IES Handbook: Contents

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

The School of Advanced Study

The School of Advanced Study is the UK's national centre for the support and promotion of research in the humanities. Located at the heart of the University of London in Bloomsbury, the School provides an unrivalled scholarly community in which to pursue postgraduate study and research. Students learn from leading specialists in their fields, hone their research skills in highly regarded training programmes, expand their knowledge through an extensive calendar of events, and become part of a worldwide network of humanities scholars. Funding opportunities include AHRC-sponsored London Arts and Humanities Partnership studentships, SAS studentships, and a number of subject-specific bursaries and awards.

Key Contacts for Students

MA Programme Director

Michael Durrant

Email: michael.durrant@sas.ac.uk

IES Director of Studies

Andrew Nash

Email: andrew.nash@sas.ac.uk

Institute of English Studies

Eleanor Hardy (Institute Manager)

Email: eleanor.hardy@sas.ac.uk

Room 234A Second Floor, Senate House

South Block, Malet Street, London WC1E 7HU

The physical office is usually open Tuesdays to Thursdays from 9:30am-3:30pm.

Registry Office Location

Stewart House, Second Floor, 32 Russell Square, London WC1B 5DN

Registry Office hours:

Appointments are encouraged but we are also open for walk-ins,10am to 4pm.

Team Contact Number

+44 (0)207 862 8846

Registry Staff

- Kalinda Hughes, Head of Registry Services
  ██████████████████
  Phone: +44 (0)20 7862 8873

- Katalin Koblos, Admissions Officer
  ██████████████
  Phone: +44 (0)20 7862 8661

- Shaneeka Petrie-Belmar, Registry and Student Services Officer
  ██████████████████
  Phone: +44 (0)20 7862 8126

- ████████████████████████

- Matt Clancy, Research Student Coordinator
  ██████████████████
  Phone: +44 (0)20 7862 8834

- ████████████████████

2024/25 Term Dates

Term 1 (all courses)
Start date: 23 September 2024
End date: 6 December 2024
Reading week: 28 October-1 November 2024

Please note that IES **will** be holding seminars on Tuesday 29tht October and Wednesday 30th November (i.e. Reading Week). We will **not** be holding seminars on Tuesday 19th November and Wednesday 20th November. On 20th November Senate House is closed for Convocation Day.

Term 2 (all courses)
Start date: 13 January 2025
End date: 28 March 2025
Reading week: 17-21 February 2025

Term 3 (all courses)
Start date: 28 April 2025
End date: 4 July 2025

Christmas 2024/New Year 2025 closure
23 December 2024 - 1 January 2025 inclusive

Easter holiday
17 – 22 April 2025 inclusive

Bank holidays
5 May 2025 (Early May Bank Holiday)
26 May 2025 (Spring Bank Holiday)
25 August 2025 (Summer Bank Holiday)

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	https://www.sas.ac.uk/postgraduate-study/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://www.london.ac.uk/about/governance/statutes-ordinances
Quality Assurance Framework	https://www.sas.ac.uk/about-us/how-we-are-run/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://www.london.ac.uk/sites/default/files/Regulations/0rdinance-17-code-student-discipline.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/postgraduate-study/fees-funding/tuition-fees
Admissions Policy	https://www.sas.ac.uk/sites/default/files/Admissions-Policy-SAS.pdf
Information Security Policy	https://www.london.ac.uk/sites/default/files/governance/ISP-001-information-security-policy.pdf
Acceptable Use Policy	hhttps://www.london.ac.uk/sites/default/files/uploads/ISP-002-acceptable-use-policy.pdf

Research Ethics Policy and Procedures	https://www.sas.ac.uk/research-engagement/research-governance-policies/research-ethics-policies-guidance
Code of Good Practice in Research	https://www.london.ac.uk/research/code-good-practice-research-university-london
Terms and Conditions	https://www.sas.ac.uk/sites/default/files/SAS%20Student%20Terms%20and%20Conditions%202024-25.pdf
Safeguarding	https://www.london.ac.uk/sites/default/files/safeguarding-policy-uol.pdf
Open Access Policy	https://www.london.ac.uk/research/open-access-policy
Student Engagement Policy	https://www.sas.ac.uk/sites/default/files/Student-engagement-policy-Feb-2021.pdf
Lone Study Procedure for Students	https://www.sas.ac.uk/sites/default/files/Student-Lone-Study-Procedure-April-2022.pdf

An Introduction to Book History

Book History is much broader in scope than its title suggests. 'Book' in 'Book History' means any form of text that is made public or distributed in any way. Book History therefore covers the study of texts on clay tablets from Sumeria and Babylonia, shards of pottery with writing on them from Greece, papyrus rolls from Egypt and Rome, manuscript books written on parchment as well as books printed on paper, and texts available electronically. Book History is interested in all sorts of text, so as well as studying the First Folio of Shakespeare, it can involve the study of legal documents from Babylon, tax returns from Roman Egypt, graffiti from Pompeii, recipes from medieval Europe, manuscript commonplace books from the early modern period, advertising posters from Victorian Britain, or twentieth-century news-sheets and fanzines documenting countercultural movements.

Book History is concerned with processes of textual communication. It addresses the ways in which books are put together physically – the technologies of printing, the crafts of bookbinding – and the way they are multiplied, copied, and circulated. Distribution, through wholesalers, booksellers, second-hand and antiquarian book dealers, is of great interest to the Book Historian. The whole history of libraries — national, university, subscription, public, or private — is within the purlieu of the subject.

Equally important in Book History is what happens to the text when it finally reaches the reader: what does the reader do with it? How is it used? And how does the reading of certain texts affect the writing of the next generation of texts? The history of reading thus constitutes yet another area of study within Book History.

Above all else, Book History is a study of material objects: in almost all the forms it takes, the 'book' is a manufactured object requiring raw materials, a manufacturing process, a distribution system, and a consumer of some kind. Book History cannot be studied in the abstract: students need to be able to handle and explore the materiality of books. They need to understand how a medieval scribe and an illuminator worked; how type was cast, set, made ready, inked, and printed; how paper was made and how books were bound. To know these things in the abstract is not enough. The programme provides opportunities for students to try out these processes for themselves so that their knowledge is firmly grounded in the real world of intractable materials, complicated processes, and the rhythms of physical labour.

There is no better place in the world to study the History of the Book than London, and no better institution within London in which to study than the University of London. In the British Library (BL) London has one of the greatest libraries in the world, and our students will be expected to use it during their studies. Students also have access to libraries throughout the School of Advanced Study and wider University of London federation. This includes Senate House Library, one of the largest university libraries in the country. Situated in the administrative centre of the University, it has huge resources in all disciplines (it holds about 2 million items and takes about 5,500 current periodical titles). It also houses a number of special collections: the Goldsmiths' Library of Economics Literature (60,000 volumes); the United States Library (30,000 volumes); the Harry Price Collection (12,000 volumes); the Porteus Library (9,000 volumes); the Grote Collection (7,500 volumes); the Sterling Library (6,000 volumes); and the Durning Lawrence Library (6,000 volumes). Senate House also houses the Institute of Historical Research whose scholarly facilities are available to History of the Book MA students.

Furthermore, apart from the extensive range of smaller general libraries available to our students, there is a remarkable selection of specialist libraries ranging from the Wellcome Institute, with its huge collection on the history of medicine and science, to the Warburg Institute and the National Art Library, with their art historical

collections, to libraries and museums that have a specific relevance to Book History, such as the St Bride Library which holds some 80,000 books, archives and artefacts relating to print, typography and graphic design.

Many of the great museums of London also have collections that are of direct use to the Book Historian; these include the British Museum, the Victoria and Albert Museum, and the Imperial War Museum. In the British Museum, for instance, students can see the earliest surviving texts in the form of Babylonian clay tablets and Egyptian papyri. For Book History the archival resources of London are unrivalled: the British Library, the National Archives at Kew, the Guildhall Library and many other institutions offer a rich range of archival material for research. Much of this material is still unexplored territory as far as Book History is concerned, so there are many opportunities for postgraduates to do worthwhile original research during their time with us.

London has always been the main centre for publishing and bookselling in Britain. It is the home of the Society of Authors, the Publishers' Association and the Booksellers' Association, as well as being the centre for literary agents. The programme is therefore able to draw on the expertise of many practitioners actively engaged in the creation, manufacture and marketing of books, newspapers and magazines. London is also a great centre for developing technologies in such areas as the digitisation of texts and their distribution. Whatever aspect of the history of text production and consumption appeals to you most, you will almost certainly be able to find what you are looking for in London.

Students can study some of the earliest manuscripts of the Bible (in the British Library), or Anglo-Saxon manuscripts (in the British Library and Lambeth Palace Library). They can work on high medieval manuscripts at the British Library or the National Art Library. Many of our students spend time working on early printed books, collections of which abound in London and in libraries within easy travelling distance of London. If the resources are copious for periods before the nineteenth century, there is almost an embarrassment of riches for those wishing to study nineteenth- or twentieth-century texts with collections ranging from the Theatre and Performance archives at the Victoria and Albert Museum to the Women's Library in the London School of Economics.

Within thirty minutes travelling time of London there is, moreover, the outstanding collection of publishing and printing archives at the University of Reading. Only a little further afield lie two of the country's other great legal deposit libraries: the Bodleian Library in Oxford, and Cambridge University Library. Moreover, the college libraries of Oxford and Cambridge contain remarkable collections of medieval manuscripts and early printed books.

Suggested Texts

You will find the following published works useful throughout your studies:

***The Cambridge History of the Book in Britain*, 7 vols. (Cambridge: Cambridge University Press, 1999-2019)**

A comprehensive series on Book History from Roman times to the present.

Eliot, Simon and Jonathan Rose (eds.), *A Companion to the History of the Book* (Oxford: Blackwell, 2007).

A broad, accessible introduction to the subject which consists of a series of chapters covering the history of the book from clay tablets to the internet, together with introductions to various methodologies of the discipline, as well as related subjects such as the history of literacy, and the nature of copyright.

Howsam, Leslie (ed.), *The Cambridge Companion to the History of the Book* (Cambridge: CUP, 2014)

A wide-ranging collection of concise introductory essays.

Suarez, Michael F. and Henry Woudhuysen (eds)*, The Oxford Companion to the Book* (Oxford: OUP, 2010).

An impressive two-volume work useful for reference.

Suarez, Michael F. and Henry Woudhuysen (eds)*, The Book: a Global History* (Oxford: OUP, 2013).

Consists of a series of narrative chapters drawn from the above reference work.

Style guide for essays and dissertations

MHRA Style Guide, 3rd ed. (London: MHRA, 2013).

This standard reference work gives full advice and illustrative examples to help you format references and bibliographies in your essays and dissertations. The *Style Guide* can be downloaded for free from: http://www.mhra.org.uk/style/

A quick guide is available at: http://www.mhra.org.uk/style/quick.html

Suggested Preliminary Reading

The following texts provide a broad introduction to topics in Book History. Foundational texts are marked with an asterisk:

*Altick, R.D., *The English Common Reader* (Columbus: Ohio State University Press, 1998)

Barker, Nicolas (ed.), *A Potencie of Life: Books in Society*. *The Clark Lectures 1986–1987* (London: British Library, 1993)

*Chartier, Roger, *The Order of Books: Readers, Authors, and Libraries in Europe between the 14th and 18th Centuries* (Stanford: Stanford University Press, 1994)

Cormack, Bradin and Carla Mazzio, *Book Use, Book Theory* (University of Chicago Library, 2005)

Duncan, Dennis and Adam Smyth (eds.), *Book Parts* (Oxford: Oxford University Press, 2019)

*Eisenstein, Elizabeth L., *The Printing Press as an Agent of Change: Communications and Cultural Transformations in Early Modern Europe* (Cambridge & New York: Cambridge University Press, 1979)

*Febvre, L. and H.J. Martin, *The Coming of the Book: the Impact of Printing 1450–1800* (London: N.L.B., 1976; repr. 1990)

Finkelstein, David and Alistair McCleery, *An Introduction to Book History*, second edition (London and New York: Routledge, 2013)

*Gaskell, Philip, *A New Introduction to Bibliography* (Oxford: Oxford University Press, 1972; many reprints)

Gillespie, Alexandra and Deidre Lynch (eds.), *The Unfinished Book* (Oxford: Oxford University Press, 2021)

Goldsby, Jacqueline and Meredith L. McGill (eds.), 'Black Bibliography: Traditions and Futures', *The Papers of the Bibliographical Society of America* 116:2 (2022)

Grafton, Anthony, *Inky Fingers: The Making of Books in Early Modern Europe* (Cambridge, MA: Harvard University Press, 2020)

Howsam, Leslie, *Old Books and New Histories: An Orientation to Studies in Book and Print Culture* (Toronto, Buffalo, London: University of Toronto Press, 2006)

Johns, Adrian, *The Nature of the Book: Print and Knowledge in the Making* (Chicago: University of Chicago Press, 1998)

Mak, Bonnie, *How the Page Matters* (Toronto: University of Toronto Press, 2011)

*McKenzie, D.F., *Bibliography and the Sociology of Texts* (1986; repr. Cambridge: Cambridge University Press, 1999)

Noble, Malcolm and Sarah Pike (eds.), 'Queer Bibliography', *The Papers of the Bibliographical Society of America*, 118:2 (2024)

Norrie, Ian, *Mumby's Publishing and Bookselling in the Twentieth Century* (London: Bell & Hyman, 1982)

*Ozment, Kate, 'Rationale for Feminist Bibliography', *Textual Cultures* 13:1 (2020)

Raven, James, *What is the History of the Book?* (Cambridge: Polity Press, 2017)

*Steinberg, S.H., *Five Hundred Years of Printing*, rev. by J. Trevitt (London: British Library, 1996)

Werner, Sarah, *Studying Early Printed Books* (Wiley-Blackwell, 2019)

Wilson, Georgina, 'Book Theory', *The Year's Work in Critical and Cultural Theory* 29 (2021)

Some Online Resources

ABC   Carter and Barker, *ABC for Book Collectors*
https://ilab.org/assets/documents/articles/documentation_center_files_29_2_20abc_20forbookcollectors_20bob_20fleck.pdf

ABO   Annotated Books Online https://www.annotatedbooksonline.com/

A digital archive of early modern annotated books.

BBTI   British Book Trade Index http://bbti.bodleian.ox.ac.uk/

Includes brief biographical and trade details of those who worked in the English and Welsh book trades up to 1851.

BBI   British Book Illustrations https://britishbookillustrations.folger.edu/

An online resource for seventeenth century visual culture.

BOO   Book Owners Online https://bookowners.online/Main_Page

An online directory of historical book owners.

EBBA   English Broadside Ballad Archive https://ebba.english.ucsb.edu/

An openly accessible database of nearly 8000 English ballads.

EEBO TCP   https://quod.lib.umich.edu/e/eebogroup/

Searchable transcriptions of early English printed books.

EMBT   Digital reconstruction of the economic aspects of the pre-modern book trade
https://emobooktrade.unimi.it/

ESTC   English Short Title Catalogue http://estc.bl.uk/ | Temporary site here:
https://estc.printprobability.org/

A catalogue of items published between 1473 and 1800 that are in English or that
were printed in the British Isles or British colonies.

FBIC   Folger Bindings Image Collection https://luna.folger.edu/luna/servlet/BINDINGS~1~1

digital images of bindings in the Folger's collections.

JISC   Historical Texts Online https://historicaltexts.jisc.ac.uk/

Contains Early English Books Online and Eighteenth Century Collections Online.
Digitised copies of books printed from c.1550 through to the nineteenth century.

LBT   The London Book Trades http://lbt.bodleian.ox.ac.uk/mediawiki/index.php/Main_Page

A biographical and documentary resource for book-trade agents in London until
about 1830.

ODNB   Oxford Dictionary of National Biography www.oxforddnb.com

The standard work of reference on notable figures from British history.

SBTI   Scottish Book Trade Index https://www.nls.uk/catalogues/scottish-book-trade-index/

SRO   Stationers' Register Online https://stationersregister.online/

A Searchable database of entries in the Registers between 1557 and 1640.

USTC   University Short Title Catalogue http://ustc.ac.uk/

An in-progress catalogue of all books published in Europe up to 1600, with records
up to 1650 currently being added.

WPHP   Women's Print History Project https://womensprinthistoryproject.com/

A bibliographical database of women's contributions to the book trade.

Degree Structure

The MA provides students with a broad understanding of the chronological range of book history from the medieval period to the twenty-first century. It introduces students to the range of disciplines that make up the subject, including bibliography, textual criticism, palaeography, codicology, bookbinding, and the histories of authorship, publishing, printing, reading and libraries. The programme provides frequent opportunities to handle archaeological and historical objects relating to the subject.

The MA consists of one compulsory Research Methodologies module, core modules (of which students are required to take at least two), optional modules taught during the year and on the London Rare Books School, and a dissertation of 15,000 words. Each taught module is worth 20 credits and consists of twenty formal contact hours.

The MRes consists of three modules (which must be selected in consultation with the Programme Director), and a dissertation of 30,000 words. MRes students will be expected to pass the three taught modules with an average mark of 60 or above. If that is not achieved, the student will be strongly advised to follow the alternative MA route by taking more taught modules (either through the MA programme or the London Rare Books School) and then submitting a 15,000-word dissertation.

The PGDip consists of a brief diagnostic essay and any six modules. If a student wishes to progress onto the MA in the History of the Book, the student will be required to have taken one compulsory Research Methodologies module and five taught modules, including two core courses. Each course will consist of ten teaching sessions (each lasting no fewer than 90 and no more than 120 minutes) with one piece of written coursework (5,000 words). Courses may be taken for credit on the London Rare Books School (LRBS). Enrolment on non-LRBS courses will require the student to meet all of the School of Advanced Study's standard entry requirements, such as the English language proficiency requirement.

The PGCert consists of a brief diagnostic essay and any three modules. Each module will consist of ten teaching sessions (each lasting no fewer than 90 and no more than 120 minutes) with one piece of written coursework (5,000 words). Modules may be taken for credit on the London Rare Books School (LRBS). Enrolment on non-LRBS modules will require the student to meet all of the School of Advanced Study's standard entry requirements, such as the English language proficiency requirement.

For information on assessment for individual modules, please see the relevant module handbook.

Level 7 Educational Aims

By the end of the programme students will:

1. Have a broad understanding of the chronological range of book history in different academic contexts.
2. Be able to apply and critically evaluate the range of disciplines that make up the subject, including bibliography, palaeography, codicology, history of printing, bibliometrics, history of publishing, history of reading, and library history.
3. Be able to apply and evaluate scholarly approaches to the analysis of book historical subjects and use formal scholarly conventions in presenting their work.
4. Acquire technical skills for the study of book history including formal bibliographic description and cataloguing skills and an understanding of their application in academic and practical contexts.
5. Understand and apply the protocols for the handling of manuscripts and rare books.

6. Understand how to structure, research and deliver book historical research projects in a range of formats including class presentations, projects, essays and a dissertation.

Full-time and Part-time Study

The MA and MRes can be taken full-time (over 12 months) or part-time (usually over 24 months). Part-time MA students normally complete three or four modules in the first year, with the final two or three modules and the dissertation being taken in the second year. However, it is assumed that some preliminary work on the dissertation will be undertaken during the first year. With the permission of the Programme Director, students can take one of their options via the London Rare Books School (see below).

The PGDip can be taken full-time (over 12 months) or part-time (usually over 24 months). Part-time PG Dip students must successfully complete a brief diagnostic essay, three modules in the first year and three modules in the second year.

The PGCert can be taken full-time (over 12 months). PGCert students must successfully complete a brief diagnostic essay and three modules.

Taught Modules 2024-25

Autumn term:

Research Methodologies and Resources in the History of the Book (Compulsory) (Tues 2pm-4pm)

The Medieval Book (Core) (Weds 11am-1pm)

Technologies of the Book (Weds 2pm-4pm)

Spring term:

The Historical Reader (Weds 11am-1pm)

The Book in the Industrial Age (Core) (Weds 2pm-4pm)

Spring vacation/Summer term:

Book Trade/Library Internship (see below)

London Rare Books School course (see below)

Pattern of Teaching and Assessment

Most of the teaching takes place in Senate House. There are occasional off-site visits to venues in and around London. Classes in the Autumn and Spring terms take place on Tuesdays and Wednesdays at the times stated in

this handbook. In the Summer term, dissertation students give presentations on their research at the Institute's Mini-conference (see below).

All modules consist of ten two-hour teaching sessions. Core and optional modules are assessed by one piece of written coursework of 5,000 words or equivalent. The compulsory Research Methodologies and Resources in the History of the Book module is assessed by one piece of coursework totalling 4,000 words.

The Internship/Placement module is undertaken in the Summer term and Spring or Summer vacations and is assessed by an essay or project of 5,000 words or equivalent.

London Rare Books School courses are taught intensively over one week during late June or early July and assessed by one piece of written coursework of 5,000 words or equivalent (see below).

All students are required to attend a termly tutorial either with the Programme Director or the IES Director of Studies.

Diagnostic Essay

The Diagnostic essay is an opportunity to receive feedback early in the programme on a piece of work that does not count for overall assessment. The aim is to give you experience of writing essays in book history and to receive feedback on the structure, argument and presentation of your work before you undertake summative assessment.

TASK: Write a critical evaluation of one of the essays studied in the first two weeks of the Research Methodologies and Resources module. You should refer where appropriate to other books and essays as part of your critique.

The essay should be c.1500 words in length. Please use the *MHRA Style Guide* for your references and bibliography. (See p. 6 above.) Footnotes (not endnotes) are included in the word count but the bibliography is excluded.

Please submit your essay in electronic form **to the Programme Director: michael.durrant@sas.ac.uk** on **Friday 11th October 2024**. Feedback will be provided by **Friday 25th October 2024.** An indicative grade will be given which will not count towards the assessment of the programme. Each student's diagnostic essay will be discussed with either the Programme Director or the IES Director of Studies in a 1-2-1 tutorial in Weeks 5 or 6.

IES Inductions and Reception 2024/25

Thursday 19th September 3.00-4.00pm: Senate House Library Induction with Dr Karen Attar (Curator or Rare Books and University Art) and Tansy Barton (Academic Librarian: Manuscripts and Printed Books). Please **meet at Senate House Library's main reception (4th floor) at 2.55pm** for a prompt start at 3.00pm.

Tuesday 24th September 10.00-11.00am: British Library Induction with Paul Terry (Rare Books Reference Specialist). Please meet by the British Library's main reception desk on the ground floor **no later than 9.55am**. The BL Induction will take place in the Rare Books Seminar Room. A reader pass is required to access the room, as it is inside the Rare Books and Music Room. Students can acquire a library card in advance of the visit or on the day itself. To register you will need to bring along two documents: one with a signature and one with a home address. Full details about the process can be found here: https://www.bl.uk/research/#reader-registration.

Tuesday 24th September 1.30-2.00pm: Introduction to the MA/MRes in the History of the Book, Room 243, 2nd Floor, Senate House.

Tuesday 24th September 5.00-6.00pm: IES Student Welcome Drinks, 2nd Floor Lobby, Senate House.

Optional Excursions 2024/25

Confirmed Trips in the Autumn Term

Tuesday 1st October 2024 9:30am: Jarndyce Books, 46 Great Russel St, London WC1B 3PA
A tour of Jarndyce Antiquarian Booksellers, leading specialists in 17th, 18th, and 19th century English Literature and History.

Tuesday 5th November 2024 10:00am: The Worshipful Company of Stationers and Newspaper Makers, Ave Maria Lane, London, EC4M 7DD.
A tour of the Stationers' Company with Dr Ruth Frendo, a unique 600-year-old London Livery Company, and a chance to see the Stationers' Registers.

Tuesday 26th November 2024 10:00am: The Dickens Museum, 48-49 Doughty Street, London, WC1N 2LX.
An introduction to the rich nineteenth-century collections of printed books and ephemera held at the Dickens Museum with Frankie Kubicki, Deputy Director of Programmes and Collections.

Thursday 5th December 2024 09:30am: Sotheby's, 34-35 New Bond Street, London, W1S 2RP
Sotheby's will take us through the preparation of books for auction and the sales process. This is a wonderful opportunity to observe the behind the scenes work in one of the world's premier auction houses.

Confirmed Trips in the Spring Term

Tuesday 4 February 2025 10:30am: Royal College of Surgeons in England, 35-43 Lincolns Inn Fields, London, WC2A 3PE.

A tour of the RCS's rich holdings of manuscript and printed books with Sara Pink, Director of Library and Archives and an alumna of the IES MA programme.

Tuesday 11 February 2025 10:00am: The British Jesuit Archives, 114 Mount Street, London W1K 3AH.
A chance to visit a unique archive and special collections, which holds a rich collection of antiquarian books and devotional artifacts defined as important to the post-Reformation history of Catholicism.

Tuesday 4 March 2025 10:00am: Peter Harrington Rare Books, 100 Fulham Road, London, SW3 6HS.
Various specialists at Harrington will spotlight interesting items currently on sale at their Fulham Road site.

Other Possible Excursions in the Spring Term 2025 (dates and times TBC)

UCL Special Collections, Gower Street, London WC1E 6BT
London Metropolitan Archives, 40 Northampton Road, London EC1R 0HB
Foundling Museum, 40 Brunswick Square, London WC1N 1AZ

Summer Term MA/MRes Mini-conference

In Term 3, all MA and MRes students who are writing dissertations over the summer period will be required to present a short paper on their progress so far. This presentation is expected to be approximately 10 minutes in length, and it may be accompanied by PowerPoint. Students will be expected to organise the presentation day as a group and guidance will be given on this process in term 2. The Programme Director will facilitate the organisation of this event, which is due to be held on Wednesday 25 June 2025.

Coursework Submission Deadlines

Unless otherwise instructed, all coursework should be submitted electronically via the Study Online (see below). All coursework must be submitted by 5 pm. on the due date.

Extensions to the deadlines below will be granted only in exceptional cases and essays submitted late will be subject to penalty. Please refer to the Academic Guidelines section below.

Friday 11th October 2024	Diagnostic essay
Friday 6th December 2024	Research Methodologies and Resources Coursework Essay
Friday 17th January 2025	Technologies of the Book Essay
Friday 31st January 2025	The Medieval Book Essay

Friday 2nd May 2025	The Historical Reader Essay
Friday 9th May 2025	The Book in the Industrial Age Essay
Friday 29 August 2025	Book Trade/Library Internship Essay
Monday 8th September 2025	Dissertation

Study Online

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 **Student ID Number** followed by the title of the file submission (e.g. **201234567 The Medieval Book**).

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
- Student ID 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 Student ID Number and not your name on your submission.

Book Trade/Library Internship

The MA/MRes programme in the History of the Book has had a long and fruitful relationship with the rare book trade and with many different libraries in London. Several of our graduates have gone on to careers in these employment sectors. The book trade/library internship module gives students the opportunity of undertaking a placement in a bookshop or bookselling business, or a library or archive, to link their academic study to the world

of books outside the university. The module can be taken for credit as one of a student's option modules, or it can be pursued as an extra-curricular activity.

The internship takes place in the summer term, normally between late April and late June. It involves 125 hours of placement activity plus 75 nominal hours of work undertaken outside the placement environment. These hours are supplemented by induction and guidance sessions and students maintain regular contact with the Programme Director. For students taking the internship for credit, the module will be examined by one 5,000-word essay on a topic to be agreed with the Programme Director, or a project or projects amounting to an equivalent scale.

Full information is provided in the Book Trade/Library Internship module handbook.

London Rare Books School

The London Rare Books School (LRBS) is a series of five-day intensive Masters-level courses on a variety of book-related subjects hosted by the Institute of English Studies each summer. In 2025 the dates for LRBS are Week 1: 16-20 June; Week 2: 23-27 June. Each course lasts five days with a total of twenty contact hours. Teaching takes place in Senate House and in other venues in and around London.

Students can take an LRBS course as one of their option modules on the MA/MRes programme. Each course is assessed by an essay or project of 5,000-words or equivalent. The list of courses varies from year to year, but the following are among those that may be available in 2025:

The Book in the Ancient World

Medieval Illumination

The History of the Arabic Book

A History of Maps and Mapping

The Medical Book

Provenance in Books

European Bookbinding 1450-1820

The Book in the Renaissance

The Italian Book

Bookshops and Bookselling in Britain 1700 to the present

The Newspaper Press 1750-1914

The Modern Rare Book Trade

Artists' Books

Children's Books

Anatomy of the Book

Textual Scholarship and Contemporary Editorial Theory

Further courses are in development. Full information for 2025 will become available in October/November 2024.

Academic Guidelines

Coursework essays

The standard length of an MA/MRes essay is 5,000 words. The word limit includes footnotes but excludes the bibliography and appendices.

In all pieces of written work students are expected to provide the appropriate reference for any and all external material used. Similarly, students are expected to provide a properly arranged bibliography to be attached to each piece of work. Essays should be written in British spelling and should be thoroughly proof-read.

To ensure consistency and clarity in referencing, all students should use the MHRA scholarly conventions. These are summarised in the *MHRA Style Guide* (see Style Guide for Essays and Dissertations, Page 6 above). References should be included on the relevant page as footnotes, not as endnotes.

Students are entitled to receive feedback on draft material of up to 50% of the essay (c. 2500 words or equivalent).

Unless otherwise instructed, all coursework for taught modules should be submitted electronically. Student names should **NOT** appear anywhere on the essay (essays are marked blind). Instead, students should include their Student ID in the title of the file. All coursework must be submitted by 5 p.m. on the due date via Turnitin on Study Online.

Penalties for late submission

Essays submitted after the deadline without a valid extension will be subject to a penalty deduction of 10% of the mark awarded for up to one week late, or 20% of the mark awarded for between one and two weeks late. When work is more than two weeks late, any additional 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 cases the mark recorded will be zero.

Extensions and mitigating circumstances

Automatic extensions

Coursework

SAS expects all students to submit all assessments by the published deadline date and time, after which penalties will be applied.

However, we now have a policy in place to provide for situations where unforeseen and unforeseeable circumstances beyond your control prevent you from submitting coursework by the published deadline, and where a short period of additional time of 7 days will be sufficient to address the problem.

Students can apply for an automatic extension only one time across all modules per academic year, this applies to all students on all modes of study - Full Time, Part Time, Part Time Plus, Distance learning and on Campus.

Automatic assessment extensions are primarily suitable for written assignments including dissertations. Automatic Extensions are **NOT** eligible for presentations, performances or other practical tasks, un-seen and take-home examinations, placements, internships and where students have access to the assessment questions or answers in advance.

In order to confirm use of the automatic extension provision, students must complete and submit the online form up to **7 days before** the submission due date.

Please note that an automatic extension may not be available in some cases, if you need the extension to last longer than 7 days you will need to submit your work on a date agreed by your course director and you will need to submit a mitigating circumstances form. Guidance on mitigating circumstances can be found here.

If you need more than one request for an extension this must be submitted as a mitigating circumstances claim.

Mitigating Circumstances

Students experiencing medical problems and/or other exceptional circumstances which affect their ability to perform adequately must notify the module convenor or the Programme Director as soon as possible and in advance of the essay deadline. A valid medical certificate or other written evidence may be required in support of any extension requested.

Extensions are granted only in exceptional circumstances and at the discretion of the Programme Director. If you require an extension you should discuss your circumstances in the first instance with the Programme Director or the module convenor.

Dissertations

Dissertations are subject to the same rules where students can confirm they wish to take up the allowance of late submission for up to 7 days after the submission date. Such confirmation MUST be submitted where possible a minimum of 7 days before the due date. Failure to confirm will mean that the automatic renewal is not applied and the penalty for late submission will be applied.

Requests for submissions longer than 7 days can be agreed by submission to the mitigating circumstances panel.

Students should note that such submission will have implications for marking and exam board verification and the student in this situation will be asked to register for a term in the new academic year for which a fee will be payable.

Warnings about academic performance (QAF, section 2.68 – 2.72)

A student whose academic performance gives cause for concern will:

(a)   receive a written warning from the programme director (or equivalent) or supervisor, including the conditions that must be satisfied to remedy performance, when the conditionsmust be met, and to whose satisfaction;

(b)   be offered counselling by his or her personal tutor or by a senior officer of the School.

The warning may be repeated and the conditions may be varied after further meetings with the student. A written record shall be retained of any such warning and a copy sent to the student.

Registration may be terminated in serious cases where:

(a)   a warning would not be appropriate; or
(b)   a warning cannot be issued (e.g. because the student cannot be contacted); or
(c)   the warning is ignored; or
(d)   academic performance remains unsatisfactory after due warning has been given.

Disability and Equality

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.

There is a range of information available for students concerning the adjustment and support available while studying at the School. The Institute of English Studies will make reasonable and appropriate adjustment according to individual support needs. Support for disabled students is provided by Equality Focus. The relevant webpages can be found here:

https://www.sas.ac.uk/current-students/student-services/disability-support

MA/MRes Dissertation Proposal

Before embarking on the Dissertation, students must submit a proposal which is approved by the Programme Director and the IES Director of Studies.

The proposal must be presented in continuous prose. Unlike an essay, however, you will not be required to reach a definite conclusion: the point is to suggest a promising line of research and indicate how you hope it will develop.

The Dissertation proposal should usually be between 1,000–1,500 words. It should contain:

- A working title (this can be modified or changed later in consultation with your supervisor).

- A paragraph or two summarising the subject and the argument(s) or the approach(es) that will be used to explore it.

- A paragraph or two outlining the main materials (both primary and secondary) to be used and indicating what has already been done in your proposed area of study. Much of this could take the form, if you wished, of an annotated bibliography (remember to use a standard set of scholarly conventions — the MHRA — when compiling bibliographies).

- A proposed chapter structure of the dissertation with rough word allocations for each chapter or section (no-one will hold you exactly to this, but it is important that you indicate that you have thought about how you are to use your allocated words).

- A rough timetable to indicate how you will distribute your time between the various parts of the work.

Once your proposal has been approved you will be allocated to a supervisor and can start work.

MA/MRes Dissertation Guidelines

Length: The standard length for the MA dissertation is 15,000 words. The standard length for the MRes dissertation is 30,000 words.

Any dissertation will have an introduction, middle and a conclusion. Obviously, an introduction is important: you need to tell the reader what you are intending to do, and why. A conclusion is equally important: it should briefly summarise what you have done, explain its significance and, if appropriate, suggest how the subject might be extended. In between the introduction and the conclusion comes the body of the work where you assemble the evidence, analyse it and put forward your argument or case based on that analysis.

With a 15,000-word dissertation you may wish to allocate about 1,000-1,500 words for the introduction and a similar extent for the conclusion; in that case you would have 12,000-13,000 words for your evidence and the argument based on it. You may want to divide the main body into sections; if you do, beware of creating too many sections. Your subject must be dealt with adequately within these tight limits.

With a 30,000-word dissertation, you will be expected to have a longer introduction and conclusion. You will also need to have an expanded, more deeply analytical argument.

Format: Dissertations should be submitted electronically via Turnitin on Study Online.

Sample Dissertation Titles

A complete list of past dissertations and examples on file are available from the Programme Director.

Sample titles:

Revisiting the Ladies' Edinburgh Debating Society: Production, Paratexts, Texts

Colm Ó Clúbhán, a digital anthology

The Globes of John Senex (1678-1740) as Products of the Press

"Scissors only, no paste required": A Study of Puffin Cut-out Books

Boundaries of Bodies: Trans Readings of Hybrid Bodies in Psalter Marginalia in the 13th and 14th Centuries

Friends Hold All Things in Common? The Conflict of Friendship and the Business of Printing in Erasmus' Life and Works

Class, Criminality and Childhood: The Sociology of the Penny Dreadful

Publishing During War-Time: A Case Study of the Macmillan Publishing Company during the Second World War.

Recreating the Past: Late Eighteenth- and Early Nineteenth-Century Costume Books

George Clifford Thomas: A Study of a Philadelphia Book Collector

Spain at War: publishing the Spanish Civil War in Britain, 1936–1939

Doctors, Scholars, Collectors: Sir Thomas Browne and the Reception of His Books in the Networks and Library of Thomas Kirkpatrick Monro (1865-1958)

The Amicable Society for Reading: A Provincial Book Club, Northampton 1779–1830

The Middleman: The Role of the Literary Agent as a Business Manager with particular reference to A.P.Watt & Co. and Macmillan & Co.

The Industrialisation of Printing Ink Manufacture: 1820-1900

Follow the Fans: Community Adaptive Art and a Communication Circuit for Fanfiction

The Revival of the Broadside Ballad in Nineteenth Century England and the Role of James Catnach.

Essay Marking and Assessment

All marking is carried out anonymously; numbers are substituted for names on all work seen by both internal and external examiners. All essays are double marked. The first marker for dissertations will normally be the dissertation supervisor.

The three borderline marks are 49, 59 and 69. All essays that are awarded these marks are considered at the SAS Examination Board and are reviewed by an external examiner. A cross-section of other assessed work will be sent to the external examiner for moderation.

Grade descriptors and assessment criteria can be found at the end of the handbook.

Feedback and Notification of Results

Feedback on each piece of coursework will be provided electronically within 21 days of the submission deadline and will take the form of detailed comments on the completed coversheet. Students also have the opportunity to discuss their work in one-to-one tutorials with the course convenors. A numerical mark will be awarded to each piece of assessment. All marks are provisional and subject to final approval by the Examination Board.

Students will usually receive notification of their dissertation mark following the final Examination Board. This usually takes place in late October.

Degree classification

For both the MA and the MRes, the final qualification from the University of London will register one of the following marks:

Pass with Distinction (70% and above)

Pass with Merit (60% - 69%)

Pass (50% - 59%)

Fail (49% and lower)

For a distinction, a student must achieve an overall average of 70% including a mark of 70% or above on the dissertation; for a merit, a student must achieve an overall average of 60% or above, including a mark of 60% or above on the dissertation; for a pass a student must achieve an overall average of 50% or above, including a mark of 50% or above on the dissertation. A student must pass the dissertation in order to pass the programme overall.

Reassessment

Any student who fails an essay is entitled to submit another essay for reassessment. The re-assessed essay must be on a different topic from the essay that was failed. This second topic must be agreed between the student, the course convenor and the Programme Director. A new timetable for resubmission will be agreed at the same time. The maximum mark for a reassessed essay is 50.

Appeals

A student may only appeal a mark on grounds of administrative error or where there is a concern that the assessment may not have been conducted in accordance with the relevant regulations. Appeals on the grounds of academic judgement will not be considered. Any student wishing to appeal a mark should contact the Programme Director in the first instance.

Plagiarism

The School of Advanced Study 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. Cases are dealt with under the University of London's Regulations for Proceedings in Respect of Assessment Offences: https://my.london.ac.uk/assessment-offence-procedures

What constitutes plagiarism?

Plagiarism is the taking of another person's thoughts, ideas, words, 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 (acknowledging your sources) you are committing 'plagiarism.'

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

Direct quotations from published or unpublished work of others without due acknowledgement

Copying the work of another student with or without their permission

Using text downloaded from the internet without acknowledgement

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 the Programme Director or another member of staff at any time, but they 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.

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

When plagiarised material is included in your assignments, tutors are likely to notice the shift in style and are more than likely to recognise the source.

Referencing

All essays should be properly referenced according to the accepted style guide. See *Style Guide for Essays and Dissertations* above (Page 9).

Paraphrasing

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 in exactly the same terms as printed material, but also make sure that you write the complete URL address and date accessed.

Agencies

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

What to do if you are suspected of plagiarism

You should co-operate fully with the investigation. It is in your interests to be open and honest. You should also seek help. Registry staff can direct those accused of plagiarism to sources of advice.

School responsibilities

The School recognises its responsibility for managing plagiarism and will undertake to:

Ensure that all its students are provided with information about plagiarism in the Handbooks and at induction. This will include what constitutes plagiarism, how to avoid it, and an idea of the penalties associated with it.

Ensure that students are given information on the correct referencing methods for the discipline.

Student Charter

The School is the UK's national centre for the support and promotion of research in the humanities and social sciences. Its eight 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, providing:

- 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, and 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 suitable 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's 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.

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 your 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: https://www.sas.ac.uk/who-we-are/management-and-governance/policies

Registration and Induction
Email invitations to register 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 **20 September 2024** in-person. The induction programme is available at: https://www.sas.ac.uk/registration-and-induction

Tuition Fees
A copy of the School's comprehensive **Tuition Fee Policy** is viewable here: https://www.sas.ac.uk/sites/default/files/SAS-Tuition-Fee-Policy.pdf . 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. The University reserves the right to withhold your final marks, and the award of your degree should your fees of any element remain unpaid.

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 **4 equal instalments**, payable on the following dates:
>   Instalment 1: before or on registration deadline
>   Instalment 2: 13 November 2024
>   Instalment 3: 13 January 2025
>   Instalment 4: 13 March 2025

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 periods 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 act. 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 664 5590

- 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

SAS Student ID Card

As a SAS student, you will be issued with a multi-purpose identity card. The card serves as an ID card for entry to Senate House 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 (SHL) and the SAS libraries located in the Warburg Institute, Institute of Advanced Legal Studies (IALS), Institute of Historical Research (IHR) and Institute of Classical Studies (ICS).

You will automatically become a member of SHL and be able to access the SAS institute libraries once you have registered on your programme and a student ID card has been created for you; this card will be issued by the Registry and Student Services Team. You should use your student ID card to enter the physical libraries and borrow books. Student ID cards can be collected from the Registry and Student Services Office located in Stewart House on the second floor. The Registry and Student Services team will notify you once your card is ready to be collected.

If you are a Distance Learning student, the registry team will email you a scanned copy of your student ID card.

Student ID cards can be posted to students on request. Please email student.id@sas.ac.uk.

Lost cards carry a £5 replacement fee and can be purchased through the online store:
https://store.london.ac.uk/product-catalogue/school-of-advanced-study-products/products/sas-replacement-student-id-card

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. Your 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

Important note: the university plans to implement a change to all SAS student email accounts from the format: firstname.lastname@postgrad.sas.ac.uk to firstname.lastname@london.ac.uk, near the end of the autumn term. Details relating to this change will be clearly communicated to all students ahead of its implementation.

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 refer to the Office365 user guide at:
https://www.sas.ac.uk/sites/default/files/using-office-365-services.pdf

Laptop Loan Service
Senate House Library offers a free laptop loan service to all its members. 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.

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 many 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. You must also comply with the University's Acceptable Use Policy when using your SAS email address and SAS networks.

Expiry
Your email account can be retained for up to one year after you graduate**.** A reminder will be
circulated beforehand of 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. 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 be **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:

   (i) a lesson, lecture, tutorial, or seminar;

   (ii) a test, examination, or assessment board;

   (iii) a meeting with a supervisor or personal tutor;

   (iv) a research-method or research-panel meeting, writing up seminars or doctoral workshops;

   (v) an appointment with a welfare advisor or international student advisor

(b) Submitting:

   (i) assessed or unassessed coursework; or

   (ii) 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 10 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 after:

  (i) 3 missed contacts, the student will be contacted by their Student Officer or Supervisor to ascertain the reason for absence

  (ii) 6 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) 8 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) 9 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.

Students will need to complete a short-term absence form, using the 'change request' option within the student portal for absences in the first 10 consecutive days, including weekends and days on which they are not timetabled to attend. For absences longer than 10 days, a student must complete an Interruption request form using the 'change request' option within the student portal.

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.

One 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 or on study abroad programme, 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 monthly. 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 the section 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 able to correct this information at an earlier stage.

Students wishing to appeal must show a compelling reason 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 Office of the Independent Adjudicator (OIA) Scheme.

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 above.

c) To rescind the withdrawal decision and offer a period of interruption considering 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. 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 (OIA) 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

Automatic extensions

Students will be offered one opportunity across all modules per academic year to submit for an automatic extension for up to 7 days. This applies to all modes of study.

Automatic assessment extensions are not eligible for presentations, performance or other practical's, un-seen and take-home examinations, placements and or internships with an element of assessment where students may gain unfair access to questions or answers.

For extensions of more than 7 days, the student should submit the coursework at a date agreed by the course director and apply via the mitigating circumstances process to the Boad of Examiners.

Any more than one request for an extension per academic year is submitted as a mitigating circumstance. Information on mitigating circumstances can be found here .

Dissertations

Dissertations are subject to the same rules where students can confirm they wish to take up the allowance of late submission for up to 7 days after the submission date. Such confirmation MUST be submitted where possible a minimum of 7 days before the due date. Failure to confirm will mean that the automatic renewal is not applied and the penalty for late submission will be applied.

Requests or submission longer than 7 days can be agreed by submission to the mitigating circumstances panel.

Students should note that such submission will have implications for marking and exam board verification and the student in this situation will be asked to register for a term in the new academic year for which a fee will be payable.

Warnings about academic performance (QAF, section 2.68 – 2.72)

A student whose academic performance gives cause for concern will:

   (c)   receive a written warning from the programme director (or equivalent) or supervisor, including the conditions that must be satisfied to remedy performance, when the conditionsmust be met, and to whose satisfaction;
   (d)   be offered counselling by his or her personal tutor or by a senior officer of the School.

         The warning may be repeated, and the conditions may be varied after further meetings with the student. A written record shall be retained of any such warning and a copy sent to the student.

Registration may be terminated in serious cases where:

   (e)   a warning would not be appropriate; or
   (f)   a warning cannot be issued (e.g. because the student cannot be contacted); or
   (g)   the warning is ignored; or
   (h)   academic performance remains unsatisfactory after due warning has been given

Library resources

Senate House Library (SHL)

Students at the School of Advanced Study have full access to Senate House Library's collections, study spaces and services.

Membership
Students will automatically become a member of SHL once they have registered for their programme and a student ID card has been issued. Students should use their student ID card to enter the physical library and borrow books. The barcode on the ID card is also used as the SHL membership number and should be used by students to access SHL eResources.

Your programme induction may include a session about SHL, or you can sign up for a tour individually.

Collections
The Library's holdings cover the humanities and social sciences with 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. There are also extensive area studies collections in United States, Latin American (including Caribbean) and Commonwealth Studies. There are also extensive area studies collections in United States, Latin American (including Caribbean) and Commonwealth Studies.

Opening hours and services
The Library entrance is on the fourth floor of Senate House. SHL is open until 11pm on weekdays and 9pm at the weekends, throughout the year. Until 11pm on weekdays and 9pm at the weekends, throughout the year.

Library members can also use the Bloom study spaces on the lower ground floor which includes bookable group study rooms for collaborative study. The SHL catalogue and further information about services is available on its website.

SHL offers enhanced services for disabled students including a bookable Accessibility Suite.

Contact details
Phone: 020 7862 8500
Email: senatehouselibrary@london.ac.uk
For any queries relating to library membership: shl.membership@london.ac.uk

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 SAS ID card. Different borrowing rights apply at different Institutes. For further information on each library, please click here

SAS students have access to the following libraries:

- o Senate House Library
- o Institute of Advanced Legal Studies
- o Warburg Institute
- o Institute of Classical Studies
- o Institute of Historical Research

OpenAthens

OpenAthens is the authentication system used by students to access e-Resources. Directly from publisher websites, students should use the login or institutional login option. Select University of London: External System (ATHENS) in the dropdown list, then School of Advanced Studies students. Login using your standard SAS email and password.

The Athens login does not provide universal access to content on publisher websites; the presence of "University of London external - Athens" in the institutional login options on publisher websites does not indicate that the School subscribes to all of that publisher's resources, only that users can have their identity confirmed by Athens. For this reason, it is still recommended that SAS students access e-resources either via the catalogue (for e-Books and specific e-journals) or the A-Z list of databases/e-journal collections which is a complete and regularly updated list of what the School does subscribe to.

Find out more about Databases and eResources.

Please also refer to the library eResources guide.

School of Oriental and African Studies (SOAS) Library

SAS students can 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 i. Please visit this page for further information: https://www.soas.ac.uk/research/library

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.
Jisc Library Hub Discover is available at https://discover.libraryhub.jisc.ac.uk/ and provides a convenient way to search across 202 UK and Irish academic, national and specialist library catalogues simultaneously.

Access arrangements to other libraries vary, 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 contact the appropriate person at your Institute Library.

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.

Laptop Loan

Senate House Library offers a free Laptop Loan Service for all members which can be used anywhere within Senate House. All School spaces (Senate House (second and third floors) are fully Wi-Fi enabled.

Documents can be printed out in the library from any device with an internet connection. Find out more about your printing options at: https://www.london.ac.uk/about/services/senate-house-library/using-library/services-help/copying-printing-scanning.

Specialist software

The MakerSpace is a shared space for digitisation and experimentation. Located on the second floor of Senate House in Room 265, this space provides facilities for knowledge exchange, capacity building and training within and beyond the School of Advanced Study. The MakerSpace comes equipped with a range of tools for working with cultural heritage objects, experimenting with imaging and 3D printing, and testing

computational research approaches. This includes two 3D printers, multiple light tents, photogrammetry equipment, VR headsets, cameras, book scanners, touchscreen monitors, and Raspberry Pi computers.

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. 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/. 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 exceptional circumstances). Detailed guidance as to how to do this will be given to you accordingly.

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 meetups 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 Master's 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. To view upcoming Research Training events, you can filter the events listed on our website here.

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.

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 at Master's students planning their dissertations.

Student Representatives' Committee

Institute student representatives – Research and Master's - 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 can opt to represent the student body on University and School Committees.

Careers

The SAS Careers Service provides support for students and recent graduates across all the SAS institutes, including all academic levels from MAs to Post-Docs. Our experienced team offers more than just job application feedback; we provide personalised coaching to help you set and achieve clear goals, overcome self-doubt, and stay motivated. We focus on personal development and strategic planning, offering new perspectives and solutions to help you navigate your unique career path effectively. Even if you are not focusing on your career currently, we can assist in identifying skills for development, managing change, or clarifying your interests and future direction.

Our Services

1. **One-to-one coaching sessions**
- 30 minutes per session.
- Confidential and tailored to your needs.
- Students can access this service throughout their studies and for up to 2 years after graduating.
- Any topics related to career development, skills development, or performance.
- To book an online appointment, visit https://bit.ly/SASCareers121booking, you can request an in-person appointment by emailing us at sascareers@careers.lon.ac.uk

2. **Webinars and workshops relevant to your studies**
- 30-minute to one-hour sessions.
- To see calendar of event and register, visit Study Online SAS Careers Service: https://studyonline.sas.ac.uk/course/view.php?id=857.
- We value your input. Your suggestions help us tailor our content to your interests and needs. To suggest a topic for future webinars and workshops, please visit this link: https://forms.office.com/e/K1QEzs6Vsg or simply email us with your idea.
- Examples of some past events:
- SAS Career Necessities: *"How to job hunt," "CV and cover letter for specialists," "How to network effectively," "Career Options in Academia & Education"*
- Industry Panel Events: *"Library Careers," Human Rights: Finding your Placement," "Maximising your skills as a Humanities Post-Graduate," "Heritage Careers Panel"*
- Researcher Development: *"Maintaining Momentum - The Highs & Lows of the Postgraduate Study Journey," "The Imposter Syndrome," "How to Improve your HE Teaching Applications"*
- PGR Exploration series for MA students: *"Is a PhD Right for Me?"*
3. **UK/EU current vacancies bulletin**: Updated regularly on Study Online SAS Careers Service.
4. **Free access to the leading international job board:** Goinglobal https://online.goinglobal.com/
5. **Free access to the practical virtual micro work experience:** TheForage https://theforage.com, ideal for those who are looking to gain experience in a new sector, but short of time to commit to a longer internship or placement. Enrol in a job simulation on Forage and complete tasks that replicate real work. Most common industries: Law, Banking, Consulting, Human Rights, STEM and Data.

How to contact us:

We will send a regular careers bulletin sent to your SAS account with all the details of these events. For any careers queries, email us at sascareers@careers.lon.ac.uk. We will aim to get back to you within 3 working days.

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 Hardship 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 £25 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.

Funding your studies

Grants and Studentships

AHRC studentships
The School, with King's and UCL, is part of the London Arts & Humanities Partnership (https://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 at https://www.gov.uk/funding-for-postgraduate-study .

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:

https://www.sas.ac.uk/postgraduate-study/fees-funding/other-funding-sources/usa-students   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 several 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 7664 5590

UoL (University of London) 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 several useful sites which collate information on smaller, more niche funders: https://www.sas.ac.uk/postgraduate-study/fees-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 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/postgraduate-study/current-students/student-forms-and-documents), under the section 'Other forms and guidance.'

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; http://www.nationaldebtline.org

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)

Further advice and support can be found on these sites:
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

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 the Disability & Student Wellbeing Adviser who provides a safe, confidential, and non-judgmental space in which students can discuss any issues that may be affecting their ability to study. Please contact Katie on student.wellbeing@sas.ac.uk. Support can be provided to all students who may be facing any personal or emotional challenges as well as more focused disability support which can be put in place for a mental health condition such as anxiety or depression or a specific learning disability such as dyslexia or a long-term health condition.

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: https://www.nhs.uk/nhs-services/ .

Details of people we may contact about your health, safety, and wellbeing

As a student of the School of Advanced Study we appreciate we may not always be the first to know if you or someone close to you is concerned about your health, safety, and wellbeing. However, if you or another stakeholder connected to your studies raises concerns about your health, safety, or wellbeing with us, it may be helpful for someone who cares about you to know that you need help. If you become unwell, or if you are at risk of harm, our ability to help you is much greater if we can contact one or more people whom you trust and who care about you.

Many students choose to give the details of parents, guardians, or carers but you can also provide the details of anyone whom you trust, and you would want to know and may be able to help if we were worried about your health or wellbeing. Please could you let your Trusted Contact(s) know that you have shared their details with us.

☐ **I would want this person to know if I am admitted to hospital for emergency treatment**

☐ **I would want this person to know if I suffer serious physical injury, including those relating to self-harm**

☐ **I would want this person to know if I have not been seen for an extended period of time and cannot be contacted**

☐ **I would want this person to know if I have an ongoing illness and appear to be significantly deteriorating**

☐ **I would want this person to know if I experience a mental health crisis**

If you do not give us a name for your Trusted Contact, there might be situations where we need to contact your Next of Kin because we have serious concerns about your wellbeing. We will always try to get your consent first, but if the circumstances are such that we cannot get your consent we may share with your Next of Kin if we consider you to be at risk of physical, mental, or emotional harm.

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 legal responsibilities to fulfil its obligations as a student sponsor. If you enter the UK on a student visa, 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 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 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 polices and related action plans are important. We uphold the principle that all students and members of staff have a right to be involved in matters that affect them. 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 ample 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 support.

Students who disclose a disability will be invited to meet with the Disability & Student Wellbeing Adviser to discuss what support can be put in place, such as extensions, 1-1 support and equipment. This will all be detailed in a Support Plan which is approved by the student and is kept under review.

Access to Institutes and offices

Most of the Institutes and offices of the School are 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 can access all necessary facilities although it may not always be easy for them to do so in a fully independent way.

Many 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 can 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, many 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 Nursery

University College London (UCL) Day 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/day-nursery/

Local Day Nurseries

Coram Fields Community Nursery:

93 Guildford Street, London WC1N 1DN. Tel: 020 7837 6138

36 places for 2–5-year-olds. Must be London Borough of Camden resident. Open 8am – 6pm.

Visit the website: https://www.coramsfields.org/nursery/

Thomas Coram Centre and Nursery School:

49 Mecklenburgh Square, London WC1N 2NY. Tel: 020-7520 0385 or email: admin@thomascoram.camden.sch.uk. Places for 140 children aged 2 to 5 years. Must be Camden resident, although there are a few full-cost places for non-residents. Open 8:30am – 5:25pm.

Visit the website: http://www.thomascoram.camden.sch.uk/

Collingham Gardens Childrens' 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 8am – 6pm.

 Visit the website: http://cgnursery.co.uk/

Konstam Nursery:

75 Chester Road London N19 5DH

Tel: 020-7272 3594. For further information please visit Camden's website: www.camden.gov.uk/childrens-centres

Hampden Nursery:

80 Polygon Road, London NW1 1HQ.

Tel: 020-7974 2841 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.

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 must 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.

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 ▊

Emergency contacts and data protection

1.   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

1.   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 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 a potentially life-threatening condition
- serious physical or mental illness
- where in the opinion of the University it is not possible to 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

2.   In addition to attempting to contact the emergency contact, the School may pass these contact details to the emergency services or other healthcare professionals.

3.   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

1.   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.

2.   Contact with the next of kin will be limited to the Head of Registry or the Director of Operations. This is to protect the student from breaches of confidentiality.

3.   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 2024-25 Cohort who complete their programmes in the autumn of 2025, the graduation ceremony will be held in February 2026 (date to be confirmed).

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