



THE WARBURG
INSTITUTE

SCHOOL OF
ADVANCED STUDY
UNIVERSITY
OF LONDON

Postgraduate Certificate in Cultural, Intellectual and Visual History

Student Handbook

2022-2023

warburg@sas.ac.uk

Introduction

This handbook is designed to provide an introduction to the administrative and teaching aspects of your chosen programme at the Warburg Institute.

Students will also find information outlining the administrative and regulatory requirements, academic support and welfare provision for students at the School of Advanced Study.

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Welcome from the Dean

I would like to welcome you to the School of Advanced Study, whether you are joining us for the first time, or returning for further research. The School is a unique institution in UK Higher Education, serving as the hub for humanities research in Britain and uniting eight research institutes of international repute, seven of them with significant library resources. We believe that we offer an outstanding multidisciplinary environment for advanced learning and research in the humanities and social sciences, and we greatly value the contribution that all our students make to this environment.

We are glad that you have decided to bring your talents to the School and to participate in the vital and exciting enterprise of pursuing and disseminating knowledge. The purpose of this handbook is to give you full information about what is available, what to expect, how to get it, and what to do if problems arise. While your home institute will be responsible for most aspects of your studies, the School and its Registry play an overarching role in ensuring that you progress smoothly through your research, and that from the time of your registration to the awarding of your degree your academic and personal interests are safeguarded and promoted. We hope that you will find this handbook useful and that it will help to guarantee that your period of study at the School is as rewarding an experience as you, and we, would wish.

Professor Jo Fox
Dean and Pro-Vice Chancellor Research and Public Engagement

PART 1: The Warburg Institute

Key Contacts for Students

The Warburg Institute

University of London
School of Advanced Study
Woburn Square
London WC1H 0AB

Tel: +44 (0) 20 78628949

Web: <https://warburg.sas.ac.uk/>

- Professor Bill Sherman, Director
Email: bill.sherman@sas.ac.uk
- Dr Caspar Pearson, Director of Studies
Email: caspar.pearson@sas.ac.uk
- Professor John Tresch, Programme Convenor for Cultural, Intellectual and Visual History
Email: john.tresch@sas.ac.uk
- Dr Lucy Nicholas, Languages and Palaeography Convenor
Email: lucy.nicholas@sas.ac.uk
- Dr Thalia Allington-Wood, Programme Convenor for Art History and Curatorship
Email: thalia.allington-wood@sas.ac.uk
- Dr Sara Miglietti, PhD Convenor
Email: sara.miglietti@sas.ac.uk
- Dr Madisson Brown, Institute Manager and Mental Wellbeing Contact
Email: madisson.brown@sas.ac.uk
Phone: +44 (0)207862 8898
- Mrs Aileen Williams, Building and Facilities Manager
Email: Aileen.williams@sas.ac.uk
Phone: +44 (0)207862 8909

Term Dates 2022-23

Term 1: 26 September 2022 - 9 December 2022
Reading week: 31 October - 6 November 2022

Term 2: 9 January 2023 - 24 March 2023
Reading week: 13 - 19 February 2023

Term 3: 24 April - 30 June 2023

University Holiday Closures:

24 December – 2 January 2023 (subject to confirmation)
6 – 11 April 2023 (subject to confirmation)

Bank holidays:

1 May 2023 (Early May Bank Holiday)
29 May 2023 (Spring Bank Holiday)
28 August 2023 (Summer Bank Holiday)

Health & Wellbeing

The School of Advanced Study and Warburg Institute takes its responsibility towards student mental health very seriously. It has strengthened its support in this area and offers regular mental health awareness programmes to staff and students.

The Institute has a Mental Wellbeing Contact for students: Dr Madisson Brown. If you have any concerns regarding your mental wellbeing during your studies you can contact Dr Brown on: madisson.brown@sas.ac.uk or 0207 862 8898. All enquiries and discussions will be strictly confidential and she will be able to direct you to the most appropriate sources of support.

If you would prefer not to discuss your concerns with a member of staff at the Institute, you can contact student.wellbeing@sas.ac.uk directly. The Disability & Student Wellbeing Adviser provides a safe, confidential and non-judgmental space in which students can discuss any issues that may be affecting your ability to study. This encompasses: any personal or emotional challenges you may be experiencing; mental health such as anxiety or depression; or disability such as dyslexia or a long-term health condition.

If you have longer-term mental health difficulties, you may wish to consider declaring this as a disability. This may thus entitle you to counselling from the School's advisors. This counselling is specifically geared to assisting you complete your studies successfully.

You will also find more detailed information and a more detailed list of sources on the School's Wellbeing Pages: <https://www.sas.ac.uk/current-students/student-services/student-wellbeing-and-mental-health>

The Warburg Institute

The Warburg Institute is one of the world's leading centres for studying the interaction of ideas, images and society. It is dedicated to the survival and transmission of culture across time and space, with a special emphasis on the afterlife of antiquity. Its open-stack Library, Photographic Collection and Archive serve as an engine for interdisciplinary research, postgraduate teaching and a prestigious events and publication programme.

Founded from the private cultural studies library developed by Aby Warburg at the turn of the twentieth century, it was the first avowedly interdisciplinary institute in the humanities. A hallmark of the Institute today is its disciplinary openness, which makes it a critical focal point for innovative, cross-disciplinary research across the borderlines between the humanities, the sciences and the social sciences.

The Institute is recognised internationally for its unique collections. It houses a research Library of international importance; a photographic collection organised according to an iconographic classification system; and the archive of Aby Warburg and the Warburg Institute, which also holds the papers of other major thinkers of the 20th century who were connected to the Institute.

The heart of the Institute is its Library, ranked in the list of 20 libraries that have changed the world, past and present, by the Open Educational Database. Its accessibility and relevance to cultural and intellectual historians are founded on the strength of its holdings, frequently absent from other UK libraries, its distinctive classification system, which encourages serendipitous discoveries, and its open-access stacks. The Library vigorously acquires material in every area of the collection, in both traditional and digital formats.

The main activities of the Institute are research, teaching and research facilitation and promotion. Its 2,000 registered Library users include hundreds of scholars from overseas and over 500 University of London postgraduate students. It also attracts in excess of 500 non-scholarly visitors each year. The Institute offers short-term specialised courses to postgraduate and research students from all over the world, as well as a postdoctoral Fellowship programme. Conferences, symposia, Work-in-Progress Seminars and Teatime Talks attract scholars and students from the UK and overseas and the Institute publishes a Journal (jointly with the Courtauld Institute of Art) and monographs (including *Warburg Institute Colloquia* and *Studies of the Warburg Institute* and *Oxford-Warburg Studies*).

Studying at the Warburg Institute

Opening Hours

Full details of building closure days can be found here:

<https://warburg.sas.ac.uk/studying/current-students/key-dates-students>

Entry to the Building

You will be required to show your Student ID card (not Library ticket) at reception and you will require your ID card to access the Library from the upper floors of the building.

Institute Newsletter – OWL

Information on the academic and other activities of the Institute will be shared with you through the Institute's weekly online newsletter, the OWL, which is circulated every Friday afternoon, in term-time. If you have any news to share or other announcements please email to Warburg@sas.ac.uk by 12pm on a Thursday.

Smoking

Smoking (including vaping) is not permitted in any part of the building or courtyard.

Lockers

Lockers are available for students on payment of a returnable deposit of a £10 note, which will be forfeited if you lose the key.

Mobile Phones

Mobile phone use is not permitted in the Library and Institute work areas. Please be considerate to other Institute users when using your mobile phone within other areas of the building.

Health and Safety & Emergencies

General Health and Safety

You have a duty under the Health and Safety at Work Act to take reasonable steps to ensure your own safety and that of others. When working in a shared room, do not leave trailing cables or piles of books where others may trip over them.

Building Works

The Institute is undergoing a 14.5m renovation that will enhance the Institute's academic resources and teaching spaces and create new facilities for special collections, exhibitions and events. The renovation works commenced in July 2022 and as a building project that is operating within the confines of a user-occupied building, there is a need for heightened vigilance by all our community with regards to being alert to the potential health and safety risks brought about by co-existing alongside a construction site. If you notice anything of concern that could present a hazard (however small) please email us at Warburg@sas.ac.uk.

Warburg Renaissance building work updates, that are provided on a weekly basis, can be found here: <https://warburg.sas.ac.uk/building-work>. This page includes any temporary or permanent room/space relocations due to the renovations; and a noisy works timetable, which sets out the types and levels of noise to be expected within set periods of the day. The noisy works timetable should enable you to plan (if needed) when and where you will be in the building; and a supply of ear plugs will be at Reception, if you are noise sensitive, to mitigate any of the worst effects.

Raising the Alarm for a Suspected Fire

If you discover a fire or smell smoke, sound the fire alarm immediately by breaking the glass at the nearest red call point (by the lifts or external doors). The Receptionist will call the Fire Brigade during working hours.

If you hear the fire alarm (a continuous ringing of the alarm bells) leave the building at once by the nearest safe staircase/exit and assemble at the Fire Assembly Point. The Fire Assembly Point is in **Woburn Square**, opposite the Institute entrance. Please be prepared to encourage library readers and visitors to leave promptly and show them the way out if they seem uncertain what to do.

Emergency Telephone Numbers

The Receptionist will call the Fire Brigade if the fire alarm is set off during working hours. If you need help for any other reason in office hours, call Reception (8949) and ask them to summon assistance or the emergency services. Give the Receptionist brief details of the emergency.

At other times, when Reception is not manned for example, dial 999 from any Institute telephone or 999 from a mobile phone to contact the national emergency services and state Fire Brigade, Ambulance or Police as required and follow the operator's instructions. Our address is **The Warburg Institute, Woburn Square, WC1H 0AB**. You should meet them by the front door.

For intruder or security problems, when it may not be possible to call Reception, you can also call the Security Control Room on 020 7664 5568.

Fire Alarm Testing

This is usually done at 9 a.m. on Monday mornings, together with lift alarms and panic alarm. Tests are always short rings. There is no need to evacuate the building unless the fire alarms ring continuously for more than 3 minutes.

First Aid

Please report any First Aid requirements or accidents to reception (8949) on the Ground Floor.

Security

If you are last to leave a room you should close any open windows and switch off all lights, computers or heaters or other electrical equipment which could overheat.

Lifts

Do not use the lifts outside normal working hours or in an emergency.

If you are trapped in a lift, press the alarm button for 3 seconds. It will automatically connect the telephone to a call centre. A person will answer asking for details of the lift you are in, which are near the control panel. If you get an engaged tone, press the alarm button again.

Warburg Institute Library

The Warburg Renaissance Project and the Library

The Warburg Renaissance refurbishment project will continue until the end of 2023. Care has been taken to ensure that as much of the collections as possible remain available on-site during the project.

Only bound periodicals (P classmarks) are completely inaccessible, as they have been moved into external storage for the duration of the project. Recent periodicals can be consulted in the Reading Room.

Rare books have been moved to Stewart House, a five-minute walk from the Institute, until the end of 2023. If you would like to use a rare book or manuscript, please email warburg.library@sas.ac.uk or speak to a librarian. We require advance warning to fetch books or organise a visit Stewart House. There is no access to rare books on Saturdays when Stewart House is closed.

All other collections remain on-site but may be moved to make way for building work. Notices in the building and updates at <https://warburg.sas.ac.uk/building-work> will provide information on the location of the collections, but always ask a librarian if you have any questions. We're here to help.

The Reading Room

The Reading Room is on the ground floor. Go there to talk to library staff, borrow and return books, check out the newest books and periodicals, or have a snooze on the sofa. The Reading Room has a range of reference works and PCs from which you can access all Warburg and Senate House Library electronic resources. Reading Room books and periodicals should not be reserved or removed from the Reading Room.

How to Find Books

You can browse the library by checking the subject lists at the end of each set of shelves.

To look for a specific book, search the online catalogue at <https://catalogue.libraries.london.ac.uk/search~S12/> and note the classmark of the book you're looking for. The first letter of the classmark indicates the floor on which the book is to be found – you can check this on the library plans posted all around the Library.

At the entrance to each floor there are two classmark location lists for that floor, one list for standard-sized books and a separate list for large-size. These lists show the numbers of the shelves where the classmark can be found. Each set of shelves ("bay") is numbered, so simply locate the relevant bay(s) to find your book.

Marker Cards

You **must** fill in a marker card for each book you take from the shelf. This is particularly important because as a student you are allowed to keep books in your study room for as long as you need them. Marker cards help staff to locate the books for other readers, so that we can make sure that everyone has access to them.

Take a spare marker card from one of the piles by windows and desks. Fill in the card with the book information, your name and the number of your study room. Place it on the shelf where the book was. There is no need to reshelve the books when you are finished with them – just leave them on the reshelving trolley on any floor.

Reservation of Books

You can reserve up to twelve books in your study room for as long as you need them. Please make sure they are clearly marked with your name. If you reserve more than twelve books, all may be removed. Please return books to a reshelving trolley when you have finished with them.

Borrowing Books

Borrowing is different from reserving. When you borrow a book, you can take it home to work on. Borrowing is strictly limited to Warburg staff and students only. We won't loan pre-1900, fragile or large size books.

You must use your Warburg Library card to borrow Warburg books. You can borrow up to ten books for one week, and you can renew for a further week by logging in to your account at <https://catalogue.libraries.london.ac.uk/search~S12/>.

To borrow, bring the books down to the Reading Room along with your library card. When returning books, please make sure they are returned to a member of staff in the Reading Room.

Inter-Library Loans

Please email warburg.library@sas.ac.uk or ask in the Reading Room if you would like to order a book by Inter-Library Loan from the UK or abroad. There is no charge for this service, but please note that we won't request books that are available in the Greater London area.

Recommending Books for Purchase

We greatly welcome book recommendations from students and researchers. Email your suggestions to warburg.library@sas.ac.uk or fill in a book recommendation form at the Reading Room desk.

Care of Books

Please take care of the books, particularly when photocopying, and report any damaged books to Library staff. Don't place open books on top of each other or face downwards, use adhesive notes, or mark books in any way.

Binding and Conservation

Please ask Reading Room staff if you want to see something that is identified on the catalogue as *At binders* or *To bind*. Books and periodicals intended for binding or conservation work may still be available in the building, or it can be arranged for you see them as soon as they are returned from binding.

Printing and Copying Facilities

There are two copiers/printers in the Reading Room corridor available for printing, scanning to email and photocopying. You need to register for an online PaperCut account to use these machines. See below for how to set up an account.

A Bookeye overhead scanner is available on the ground floor for high quality digital scans. Use of this scanner is free and does not require a PaperCut account. You need a USB stick to save your scan.

Copying is self-service, but all library material to be copied must first be approved by Reading Room staff.

You may also take digital photographs of books, providing you comply with UK copyright law. A brief guide to UK copyright restrictions is displayed on the notice-board next to the copiers and on the Library webpages at <https://warburg.libguides.com/howto/photocopy>. Ask Reading Room staff if you need book supports or weights to avoid damaging the books.

Copy charges

Copy/Print	A4	A3
Black and white	5p	10p
Colour	25p	50p
Scan to email	4p	4p
Bookeye scan	Free	Free

Create a PaperCut account

Go to our dedicated PaperCut site at printing.warburg.sas.ac.uk and click on Register as a New User.

Complete the online registration form. You can choose any email address, username or password you like, but please do not use your SAS login and password to create an account. If you forget your password at any time, ask a librarian to reset it for you.

You will need to confirm your email address by replying to the automated email sent to the address with which you registered.

You can use your PaperCut account at Senate House Library, the Institute of Historical Research and the Institute of Advanced Legal Studies.

Adding credit

Add credit online by logging in to your PaperCut account at printing.warburg.sas.ac.uk and clicking on Add Credit in the sidebar. Choose the amount of credit you wish to pay for. You will be redirected to a payment gateway to pay by credit or debit card. You won't receive a receipt, but you can view or print your Transaction History at any time from your PaperCut account. Remember to log out after completing payment.

Using the machines for the first time

To use the machines, tap your SAS card on the reader. The first time you do this, you will be asked to enter your PaperCut username and password. This will associate your card with your account and allow you to simply tap your card to log in at the machine in future.

Once you have logged in, you can choose between Print Release (tap the icon to see a detailed list of your documents, which can be printed off or cancelled), Device Functions (photocopying) or Scan.

Printing options

The easiest printing option is Mobility Print, which allows you to print directly from your smartphone or laptop. Check our online guide at warburg.libguides.com/howto/photocopy to find out how to do this from your device.

To print from a Warburg Library computer, open your document from the cloud or your USB flash drive. Select print and a window will appear asking you to log in to your PaperCut account.

For more information and other printing options, see warburg.libguides.com/howto/photocopy

Print release

However you choose to print, your document will not print out until you log in to the copier and choose to release it.

All documents are kept for 48 hours before they are automatically deleted. You will not be charged for a document until it is printed out.

To release your document, log in at the copier by tapping your card on the reader. A summary of your queued print jobs is visible on the main page, or you can choose Print Release to view a detailed list of documents which can then be printed off or cancelled. Remember to log out when you are finished.

Access to Electronic Resources

All Warburg Institute and Senate House Library e-resources can be accessed within the Institute from any networked computer in the Library.

Off-site access to most Warburg Institute/Senate House Library electronic resources is restricted to Warburg Institute staff, fellows and students only. You can connect to electronic resources available for off-site access by logging in with your Warburg library card or SAS card from your own device or at home. When prompted, enter your name along with the barcode number of your card.

The best way to access these resources is through:

The Warburg Databases and E-resources page: warburg.libguides.com/az.php

Senate House Library's Databases and E-resources page: senatehouselibrary.libguides.com/az.php

The online catalogue: catalogue.libraries.london.ac.uk/search~S12

Website, Research Guides and Social Media

The library page on the Institute's website at <https://warburg.sas.ac.uk/library> gives access to the library's research guides and digital collections. The library also has a Twitter feed (@warburg_library) and a Facebook page (@WarburgLibrary) which are updated regularly.

Eating and Drinking

You may not eat or drink in any part of the Library, including carrels and study rooms that are located outside of the library space. Please help us to preserve our collections from damage and rodents by observing this rule.

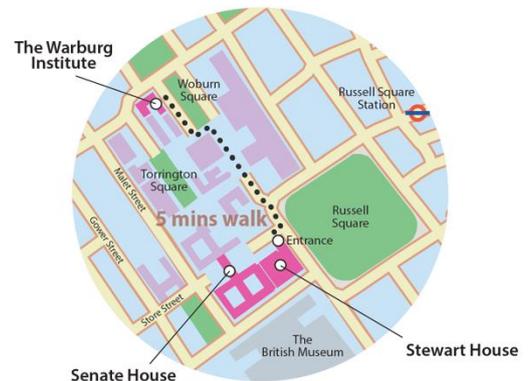
You are permitted to have bottled water in your study area, but please keep it **on the floor** and not on desks, as spilled water does huge damage to books.

The Photographic Collection

During the Institute's building works the Photographic Collection remains open, relocated in Stewart House, a 5-minute walk from Woburn Square. Opening hours are 10 to 6, Monday to Friday (Stewart House is closed on Saturdays). Since the room is locked when staff are elsewhere, readers are advised to book visits in advance by writing to the Curator, Paul Taylor (paul.taylor@sas.ac.uk).

The Collection contains around 400,000 photographs filed in around 18,000 separate folders, for the most part by iconography or subject-matter. An index of the thematic divisions and sub-divisions can be accessed from the Institute's website, and a print-out of this index is available for consultation in the Photographic Collection. The photos are arranged in a system of folders, often enclosing other, smaller folders, within the filing cabinets. Each photo is (or should be) facing forwards, making it relatively easy to browse through an individual section. If you want to make an extended search, the smaller folders may be removed from the drawers and consulted at a convenient table in the room. After using a folder, please place it in the box marked 'Folders' on the trolley by the door, rather than returning it to the drawer.

You can take photographs with your phone of any of the material in the Collection's files. In a room next to the Photo Collection there is a camera stand with a high-quality camera and lights; staff will be happy to show you how to use it. Any photos you take are meant for study purposes only; in order to publish them you may need to negotiate with copyright holders.



The system for filing photos is complex, and it has a number of idiosyncrasies; unless they are already familiar with the Collection, most visitors find the layout puzzling. There are two members of staff in the Photographic Collection (Paul Taylor and Rembrandt Duits), and they are happy to give advice on how to find things, or on any other issue connected to your research.

The Iconographic Database

The Photographic Collection also has a digital resource, the Warburg Institute Iconographic Database, which is accessible for free via a link on the Photographic Collection page of the Institute website (http://warburg.sas.ac.uk/vpc/VPC_search/main_page.php). Here you can find over 100,000 images, around half of which are digital reproductions of photos in the Photographic Collection, or illustrations from books in the Library. The database can be searched by keyword or browsed via a subject tree that mirrors the iconographic classification system used in the Photographic Collection (although it should be noted that the database is being constructed as a new resource in its own right and not as an electronic carbon copy of the Photographic Collection). Large-size files of most images in the database can be downloaded and used for presentations, student theses and non-commercial publications. The most extensive section in the database is currently that devoted to Gods & Myths, which contains more than 30,000 images; there are also large sections on astrology, Biblical typology, Bavarian church imagery and Sacri Monti. The database is currently being redesigned and will shortly appear online in a new form.

PART 2: Programme Details

Postgraduate Certificate in Cultural, Intellectual and Visual History

If you have an interest in cultural, intellectual and visual history and are looking for an intellectual challenge, this course provides you with an excellent opportunity to develop your interests while gaining a Post Graduate Certificate qualification. Focusing on the survival and transmission of culture across time and space, with an emphasis on the afterlife of antiquity, the course is ideal for students who want to study at a postgraduate level but who do not want to commit to a full MA.

This seven-month programme aims to:

- Give students a deep and systematic understanding of the current methodological and theoretical approaches to understanding the cultural, intellectual, and visual history of Western Europe
- Display mastery over the key elements of the history of philosophy, science, literature, the arts and visual culture, rooted in the Renaissance and the early modern period but embracing material from the middle ages to the advent of modernity
- Develop advanced research and analytical skills that are highly valued transferable skills as well as good preparation for further academic study.
- Provide a stepping stone for those who wish to progress to further postgraduate study. Students will gain 60 credits towards a Masters' Degree.

Timetable

The timetable for the programme has been issued to you separately and is also available on Study Online.

Who to contact for help

This section outlines who to contact with queries or for support during your studies.

- Academic matters concerning the overall Programme – Cultural, Intellectual and Visual History Convenor: Professor John Tresch (john.tresch@sas.ac.uk)
- Academic matters on specific modules – the Module convenor as listed on your timetable and Study Online
- General guidance and support (not only academic) – your academic advisor (see below)
- Study Online Queries – Please email Studyonline_Support@sas.ac.uk
- Any academic concerns which cannot be dealt with by the contact above – Director of Studies, Dr Caspar Pearson (caspar.pearson@sas.ac.uk)
- Administrative queries – SAS Taught Degrees (taught.degrees@sas.ac.uk)
- Mental Wellbeing concerns – Institute Manager, Dr Madisson Brown (Madisson.brown@sas.ac.uk)
- IT/Email problems - sas.support@postgrad.sas.ac.uk or service@london.ac.uk
- Fees - sas.fees@sas.ac.uk or call 0207 862 8869
- Lost Student ID Card – SAS.Registry@sas.ac.uk or call 020 7862 8637
- For Student Status Letters and Council Tax Exemption Letters (for full-time students only), please fill in the 'Student Letter Request Form', which can be found at the SAS website <https://www.sas.ac.uk/current-students>, under the section 'Key Information'.

Academic Advisor

You will be assigned to a member of staff of the Institute who will act as your advisor for the first two terms. His or her responsibility is to give you general guidance and support (not only in academic matters: you should not hesitate to ask for other advice if you need it) and to assist you with the choice of assessed essay topics. Once you have been allocated a supervisor at the start of term 1, you should send them an email to request an initial meeting. You can then contact them at any point in your studies for further tutorials or support. Your adviser may well suggest from time to time that you should consult other colleagues on specific research problems.

Student Reps

One student representative for each of the full-time and part-time cohorts across the postgraduate taught programmes will be elected to attend the following meetings:

- Staff Student Liaison Committee
- Termly Institute Meetings from the second term.

The Institute's Staff Student Liaison Committee meets three times a year (see the programme calendar) and is a forum in which staff and students can discuss the delivery and assessment of the postgraduate certificate programme. Discussion at each meeting is informed by the responses to the student questionnaires that will have been circulated prior to the meeting. The student representatives are also asked to provide a short, written report for consideration at the meeting.

At the Institute meetings (please see the programme calendar for dates) student representatives provide short reports on student activities and also to receive information which they are then asked to share with the rest of the taught programme students.

The representatives will be elected at a meeting for all students. See Programme Calendar for full details. Being a student rep. is an excellent way to get to know the wider Institute and be an active part of your postgraduate programme.

The Degree

Modules are taught by academics at the Warburg Institute.

All students take one core module and two option modules to complete the programme. Students are also invited to attend the first term of the unassessed module 'Methods and Techniques of Scholarship'.

Core modules

One core module comprises the essential intellectual, cultural, professional and training elements of the programme:

- Reviving the Past (Term 1)
Provides foundational knowledge and research skills for the study of the cultural and intellectual history of Europe.

Students are also invited to enrol on the first term of the unassessed core MA module:

- Methods and Techniques of Scholarship (Terms 1)
Designed to support your research and writing skills, to prepare you to undertake original research in your field. (The second term of this module is designed to guide MA students through the process of choosing and researching a dissertation topic and so not applicable to this programme).

Option modules

Students take two optional modules in Term 2 if studying full time (one if studying part time). The choice of option modules offered each year is determined in relation to a variety of issues, including student cohort size and teaching staff availability. A minimum of three students is required per option. Option choices will be presented by staff to students in October (see Key Calendar dates below for full details).

Attendance

The module tutor will keep a record of attendance for each module. Students are expected to attend the scheduled classes and seminars on their programmes and to be available for consultation with tutors with reasonable notice. A student who is unable to attend a class should inform the module tutor in advance. Prolonged absence (10 days or more) caused by sickness or other reasons must be reported to the Programme Convenor, and medical or other relevant evidence must be provided.

Weekly Preparation/Independent Study

Each week, you will have set of compulsory readings or preparatory tasks for each module. Usually this consists of both primary and secondary sources. The readings will be listed and provided on Study Online under the relevant module and week. It is important that you keep on top of these preparatory readings throughout your studies and come prepared to each seminar.

When doing the weekly readings, please take notes and bring these to class. Note what you find interesting, notable, even perplexing about the readings. What is each author arguing? Why? What type of language are they using? Who seem to be their opponents, if anyone? What are they saying that's new, and what is preserving or continuing earlier arguments? Is there anything that you don't understand? Be ready to discuss your thoughts in class and participate in discussion.

For each hour of taught lessons, it is anticipated that you will have 2.5 hours of independent study. This means you should expect and plan to read for about 5 hours each week per module.

If you have more time or time left over after the core preparatory tasks, we recommend that you also explore the Further Reading provided each week, which offers texts that go into greater detail on particular topics. These will also be of use when developing your essay ideas.

Seminars

Each module has two hours of taught class time per week. These sessions are spaces for critical scholarly discussion and exploration. The two hours will be taken up of a mixture of lecturing from the seminar leader and class discussion, largely focused on the core weekly readings / preparatory tasks (see above). The seminar room is thus a space for active learning, risk taking, real listening and conscientious, generous participation based on the following principles for both staff and students:

- Ask questions: always, anytime. There is no such thing as a stupid question.
- Float ideas: this is how interesting things happen.
- Defer judgement and be compassionate: in taking academic risks and asking questions, sometimes a view will come up that you disagree with, or something might be said that is incorrect. This is all part of the process. Assume that whatever has been said has been done so with good intent. Debate is possible without making it personal. Be curious and be open to having your views changed.
- Be present: more than simply attending, actively listen and participate throughout the session. If you use a laptop to take notes, please turn notifications and WIFI off to avoid unnecessary distractions (think too of how this not only disrupts your own learning but those who can see your screen)
- Take responsibility and monitor your own input: as well as making sure you join in, make sure you make space for the comments and contributions of others.
- Follow up and feedback: staff are always here should you wish to discuss anything from a seminar further.

Assessment

The Postgraduate Certificate in Cultural, Intellectual and Visual History is assessed through coursework.

All examinations procedures are governed by the Quality Assurance Framework of the University of London: <http://www.sas.ac.uk/about-us/policies>

All work submitted must be the candidate's own, and any quotation from a published or unpublished work must be acknowledged (see section on plagiarism below).

A candidate who does not successfully complete an examination or part of an examination at his/her first attempt may re-enter on one occasion, subject to the agreement of the Chair of the Examination Board and the Programme Convenor. Re-entry will take place at the next following examination date (likely to be the following year) or at a date agreed by the Examination Board. This will have an impact on your completion date.

Events

The postgraduate certificate is complemented by the Institute's extensive events programme (see warburg.sas.ac.uk/whats-on), and events at the other Institutes that form part of SAS (see sas.ac.uk/events). It is not compulsory to attend non-timetabled events, but we strongly encourage students to take advantage of this resource at the Institute and the school. Students are also encouraged to propose speakers or other events; periodic calls for proposals appear in the OWL.

Work-in-Progress Seminar

The work-in-progress seminar will appear in your timetable and explores the variety of subjects studied at the Institute. Papers are given by invited international scholars, research fellows studying at the Institute, and third-year PhD students, and is the central event of the Warburg academic community.

Unlike non-timetabled events, attendance at the work-in-progress seminar is mandatory for all post-graduate students and there will be a sign-in sheet each week. It is an opportunity to hear about new research, reflect on ways to approach and present work within the humanities, and to join academic debate by asking questions. It is also a valuable and regular occasion to get together with fellow students and staff outside of class.

Key Calendar Dates

Meetings, Reading Week, Parties

TERM 1

26 September – 9 December 2022

Welcome week (see separate timetable for full details)	First week of term; 26 – 30 September 2022
Meeting to elect student representatives	Tuesday 11 October 2022 12.30pm-1pm, Warburg Institute, Lecture Room
All Institute Meeting (student reps to attend)	Wednesday 12 October 2022 10am-11am, Warburg Institute, Lecture Room
Staff Student Liaison Committee Meeting (All students to attend)	Tuesday 18 October 2022 4.30pm–5.30pm, Warburg Institute, Lecture Room
Meetings to introduce second-term options	Monday 24 October 2022, 11am, Zoom
Submission deadline of preferred option choices via the online form supplied.	Monday 31 October 2022, 5pm
Reading week (no classes)	Sixth week of term; 31 Oct. – 6 November 2022
Christmas Party	TBC

TERM 2

9 January – 24 March 2023

All Institute Meeting (student reps to attend)	Wednesday 18 January 2023 10am-11am, Warburg Institute, Lecture Room
Staff Student Liaison Committee (only Student Representatives attend)	Tuesday 24 January 2023 4.30pm–5.30pm, Warburg Institute, Lecture Room
Reading week (no classes)	Sixth week of term; 13 – 19 February 2023

TERM 3

24 April – 30 June 2023

All Institute Meeting (student reps to attend)	Wednesday 3 May 2023 10am-11am, Warburg Institute, Lecture Room
Staff Student Liaison Committee (only Student Representatives attend)	Tuesday 6 June 2023 4.30pm–5.30pm, Warburg Institute, Lecture Room
Summer Party	TBC

Graduation

Degree results	Following exam board 2023
Graduation Ceremony	Date TBC

Programme Outline

Modules, Degree Weighting and Module Credits

Full-time Mode

Term	Module	Assessment	Weighting	CATS Credits
1	Reviving the Past	4,000 word essay	33.3%	20
1	Methods and Techniques of Scholarship	Not assessed		
2	Option Module 1	4,000 word essay	33.3%	20
2	Option Module 2	4,000 word essay	33.3%	20

Part-time Mode

Year 1

Term	Module	Assessment	Weighting	CATS Credits
1	Reviving the Past	4,000 word essay	33.3%	20
1	Methods and Techniques of Scholarship	Not assessed		
2	Option Module 1	4,000 word essay	33.3%	20

Year 2

Term	Module	Assessment	Weighting	CATS Credits
2	Option Module 2	4,000 word essay	33.3%	20

Coursework

Assignment Topics

The specifics of each module assessment will be discussed in advance with students by the respective module tutors or supervisors. While there are some perimeters to the assignment subjects in Term 1, in general students are encouraged to develop their own topics and angles as a means to gain the skills for independent research. Time for feedback on the development of essay ideas will be provided through dedicated seminars, students presentations or tutorials.

Please note that while you may use the module assignments to build up elements of the same topic, you may not recycle work you have done earlier in the course or before joining the programme. This is to avoid the issue of self-plagiarism, which can have serious consequences (see below). If you do wish to build on your previous work, or have any questions, please make sure to consult first with your Programme Convenor and individual module tutor.

Feedback

Members of staff can discuss issues relating to your assignments with you in seminars or individually organised tutorials (please feel free to reach out to staff members to arrange one of these at any time) but will not read essay drafts.

Coursework Deadlines 2022-23

Essay submission deadline for Reviving the Past (4,000 words); students to submit their essays on Study Online	By Wednesday 14 December 2022, 5pm
Submission deadline for Option modules 1 and 2 - Essays (4,000 words each); students to submit their essays via Study Online	By Monday 24 April 2023, 5pm

Submission deadlines are firm deadlines. It is essential that the essays be submitted by the due date and time shown above (see penalties below, page 33).

Coursework Submission Instructions

All coursework (the Assessed Essays and Dissertation) is to be submitted electronically via the appropriate module page on Study Online; no hard copies are required.

The links for submission can be found on the module pages on Study Online

You will be asked to give the file a name. Please use your **Candidate Entry Number** followed by the title of the file submission (e.g. **CX100 Image to Action**)

The **Candidate Entry Number** is a unique exam entry identifier, which is issued by the Exams Office of the University of London and you will be provided with this sometime during Term 1. You will need to use this number for all your coursework submissions.

As you are all already enrolled on the modules and using Study Online, you should not have any access issues but, for your information, the School has also produced [guidance](#) on using Turnitin via Study Online, which can be found on the main Study Online welcome page. For more information or if you have any questions, please email Studyonline_Support@sas.ac.uk .

What to include on the front page

Please make sure that the front page of your coursework includes the following:

- Programme title
- Candidate Entry Number (please do not include your name)
- Module Title
- Coursework Title (the title of your essay or exhibition)
- Word Count

To avoid incurring penalties, it is important that you submit your coursework by the deadline and that you do not exceed the word limit.

Please read carefully and follow the instructions set out above for the submission of your work and ensure that you include your Candidate Entry Number and not your name on your submission.

Wordcounts

The stated word count for each assignment contains footnotes, but not bibliographies, image captions, and original language quotes when the translation is also provided (see below for details).

Penalties

Late Submission

Coursework for assessment (that is, all assessed work) handed in after the deadline without a granted extension will be subject to a deduction of marks as follows:

- A penalty of 10% of the mark awarded for work up to one week late;
- A penalty of 20% of the mark awarded for work between one and two weeks late;
- When work is more than two weeks late, the penalty to be applied is at the discretion of the Institute. The Institute reserves the right not to accept work submitted more than two weeks late; in such case the mark recorded will be nil.

Students are advised that these penalties can completely alter your grade bracket. An assessment submitted one day late, for example, initially awarded a 65 (a merit), will receive a mark of 55 (a pass). As such, it is almost *never* worth handing in a piece of work late, particularly not if using the extra time to 'polish' an essay.

Over-Length Work

Candidates must pay attention to word limits. For coursework exceeding the upper word limit by 10%, the mark will be reduced by five percentage marks, subject to a minimum mark of a minimum pass. NB: This is not permission to write 10% more than the stipulated word count.

Under-Length Work

While there is no set penalty for under length essays, students should note that it will be hard to achieve the higher grades if their work is under the word count by more than 5-10%. Word limits have been set for a reason, and it will be difficult to achieve the necessary level of critical depth if handing in a shorter piece of coursework.

Extensions

Students may apply for an extension for a pressing reason that is considered an extenuating circumstance (extensions are normally granted, for example, for unexpected medical reasons, including reasons connected with the Covid virus).

A request for an extension must be made using the '[Apply for an Extension Form](#)' (which can be found on [Study Online](#)) and submitted with relevant supporting evidence to Madisson Brown, Institute Manager, before the original deadline has passed.

Requests will be considered by the Convenors of the Warburg Institute MA Programmes, and the Institute Manager. Please note: depending on when you submit your request you may not hear whether your request has been approved prior to the deadline.

If the request is not approved and you do not hand the assessed work in by the deadline it will be subject to penalties (see above).

Students should also note that the maximum extension usually offered is 2 weeks.

Mitigating Circumstances

If you are unable to request an extension by the coursework deadline using the means above, you may retrospectively apply for mitigating circumstances to be considered regarding your late submission.

Please see the Quality Assurance Framework available at: <http://www.sas.ac.uk/about-us/policies>.

Please note that this is a SAS committee that meets once a year, before the Examination Board, and is out of the Warburg's control.

Style Guide

English Language and Target Audience

Essays and dissertations must be written in English of an acceptable academic standard. They should be aimed at an academic audience.

References and Bibliography

The essays and dissertation must be complete with references as footnotes and a bibliography.

For all matters of style (including bibliographical style) please follow the Chicago Manual of Style. Chicago: https://www.chicagomanualofstyle.org/tools_citationguide.html.

Other styles are acceptable, provided that they are recognised and applied in a clear and consistent fashion.

Key formatting points to observe in your coursework:

Always: include an essay title, page numbers and double space your work (this makes marking much easier for your examiner)

Quotations always require footnotes indicating their source.

Long quotations (fifty words or more) should be given in separate blocks in single spacing, indented from the margin, without quotation marks.

Use double quotation marks for all other quotations (in order to be recognised by Turnitin software).

Quotations from a foreign language should be given both in the original and in translation (one will be in the main body and the other in the footnote, as you choose). Only the translation will count towards the word limit.

Paraphrasing is where you restate information/ideas in your own words. However, just changing a few words here and there does not make them your own and you must still cite your source. Always check your paraphrasing against the original text to ensure that you haven't copied the same phrases.

Web sources: treat information found on the web exactly the same as information found in printed material. Make sure that you write the complete url address and the date you accessed the website when referencing.

Footnotes should be placed at the foot of the page on which they occur. Please do not use endnotes. The first footnote for any source should be a full citation (see link to the Chicago Manual of Style above); you may subsequently abbreviate the source's title.

A Bibliography must follow the main essay or dissertation text. This is a full list of material cited.

It should be set out in two parts: 'primary sources' (manuscript and published works) and 'secondary works' (books and articles). List both alphabetically, by authors' surnames, and give details of books and articles in full, as for the first citation in footnotes (see Chicago Manual of Style above for more details).

Images

If you reference an artwork or object in your essay, you need to provide a figure number (e.g., [Fig.1]) within the main body of your essay and a corresponding image and full image caption in an 'Illustration Section' following your Bibliography.

Clarity of reproduction is important – check size and cropping. Both black and white and colour images are acceptable. You are encouraged to make use of the Warburg Institute's Photographic Collection containing hundreds of thousands of images, ranging in date from classical antiquity to circa 1800.

A full image captions goes as follows: artist name, artwork title, date, material/s, dimensions, location. For example:

Fig.1: Andrea Previtali, *Christ Blessing*, c.1512-15, oil on poplar, 47.7 x 38.1 cm, The National Gallery, London.

Appendices

If you have a specific reason for including appendices you should discuss the matter with your supervisor. If you are given approval to include appendices, you must make certain that they are not discursive and that they include only documentary material which examiners are not required to read in order to examine the dissertation, but to which they may refer if they wish. An example of an appropriate appendix would be a transcription and translation of a primary source that you refer to throughout your essay, or that you have translated yourself (a translation not being available elsewhere). Appendices follow the Bibliography and Illustrations Section.

Presentation and Checking

The examiners give weight to the physical presentation of the essays and dissertation, as set out in the marking criteria. This is School-wide practice. You should make sure that you give sufficient time and care to this aspect. Check very carefully for spelling mistakes, grammar, errors in the transcription of quotations, mistranslations and errors of typing. All students, and particularly those for whom English is a second language, are strongly encouraged to have their work proofread by another reader. Ensure that references in the essay or dissertation are internally consistent and that footnote numbers correlate with those in the text.

Word Limits

The word limits stated above for the essays and dissertation include footnotes, but exclude bibliography, image captions and any documentary appendices.

You must not exceed the word limits. Writing to a word limit is part of the exercise of academic writing. See section on penalties, above. The total number of words which form part of the word limit are required on the essay cover sheet.

If you have quotes in an original language and also in an English translation, only count the translated text in your word count. Please include on the cover sheet the overall word count and the word count counting the quoted texts only once.

USEFUL REFERENCE WORKS

- *The Oxford Dictionary for Writers and Editors* (in paperback as *The Oxford Writers' Dictionary*), Oxford University Press. Current edition.
- *The Oxford Spelling Dictionary*, Oxford University Press, Current edition. Essential for hyphenation, place and personal names and word-breaks at proof stage.
- *A Manual of Style*, University of Chicago Press. Current edition. Very comprehensive. Useful on abstruse points not dealt with elsewhere.

For general resources on research skills and academic writing, we recommend the following books:

- Stefan Berger, Heiko Feldner, and Kevin Passmore, *Writing History: Theory and Practice*, second edition (London: Bloomsbury, 2010)
- Jim Cullen, *Essaying the Past: How to Read, Write, and Think about History* (Malden and Oxford: Wiley Blackwell, 2013)
- Michael Harvey, *The Nuts and Bolts of College Writing*, 2nd edition (Indianapolis: Hackett, 2013)
- Gordon Harvey, *Writing with Sources. A Guide for Students*, 3rd edition (Indianapolis: Hackett, 2017)

Plagiarism

All work submitted as part of the requirements for any examination of the University of London must be your own.

The School is committed to ensuring the quality and status of the degrees it awards through the University of London. Plagiarism is a threat to that quality and is a serious academic offence (see Student Academic Misconduct Policy under <http://www.sas.ac.uk/about-us/policies>).

What Constitutes Plagiarism?

Plagiarism is the taking of another person's thoughts, ideas, words, results, judgements, results, images etc. and presenting them as your own. If you submit any piece of work for assessment that contains work that is not your own, without indicating this to the marker (by acknowledging your sources) you are committing 'plagiarism'.

The following are examples of plagiarism. These are not exhaustive:

- Directly quoting from the published or unpublished work of others without identifying the author and source in a footnote or endnote
- Copying the work of another student with or without their permission
- Using text downloaded from the internet
- Borrowing statistics or assembled facts from another person or source
- Buying/borrowing an essay/report and presenting it as your own
- Copying graphs, images, charts etc without proper citation
- Paraphrasing – putting another person's ideas and judgements into your own words without acknowledgement of the origin
- Submitting the same piece of your own assessed work (or a significant part thereof) more than once (credit can only be given once)

Students should feel free to discuss these issues with their advisor or module convenor at any time, but should also recognise that they must take personal responsibility for the integrity of their academic writing, which includes learning what is expected of them by those responsible for marking their work.

Students should note that the use of, *or contribution to*, online essay banks, ghost-writing agencies, or agencies who offer to edit essays in order to improve grades is strictly forbidden.

How not to plagiarise: <http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>

What could happen if you do plagiarise

If it is found that you have plagiarised, this may result in:

- Expulsion from the School
- A mark of zero
- A record on your student file
- Becoming the subject of an investigation
- Cancellation of your examinations
- Not being allowed to re-enter an examination
- Loss of reputation

Why you should not do it

Assignments provide a vehicle for assessing your performance during the programme and contribute to your overall programme result. However, they also assist you in understanding your subject and aid your learning on the programme. When you attempt to use the ideas and material of the programme independently, you learn more thoroughly and develop your own writing style. You are also likely to perform better in examinations.

There are good reasons why you should cite your source:

- Good scholarly practice
- Gives proper credit to other people's work and ideas
- Shows that you have researched widely
- Strengthens your work by lending weight to your ideas
- Enables others to check the evidence and accuracy of your information

What to Do if You Are Suspected of Plagiarism

- Cooperate fully with the investigation. It is in your interests to be open and honest.
- Get some help. Registry staff can direct those accused of plagiarism to sources of advice.

Marking

All marking is anonymous, except where explicitly stated otherwise. Assessed essays are 'seen second marked', meaning that they are marked twice and that the second marker is from the outset able to see the mark and feedback that has been given by the first marker. Both markers must then arrive at an agreed mark. Depending on the size of the cohort, marks may be subject to moderation. In addition, the Programme's External Examiner reviews a wide range of coursework to ensure equal application of the marking criteria by different markers and across all the elements of the Programmes.

Note that all marks remain provisional until approved by the Examination Board, which includes external examiners.

Students should expect to receive written feedback from both markers and the agreed mark within 28 calendar days of the deadline for that particular piece of coursework.

Pass Marks and Grade Descriptions

There are three classifications for award of the Postgraduate Certificate: pass, merit and distinction.

The pass mark is 50% — this applies to each assessed component of the degree and to the degree overall. Merit may be awarded for a mark of between 60% and 69% overall and not less than 60% for the dissertation. Distinction may be awarded for a mark of at least 70% overall.

The following assessment criteria for the School of Advanced Study will be used for all components of the programme's examinations.

85-100 Distinction

Outstanding performance above a distinction level. Work is of exceptional quality. The highest level of knowledge and understanding is demonstrated by independence and originality in conception, the highest level of critical skill, synthesis and analysis. The work contains analysis of sufficient originality and importance to change the conventional way of approaching the subject, and its presentation is of the highest standard. The work will be well-argued, well-organised and impeccably documented, and be of publishable or near-publishable quality.

75-84: Distinction

Excellent work, demonstrating a consistently very high level of knowledge and understanding. It shows clear evidence of originality and/or independent critical evaluation, high levels of skill in synthesis and analysis. Propositions are analysed with sufficient originality to challenge received ideas, and in a clear, sustained, relevant and focused manner. Presentation standards will be excellent.

70-74: Distinction

Very good to excellent work, demonstrating a very good level of knowledge and understanding. Work shows strong evidence of originality and/or independent critical evaluation, high levels of skill in synthesis and analysis. Arguments are well-organised and lucid. Presentation standards together with accompanying documentation are very good.

60-69: Merit

Good to very good work, showing a good level of knowledge and understanding of relevant material, demonstrated by evidence of originality of thought with signs of independence, a good level of critical skill, synthesis and analysis. Work will be well-organised, clearly argued, coherent and appropriately referenced. Presentation will be of a good standard.

50-59: Pass

The work is of an acceptable standard, demonstrating an adequate level of knowledge and understanding, some evidence of competence in synthesis and analysis, and adequate levels of presentation.

47-49: Fail

Unsatisfactory work, showing a basic but incomplete level of knowledge and understanding. Important elements may be lacking, and the argument may be persistently obscure, and lacking in coherence and focus.

35-46: Fail

Poor or very poor work, below or well below the standard required at the current stage. Work that is very or seriously flawed, displaying a lack of research and a lack of engagement with the question; incoherence or a grave misunderstanding of the topic; no signs of independence and originality in conception, little or no critical skill or ability to synthesise and analyse; very poor standards of presentation including inadequate or extremely poor referencing; short work.

25-34: Fail

Extremely poor work, demonstrating all the flaws outlined above.

0-24: Fail

Unacceptable or not submitted.

Additional Marking Criteria for the Warburg Institute

In all cases these criteria are in addition to the School of Advanced Study Criteria at each marking band

85-100:

Work that shows strong evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.

75-84:

Work that shows strong evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.

70-74:

Work that shows clear evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.

65-69:

Work that shows some evidence of originality and/or independent critical evaluation of primary source material in the original languages and proper use and acknowledgement of relevant secondary literature.

60-64:

Work that shows a good understanding of the material studied, supported by detailed reference to the relevant materials.

50-59:

Work shows an adequate knowledge of primary and secondary material.

There are no additional Institute criteria for marks below 50.

Condonation

- A marginal failure in **one module** may be condoned (accepted or, in this instance, disregarded) at the discretion of the Examination Board provided that the overall mark for the programme is at least 50%; where the programme includes half-course units the condonation may, at the discretion of the Examination Board, be applied to two half-units;
- The definition of “marginal failure” is at the discretion of the relevant Examination Board but will not normally extend to a mark below 47%; the Examination Board may condone a mark below this norm when (a) the overall mark for the programme is at least 50%, and (b) the student achieves a mark of 60% or above in at least one significant element of the programme;
- The School of Advanced Study’s Higher and Research Degrees Committees (HDC and RDC) may determine that certain elements of a programme or of an assessed component are not eligible for condonation; this shall be included in the programme regulations available to students and teachers;

The original mark shall be recorded, with condonation noted as approved by the Examination Board.

Student Charter

The School is the UK's national centre for the support and promotion of research in the humanities and social sciences. Its nine research institutes at the University of London offer a unique scholarly community in which to pursue postgraduate study and research.

The Charter below sets out the rights and responsibilities of the School and its students.

The School's Responsibilities

The School undertakes to: encourage its employees to treat students and colleagues equally and respectfully and to provide:

- high standards of teaching, support, advice and guidance
- access to activities that will enhance employability and personal development support for student participation in academic development and programme management, including elections of representatives
- clearly defined access to library and IT facilities
- clear deadlines and timeframes – in programme handbooks – for feedback on work submitted by students.
- programme handbooks for students which detail assessment criteria, contact hours, mode of delivery
- details on examination arrangements and regulations, academic guidance and support, appeals and complaints procedures
- clear information on programme costs, payment options and deadlines

Its teaching and supervisory staff undertake to:

- treat students responsibly and with respect
- familiarise themselves with the Quality Assurance Framework and School supervisory practice
- keep themselves up to date with best practice in relation to teaching and supervision, including undertaking, where appropriate, training in research student supervision
- be accessible to students during term time and advise them of any absences likely to exceed two successive weeks during the vacation
- respond to emails from students within a reasonable time-frame, and generally within three working days during term-time
- keep students informed in advance about prospective periods of leave and planned supervisory arrangements during the leave
- advise students on progress in a timely fashion and warn where work is not of the appropriate standard or is being produced too slowly, and of steps which might be taken to remedy the situation
- provide constructive timely feedback in writing on all written work submitted by the student and keep copies on file
- ensure that students understand the requirements of the degree, provide guidance on the examination process, and help students to prepare
- provide students with guidance as to essential reading, including information on where this may be found, before the start of the academic year if possible, or at induction
- avoid cancelling classes or meetings unless for a completely unavoidable reason, and always advise in good time; rearrange any cancelled classes/meetings
- treat student data with integrity and be aware of responsibilities in relation to the Data Protection, Freedom of Information and Equality Acts

Student' Responsibilities

Students undertake to:

- observe the Statutes, Ordinances and Regulations of the University of London
- treat staff and their fellow students equally and respectfully
- attend induction, read documentation provided, including regulations for their degree and student handbooks
- participate in timetabled classes, attend meetings with tutors
- obtain agreement from their tutors, in advance, for any essential absences
- take responsibility for managing their own learning: actively engaging in their course; ensuring they spend sufficient regular time in private study; participating fully in group learning activities; maintaining a record, in consultation with their supervisors, of supervisory meetings; inform supervisors promptly if circumstances arise which are likely to affect their work; discuss any teaching/supervisor problems with their supervisor(s) or with Institute Director (or other senior staff member)
- submit assessed work by stated deadlines, actively participate in feedback
- Comply with guidelines and procedures on ethical research, data protection matters, and be aware of health and safety and intellectual property implications
- make prompt payment of charges made by the institution
- support programme representatives and participate in systems which will lead to improvements in the quality of learning and teaching
- respect the physical environment of the University of London.

PART 3: General Information for Students

Registry Office Location

Located in the Registry and Advice Centre
Ground Floor, Senate House, South Block, Malet Street, London WC1E 7HU

Office hours:

Appointments are encouraged but we are also open for walk-ins: 11am to 4pm.

Team Contact Number

+44 (0)207862 8846

Key Email Contacts

Taught degrees enquiries	taught.degrees@sas.ac.uk
Research degrees enquiries	research.degrees@sas.ac.uk
Admissions Enquiries	admissions@sas.ac.uk
Tuition fee and payment enquiries	sas.fees@sas.ac.uk
Study Online support	Studyonline_Support@sas.ac.uk

Registry Staff

- Kalinda Hughes, Head of Registry Services
Email: kalinda.hughes@sas.ac.uk
Phone: +44 (0)207862 8873
- Katalin Koblos, Admissions Officer
Email: admissions@sas.ac.uk
Phone: +44 (0)20 7862 8661
- Shaneeka Petrie-Belmar, Registry and Student Services Officer
Email: taught.degrees@sas.ac.uk
Phone: +44 (0)20 7862 8663
- David Reid, Registry and Student Services Officer
Email: taught.degrees@sas.ac.uk
Phone: +44 (0)20 7862 8680
- Elena Aliferi, Research Student Coordinator
Email: research.degrees@sas.ac.uk
Phone: +44 (0)20 7862 8834

Key Sources of Information

Other than this handbook, the following regulations, policies and procedures are also essential sources of reference which apply to your registration (or continuing registration) at the School:

Document	Location of Document
Information for Current SAS Students	http://www.sas.ac.uk/current-students
SAS Student Forms, Policies and Documents	https://www.sas.ac.uk/current-students/student-services/student-forms-policies-and-documents

University of London Statutes, Ordinances and Regulations	https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations
Quality Assurance Framework	https://www.sas.ac.uk/about-us/administration/policies
University of London Student Complaints and Academic Appeals Procedure	https://london.ac.uk/currentstudents/complaints-and-appeals-procedure
University of London Ordinance 17: Code of Student Discipline	https://london.ac.uk/sites/default/files/2017-10/Ordinance-17-Code-of-StudentDiscipline.pdf
Intellectual Property Policy – Part E of the policy applies to students	https://london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf
Data Protection Policy	https://london.ac.uk/about-us/how-university-run/policies/data-protection
Fees Schedule	https://www.sas.ac.uk/graduate-study/fees https://www.sas.ac.uk/graduate-study/fees-and-funding/tuition-feesand-funding/tuition-fees
Admissions Policy	https://www.sas.ac.uk/sites/default/files/files/SAS%20Admissions%20Policy%20March%202021.pdf
Information Security Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/Information%20Security%20Policy.pdf
Acceptable Use Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/Acceptable%20Use%20Policy.pdf
Research Ethics Policy and Procedures	https://www.sas.ac.uk/research/research-office/research-ethics
Code of Good Practice in Research	https://www.sas.ac.uk/sites/default/files/files/Code%20of%20Good%20Practice%20in%20Research%20-%20Approved%20Nov%202020.pdf
Terms and Conditions	https://www.sas.ac.uk/about-us/administration/policies
Safeguarding	https://london.ac.uk/sites/default/files/governance/Safeguarding%20Policy%20-%20University%20of%20London.pdf
Open Access Policy	https://www.sas.ac.uk/research/research-policies-and-protocols/open-access-policy

Student Engagement Policy	https://www.sas.ac.uk/sites/default/files/files/Student%20engagement%20policy%20Feb%202021.pdf
Lone Study Procedure for Students	https://www.sas.ac.uk/sites/default/files/files/Student%20Late%20and%20Lone%20Study%20Procedure%20%20April%202022.pdf

Admission

Your place to study for a postgraduate degree with us is subject to the following conditions:

- Provision of formal photographic identification upon formal registration (e.g. passport, photo driving licence)
- Satisfactory evidence of the qualifications which entitle you to be registered for the degree; two satisfactory references
- Evidence of attainment of the minimum standard required in written and spoken English if your first language is not English. (Institutes reserve the right to require you to withdraw from a programme if, in the opinion of the Programme Director, your proficiency in English is inadequate.)
- Prompt and full payment of tuition fees for the academic year in which you are registered. (See Tuition Fees, below.)

Students may be provisionally enrolled at the beginning of the programme **for a period of two weeks**, pending satisfaction of conditions relating to verification of qualifications and/or language requirements.

Please note that in registering for this degree programme, you are agreeing to abide by the current statutes, rules and regulations of the University of London, the School of Advanced Study and the Institute at which you are studying.

Copies of the full text of all such regulations are available from Registry and are available at: <http://www.sas.ac.uk/about-us/policies>

Registration and Induction

Email invitations will be sent out to students in mid-August with a link to the online registration system.

An induction to the School will be given on **23 September 2022** in person. Invites have been sent out to students.

Student and Staff Welcome Event

A welcome event will be held on **27 September** at 5.30pm in the IHR Common Room. We look forward to seeing you all.

Tuition Fees

A copy of the School's comprehensive **Tuition Fee Policy** is and is viewable here: <http://www.sas.ac.uk/about-us/policies>. Key points from the Policy are outlined below.

You should ensure that you have the funds available to pay your fees before you embark on a programme. Payment of tuition fees in full or payment of the first instalment (25%) is required prior to registration. You will not be awarded your degrees or issued with your final marks unless you have paid all outstanding tuition fees.

University of London Online Payment System

Tuition fee payments should be made online via the University of London online payment system as part of your online registration task. Fees can be paid in full or via instalments. The outstanding tuition fee balance is also displayed.

Fee payment

Fees can either be paid in **full** or in **four equal instalments**, payable on the following dates:

Instalment 1: before or at registration

Instalment 2: 15 November 2022

Instalment 3: 15 January 2023

Instalment 4: 15 March 2023

Internally funded and sponsored students

Those in receipt of **full** (100%) SAS, AHRC or Institute studentships / bursaries will not be required to make any payments and therefore, the timeframes and deadlines given in respect of tuition fee payment, do not apply.

Those in receipt of **partial** SAS, AHRC or Institute studentships / bursaries will be required to pay the fee balances as outlined. You will be required pay online via the registration system. The outstanding balance displayed and will take into account all studentships / bursaries.

Externally funded and sponsored students

You accept responsibility for payment of fees even though a sponsor may in fact pay your fees. If you have sponsorship / scholarship funding (except those in receipt of SAS, AHRC or Institute studentships /bursaries) please ensure that you upload written confirmation of any award and payment arrangements -- dates, contact details to the registration system online.

Please note that you retain liability for payment of your entire fee should the sponsoring body default on a payment, or withdraw sponsorship.

Postgraduate Loan Recipients

Students who are in receipt of a student loan are required to use these funds to pay their tuition fees in the first instance. Any surplus may then be used to cover maintenance costs.

Please upload a copy of your loan confirmation also. Your loan confirmation letter should contain full account details and a breakdown summary of payment schedule to the registration system online.

Research students' continuing fees

Research students are reminded that they should expect their fees to be subject to an annual uplift for their second and subsequent years of study.

Defaults on fee payments

If you default on any payment, you will be given 5 days to contact the Fees Office before we take action. Continued registration and progression from one year to the next is conditional on the appropriate fee being paid. If you are in financial difficulty, you should contact the Fees Office. Where there are financial problems we will try to come to an alternative financial arrangement.

Continuing students who have previously had a non-standard payment plan agreed with the Fees Office, but who have later defaulted on that plan, will not be granted another non-standard payment plan.

Help

If you have any queries about paying your fees, you can contact the team in the following ways:

Email: sas.fees@sas.ac.uk

Phone: 0207 862 8860 / 8400

- ➔ If you have a query with the tuition fee amount being charged
- ➔ To discuss a change to your current enrolment status which will affect your fees
- ➔ To discuss an alternative payment plan

Funding your studies

Grants and Studentships

AHRC studentships (PhD students only)

The School, with King's and UCL, is part of the London Arts & Humanities Partnership (www.lahp.ac.uk) and through this offers studentships under the Arts and Humanities Research Council (AHRC) scheme. LAHP studentships, awarded on a competitive basis, cover fees and maintenance, and are available to UK and EU full and part-time students. As well as doctoral

students about to enter their first year of study, those about to start their second year of doctoral study may also apply. Further details on the LAHP competition are available from the [LAHP website](#), or from the LAHP office based in Senate House (info@lahp.ac.uk).

Postgraduate Master's Loan Scheme

The UK Government has introduced a [Postgraduate Master's Loan](#). These non-means-tested loans are available to both taught and research master's students. [Find out more](#) information about the loan scheme.

UK PhD Government Loans

You may be eligible for a UK PhD loan of up to £26,445 from Student Finance England or Student Finance Wales for a doctoral degree in any subject. These loans will be available to English-resident students and support all types of doctorate degree at universities within the UK. [Find out more](#) details about eligibility and repayment.

US Federal Loans – William D Ford Federal Direct Loans

The School of Advanced Study participates in the Federal Direct Loan programme: <http://www.sas.ac.uk/graduate-study/fees-and-funding/other-funding-sources/federal-direct-loans-usstudents> Unsubsidized Loans and Plus Loans are available through the Direct Loan programme operated by the US Education Department. Direct Loans are educational loans to assist US citizens with the costs of studying. Unsubsidized Direct Loans should be considered first as this is usually the cheapest way of borrowing. If needed, additional funding should then be considered by applying for a Direct Plus Loan. The maximum total borrowed from Direct Loans **cannot** exceed the annual maximum Cost of Attendance as set by the School. The School's Direct Loan Federal Code is **G06696** listed under 'School of Advanced Study – University of London'

Applying for Federal Loans at the School of Advanced Study

You should have accepted an unconditional offer for a place on an on-campus degree at the School and be an eligible US citizen to apply for a US Federal Direct Loan. Please note that only on-campus degree students are eligible for Federal Direct Loans at SAS. Students studying by distance-learning or at certificate or diploma level are not eligible. There are a number of steps to applying for a Direct Loan. Applications usually take 4-6 weeks to be processed so early application is advised.

Contact details for US Loan queries: Kalinda Hughes, Head of Registry Services.
Email: sas.fees@sas.ac.uk; tel: +44 (0)20 7862 8873; fax: +44 (0)20 7862 8657.

SAS Hardship Grant

The SAS Hardship Grant provides discretionary financial assistance for all students – particularly to meet extra costs that cannot be met from other sources of support. The Fund is intended to alleviate financial hardship. An application can also be made for research students who wish to attend courses or conferences and who do not have the funds to pay for this themselves.

You can apply for help from the Fund at any time during the academic year. Application forms can be downloaded [here](#).

Further information

Additional sources of funding for UK, EU and overseas are listed here: <http://www.sas.ac.uk/graduatestudy/fees-and-funding>. There are a number of useful sites which collate information on smaller, more niche funders: <http://www.sas.ac.uk/graduate-study/fees-and-funding/other-funding-sources>

State benefits

The majority of students cannot apply for benefits. Exceptions may include lone parents, students with disabilities, pensioners, and part-time students on low incomes. Students should contact their local benefits office for more details or browse the Direct Gov web site at www.direct.gov.uk/en/index.htm.

Council Tax

The Council Tax is a tax payable on dwellings. If you are a full-time student you are exempt from paying Council Tax. You will not have to pay Council Tax if you live in:

- University Halls of Residence;
- A shared house or flat where all residents are students.

If you live in a bedsit or rent a room from a landlord, the landlord should be responsible for payment of Council Tax.

If you live in a house with non-students, Council Tax will probably apply and the other occupants may wish to pass on some of the cost to you.

If you are a full-time student living at home with a lone parent your parent should be able to claim 25% discount on their Council Tax. If you are a full-time student living with both parents there will be no reduction to their Council Tax bill.

Registry can provide full-time students with written confirmation of student registration and eligibility for Council Tax exemption – please fill in the 'Student Letter Request Form', which can be found at the SAS website (<https://www.sas.ac.uk/current-students>), under the section 'Key Information'.

SAS Student ID Card

As a School student, you will be issued with a multi-purpose identity card. The card serves as an ID card for entry to Senate House, for access to the University of London Union, and, outside the University, to enable you to benefit from discounts offered by suppliers, etc.

It also serves as a membership ID card to enable access to Senate House Library, the Warburg building, and the SAS libraries located in the IALS, IHR and ICS Institutes. To gain physical access to all SAS libraries you must first complete the [online registration or renewal form](#), then visit the Senate House Library membership desk located on the 4th floor to activate your ID card.

Student ID cards for continuing students will be posted by the registry office. New students can collect their ID card on induction day from the Registry and Advice Centre, which is located on the ground floor of Senate House. Student ID cards can also be posted on request. Lost cards carry a £5 replacement fee.

Email

SAS email accounts

SAS email addresses follow the format firstname.lastname@postgrad.sas.ac.uk. You should check your SAS email account regularly as academic and administrative staff will use them as the primary mode of contact. SAS email can be accessed remotely via the web at: <https://login.microsoftonline.com>. You will be prompted as follows:

Username (Email Address): firstname.lastname@postgrad.sas.ac.uk

Password: **provided during registration** (case sensitive)

Students are required to operate multi factor authentication on receipt of their email addresses. For help with this process please contact service@london.ac.uk

To access computers and SAS network

When you access SAS PC or online areas such as the SAS VLE (studyonline.sas.ac.uk), you will be prompted to enter the following:

Username: `firstname.lastname`

Password: **provided during registration** (case sensitive)

You will then be redirected. Once you are successfully re-directed, you should see the 'Secure Logon for Office 365 page'. Please enter the first part of your username (firstname.lastname), NOT your email address, and password and click on logon or press enter. Please see [here](#) for an Office365 userguide [PDF].

Everyware Service

The Everyware service provides Library members with free notebook and iPad loans for use within the Library. Library members (with valid SHL ID card) can borrow an Everyware device. These are available to use free of charge within the library – and give access to the internet, library services, Office 365, printing, and a range of accessibility software. etc. More information about this service can be found [here](#).

Day ticket holders are not eligible to use this service, but are welcome to use the Library's desktop PCs or bring their own devices. (A small number of desktop PCs are also available in the Library for access to the Library's catalogue and e-resources.)

Passwords

Self-service password functionality has now been enabled for Office 365. This means you can now change your password in O365 yourself without having to contact the IT service desk. In addition to this, forgotten passwords can be reset from within office 365 after following a simple registration process.

Please take a moment to complete the registration process by [following the guidelines here](#).

Eduroam (Wi-Fi Access)

Wireless networking is available to all SAS students via their School email accounts. Eduroam is a wireless network which allows users at the School to log in using their username and password. It is also available to SAS students visiting other participating organisations which include a large number of UK universities and abroad.

Connecting to Eduroam

Pick the "Eduroam" network from the list of Wi-Fi networks

Login using your username but replace '@postgrad.sas.ac.uk' with '@london.ac.uk' and password.

This will work anywhere where there is an Eduroam network

If you experience any issues, please contact the IT Service Desk by email, service@london.ac.uk.

Proper usage

By enrolling with the School you agree to abide by the University's Information Security Policy for the use of University of London IT equipment and systems (see <http://www.sas.ac.uk/about-us/policies>). You must also comply with the University's Acceptable Use Policy (<https://www.sas.ac.uk/sites/default/files/files/Policies/Acceptable%20Use%20Policy.pdf>) when using your SAS email address and SAS networks.

Expiry

Your email account can be retained for up to one year after your graduate. A reminder will be circulated beforehand expiry, giving you enough time to transfer all the contents of your mailbox elsewhere.

Attendance

Attendance or engagement will be measured by the number of points of contact over a particular period of time. These are as follows:

- ➔ For taught students, attendance at a timetabled lecture, tutorial, workshop or seminar within a calendar week. Online engagement – engagement at module level with the Virtual Learning Environment (VLE) within a calendar week. A test, examination or assessment; a research training session; an appointment with a welfare advisor or a formal appointment with professional services or academic staff; registration or enrolment.
- ➔ For research students, regular supervisory meetings, a research training session, an appointment with a welfare advisor or a formal appointment with professional services or academic staff within a calendar month.
- ➔ Submission of assessed or unassessed coursework, an interim dissertation, draft thesis chapters or a report.

For taught students there is a minimum requirement that the regularity of expected contact points is **weekly** during term-time regardless of mode of study;

For research students there is a minimum requirement that the regularity of expected contact points is **monthly**;

Expected contact points are not required during authorised periods of interruption, i.e. when a student is formally permitted by the School to defer their studies for an agreed period.

Expected contact points are not required outside of term time, however, the following exceptions apply:

- i. Postgraduate taught students on a 12-month programme are expected to be engaged with their individual project during the summer, i.e. after the end of term (June). During this period there is a minimum requirement that the regularity of expected contact points is monthly.
- ii. Postgraduate research students do not operate within conventional term times. Any time taken away from study is done in agreement between the student and their Supervisor, during which expected contact points are not required.

What constitutes a contact

- (a) Attending formal academic or pastoral care activities including:
 - a) a lesson, lecture, tutorial or seminar;
 - b) a test, examination or assessment board;
 - c) a meeting with a supervisor or personal tutor;
 - d) a research-method or research-panel meeting, writing up seminars or doctoral workshops;
 - e) an appointment with a welfare advisor or international student advisor;
- (b) Submitting:
 - a) assessed or unassessed coursework; or
 - b) an interim dissertation, coursework or report;
- (c) Registration (for enrolment or matriculation)

The module leaders for taught programmes and PhD supervisors will keep records of attendance. A student must contact their Student Officer in Registry or their supervisor by email if they wish to request to miss a contact due, for example, to illness. This request must be authorised and will be kept on file. Failure to do so will result in this being counted as a missed contact.

Attendance Policy for students with visas

In addition to the above, if a student on a student visa does not attend ten expected consecutive contacts, we are required to inform the Home Office, and this might lead to withdrawing our sponsorship.

Where permission is not sought the following procedures will apply:

- i. after three missed contacts, the student will be contacted by their Student Officer or Supervisor to ascertain the reason for absence;
- ii. after six missed contacts, the student will be contacted again by the Student Officer or Supervisor to ascertain the reason for absence and to inform them that the Programme Director and Head of Registry Services will be notified;
- iii. after eight missed contacts, the student will be invited to a meeting with the Programme Director and/or Head of Registry Services to discuss their attendance;
- iv. after nine missed contacts, the student will be written to officially informing them that they must get in touch and that the Home Office will be informed if one further contact is missed.

All students

If a student is unable to attend, they must notify the University; if this is not done, the absence will count as a missed point of contact.

For absences of **more than 10 consecutive working days**, students must complete an authorised absence form. This form must be authorised by their Programme Director or supervisor, and lodged with the Registry.

Where possible, a request for authorised absence should be submitted in advance. Authorisation for unplanned absences may be submitted up to 5 working days after the last day of absence. Requests for authorised absence submitted after 5 working days may not be considered.

Authorised absence forms must be supported by appropriate evidence. This may include, but is not limited to, medical evidence such as a doctor's note where this has been necessary invitations to family events, confirmation of a job interview or other official documentation.

The School will consider requests for authorised absence sensitively and will try to accommodate all reasonable requests. However, where an absence may have a detrimental effect on a student's academic progress, or where absence levels are already of concern, such requests may not be granted.

Prolonged absence caused by sickness must be reported to the registry, and where relevant medical evidence must be provided

Postgraduate Taught (PGT) students

Attendance will usually be monitored in **at least one timetabled session per module per week**. These could be workshops, seminars, tutorials etc.

An entire week with no attendance at any module will normally be considered as a missed contact.

Where a taught student is studying overseas as part of a distance learning programme, Erasmus exchange or on study abroad, responsibility for recording attendance will lie with the partner institution, who must inform the student's course director /registry of four consecutive days missed contact within 7 working days and must supply attendance records on request within 5 working days.

Where a taught student is undertaking a work placement, regular contact with the placement tutor or placement team will serve as evidence of ongoing attendance and engagement. Such contact is usually expected to take place on a monthly basis. An entire calendar month without a point of contact will normally be considered as a missed contact.

Distance learning students

Distance learning students' engagement is also measured by the means outlined in section 4.1 above. Engagement will be determined and monitored by the programme team. The University retains the right to withdraw a student for lack of engagement, following prior warning emails.

Cause for concern

The school defines the maximum length of time during which contact does not take place which will be deemed to constitute cause for concern as two weeks plus for taught students or two months for postgraduate research students regardless of mode of study. Following this period the cause for concern will be escalated- see following section.

Escalation

The University will make every effort to avoid having to initiate the formal attendance escalation procedure. However, if informal attempts to contact and re-engage a student are unsuccessful, the following procedure will apply:

At the point that a cause for concern has been raised by a tutor or supervisor a formal email will be sent from the registry warning the student about attendance and requesting that they contact their Tutor/Supervisor/Registry to discuss any issues.

If after 7 days there is no response, the student will be contacted again to ascertain the reason for absence and to inform them that the Programme Director/ Supervisor and Head of Registry services will be notified.

If after 14 days there is no response, the student will be invited to a meeting with the Programme Director or Supervisor and/or Head of Registry Services to discuss their attendance and a warning will be issued that the student is in danger of being withdrawn from the programme.

If the student is studying on a student visa, then the student is warned that further missed contacts would necessitate a report to the Home Office and the visa being revoked.

The student is given 10 days to respond to this invitation.

During this 10-day window, if a student supplies new evidence to support their absence, the school may use discretion to consider this. Where appropriate, this may halt withdrawal proceedings, if it is deemed that the evidence is sufficiently strong to retrospectively grant authorised absence, and the student is able to catch up with their studies.

If a student fails to submit a request for interruption within 10 working days, they will be written to again stating that they will be withdrawn if they do not engage with the process. The student is given a further 10 working days to respond after which the student will be informed in writing that

formal withdrawal will take place. This withdrawal should happen no later than the 12th working day after the written notification.

Repeated patterns of intermittent unauthorized absence may also be considered sufficient grounds to initiate a withdrawal.

Appeals against a withdrawal

Grounds for Appeal

Students have the right to appeal against a withdrawal by default on the following grounds:

- a. That there are extenuating circumstances relating to ill health or personal difficulties which the student was unable to raise prior to or during the escalation procedure detailed in Section 7 and/or
- b. That the information held by the School relating to the student's attendance and/or engagement is incomplete or inaccurate, and the student was not in a position to correct this information at an earlier stage.

Students wishing to appeal must show a compelling reason why this information could not be made available before the decision to withdraw was reached, and provide supporting documentary evidence. Where the student could have made the information available prior to the decision being made, such evidence cannot normally be accepted as grounds for appeal.

How to Appeal

Appeals must be received no later than **10 working days** after the date of email notification of the withdrawal. An acknowledgement email will be issued on receipt of the appeal.

Appeals received after the 10 working day deadline will be deemed out of time and will not normally be considered. The student will be issued with a Completion of Procedures letter including details of the Office of the Independent Adjudicator Scheme (see Section 9).

In exceptional cases only, a late appeal may be considered provided that the submission is accompanied by detailed and supported reasons for the late submission.

The appeal should be submitted in writing using the Student Attendance Monitoring Policy Appeal Form.

Original evidence must be provided in support of the appeal and listed on the Appeal Form. If evidence cannot be provided with the appeal form, it must be submitted no later than 5 working days after submission of the appeal form.

Consideration of the Appeal

The appeal will be forwarded in its entirety to the Head of Registry Services, where it will initially be established that School records are accurate in relation to the issues raised in the appeal.

The Head of Registry Services will liaise with the Programme director to provide a response to the student within 15 working days of receipt of the appeal.

The School is empowered to make one of the following decisions:

- a. To dismiss the appeal if it is determined that no substantive case has been established. The appeal procedure within the University will be at an end, in which case the student will be given the reasons for the decision in writing. This will contain a Completion of Procedures statement including details of the OIA Scheme (see Section 9).
- b. To uphold the appeal and request Registry to reinstate the student's registration with or without a recommendation that the student be granted a retrospective period of authorised absence. The School may specify conditions of reinstatement and the consequences of the student failing to adhere to these conditions. Should subsequent

failure to adhere to these conditions result in the student's withdrawal, the student has a further right of appeal on the grounds detailed in 8.1 above.

c. To rescind the withdrawal decision and offer a period of interruption in light of relevant issues which may be raised in the appeal submission. If the offer of interruption is rejected by the student, the original withdrawal decision stands. The student will be given a Completion of Procedures letter containing details of the OIA Scheme (see Section 9). If the issues raised within the appeal submission are considered to potentially affect the student's ability to study on return to the University, the case may be referred to the Fitness to Study procedure.

d. To refer the appeal to a meeting of the Academic Appeals Committee, in which case the procedure outlined in Sections 7 and 8 of the Academic Appeals Procedure will apply.

External Adjudication

Students who have been issued with a Completion of Procedures letter may be able to complain to the Office of the Independent Adjudicator if they remain dissatisfied with a final decision of the University, providing that their complaint is eligible under its Rules, which are available on the OIA website at <http://www.oiahe.org.uk>

Library resources

Senate House Library (SHL)

As a student of the School you can take advantage of free Senate House Library membership and benefit from access to millions of books, study spaces, free notebook loans, plus a superb range of academic databases.

Senate House Library now offers [remote electronic registration](#) for immediate access to e-resources whilst outside the library.

To register for library membership, please complete the following steps:

Continuing students

1. If you have an existing library membership, complete the School of Advanced Study [Renewal Form](#)
2. On your first visit to Senate House, bring your student ID card to the membership desk on the 4th floor of Senate House Library to activate your ID card and complete your membership

New students

1. Complete the School of Advanced Study [Registration Form](#)
2. On your first visit to Senate House, bring your student ID card to the membership desk on the 4th floor of Senate House Library to activate your ID card and complete your membership.

Once your SAS ID card has been activated by a member of staff at Senate House Library, you can borrow books and enjoy the Library's Services, Collections and study spaces.

Students of the Warburg Institute will be issued with a separate library card on induction day for access to the Warburg library. Non-Warburg students must bring their SAS ID card to the Warburg library Reading Room enquiries desk to register for a Warburg library card.

Students studying via Distance Learning can email a scanned copy of their SAS ID card to the Senate House Library membership services team on shl.membership@london.ac.uk so that the membership expiry matches the date of expiry on the ID card, otherwise electronic registrations will need to be renewed every 4 months.

For any queries relating to library membership, please contact the Senate House Library membership services team on: shl.membership@london.ac.uk

Further information on Senate House Library, including borrowing rights can be found [here](#).

SHL holdings

Senate House Library's holdings cover the humanities and social sciences with particular subject strengths in: English; Economic and Social History; History (its collections complement the IHR); Modern Languages (primarily Romance and some Germanic); Geography, Music, Philosophy and Psychology.

The Library has extensive area studies collections in United States, Latin American (including Caribbean) and Commonwealth Studies. Many British Government Publications are available digitally.

The Library's Historic Collections houses an impressive 12 million catalogued items, substantial and unique holdings in rare books, 55 named Special Collections and over 40 collections of archives and manuscripts. The distinctive strengths of the Historic Collections are in 17th to 19th century book holdings, historic periodicals and palaeography.

Location

The Library entrance is on the fourth floor, Senate House. Scan your SAS card at the entry gates to enter.

Contact details

Phone: 020 7862 8500

Email: shl.enquiries@lon.ac.uk

For more information see: [Senate House Library | University of London](#)

Student accessibility (see also below: Disability)

The Library offers extra services for disabled students:

- the option of using a proxy borrower to find and borrow items
- a fetch request service
- and extended loans.

Find out more about [services for disabled students](#).

SAS Institute Libraries

Four of the SAS Institutes have internationally renowned research libraries. You can access any of the Institute libraries, on presentation of your ID card. Different borrowing rights apply at different Institutes. For further information, see the Institutes' websites (available via www.sas.ac.uk).

Warburg students are issued with a separate library card for access to the Warburg library. These will be issued by the Warburg Institute on Induction Day. Non-Warburg students must bring their SAS ID card to the library Reading Room enquiries desk to register for a Warburg library card.

The University of London Library Access Agreement

The University of London Library Access Agreement enables the School's masters students to access nearly all of the libraries of the institutions which make up the federal University of London (www.lon.ac.uk) on production of their SAS cards. The value of this arrangement to University of London students is that it offers you access to books and other library materials in subject areas that are often unrivalled and which have been built over many years

For more information on the libraries the agreement allows access to and/or to view a copy of the agreement, please visit: www.london.ac.uk/libraries_agreement.html.

School of Oriental and African Studies (SOAS) Library

SAS students are able to use the nearby SOAS library and take advantage of their extended opening hours. SAS students will need to apply for a SOAS library card from the SOAS membership desk and will need to produce their SAS ID card in order to do so. Please visit this page for further information: <https://www.soas.ac.uk/library/using/admission/londonuni/>

Other Libraries

SAS students can gain access to many other libraries in London that have close academic links with the School including the British Library, the University of London Institute in Paris, the Wellcome Library for the History of Medicine, the Society of Antiquaries of London, and the Bibliographical Society.

The combined catalogue of CURL (the Consortium of University and Research Libraries) which is available at www.copac.ac.uk and through a direct link from the ULRIS catalogue, provides a convenient way of searching many library catalogues simultaneously.

Access arrangements to other libraries vary considerably, and it is always advisable to check these before visiting. Your institute or the Registry can provide proof of student status where necessary.

SCONUL Access Scheme

SAS students studying for an MRes, PhD or MPhil are permitted to use other Libraries within the UK through the SCONUL Access Scheme.

Please check that the Library you wish to visit is part of the SCONUL Access scheme. Complete the SCONUL Access application form online via the SCONUL website. If your application is approved, please print the confirmation email and take it to the institution you wish to join. If you have a question please get in touch with the appropriate person at your [Institute Library](#)

Library computer resources

This agreement provides for reference access to the federal University of London's institutional libraries by all members of the University of London and supplements the national Sconul Access scheme. More information can be found [here](#).

Library computer resources

Please note that you are required to observe instructions on virus protection and the Janet Acceptable Use Policy, available at: <https://community.ja.net/library/acceptable-use-policy>. Computer use is monitored and the downloading of material of an offensive nature will be treated extremely seriously.

Everyware at Senate House Library

SAS students have free access to the Library's Everyware service (<http://www.senatehouselibrary.ac.uk/using-the-library/library-services/everyware/>). With Everyware you can borrow Apple MacBook Airs, MacBook Pros, iPads and Windows notebooks for use in the Library. Everyware notebooks have Microsoft Office installed. Senate House Library provides free WiFi (<http://www.senatehouselibrary.ac.uk/using-the-library/help/connect-wifi>) throughout its spaces and collections to connect your Everyware device or your personal notebook to the internet. As a SAS faculty and student member of the Library, you can use your name and SAS card number to login to an extensive range of academic databases (<http://www.senatehouselibrary.ac.uk/our-collections/databases-and-eresources/>). All School spaces (Senate House (second and third floors)) are fully wifi enabled.

Documents can be printed out in the Library from any device with an internet connection. Find out more about your printing options (<http://www.senatehouselibrary.ac.uk/using-the-library/library-services/copying-printing-and-scanning>).

Specialist software

Specialist research software is available in the Library Training Suite (SPSS, NVivo etc), and in the Senate House study space on the second floor of Senate House, Room 265. Disability-access hardware and software is also available. Priority is given to those who wish to use these pcs for specialist work.

Virtual Learning Environment / Study Online

The School has a Virtual Learning Environment (VLE) called Study Online which is a dedicated area for students enabling them to access training resources and to interact with fellow students across the School.

An introduction to the VLE will be given at the School's induction. Links to the VLE/Study Online are available on individual Institute websites, the postgraduate study pages of the SAS website or via <https://studyonline.sas.ac.uk/login/index.php>. You will need to enter your password and username (given at registration) to access it.

SAS-Space e-repository

SAS-SPACE - <http://sas-space.sas.ac.uk/> - is the digital repository for the School of Advanced Study. The mission of SAS-SPACE is to provide a stable, well-managed, permanent repository for digital scholarly and research materials of enduring value produced at, or in association with, the School. SAS-SPACE is also the platform for digital collections and archives of individuals, scholarly societies and other bodies associated with the School.

All SAS students are required to submit the final version of their thesis/dissertation electronically. If a dissertation receives a mark of merit or distinction its deposition in SAS Space is mandatory (except in special circumstances). Detailed guidance as to how to do this will be given to you in due course.

SASiety

SASiety is a student-run organisation for all SAS students, of all ages, from all institutes, studying all programmes; Master's students, PhD students and Fellows are welcome to join us! Rather than a union, they are about ensuring that SAS students get to meet more people, and gain social and academic contacts and support. Their aim is to create a sense of community here at SAS in Senate House and to provide a social space for fun events and ideas. They organise regular meet-ups and events, and look forward to welcoming you to the common room in 101 (Senate House).

Academic Writing Support

The School's Doctoral Centre provides a range of training opportunities to help research and masters students adjust to the demands of academic writing in the UK Higher Education context. The annual [SAS research training programme](#) includes a series of sessions focused on academic writing, covering subjects such as writing introductions and conclusions, revising and reviewing your work, writing for different audiences, and footnotes and referencing software.

In addition, Dr Matthew Coneys – an experienced academic writer, editor and tutor – offers one-to-one and small-group tutorials for SAS students in which students can discuss any aspects of their academic writing. Topics typically discussed including difficulties structuring an argument, difficulties with planning and editing a long piece of writing, issues with grammar and sentence structure, and questions of style and writing convention in UK academia. All group and individual sessions are free of charge, and registration and booking details will be sent to all SAS students at the start of the academic year.

[Study Online](#) – our Virtual Learning Environment for SAS students – also hosts the online course “[A Practical Guide to Projects and Dissertations](#)” designed by the University's Centre for Distance Education and targeted in particular at Masters students planning their dissertations.

Student Representatives' Committee

Institute student representatives – Research and Masters - sit on the School Student Representatives' Committee, which deals with student matters throughout the School. Institutes will consult their student body at the start of the autumn term to seek representatives. Members of the SAS Student Reps' Committee sits on SAS and School committees and the Research and Research Ethics Committees and act as a representative of the whole School student body.

Careers

The SAS Careers Service provides support for students and recent graduates across all the SAS institutes. Your SAS Careers Consultant is here to help and advise you. We offer one-to-one careers advice and coaching as well as workshops and webinars. You will find the weekly SAS job vacancy bulletin, online job hunting help sheets and professional sector guides in the careers section in SAS Study Online.

The SAS Careers Service offers:

- Regular workshops and webinars with topics such as “Applying for PhD – why, where and how?” and ‘Effective Job Hunting Online’. The details of these sessions will be sent to your SAS email account and you will also receive a regular careers bulletin sent to your SAS account.
- 1:1 30 minute careers advice appointments: These are confidential and personalised to you. Common issues include career development next steps, further study options, job hunting advice, CV review, and job interview preparation To book an appointment, please book via <https://bit.ly/SASCareers121booking>
- Email guidance. You can email us with your careers-related questions or request feedback on CVs, application forms or covering letters (in which case, do send us a copy of the job ad, too) We aim to provide a response within 3 working days.

For any careers queries, contact the SAS Careers Service email sascareers@careers.lon.ac.uk

Travel

18+ Student Oyster photocard

Full-time SAS students can apply for a TfL 18+ Student Oyster photocard. Part-time postgraduate students are not eligible to apply unless they are receiving financial help from the Access to Learning Fund (see below).

A Student Oyster card entitles the holder to 30% savings on the cost of adult Travelcards and Bus & Tram Pass season tickets valid for 7 days, one month or longer periods of up to one year. There is a £20 fee for the photocard.

You can apply for your 18+

Oyster photocard at <https://photocard.tfl.gov.uk/tfl/gotoApply.do?type=student&from=home>

To complete your application you will need:

- ➔ Your nine digit unique student number (located on the front of your SAS Student Card)
- ➔ A digital photograph
- ➔ A debit or credit card to pay the application fee

Please note that the establishment name you should select when making your application is 'School of Advanced Study' (not your institute of study). Once you have made your application, it goes to the Registry for online verification. This may take a few days.

Student welfare: advice and guidance

Academic advice

Programme tutors will normally be responsible for guiding you through your degree and helping you with any personal or administrative problems. If this proves to be unsuitable, you may contact Registry or your Institute Manager who will be able to advise on an alternative.

Personal safety

London is one of the most interesting and vibrant capital cities in the world; it is also one of the safest. However, as in any large, busy city, crime is a problem so you do need to take care about personal safety and looking after your belongings. Being so centrally located, the area surrounding the University of London is susceptible to crime. Please see <https://www.cityoflondon.police.uk/cp/crime-prevention/>, which gives useful advice and tips on how to stay safe.

Mentoring and Counselling

The School offers mentoring sessions for students who are undergoing periods of academic pressure or are dealing with unexpected and adverse life events that are affecting their emotional wellbeing. Mentoring sessions are conducted with colleagues from Equality Focus in a private and confidential setting. Counselling is more appropriate for emotional problems. The counsellor (again from Equality Focus) will not tell you what to do, but will, instead, provide a non-judgemental forum in which you can discuss and think about your difficulties. Mentoring is more active and is better suited to the resolution of academic problems (e.g. issues of timetabling, dissertation planning, exam preparation, etc). To make a counselling or mentoring appointment, please contact the Registry who can refer you or alternatively contact Katie Wood the Disability & Student Wellbeing Adviser directly at student.wellbeing@sas.ac.uk.

If you have longer term mental health difficulties, you may wish to consider declaring this as a disability. This may thus entitle you to counselling from the School's advisors. This counselling is specifically geared to assisting you complete your studies successfully.

Students may also find the following contact numbers useful.

For general welfare advice: Nightline (6 pm to 8 am): 020 7631 0101

For legal advice

Citizens' Advice Bureau: www.adviceguide.org.uk. The local bureau for the School is: 3rd Floor, Holborn Library, 32-38 Theobalds Road, London, WC1X 8PA, tel: 08451 202965.

Community Legal Service Direct: www.clsdirect.org.uk: enables users to find providers funded by the Legal Services Commission (LSC)

For advice on debt: National Debtline: 0808 808 4000; www.nationaldebtline.co.uk

Counselling services

If you choose not to use the School's in-house counselling services, you may be eligible to use other services in the area.

Waterloo Counselling Service: <http://www.waterloocc.co.uk/>

Offers general counselling services as well as multi ethnic counselling

Tel 020 7928 3462; Barley Mow Clinic, Frazier Street, London, SE1 7BD

Please note that there is a cost for this service (approximately £10 per session for students)

Mental Health

The School takes its responsibility towards student mental health very seriously. It has strengthened its support in this area and now offers regular mental health awareness programmes to student-facing staff and students.

If you would prefer not to discuss your concerns with a member of staff at the Institute, you can contact student.wellbeing@sas.ac.uk directly. The Disability & Student Wellbeing Adviser provides a safe, confidential and non-judgmental space in which students can discuss any issues that may be affecting your ability to study. This encompasses: any personal or emotional challenges you may be experiencing; mental health such as anxiety or depression or disability such as dyslexia or a long-term health condition.

Mind: www.mind.org.uk/: a national charity which can provide help and advice to students experiencing any form of mental distress

Depression: www.studentdepression.org and <https://charliewaller.org/> have helpful information and advice

Health

You are advised to register with a local doctor (GP surgery). All students including overseas students (and their dependants) are entitled to health care under the NHS. If you are living near here, you may wish to register at one of the GP surgeries nearby:

- **Gower Street Practice**, 20 Gower Street London WC1E 6DP, telephone 020 7467 6800
- **Ridgmount Practice**, 8 Ridgmount Street, London, London, WC1E 7AA, 0207387 6306
- **Brunswick Medical Centre**, 39 Brunswick London WC1N 1NF; telephone 020 7837 3811
- **The Museum Practice**, 58 Great Russell Street, London, WC1B 3BA, 02074052739

If you live outside the catchment areas for the GP surgeries listed above, or wish to choose another, you should visit the NHS Choices website, where you can search for local doctors and dentists: www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx.

Overseas students

There are several sources of information and support available for overseas students.

- UK Council for International Student Affairs (UKCISA):, www.ukcisa.org.uk/, Tel: outside the UK +44 20 7107 9922 | inside the UK is 020 7107 9922.
- British Council Education UK: www.britishcouncil.org, www.educationuk.org, Tel: 0161 957 7755
- British Refugee Council: www.refugeecouncil.org.uk, Tel: 020 7346 6700.
- International Students' House, 229 Great Portland Street, London, W1W 5PN, www.ish.org.uk, Tel 020 7631 8300.

Overseas students' obligations

International students need to apply for Student Visas for enter to UK. For detailed information on the student visa application process, please visit the UK Visa and Immigration (UKVI) website: <https://www.gov.uk/student-visa>

Under this system, the School has a number of legal responsibilities in order to fulfil its obligations as a student sponsor. If you enter the UK on a student visas you should be aware of these. The UKVI website lists both the sponsor's and student's obligations in full, but please note that we are legally required to:

- keep copies of students' passports, visas and Biometric Residence Permits (BRPs);
- keep up-to-date contact details for students; and
- inform the UKVI if a student fails to enrol on their programme, stops their studies or misses 10 expected 'contacts' on their programmes of study without reasonably granted permission
- maintain contact with the student.

Equality and diversity

The School of Advanced Study aims to provide an environment where everyone can access its programmes and activities – conferences, workshops and seminars, library provision and teaching programmes. The School of Advanced Study is proud of the diversity of its community and is committed to ensuring all of our staff and students are treated with dignity and respect. We welcome all students who are academically qualified and motivated to benefit from the programmes we offer through the member Institutes.

The School is committed to treating all people with equally, irrespective of any of the 'Protected Characteristics' as defined by the Equality Act 2010. The protected characteristics are age, disability including mental health, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The School is covered by the University of London's key equality policies, for example the Equal Opportunities Policy and other such schemes. However, to ensure that the School is meeting all the legislative requirements and in line with best practice we have developed our own Statement and Action Plans.

The School believes that engagement in the development of equality policies and related action plans are very important. We uphold the principle that all students and members of staff have a right to be involved in matters that affect them. So we are always keen to hear your feedback.

Disability

The School of Advanced Study has a Disability & Student Wellbeing Adviser. Students who have notified the School of a disability should have received a Pre-Entry Support Needs form (new students) or Support Needs Form (continuing students) to complete. If you have not received a form, please contact the Registry as quickly as possible. If you would like to speak to our Disability & Student Wellbeing Adviser direct, please contact Katie Wood at student.wellbeing@sas.ac.uk.

Please:

- ➔ let us know about your needs in good time so that we have the appropriate opportunity to address those needs
- ➔ give both positive and negative feedback so that we can improve our services. Let us know if the recommendations for your support are not carried out and you do not receive alternative format handouts, for example
- ➔ let us know if your situation changes and you need more, or different kinds, of support.

Access to Institutes and offices

Most of the Institutes and offices of the School are located in Senate House. The exceptions are the Institute for Advanced Legal Studies (17 Russell Square) and the Warburg Institute (Woburn Square).

Senate House is a listed building and as such there are some limitations to the alterations that can be made. However, wheelchair users and those with reduced mobility are able to access all necessary facilities although it may not always be easy for them to do so in a fully independent way.

A number of teaching and meeting rooms in Senate House are equipped with a fixed induction loop system for hearing-impaired students, and there is a mobile induction loop system for use elsewhere.

The Institute of Advanced Legal Studies and the Warburg Institute are in nearby buildings which have ramps, lifts, and accessible toilets. Again, although wheelchair users and those with reduced mobility are able to access all necessary facilities, it is not always easy for them to do so in a fully independent way.

It is possible to arrange for new students with impaired vision to be accompanied both within the building and to the tube station or bus stop, until they have become familiar with these routes. The School's external disabilities advisors can help arrange this in conjunction with Camden's Sensory Disabilities Team.

Senate House Library (see also above)

The following services are available for disabled student library users:

- A retrieving book service (that is, getting books from shelves);
- Arranging borrowing rights for proxies;
- Membership cards for people supporting the disabled user, or their carers;
- Extended loans.

Contact SHL.accessibilitysupport@london.ac.uk tel 0207 862 8468

Using Computers

Disabled students who qualify for the DSA may receive support for computer purchase. Remote email access and web access to the Library's electronic research resources and journals are available. Advice on personal computer adaptation can be obtained free from AbilityNet (www.abilitynet.org.uk). AbilityNet will also carry out assessments of individual need. There is specialist software available for visually impaired students.

Transport

Most people access Senate House and the Bloomsbury area by public transport. Some disabled people living in the London area may be eligible for a London Transport Freedom Pass (www.freedompass.org) which allows free travel on public transport; the borough where you live will be able to tell you if you are eligible.

Transport for London's Access and Mobility unit has information about schemes such as Dial-a-Ride and Taxicard for subsidised door-to-door transport for people who have serious mobility impairment and difficulty in using public transport, as well as an extensive range of guides: <http://www.tfl.gov.uk/tfl/gettingaround/accessibility-guides/default.aspx>

Emergency Evacuation

If you have a disability which might cause delay in recognising or responding to an emergency alarm, a personal emergency evacuation plan will be agreed. If your disability is likely to affect your ability to evacuate the building, we should notify your tutors of your evacuation plan, so that others know how to help you in an emergency.

Residential Accommodation

Disabled students are eligible to apply for accommodation in the University of London Intercollegiate Halls, a number of which have a quota of specially-adapted rooms for students with disabilities.

Disabled Students' Allowances (DSA) Arrangements

Home students, and some EU students, are eligible for the Disabled Students' Allowances (DSA). There is one DSA allowance for postgraduate students to meet disability-related programme costs of up to £25,575. More information is available at: www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898 . The allowances are not means-tested and there is no age limit.

The DSA is administered by Student Finance England or Research Councils. Equality Focus can assist students in applying for it, and can help to arrange the study needs assessment which is required to access the allowances.

Childcare and Nurseries

There is no childcare or nursery provision in Senate House or at the central University however, there are some nurseries near to Senate House that may be useful for students with small children. Places are often limited but the details of local nurseries can be found below:

University Based Nurseries

University College London (UCL) Nursery:

50 – 51 Gordon Square and 59 Gordon Square (formerly IoE Nursery), London WC1H 0PQ Tel: 020 7679 7461 or email: nursery@ucl.ac.uk. Priority to students and staff of UCL and Institute of Education (IoE) students but other University of London students considered if places available. Visit the website: <https://www.ucl.ac.uk/estates/news/a-z-services/nursery-services>

London School Of Economics (LSE) Nursery:

8a Wild Street, London WC2B 5TB. Tel: 020 7107 5966 or email: Nursery@lse.ac.uk
Priority to students and staff of LSE. Visit the website: <https://info.lse.ac.uk/staff/services/nursery/Nursery-partnerships>

Local Day Nurseries

Coram Fields Community Nursery:

93 Guildford Street, London WC1N 1DN. Tel: 020 7833 0198
26 places for 2-5 year olds. Must be London Borough of Camden resident. Open 8am – 6pm. Visit the website: <http://www.coramfields.org/?q=community-nursery>

Thomas Coram Early Childhood Centre:

49 Mecklenburgh Square, London WC1N 2NY. Tel: 020-7520 0385 or email: admin@thomascoram.camden.sch.uk. Places for 106 children aged 6 months to 5 years. Must be Camden resident, although there are a few full-cost places for non-residents. Open 8am – 5:30pm.
Visit the website: <http://www.thomascoram.camden.sch.uk/>

Collingham Gardens Nursery:

Henrietta Mews, off Wakefield Street, London WC1N 1PH.
Tel: 020-7837 3423 or email: cgnursery@btconnect.com. 24 places for children aged 2 to 5 years.
Must live in London Borough of Camden. Open 9am – 5pm. Visit the website: <http://cgnursery.co.uk/>

Konstam Nursery:

75 Chester Road London N19 5DH
020-7272 3594. 69 places for children between 2 years – 5years. After school service for 5-7 years. Parents need to be resident in Camden (unless there is no waiting list in which case studying full time in Borough of Camden is fine). For further information please visit Camden's website: www.camden.gov.uk/childrens-centres

Hampden Nursery:

80 Polygon Road, London NW1 1HQ.
020-7974 2841 69 places for children aged 3 - 5 years. Must be Camden resident though there may be a few places for non-residents. For further information please visit Camden's website: www.camden.gov.uk/childrens-centres

Regents Park Children's Centre:

Augustus St, London NW1 3TJ. Tel: 020-7387 2382.
70 places for children aged 6 months - 5 years. (9 baby places for children 6m- 2years, 12 toddler places for children aged 2 – 3years, 49 places for children aged 3 – 5 years). For further information please visit Camden's website: www.camden.gov.uk/childrens-centres

Other Sources Of Information – The website www.childcare.co.uk gives useful guidance in types of childcare. You can also search for childcare providers, including child-minders.

Childminders

A registered childminder is someone who can look after your child from their own home. To gain registration the childminder's home is inspected by the government to ensure that it is a safe environment for children. In addition childminders have to provide references, prove that they are healthy, trained and are checked by the police. Government inspections are carried out on a regular basis. Childminders can look after children of any age although the regulations on registration only apply when they are looking after children under the age of eight. The government also stipulates that childminders can look after up to six children under the age of eight. Of those six, no more than three can be under the age of five and of those no more than one should be under the age of one. Childminders can be more flexible than day nurseries and are often cheaper.

To search for a childminder in Camden <https://www.camden.gov.uk/ccm/content/education/pre-school/childcare-folder/childminders.en>

The National Childminding Association website also has useful information www.ncma.org.uk

Funding

Further information on funding available to assist with childcare costs can be found at <https://www.childcarechoices.gov.uk/>

Student Emergency Contact Protocol

1. All students are asked to provide details of an emergency contact when registering for their programme. This information is held on the School's student record system, in accordance with the principles set out in the General Data Protection Regulation.
2. Students can nominate anyone they choose to be their emergency contact - it need not necessarily be their legal next of kin. Students should, however, let that person know that they have been nominated as the emergency contact and that their contact details will be given to the University. Students should also ensure that the emergency contact has given permission to be an emergency contact. Wherever possible, students should give a mobile phone number as well as a landline so that contact can be made quickly.
3. Students are asked each year (via registration) to confirm their emergency contact information for the University. They are also asked to up to date these details via their registration task. Students may change these and other personal details at any time by contacting the Registry Office at taught.degrees@sas.ac.uk or research.degrees@sas.ac.uk.

Emergency contacts and data protection

4. There is often concern about the sharing of information and whether it breaches data protection law. The GDPR and the UK Data Protection Act 2018 does not prevent the University raising concerns where there is a serious health or welfare issue without obtaining the consent of the student. The University has the legal grounds to do this where it assesses that the 'vital interests' of the individual are at stake. Where the circumstances described below apply, there is no data protection barrier to notifying the emergency contact. Similar grounds cover the sharing of data with emergency services or a health professional.

Circumstances when the School may use an emergency contact

5. The University can use emergency contact information where there is demonstrable concern for the life and wellbeing of a student. This is most likely to be when there are serious concerns for the welfare of the individual student. Examples of circumstances when a decision might possibly be made to get in touch with the emergency contact may include:
 - Where the University is made aware of the emergency admission to hospital (NB. The School is not always aware when a student has been admitted to hospital).

- collection of the student by emergency services in what appears to be a potentially life-threatening condition.
 - serious physical or mental illness.
 - where in the opinion of the University it is not possible to reasonably keep a student safe.
 - when a student is deemed to be 'missing' or uncontactable. This will be demonstrated by a prolonged lack of contact and a lack of response to direct requests for contact and efforts to contact or locate the student have been unsuccessful.
6. In addition to attempting to contact the emergency contact, the School may pass these contact details to the emergency services or other healthcare professionals.
7. In the event of a suspected or confirmed death of a student, the University will pass the emergency contact details to the emergency services to support them in their role of contacting next of kin. It is not the role of the School to first inform next of kin of a death.

Deciding to contact the emergency contact

8. If any member of staff considers that the student's emergency contact needs to be contacted they should in the first instance discuss the case with the Institute Director or Head of Registry Services. A decision will then be made on the case presented. The decision can be escalated to the School's Director of Operations as required. The Director of Operations should be contacted during any out of hour's emergencies.
9. Contact with the next of kin will be limited to the Head of Registry or the Director of Operations. This is in order to protect the student from breaches of confidentiality.
10. Once contact has been made a record of the action taken and the outcome should be kept on the student's central file retained in registry. No detail will be kept where it can be accessed more widely.

Graduation

For the 2021-22 Cohort who complete their programmes in the Autumn of 2022 the date of their graduation ceremony is 9 February 2023.

For the 2022-23 Cohort who complete their programmes in the Autumn of 2023 the date of their graduation ceremony is February 2024.

Detailed information is sent to students following successful completion of the examination, and processing of results through exam boards held in November.

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