



**SCHOOL OF SLAVONIC AND
EAST EUROPEAN STUDIES**

Faculty of Social and Historical Sciences

**Masters in Philosophy (MPhil)
Doctor of Philosophy (PhD)**

Programme Handbook

2018-19

NOTE:

*THIS MUST BE READ IN CONJUNCTION WITH THE SSEES STUDENT
HANDBOOK*

Contents

- 1. Welcome to the MPhil/PhD Programmes 3
- 2. Induction Week Schedule 4
- 3. Programme Overview 5
- 4. Typical Timetable for SSEES MPhil/PhD Students 8
- 5. Research Activities at SSEES 9
 - Research Centres 9
 - Seminars, Conferences and Events 10
 - Involvement with Publications..... 11
- 6. SSEES Safety Policy and Arrangements 12
- 7. Useful Programme Contacts..... 14
- 8. Student Administration Office..... 15
- 9. Other administrative departments you may need to contact 16
- 10. Term Dates 16
- 11. Key Documents 16
- 12. Support for students..... 17
- 13. UCL SSEES Library Tours 18
- 14. UCL Careers 18
- 15. Volunteering Service..... 18

1. Welcome to the MPhil/PhD Programmes

This short induction pack is designed to provide an overview of our MPhil/PHD programmes and introduce you to the UCL research community.

You must read this guide in conjunction with the SSEES Postgraduate Student Handbook 2018-2019, where you will find very important general information about Masters-level studies, which can be found on the website: <http://www.ucl.ac.uk/ssees/current-students/postgraduate>

We wish you the greatest success in your studies and look forward to meeting you during induction week.

Dr Kristin Roth-Ey

Head of Postgraduate Research, Postgraduate Research Tutor

David Charlton

MRes Programme Administrator

2. Induction Week Schedule

MPhil/PhD Programmes

IMPORTANT: The *Student Handbook*, *Syllabus*, *Study Skills Guide* and other useful information are available from the SSEES website at www.ssees.ucl.ac.uk/currentstudents.

GET CONNECTED: Access UCL online at <http://www.ucl.ac.uk/isd/services/get-connected>

MPhil/PhD WEBSITE: <https://www.ucl.ac.uk/ssees/node/2087>

Monday 24 September 2018

	No scheduled Events	
--	---------------------	--

Tuesday 25 September 2018

10.00 – 11.30	Director's Welcome for New Students (compulsory)	IOE - 20 Bedford Way - 103 Jeffrey Hall
12.00 – 14.00	Russian Language Induction and Assessment (Please attend this if you intend to take a Russian language course)*	Room 347, SSEES Building, 16 Taviton Street, WC1H 0BW
13.00 – 14.00	East European Languages Induction (Please attend this if you intend to take a SSEES language other than Russian)*	Room 432, SSEES Building, 16 Taviton Street, WC1H 0BW
14.00 – 15.30	MPhil/PhD Programme Induction Meeting (compulsory)	Room 432, SSEES Building, 16 Taviton Street, WC1H 0BW

Wednesday 26 September 2018

11-11:30	Postgraduate IT Induction	Archaeology G06 Lecture Theatre
----------	---------------------------	---------------------------------

Thursday 27 September 2018

16.00 – 18.00	Postgraduate Students Social	Junior Common Room and Masaryk Room, 4 th Floor, SSEES Building, 16 Taviton Street, WC1H 0BW
---------------	------------------------------	---

Friday 28 September 2018

10.30 – 12.30	Doctoral School Welcome Event Full information about facilities offered to research students, and provides a flavour of the exciting UCL research community..	Logan Hall at the Institute of Education, 20 Bedford Way, London WC1H 0AL <i>All attendees to register for this event at this link. Students will not need to bring tickets that are generated, as there will be no check-in activity on the day. The event will also be live streamed by UCL Media Services for those unable to attend. A link will be published here.</i>
---------------	---	---

**PhD students have the opportunity to participate in taught MA language classes, subject to space and availability*

Dr Kristin Roth-Ey (Programme Coordinator) k.roth-ey@ucl.ac.uk

Mr David Charlton (Programme Administrator) ssees-research@ucl.ac.uk

SSEES Building, 16 Taviton Street, London WC1H 0BW s

For locations in UCL, please see: www.ucl.ac.uk/maps

3. Programme Overview

Enrolment and Registration

This is a two-tier process: you enrol as a student of UCL, for which separate information has been sent to you, and we also ask you to give some details to the SSEES Postgraduate Administrator. It is very important that you attend for enrolment on the date and at the time specified in the e-mail which you will have received from the Registry. Fees are paid to the Registry. If your fee payment has not been processed at this point, your enrolment is provisional until your fees have been paid. At this stage, you will also collect your Student Identity Card, which is essential for many purposes, including registration in all UCL libraries and the University of London Library. Further information about enrolment can be found here: www.ucl.ac.uk/new-students/

UCL has a student system, known as PORTICO – the UCL Student Information Service. This enables you to take ownership of your own personal data by logging on to PORTICO. You will be expected to edit your own personal data – e.g. update your home and term addresses, contact numbers and other elements of your personal details. Please also alert the Postgraduate Administrator about any changes.

Access is available via the web portal www.ucl.ac.uk/portico/. You will be issued with a UCL User-id and password once you have enrolled. These are the same as the ones used for accessing UCL restricted web pages, UCL email and the Windows Terminal Service (WTS). If you do not know them, you should contact the IS Helpdesk as soon as possible <https://www.ucl.ac.uk/is/helpdesk/>. Please remember that your password will automatically expire after 150 days, unless it has been changed. Warnings to re-set it are sent to your UCL email address during a 30 day period prior to the expiry of your password.

Supervision

All research students will have a primary and a secondary supervisor. In some cases, joint supervision can be arranged within SSEES and between SSEES and other UCL Departments. Students should meet regularly with their supervisor(s) to include tutorials, the discussion of previously submitted written work, and other relevant topics. Regular contact is essential for steady progress and a successful outcome. Supervisors fill out termly progress reports on each of their students, which are reviewed by the Head of Postgraduate Research. Should a supervisor be unable for any reason to continue in his or her role, the Head of Postgraduate Research will appoint a new supervisor. Any problems in this area should be communicated to the Head of Postgraduate Research. More information on the responsibilities of students and supervisors can be found in the UCL Code of Practice: <http://www.grad.ucl.ac.uk/essinfo/>.

The Doctoral School Research Student Log

The Doctoral School Research Student Log provides a framework for recording the stages of progress of all research students and is a **mandatory element** of graduate research at UCL. Completion of the Log will be checked at various stages of your programme, including the Upgrade and Submission. The Log allows you to chart your progress through the degree programme, including key supervisions, self-assessments, and the development of academic and transferable skills during your time at UCL. You are strongly advised to make maximum use of the Log throughout your time as a UCL research student. To access the Research Student Log go to: <https://researchlog.grad.ucl.ac.uk>

The Doctoral School organises Induction Sessions in order to introduce new research degree students to the Doctoral Skills Development Programme and the Research Student Log. The Doctoral School runs three such sessions during the year, but you only need to attend one. For dates and information on how to register, please see the Doctoral School website:

<http://www.grad.ucl.ac.uk>

Training Needs Analysis and Participation in SSEES MA Courses

SSEES provides a full range of general and discipline-specific research training, and students can augment this training by taking courses offered by the UCL Doctoral School (<https://courses.grad.ucl.ac.uk/>). Research students should use the Personal Training and Development Planning tool in the **Research Student Log** to identify, in discussion with their supervisor, which training courses they need to attend, and then select a range of courses to be taken over the full period of their research degree.

New research students must meet with their principal supervisor within the first two weeks of the start of term and complete a **Training Needs Analysis** form, which should be returned to the Postgraduate Administrator. The **Training Needs Analysis** form must be completed at the start of **each academic year**.

Once training needs have been identified, research students may participate in MA course options taught at SSEES on the recommendation of their supervisor. Please note, however, that regulations prevent MPhil/PhD students from taking part in MA examinations. Attendance is subject to there being sufficient room on the course and the permission of the tutor concerned. For updated information on which courses are running, please see the PGT pages of the SSEES website: <https://www.ucl.ac.uk/ssees/node/2087>

Though it is expected that research students already possess the necessary level of language knowledge, additional training may also be required. Students may be allowed to take MA language courses, though please be aware that they must participate fully so that their presence is not disruptive to MA students. New languages are available to students with no prior knowledge of the language *or of a closely related language*. Intermediate and Advanced language training is offered in some languages, though interested students will have to pass a qualifying exam to establish their current level. ***If you are interested in language training, please discuss this with your supervisor as soon as possible, as places on language courses are limited.***

SSEES PhD Training Workshop

All first year MPhil/PhD students must attend the SSEES PhD Training Workshop (PTW). Attendance to the PTW is **mandatory**, and part of the departmental **prerequisite for the upgrade to PhD status**. Students who cannot attend the training workshop for well-founded reasons are required to submit the full workshop materials and worksheets as a part of their upgrade portfolio. The **PTW** is design to assist students in the first stages of development of their research project, covering topics which range from the structure of a PhD thesis to communication and dissemination strategies. Details can be found on the dedicated SSEES MPhil/PhD Student Information Page on Moodle.

Methods and discipline-based training

All research students at UCL are expected to take full advantage of the training on offer and should be aiming to participate in the UCL Doctoral Skills Development Programme and/or appropriate other activities to a degree equivalent to two weeks per year (20 points). UK Research Council funded research students are required by their funding bodies to participate in skills development training to a degree equivalent to two weeks per year of their funded studentship. Each training activity on the Doctoral Skills Development Programme website is assigned a number of points. A point is worth approximately ½ day of training: two weeks of training per year is therefore equivalent to 20 points per year (i.e. 60 points over 3 years, or 80 points over 4 years).

SSEES offers a variety of discipline-based and methods training courses, which research students can choose from in consultation with their supervisor, and according to the specific needs of their research project. Most full time research students are expected to complete their basic methodological training during their first year (two years for part-time students), unless they can demonstrate prior equivalent training. A list of the basic and advanced training courses offered by SSEES can be found below:

- SEES0116 Political Analysis
- SEES0117 Political Sociology
- SEES0052 Historical Methods and Approaches

- SEES0047 Literary and Cultural Theory
- SEES0107 Understanding and Analysing Data
- SEES0128 Qualitative Methods
- SEESGS41 Quantitative Methods
- SEES0083 Quantitative Methods
- SEES0095 Advanced Quantitative Methods

All students may take additional training courses according to their needs and interests. Options should be discussed with supervisors and recorded on the Training Needs Analysis form.

The Research Student Seminar Series

SSEES MPhil/PhD students are expected to present their work in the **SSEES Postgraduate Research Student Seminar Series**. The Seminar is designed to give an opportunity to research students to present their work in front of a diverse audience which includes other research students, academic members of staff, graduate and undergraduate students, as well as external visitors. The nature of presentations varies according to the different stages of a PhD. MPhil students are required to deliver a **presentation as a mandatory component of the upgrade to PhD**; this first presentation is therefore focused on broader issues of structure, research design, conceptual and theoretical issues, and methodology. Students at more advanced stages can choose to present a recently completed chapter, discuss the results of fieldwork, or get some initial feedback on a paper prepared for publication. Details of upcoming seminar events will be sent to you via email, and further information about the seminar series can be found on the SSEES Website and on the SSEES MPhil/PhD Student Information Page on Moodle.

The SSEES Research Room

The SSEES Research Room (Room 426 – 4th Floor) provides SSEES PhD students with a shared open-plan working space in which to study. The room presently has seven (7) hot desks, equipped with computing equipment, available for PhD students and the Room's usage is shared with SSEES academic colleagues who have their own permanent desks.

OPENING TIMES

The Research Room is open to all SSEES PhD students at all times when the SSEES Building is open. The School Building's 'core' hours are Monday to Friday between 7am and 7pm. PhD students can also access the Research Room out-of-hours using their key and Campus Card.

ACCESS

To access the Research Room, SSEES PhD students must visit the School's Operations & Research Support Office (Room 409 – 4th Floor) with their Campus Card to be issued with a key. Should a student lose their key, a fee of £20 applies to each replacement. Once a student passes their Viva they must return their key to the School's Operations & Research Support Office. All students must also carry their Campus Card with them at all times, which is required to access the Room from the ground floor reception area.

PRINTING

There are at present unfortunately no local printing facilities for PhD students in or nearby the Research Room. The closest @UCL printing devices are located in the SSEES Library.

4. Typical Timetable for SSEES MPhil/PhD Students

Part-time students should generally double the periods cited unless otherwise specified (except for the initial induction process and later submission of examination entry papers), though submission may occur after five years of enrolment. Please also refer to the academic manual for detailed guidelines in relation to timeframes and procedures.

<https://www.ucl.ac.uk/academic-manual/chapters/chapter-5-research-degrees-framework>

First Week	Meeting with Head of Postgraduate Research (Induction week) Assignment / Confirmation of Supervisor(s) Doctoral School Orientation & Introduction to the Research Student Log Completion of 'Training Needs Analysis' form in consultation with supervisor
Within 1 month	Field of study agreed Agreement of timetable for supervisory meetings and progress reports Provision of necessary research equipment and facilities
Within 3 months	Agreement of thesis work plan, research method and timetable as far as the upgrade session Agreement of and attendance at Skills Programme and making of arrangements for any further required training
By the end of the first 3 months (5 months for part-time students)	Presentation of a Literature Review, highlighting the principal trends in the literature and the leading conceptual problems. Approx. 3000 words.
6 months	Submission and assessment of progress report to supervisor (Research Student Log)
12 months	Application to Head of Postgraduate Research for Upgrade from MPhil to PhD (required of all students at start of second year except those wishing to remain in the MPhil programme) Schedule of Upgrades for Autumn Term Agreement of programme with supervisor for second year of study
12-15 months (15-30 months for part-time students)	Upgrade Session for possible transfer of registration from MPhil to PhD
15-18 months (25-40 months for part-time students)	Second Attempt at Upgrade (where necessary) for transfer of registration from MPhil to PhD
24 months	Submission of second year progress report Agreement of thesis structure and strict timetable for thesis writing
30 months	Entry for examination
36– 48 months	Submission of thesis

5. Research Activities at SSEES

Research Centres

Most forms of collective research are run through the School's Centres. You should look out for notices or notes in your pigeon hole detailing when the Centres whose concerns most relate to your area of studies are planning an occasion. Such occasions range from weekly informal seminars to colloquia with prominent personalities or international conferences or study days. You are encouraged to become involved in the Centres as soon as you have found your way around SSEES and the Directors of the Centres will welcome a visit from you. For their preferred times, please refer to their office hours, or see if you can make an appointment.

Please see the SSEES website for the most up-to-date information on seminars and other research activities organized by the Centres

Centre for Comparative Studies of Emerging Economies

UCL hosts the Centre for Comparative Studies of Emerging Economies (CCSEE) to support the development of research in five broad areas:

1. Institutions, innovation, and growth
2. Financial markets, banking and financial fragility
3. Social exclusion, political participation and migration
4. Natural resources, energy, and security
5. Statistics, in particular for the CEE region

The Centre provides a research environment for UCL faculty and PhD students. Its activities include running a regular seminar series and international workshops, editing a Working Paper Series, and supporting research financially.

The Centre comprises 14 co-investigators and 15 affiliate members from UCL and from universities in the UK and abroad (including Russia, the Czech Republic, Korea, Mexico, etc.).

Website: <https://www.ucl.ac.uk/ssees/research/research-centres-and-seminar-series/ucl-centre-comparative-studies-emerging-economies>

The FRINGE Centre for the Study of Social & Cultural Complexity

The FRINGE Centre explores the roles that complexity, ambivalence and immeasurability play in social and cultural phenomena. A cross-disciplinary initiative bringing together scholars from the humanities and social sciences, FRINGE examines how seemingly opposed notions such as centrality and marginality, clarity and ambiguity, can shift and converge when embedded in everyday practices. Our interest lies in the hidden complexity of all embedded practices, taken-for-granted and otherwise invisible subjects. Illuminating the 'fringe' thus puts the 'centre' in a new light.

Website: <https://www.ucl.ac.uk/ssees/research/research-centres-and-seminar-series/fringe-ucl-centre-study-social-and-cultural-complexity>

Post-Soviet Press Group

SSEES's famous Post-Soviet Press Group (PSPG) provides a weekly opportunity to keep up with developments in the former USSR. We discuss Russia, Ukraine, Belarus, the Baltic States, Moldova, the South Caucasian states and Central Asia, covering a wide range of topics, such as politics, the mass media, business, environment, NGOs, human rights, culture, economics and religion.

Members choose an area of interest to follow and report on and reports are normally provided on the full range of countries. Several guest speakers are normally scheduled each year. Past speakers have included Maria Alyokhina (Pussy Riot), Boris Akunin (Russian novelist), Shaun Walker (The Guardian), and Edward Lucas (formerly of The Economist).

Website: <http://www.ucl.ac.uk/ssees/research/research-centres/post-soviet-press-group>

Russian Cinema Research Group

The Russian Cinema Research Group is affiliated to the [Centre for Russian Studies](#) and was founded in the autumn of 2002. It draws upon the holdings of the SSEES film collection, on which information can be found at the <http://www.ssees.ucl.ac.uk/videos/intro.htm>, and on the expertise of staff working on Russian film in SSEES, UCL and other British universities.

The research group holds regular work in progress seminars and welcomes visiting scholars working in the field. It has hosted over 70 speakers, from the UK, Russia, the USA, Kazakhstan, France, Germany, Spain and Australia.

Website: <http://www.ucl.ac.uk/ssees/research/research-centres/russian-cinema-research-group>

Seminars, Conferences and Events

Information concerning the regular seminar series organized in the Centres and Departments, as well as larger events such as Study Days and Conferences, can be found on notice boards around SSEES, on the News & Events tab of the SSEES homepage and in the weekly yellow information sheet of which copies are available in the Junior Common Room. Not sure this still exists- check

You can also check events on the SSEES calendar.

Postgraduates are welcome and strongly encouraged to attend, free of charge, any of the School's conferences, seminars or studies days; such events provide a valuable opportunity for you to debate with some of the leading experts in their fields.

SSEES International Postgraduate Conference

As the name suggests, the SSEES Postgraduate Conference is an event driven and organised by SSEES graduate students, with financial and logistical support from the SSEES Research Committee. The conference takes place once every two years, and is designed to provide an opportunity for research students to present their work to a diverse international audience of young scholars working in related fields, as well take part in the increasingly internationalised network of researchers in Area Studies and all disciplines covered in SSEES. Previous conferences have been very successful in attracting high-calibre keynote speakers, participants from across Europe and North America, as well as financial support from a variety of external agencies. All SSEES research students are encouraged to join the conference organisation committee, which is usually formed during the summer before the conference is due to take place.

Study of Central Europe Seminar Series

This seminar series seeks to promote research and teaching on the history, languages, literature, political culture, music, arts and society of those lands once part of the Habsburg Monarchy and the Polish-Lithuanian Commonwealth from the Middle Ages to the present, as well as on German-speaking Europe and the Baltic. These countries (in their present borders) include Austria, Belarus, Croatia, the Czech Republic, Estonia, Finland, Germany, Hungary, Latvia, Lithuania, Moldova, Poland, Romania, Serbia, Slovakia, Slovenia, and Ukraine. The approach to the region is multi-disciplinary, comprising history, languages and literature, culture, politics and economics.

Website: <http://www.ucl.ac.uk/ssees/research/research-centres/study-of-central-europe-seminar-series>

South-East European Seminar Series

This seminar series promotes knowledge and discussion of South-East Europe through a variety of events (study days, seminars, briefings, conferences) and also plays host to the Alexander Nash Albanian Studies Programme.

Its activities are supported by the SSEES Library, whose holdings on South-East Europe comprise some 50,000 volumes including, notably, the Moses Gaster collection of old Romanian books, the collection bequeathed by Sir Arthur Evans, the Seton-Watson archive, and the wartime archive of King Zog of Albania.

Website: <http://www.ucl.ac.uk/ssees/research/research-centres/south-east-european-studies-seminar-series>

Russian Studies Seminar Series

Every year, as part of the Russian Studies Seminar Series, SSEES presents a number of mini-series and one-off events (including the 'Modern Russian History Series' and 'Культура и общество современной России') which provide a forum for profiling cultural, historical, linguistic, literary and social sciences research into Russia, past and present. It promotes knowledge and discussion of Russia in the broader academic community and with the public at large.

Website: <http://www.ucl.ac.uk/ssees/research/research-centres/russian-studies-seminar-series>

eMigrating Landscapes Seminars

The eMigrating Landscapes Project aims at conceptualizing and presenting various cultural, literary and artistic perspectives on emigration, migration and displacement of border crossings. It is also the online platform for seminars on Contemporary Emigration and its Literary and Artistic Representations.

Organised by Dr Urszula Chowaniec and UCL SSEES, with the co-operation of Off_Press, Polish Cultural Institute, UCL European Institute and friends, eMigrating Landscapes has been created with the aim of initiating and stimulating transnational, transcultural and transdisciplinary dialogues on emigration and migration, displacement and the crossing of numerous borders.

Website: <https://emigratinglandscapes.org/>

Involvement with Publications

The Slavonic and East European Review (SEER)

Founded in 1922, *SEER* is the oldest English-language journal of its kind. It is published quarterly for the School and is managed and edited by an Editorial Board comprising academic staff from the School and from other British universities, and an Editorial Secretary.

Articles on the languages, literature, history and societies of Russia and Eastern and Central Europe are complemented by a large review section. *SEER* receives from publishers 400-500 books a year, and the editors are always keen to hear from anyone interested in becoming a reviewer. A questionnaire for would-be reviewers is available from the Editorial Secretary, Barbara Wyllie b.wyllie@ssees.ucl.ac.uk.

Central Europe

Central Europe publishes original research articles on the history, languages, literature, political culture, music, arts and society of those lands once part of the Habsburg Monarchy and Poland-Lithuania from the Middle Ages to the present. It grew out of *The Masaryk Journal*, established by Katya A. M. Kocourek, then a postgraduate student of the School. The current editors are Dr Uilleam Blacker and Dr Thomas Lorman and more information can be found on their webpage at

<https://www.ucl.ac.uk/ssees/publishing/central-europe>

Slovo: a Journal of Contemporary Russian, East European and Eurasian Affairs

Slovo, edited and managed by postgraduate students at the School, is an online journal which discusses and interprets contemporary Russian, East European and Eurasian affairs in an historical, political, social and cultural context. The journal provides a forum in which new ideas and interpretations of significant

issues can be presented in an analytical rather than empirical form. The chief aim is to provide space for research students' work, but contributions from academic staff are also welcome. *Slovo* is a refereed journal and is respected worldwide; it gives many postgraduates the opportunity of publishing their academic work for the first time. Any postgraduate interested in contributing articles/reviews or in assisting with the editing and production of the journal should contact the editors via the *Slovo* pigeonhole in Room 261 or e-mail slovo@ssees.ucl.ac.uk

6. SSEES Safety Policy and Arrangements

Code of Practice

The attention of all UCL **employees** is drawn to their legal responsibilities, under Section 7 of the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and all others who may be affected by their acts and omissions, and to co-operate with UCL in enabling UCL to discharge its legal duties with regard to health and safety by complying with this Policy. It shall be a condition of registration of **students** and the terms of attendance of **academic visitors** that they also co-operate with UCL by complying with this Policy. In particular, in the event of a fire alarm sounding in a UCL building, all staff, students and visitors must evacuate the building and only re-enter upon the instruction of the UCL Fire Officer, members of Security, or the senior Fire Brigade officer in attendance.

SSEES Safety Policy

The statement of Safety Policy describes the organizational structure for health and safety management in SSEES. A copy is displayed on the Main Safety Notice Board (fourth floor auxiliary-lift foyer). The documents are reviewed regularly in consultation with the UCL Area Safety Officer to conform to Policy and Arrangements issued by the UCL Health and Safety Management Team.

Any queries or concerns should be directed to the SSEES Safety Officer or Departmental Safety Representative who will take appropriate action and bring the concern to the attention of the SSEES Health and Safety Committee.

Mukesh Hindocha – 4th floor, Room 410, 020 7679 8803

Emergency Situations

1. Fire

All staff and students must familiarise themselves with exit routes and assembly areas to be used in the event of fire. Fire notices providing this information are prominently displayed throughout SSEES premises. Fire doors must not be wedged open at any time. Corridors should be kept clear and not used for storage of excess furniture or equipment.

If you discover a fire:

- Phone **222**
- Evacuate the premises via fire escapes (**do not use lifts**)
- Proceed to the designated Assembly Point as indicated on Fire notices or directed by Fire Marshals

In the event of the Fire Alarm Sounding:

Ensure that any persons under your supervision leave immediately via designated fire escape routes.

Lifts should not be used under any circumstance. Any person unable to leave the building by means of stairs should be escorted to a designated **fire refuge/call point** as far away as possible from smoke and fire. A Fire Brigade officer or Fire Marshal in attendance must be informed immediately of their location.

2. Accidents

In the event of ill health, accident or injury at work the following action should be taken:

Major:

- Phone 222
- State location and telephone number
- Give details of Accident
- Obtain assistance from nearest First Aider

Minor:

- Obtain assistance from nearest First Aider, or
- Escort the person who needs medical attention to the UCL Hospital Accident & Emergency Department, Grafton Way, London WC1E 6AU Tel: 0207 388 7215 (A&E Direct Line)

First Aid

The following SSEES staff are qualified to administer First Aid:

First Aiders	Claudia Roland – Room 409, Ext. 28754
--------------	---------------------------------------

First aid boxes are held at the following locations:

SSEES Library	Issue Desk	28701
SSEES Administration	Room 409	28800
SSEES Administration Office	Room 341	28770

Accident Reporting

All accidents occurring within SSEES premises, or arising from SSEES activities, must be reported using the standard UCL Accident/Incident Report Form. It is also important to report incidents and near-miss accidents so that an investigation can be carried out and appropriate controls put in place at the earliest opportunity. Forms are available from Rooms 341 and 409.

Smoking, eating and drinking

UCL operates a **NO SMOKING** policy and, accordingly, smoking is not permitted in **any part** of the SSEES premises. Eating and drinking are allowed where it is reasonable to do so. A manager may specify special areas where eating and drinking are not allowed. Please note that there are special rules that apply to SSEES Library areas and these must be observed.

7. Useful Programme Contacts

The SSEES building is located at 16 Taviton Street, London WC1H0BW.

The mailing address of the Department is:

School of Slavonic and East European Studies
University College London
Gower Street
London WC1E 6BT

MRes Resources

<https://www.ucl.ac.uk/ssees/node/1707>

Key Contacts at UCL

MPhil/PhD Programme Coordinator and Head of Postgraduate Research: **Dr Kristin Roth-Ey**

Room 527, 16 Taviton Street

k.roth-ey@ucl.ac.uk, tel: +44 (0)20 7679 8823

SHS Faculty Graduate Tutor: Dr Paolo Drinot

paulo.drinot@ucl.ac.uk

UCL Postgraduate Administrator: David Charlton

Student Administration Office – Room 341, 16 Taviton Street

SSEES-Research@ucl.ac.uk , tel: +44 (0)20 7679 8775

IMPORTANT! If you encounter *any* academic or personal problems that may affect your studies, please contact David, Kristin or your supervisor as soon as possible! We are here to listen and help you. Always use your UCL email to contact UCL staff and include your student number; make sure you regularly check the UCL account (including Moodle) also during the second year.

8. Student Administration Office

The Student Administration Office is based in **Room 341** on the third floor of the SSEES building.

Contacting the Office

The preferred and most effective form of communication with the office is via **email**. Please include the following information in all emails to enable a prompt response:

Full Name

Student Number

Degree Programme and Year of Study (e.g. First year student)

If you need to visit the Student Administration Office in person, the front desk is open during the following times:

- 10:00 am – 4:00 pm on Monday, Tuesday, Thursday and Friday
- 10:00 am – 1:00 pm on Wednesday

How we contact you

Email Communication

SSEES will mainly use email to contact you about various matters. When you register with Information Systems you will be allocated a UCL email address - this is the address which will be used to contact you. It is very important that you check your UCL email regularly.

Once your email has been set up, please ensure that you have set up a standard signature that shows your name, student number and programme. This will speed responses to your queries up when you email the Programme Administrator or other departments at UCL.

Student Enquiries Officer

The Student Enquiries Officer acts as the first point of contact for all enquiries when you visit the Student Administration Office. Additionally, the Student Enquiries Officer should be the first point of contact for any requests to extend a deadline.

Student Enquiries Officer		ssees-student@ucl.ac.uk 0207 679 8770
---------------------------	--	---

Programmes Administrator

You can contact your Programme Administrator if you need to make an enquiry or leave a message or if you are unable to attend a class or lecture or need course information.

IMESS Research CEELBAS	Mr David Charlton	SSEES-Research@ucl.ac.uk 0207 679 8775
----------------------------	-------------------	---

9. Other administrative departments you may need to contact

The academic administration of your course is managed locally at SSEES, but for most other administrative tasks you will need to contact central UCL administrative departments. Offices that it may be useful to be aware of include:

- The Student Centre: <http://www.ucl.ac.uk/current-students/student-centre>
- Student Fees : <https://www.ucl.ac.uk/finance/fba-teams/fa/student-fees>
- Student Funding: <https://www.ucl.ac.uk/current-students/money/bursaries/financial-advice-and-Support/StudentFundingWelfareAdviser>
- Student Accommodation: <http://www.ucl.ac.uk/prospective-students/accommodation/>

10. Term Dates

TERM	DATE
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 2019 – Friday 7 June 2019

College Reading Weeks are the weeks beginning Monday 5 November 2018 & Monday 11 February 2019.

Christmas

CLOSE – Friday 21 December 2018 at 5.30 pm

RE-OPEN – Tuesday 2 January 2018 at 9.00 am

Easter

CLOSE – Tuesday 16 April 2019 at 5.30 pm

RE-OPEN – Tuesday 23 April 2019 at 9.00 am

Bank Holidays

CLOSED – Monday 6 May 2018

CLOSED – Monday 27 May 2018

The UCL Calendar 2018/19

<https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures/term-dates-and-closures-2018-19>

11. Key Documents

There are several important documents that include key information relating to your programme, your responsibilities as a student, and the rules and regulations that govern your registration. These can all be accessed via the 'Current Students' page of the SSEES Website: [Postgraduate Resources](#)

Student Handbook

This contains key information relating to the operation of your programme within SSEES, including details about key dates, coursework submission, penalties that may be applied to your assessment, and contact details. This document is updated annually to reflect any changes in policy and it is important that you ensure you refer to the handbook for the appropriate academic year.

The most up to date handbook can be found [here](#)

Timetable

The SSEES timetable is available at <https://timetable.ucl.ac.uk>

Please ensure that you check the timetable regularly for any changes, including changes to the location of your classes.

12. Support for students

Starting a course at a new university, possibly in a new city or even country can be a daunting experience for anyone, regardless of age or background. The most important thing to remember is that there are many sources of advice and support available for every aspect of your life at UCL from the moment you arrive until you graduate and beyond.

Full details of the support available to you can be found at www.ucl.ac.uk/new-students and on the Support & Wellbeing pages <http://www.ucl.ac.uk/srs/our-services/student-support-and-wellbeing>. You'll also find some key links below.

Students with physical or mental health concerns are encouraged to make contact with the available support services as early as possible so that UCL can put in place reasonable adjustments to support them throughout their studies. However, there may be occasions when a student's physical or mental health, wellbeing or behaviour is having a detrimental effect on their ability to meet the requirements of their programme, or is impacting on the wellbeing, rights, safety and security of other students and staff. In such cases UCL may need to take action under the Fitness to Study Procedure.

Further Information

- Support to Study Policy – <http://www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/support>
- Fitness to Study Procedure – <http://www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/fitness>
- Student Disability Services – <http://www.ucl.ac.uk/disability>
- Student Psychological Services – http://www.ucl.ac.uk/student-psychological-services/index_home
- Student Support and Wellbeing – <http://www.ucl.ac.uk/srs/our-services/student-support-and-wellbeing>
- UCL Union – <http://uclunion.org/>
- UCLU Advice Service – <http://studentsunionucl.org/help-and-advice/advice-service>
- Student Centre – <http://www.ucl.ac.uk/current-students/student-centre>
- Cultural Consultation Service - <http://www.ucl.ac.uk/ccs>

13. UCL SSEES Library Tours

Tours of the UCL SSEES Library are held in the first week of term as part of the Induction programme. Please sign up in advance at the Library Issue Desk (maximum 15 people per tour). You will meet library staff and receive further details of the collections and the facilities, including the layout of the library and basic features of the online catalogue. Subject-specific induction sessions also take place in other UCL libraries. Please ask a member of SSEES library staff for more information.

We suggest you familiarise yourself with the Library before the busy study period starts in order to be able to take full advantage of all the available facilities. You might want to start by having a look at the [Library website](#).

14. UCL Careers

Whether you know what you want to go into after UCL or haven't got a clue where to start, the UCL Careers team can help you find more information and give you advice to help you explore career options you may not have thought of. They offer a service to check CVs and applications for roles you may be applying for, and have a number of events including Careers Fairs, Employer Presentations, Workshops and Panel Discussions to enable you to meet potential future employers. The UCL Talent Bank and UCL JobOnline board help current students find paid internships and work experience positions. The Careers office also has a comprehensive online library of career resources. For more information see their website at <http://www.ucl.ac.uk/careers>

15. Volunteering Service

The Volunteering Service matches student volunteers with charities and community organisations around London who need their help. Volunteering is a great way to build new skills, meet new people and discover new experiences. Both regular volunteering opportunities and one-off volunteer events are advertised. For more information see <http://studentsunionucl.org/content/volunteering>