term.

Your application should take the form of a brief letter to the graduate tutor, Adam Smith (a.i.p.smith@ucl.ac.uk), copied to the PGR administrator (j.hindes@ucl.ac.uk). This should be submitted by email. In it, you need to provide details of what you wish to do and why, making a case that the particular activity is necessary for your research or will greatly enhance your professional development. Applications for money to attend a conference will only be considered if you will be giving a paper, commenting, or otherwise appearing on the

conference programme. You also need to include in the letter a timetable and a costed, itemised breakdown of the amount of money needed.

In cases where another body offers funding for the same activities, you will be expected to apply to them as well. Please let us know in your application about such other applications.

The Hale Bellot Fund has limited funds to enable research students in the Department of History to travel to and in the United States and other countries in the Western hemisphere for study or research. If you wish to apply for this fund, please say so in your application.

The majority of the funds available for Departmental support will be allocated in November; however, there will be some funds held over for the May deadline.

Cross-disciplinary scholarships

Each year, UCL awards a number of one-year scholarships for PGR students to study in a department/unit other than their own, e.g. Anthropology, History of Art, Political Science, Geography, Institute for the Study of the Americas. These give you the advantage of exposure to a related discipline and the opportunity to integrate insights from that discipline into their thesis. Details are usually announced during the autumn term, and you should inquire into these scholarships usually during your first year. These scholarships can give you an additional year of funding.

POSTGRADUATE TEACHING ASSISTANTS (PGTAs)

The Department appoints a number of PGTAs each year to assist with teaching undergraduate modules. Training is provided and PGTAs are paid a fixed hourly rate to cover teaching, marking and class preparation.

Vacancies for the following academic year will be advertised in the late spring by email and on the departmental website. Vacancies will depend on the course units to be offered in a particular year and students should apply to teach only modules linked with their research. The work of PGTAs is closely supervised by the main tutor of the relevant module.

PGTA Tutor (responsible for all PGTAs) – Dr Alex Goodall (alex.goodall@ucl.ac.uk)

PGTA Administrator – Claire Morley (claire.morley@ucl.ac.uk)

Further information to support TAs can be found on the PGTA webpage:

<https://www.ucl.ac.uk/history/current-students/graduate-research/postgraduate-teaching-assistants-pgtas>.

EMPLOYMENT

Part-time employment for research students

If you are looking for part-time work to support your studies you may wish to take into account the advice below, which is based on the testimony of previous students.

1. The UCLU Job Shop gives details of part-time and temporary vacancies open to students: <http://studentsunionucl.org/services/jobshop>.
2. London has an abundance of museums and galleries that handle an enormous range of subjects. It is worth becoming attached to one. Identify appropriate ones (through websites etc) and write to them, bearing in mind that voluntary work can develop into paid work.

3. Part-time publishing opportunities also exist. Publishers of various magazines, general books, children's encyclopaedias and histories of the world seek out the help of capable graduates. Valuable techniques can be learnt (with regard to artwork, maps, checking details) that can subsequently be applied to thesis work. The money is usually limited, but the experience is valuable, and one modest publishing experience can lead on to bigger and better things.
4. Summer Schools proliferate in London.
5. Translations. Usually you will have to be tested and registered as a translator, and for some purposes a degree in translation is required – but not all.
6. Library and bookshop work can be useful. Do not overlook the London Library. Specialist bookshops offer occasional opportunities.
7. Leading tours in London, the UK or abroad can be modestly remunerative. Many are advertised in local newspapers, some in Time Out, etc. If your first language is not English you may find yourself in special demand.
8. Occasionally school teaching is available to graduate students without a PGCE. Consult the Education section of the major newspapers and keep in touch with schoolteacher friends, who may help out here. Tutorial colleges ('crammers') do not always require a PGCE from their teachers, and are numerous in London. Many teach History and related disciplines to 'A' level. Classes are usually small and diverse. Examining is, at times, an option for some. Get in touch with the appropriate examining boards.
9. Proof-reading. This is a very useful skill to develop. Other research students, particularly those working in English as a second language, may well seek help with this.

Bear in mind that networking, marketing and effective self-projection are of the essence for most remunerative work. Look out for employment where you use/acquire skills that supplement and complement those you already have. Share your views and experiences with your fellow research students, and ask them for theirs.

THE FUTURE

In recent years, PhD students from this department have obtained jobs as lecturers at Cardiff, the University of British Columbia, Leicester, Durham, Edinburgh, Exeter, Sydney, Paris and the LSE, and to postdoctoral fellowships or similar in Arizona, Berlin, Missouri, Melbourne, Oxford and Cambridge. And many other places as well. Research students from this Department have also gone into a range of occupations in addition to academia, including the law, finance, school teaching, museums, libraries, academic and commercial publishing, the Civil Service and some international agencies. As you near the end of your PhD there will be many opportunities to discuss with your supervisor, the Graduate Tutor, the UCL Careers Service, and others, how best to position yourself for a future career, whether it is in academia or elsewhere.

Applying for academic jobs in the UK

What jobs and where?

- Research Assistantships/Officerships (fixed-term)
- Junior Research Fellowships (fixed-term)
- Postdoctoral Fellowships (Institutional or Personal)
- Junior Lectureships (fixed-term, e.g. replacing sabbatical leave, or permanent)

All of the above may be advertised nationally, e.g. in:

- Online on discussion lists or www.jobs.ac.uk, which is searchable by location, type of post (permanent/temporary), and type of employer; History is under 'Academic/Research/Teaching', 'Historical and Philosophical Studies'
- Guardian Education section (every Tuesday); other quality dailies on the relevant days
- [Times Higher Education](http://www.timeshighereducation.com) - Thursday/Friday

Writing-up fellowships

Medieval and modern historians should watch the IHR webpages (www.history.ac.uk) for information about fellowships that can support students in the writing-up period of their degree. The German Historical Institute (www.ghil.ac.uk) also offers support for selected students.

Junior Research Fellowships

Mostly Oxford and Cambridge, sometimes University and subject specific, often run by syndicates of Colleges and open to all subject areas – Junior Research Fellowships are frequently only properly advertised 'in-house' in the Cambridge University Reporter (www.reporter.admin.cam.ac.uk) or in the Oxford Gazette (www.ox.ac.uk/gazette). Other universities in the UK will also offer occasional postdoctoral fellowships, advertised in the higher education press and online.

Postdoctoral fellowships

The Arts and Humanities Research Council (AHRC) funds Research Fellowships tied to specific research projects. These will require particular skills or research interests and are usually advertised by the institution hosting the project. You should keep an eye on www.jobs.ac.uk for positions of this type.

The British Academy runs an annual competition for three-year Postdoctoral Fellowships (<https://www.britac.ac.uk/british-academy-postdoctoral-fellowships>); the closing date for outline submissions will be 17 October 2018 for fellowships beginning in September 2019. These are open to recent or soon to be PhDs (awarded since 1 October of penultimate year or expected by 30 June of current year) and you will need to give details of the research project you plan to undertake during the period of the award.

The Leverhulme Trust also offers three-year Early Career Fellowships to those with recently awarded PhDs (<https://www.leverhulme.ac.uk/funding/grant-schemes/early-career-fellowships>). Preliminary applications need to be made to your proposed host institution early in the calendar year, prior to formal submission to the Trust before early March 2019.

If you wish to pursue future research in the field of medical history, you can apply to the Wellcome Trust's research fellowship scheme (<https://wellcome.ac.uk/funding/research-fellowships-humanities-and-social-science>).

The ESRC offers post-doctoral funding for students working on economic or social history. The post-doctoral fellowships have a rolling start date and can be applied for throughout the year (www.esrc.ac.uk). The European University Institute in Florence (www.eui.eu) offers a number of one and two-year fellowships, and the European Commission offers Marie Curie Fellowships for postgraduates who wish to spend a period of research abroad (<http://ec.europa.eu/research/mariecurieactions/>).

If you are hoping to apply for a postdoctoral fellowship to be held in the History Department at UCL, please contact the Director of Research, Professor Margot Finn (m.finn@ucl.ac.uk)

and the Department Manager, Claire Morley (claire.morley@ucl.ac.uk) as early as possible in the process.

Preparing an application

Remember that there are three significant elements:

1. **You:** curriculum vitae, covering letter, standard application form
2. **Appointment committee/prospective employer:** do your research on Department and institution
3. **Referees:** remember to keep them informed of your career (supply copies of CV and application form/letter, if possible) and progress of applications

Applying for academic jobs in Continental Europe

France

- Research positions at the CNRS (Centre National de Recherche Scientifique, Sciences de l'homme et de la société) are published through the centre's website (<http://www.cnrs.fr>).
- You may also wish to consult the website of the Ecole des Hautes Etudes en Sciences Sociales (<https://www.ehess.fr/fr/travailler-lehess>), in particular its Centre de Recherches Historiques (<http://crh.ehess.fr>).
- For positions as Maître de Conférence you should consult the *Journal Officielle*. They are usually published in late December.

Germany

- The best website for information about academic job opportunities is <https://www.hsozkult.de>.
- Positions are also published weekly in *Die Zeit* (Thursdays) (<https://www.zeit.de>).
- Graduiertenkollegs, University Departments
- Check the websites for the Max-Planck-Gesellschaft (<https://www.mpg.de/de>) and Deutsche Forschungsgemeinschaft (<http://www.dfg.de>).
- Consider the German Historical Institutes in Paris, London, Warsaw, Washington and Rome
- DAAD (Deutscher Akademischer Austauschdienst) offers advice on studying or working in Germany: <https://www.daad.org/en>.

Austria

- Publication of jobs: *Der Standard* (<https://derstandard.at>), *Die Zeit* (<https://www.zeit.de>).
- You can find listings of Austria-wide research funding online at the Vienna city website: <https://www.wien.gv.at/forschung/foerderungen/oester.html>.
- This website gives details of the 'special research funds' scheme, which funds group research projects: <https://www.fwf.ac.at/de/forschungsfoerderung/fwf-programme/sfbs/>.

Italy

- At Universities: look for appointments at the level of *ricercatore*
- Consiglio Nazionale della Ricerca: <https://www.cnr.it>.
- The *Gazzetta Ufficiale* sometimes lists vacancies: <http://www.gazzettaufficiale.it>.

International institutions

- European University Institute, Florence, Jean-Monnet-Fellowships and Max-Weber-Fellowships (Robert Schuman Centre, History & Civilisation): <http://www.iue.it>

- Central European University, Budapest (<http://www.ceu.hu>)
- Institut für Europäische Geschichte, Mainz (<http://www.ieg-mainz.de>)
- American Universities/University Departments abroad (Johns Hopkins, Bologna; Ivy League Universities in Florence)
- International Universities (e.g. Bremen)

Applying for academic jobs in the Commonwealth

The Association of Commonwealth Universities advertises weekly in *The Guardian*. In recent years lectureships have been advertised in British history in New Zealand and Canada, in British imperial history in Australia, in European (including British) history in Singapore and Hong Kong, and in Latin American history in Trinidad and Barbados. All students interested in working in the Commonwealth should consult this information source.

Applying for academic jobs in the USA

The listings on the H-net Job Guide (<https://www.h-net.org/jobs/>) are probably the quickest way to get an overview of the market for jobs and fellowships.