Faculty of Social and Historical Sciences

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

Programme Handbook

2022-23

NOTE:
THIS <u>MUST</u> BE READ IN CONJUNCTION WITH THE SSEES STUDENT HANDBOOK, AS WELL AS THE <u>RESPONSE PLAN TO CORONAVIRUS FOR UCL'S POSTGRADUATE RESEARCH STUDENTS</u>, WHICH DETAILS THE CHANGES TO POLICIES AND PROCEDURES THAT HAVE BEEN INSTITUTED DUE TO THE PANDEMIC.

Contents

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 2022-2023, where you will find very important general information which can be found on the [website](#)

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

Svetlana Smirnova
Programme Administrator

Induction Week Schedule

MPhil/PhD Programmes

IMPORTANT: The *Student Handbook, Syllabus, Study Skills Guide* and other useful information is available on the SSEES website.
GET CONNECTED: Access UCL online

Monday 26 September 2022

	No scheduled Events	

Tuesday 27 September 2022

10.00 – 11.00	Director's Welcome for New Students **(compulsory)**	Christopher Ingold Building XLG2 Auditorium
14.00 – 15.30	MPhil/PhD Programme Induction Meeting **(compulsory)**	SSEES Building, Taviton 16 Room 534

Wednesday 28 September 2022

11.00-12.00	Library Talk and Careers Talk for Postgraduates	Online

The Doctoral School are hosting welcome events for Postgraduate Research students. There will be two sessions, you only need to attend one:

Wednesday, 28 September 2022, Cruciform Building, Lecture Theatre (view map) 10:00 – 12:00 BST. This event will take place in person. Register on Eventbrite

Monday, 3 October 2022 13:00 –14:30 BST This event will take place online.

Register on Eventbrite

For more information about the events and to book your place please visit UCL Doctoral School welcome resources webpage

Programme Overview

Enrolment and Registration

Enrolment and Registration 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. 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 receive your Student Identity Card, which is essential for many purposes, including registration in all UCL libraries and the University of London Library.

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. 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. 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.

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.

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.

Training Needs Analysis and Participation in SSEES MA Courses

SSEES provides a full range of general and discipline-specific research training, and students can supplement this training by taking courses offered by the UCL Doctoral School. 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

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. The PTW begins in mid-October,. 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:

- SEES0117 Political Sociology
- SEES0052 Historical Methods and Approaches
- SEES0047 Literary and Cultural Theory
- SEES0006: Introduction to Hermeneutics: How to Read and Interpret Texts
- SEES0107 Understanding and Analysing Data
- SEES0128 Qualitative Methods
- SEESGS41 Quantitative Methods

- SEES0083 Quantitative Methods
- SEES0095 Advanced Quantitative Methods, *Prerequisite:* SEES0083 Quantitative Methods, must be taken in Term I

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.

Upgrade

Your upgrade from MPhil to PhD should take place between 9 and 18 months from registration (Part-time students: within 40 months). The process is set in motion by the submission of an application letter to the Departmental Graduate Tutor, briefly describing the research project and progress on it to date and indicating a preferred two-week period during the term for the upgrade viva.

An upgrade has possible outcomes: a pass; a fail; or resubmission of part(s) of the portfolio within a period determined by the upgrade panel (usually between one and three months). Should a student fail the upgrade, the reasons will be discussed and detailed feedback and advice given. All students have the right to make a second attempt, which normally takes place approximately three but no longer than six months after the first attempt. (Part-time students: no longer than 10 months after the first attempt.)

You can find more detailed information about the Upgrade on the PhD Moodle page.

Viva

You can find comprehensive information the Viva examination on the on the [current student pages](). This explains the viva process, how to prepare, what will happen on the day and what the possible outcomes are. Please ensure you read this information carefully to ensure you have completed all the necessary steps for a successful examination.

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.

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

Research Activities at SSEES

All new students must be affiliated with one or more Research Centre and/or seminar series. Once you have decided which centre and/or series you wish to be involved with, please inform sees-research@ucl.ac.uk.

Research Centres and Seminar Series

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 organised 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.).

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.

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).

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.

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.

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.

Politics and Sociology Seminar Series

The SSEES Politics & Sociology Seminar Series brings together people interested in cutting-edge social science research relating to the SSEES region.

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 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.

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 the SSEES Website and social media channels.

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.

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.

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 website.

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 e-mail slovo@ssees.ucl.ac.uk

SSEES Safety Policy and Arrangements

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 Arrangements

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 - fourth floor Room 410, **020 7679 8803**

Emergency Situations

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 people 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.

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 competent to administer First Aid:

First Aider	TBC	Rm. 309, Ext 28754
First Aider	TBC	Rm. 341, Ext 28770
First Aider	TBC	Rm. 206 (Library) Ext 28711

First aid boxes are held at the following locations:

SSEES Library	Issue Desk (Ground Floor)	Ext. 28701
SSEES Administration	Room 341, Room 409, Room 309	Ext. 28770, 28800, 28830
SSEES Masaryk Kitchen	Room 436	Ext. 29066

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 Room 341, 409, or can be downloaded from: http://www.ucl.ac.uk/efd/safety_services_www/guidance/accidents/

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 is only allowed in the Junior Common Room. A manager may specify special areas where eating and drinking are not allowed. Please note, there are special rules that apply to SSEES Library areas and these must be observed.

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

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 76798823

SHS Faculty Graduate Tutor: Dr Andrew Flinn
a.flinn[at]ucl.ac.uk

UCL Programme Administrator: Svetlana Smirnova
Student Administration Office – Room 341, 16 Taviton Street
sses-research@ucl.ac.uk

IMPORTANT! If you encounter *any* academic or personal problems that may affect your studies, please contact Kristin, Svetlana 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.

Education and Student Support Office (ESSO)

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

Contacting the Office

Emailing your Programme Administrator: sshees-research@ucl.ac.uk is the preferred and most effective method of communication with the Education and Student Support Office. The ESSO aims to provide a response or an update email to all student queries within 3 working days. While contracts will vary, UCL's core working hours are Monday to Friday, 10:00 am to 4:00 pm. You should not expect academic and administrative staff to be available, check e-mail, and/or to respond to non-emergency requests outside these hours. For out-of-hours welfare support, please see www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support.

When emailing the ESSO, please provide the following information to enable the Programme Administrator to respond to your query as quickly as possible**:**

> **Full Name**
> **Student Number**
> **Degree Programme and Year of Study (e.g. First year student)**

If you are unsure who to contact, please email sshees-student@ucl.ac.uk

You can also book an appointment in for a MS Teams call with your Programme Administrator.

Front Desk Opening Times

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

Term Time:
- 10:00am-16:00pm Monday to Friday

Outside of the Term Time:
- 10:00am-16:00pm on Monday, Tuesday, Thursday and Friday
- 10:00am-13:00pm on Wednesday

Outside of these times, students should contact the Student Administration Office by phone or email only. Apart from the college closure days, and bank holidays, the office is usually open both inside and outside of term time.

Education and Student Support Office Staff

Staff will be working a combination of in-office and working from home. Links to working hours are available from the relevant ESSO Staff.

Email: sshees-student@ucl.ac.uk Tel: 020 7679 8770

Your Programme Administrator should be your first point of contact for any query related to the operation of your programme or your participation in your programme.

Academic advice on your programme of study is available from your Programme Coordinator. Your Programme Administrator should however be your first point of contact for any query related to the operation of your programme or your participation in your programme.

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:

- [Student Enquiries Centre](#)
- [Student Fees](#)
- [Student Funding](#)
- [Student Accommodation](#)

Term Dates

TERM	DATE
First term	Monday 26 September 2022 to Friday 16 December 2022
Second term	Monday 9 January 2023 to Friday 24 March 2023
Third term	Monday 24 April 2023 to Friday 9 June 2023
Christmas:	**Close:** 5:30pm on Friday 22 December 2022
	Open: 9:00am on Tuesday 3 January 2023
Easter:	**Close:** 5:30pm on Wednesday 5 April 2023
	Open: 9:00am on Thursday 13 April 2023
Bank Holidays:	Monday 01 May 2023, Monday 29 May 2023, Monday 28 August 2023

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

[The Student Handbook](#) 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.

Timetable

Please ensure that you check the [timetable](#) regularly for any changes, including changes to the location of your classes.

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 on the New Student pages and on the Support & Wellbeing pages. 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
- Fitness to Study Procedure
- Student Disability Services
- Student Psychological Services
- Student Support and Wellbeing
- UCL Union
- UCLU Advice Service
- Student Centre
- Cultural Consultation Service

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.

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.

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.