



**SCHOOL OF
SLAVONIC AND EAST EUROPEAN STUDIES**

**HANDBOOK FOR RESEARCH STUDENTS
2009-10**

Updated September 2009

1. WELCOME	4
2. CODE OF PRACTICE FOR GRADUATE RESEARCH DEGREES	5
3. TERM DATES	5
4. ENROLMENT AND REGISTRATION	5
5. THE DEGREE PROCESS: A GUIDE	6
5.1 Overview	
5.2. Supervision and the Graduate School Research Student Log	
5.3 Methods Training and the Training Needs Analysis	
5.4 Participation in Taught MA Courses	
5.5 The Research Student Seminar Series	
5.6. Degree Outcomes: The MPhil and the PhD	
5.7 The Upgrade	
5.8 Field Work, Study Leave, Risk Assessment, and Ethics Requirements	
5.9 Registration Status and Interruptions	
5.10 Deadlines for the Submission of Theses and CRS	
5.11 Submission and Examination	
6. SUPPORT, ADVICE AND LINES OF COMMUNICATION	16
6.1 Graduate Studies Administrator	
6.2 Departmental Administration	
6.3 Pigeonholes	
6.4 E-mail Facilities	
6.5 Academic Support	
6.6 Student Representation on Committees and Departmental Meetings	
7. PLANNING YOUR FUTURE	18
7.1 Careers Advice	
8. SERVICES FOR STUDENTS WITH INDIVIDUAL NEEDS	18
9. STUDY FACILITIES	19
9.1 Language Evening Courses	
9.2 Libraries	
9.2.1 SSEES Library	
9.2.2 Other UCL Libraries	
9.2.3 University of London Library	
9.3 Computing	
9.3.1 SSEES Facilities	
9.3.2 Other UCL Facilities	
9.4 Audio-visual Facilities	
9.5 Specialist Bookshops	

10. RESEARCH CENTRES AND RELATED ACTIVITIES AT THE SCHOOL	22
10.1 Centre for East European Language-Based Area Studies (CEELBAS)	
10.2 Centre for the Study of Central Europe	
10.3 Centre for South-East European Studies	
10.4 Centre for Russian Studies	
10.4.1 Post-Soviet Press Study Group	
10.4.2 Russian Cinema Research Group	
10.5 Centre for the Study of Economic and Social Change in Europe	
10.6 Centre for the Study of Politics, Security, and Integration in Europe	
10.7 Seminars, Conferences and Events	
10.8 Involvement with Publications	
10.8.1 <i>The Slavonic and East European Review (SEER)</i>	
10.8.2 <i>Central Europe</i>	
10.8.3 <i>Slovo: a Journal of Contemporary Russian and East European Affairs</i>	
11. POLICIES, RULES AND REGULATIONS	25
11.1 Academic Regulations	
11.2 Non-academic Regulations	
11.3 De-Registration and Appeal	
11.4 Complaints and Grievances	
11.5 Data Protection	
11.6 Equal Opportunity and Race Equality	
12. STATEMENT OF SAFETY POLICY AND ARRANGEMENTS	27
12.1 Code of Practice	
12.2 SSEES Safety Policy	
12.3 SSEES Safety Arrangements	
12.4 Emergency Situations	
12.5 Smoking, Eating, and Drinking	
13. WHAT TO DO WHEN YOU HAVE PROBLEMS	29
13.1 Personal Problems	
13.2 Welfare Problems	
13.3 Health Problems	
13.4 The Students' Union	
13.5 List of Useful Contacts	
13.5.1 At SSEES	
13.5.2 At UCL	

W E L C O M E

Welcome to The School of Slavonic and East European Studies, University College London.

As you know, the School is a unique institution in the West for it is a large, interdisciplinary department that offers research supervision in the politics, economy, sociology, literature, culture, history and anthropology of Central and Eastern Europe. The research interests of your potential supervisors cover the entire region and most of the disciplines of the humanities and social sciences. The possibility of joint supervision of doctoral students (within SSEES or with a second supervisor from another UCL department) extends the range of area and disciplinary combinations possible at PhD level.

The School has a large and vibrant community of postgraduate students, and we welcome research students as full members of our scholarly community. Your research will be supported not only by expert supervisors, but also by a great variety of seminar series, conferences, lectures, and workshops. Visitors to SSEES include Central and East European and Russian politicians, top academics from around the world, and writers and intellectuals from all the geographical areas covered by the School. Furthermore, postgraduates not only run their own periodical, Slovo, but also in 1999 held the first international conference for graduate students in the social sciences and humanities on matters concerning the School's areas of study. In mid-November 2000 a small follow-up to this conference was held in Warsaw, and since then annual conferences have taken place in Warsaw, London, Berkeley and Brno.

SSEES is ideally located within the UCL campus in Bloomsbury. The [SSEES library](#) is one of the leading research libraries in the UK for the study of Central and Eastern Europe and the former Soviet Union. Comprising around 357,000 volumes of books, pamphlets and periodicals, the Library is unique in this country for the quantity of research material on open access and for the extensive collection of newspapers from the region. It contains a large collection of feature films and documentaries held on DVD and video. Students are also offered all the library resources of UCL, including unparalleled access to electronic journals and databases; and the British Library is located just five minutes walk away.

Please feel free to contact me should you have any questions or queries.

*Professor Julian Graffy
September 2009*

2. CODE OF PRACTICE FOR GRADUATE RESEARCH DEGREES

You will be given a printed copy of the Code of Practice for Graduate Research Degrees shortly after the beginning of term. The Code of Practice is also displayed on the UCL Graduate School web site. The documents are also available from the Student Administration Office (Room 341)

Sources and Resources

For all aspects of the Graduate School's activities including funding visit the website on: <http://www.ucl.ac.uk/gradschool>

UCL 'Regulations and Procedures for M.Phil. and Ph.D. degrees' [Grey Book] on: <http://www.ucl.ac.uk/registry/ucl-staff/grey-book/>

UCL 'Academic Committee Guidelines for Good Practice' [The Gold Book] on: <https://www.ucl.ac.uk/staff/resources/the-gold-book/>

UCL 'Academic Manual' on: <http://www.ucl.ac.uk/academic-manual/>

Quality Assurance Agency for Higher Education 'Code of Practice for the Assurance of Academic Quality and Standards in Higher Education: Postgraduate Research Programmes', 1998.

<http://www.qaa.ac.uk/academicinfrastructure/codeofpractice/>

Note: individual research councils may also issue guidelines.

3. TERM DATES <http://www.ucl.ac.uk/registry/term-dates/>

First Term	Monday 28 September 2009 - Friday 18 December 2009
Second Term	Monday 11 January 2010 - Friday 26 March 2010
Third Term	Monday 26 April 2010 - Friday 11 June 2010

Reading Weeks are the weeks beginning Monday 9 November 2009, and Monday 15 February 2010

4. ENROLMENT AND REGISTRATION

This is a two-tier process: you enrol as a student of UCL, for which separate information has been sent to you, and we also ask you to give some details to the SSEES Graduate Studies Administrator. It is very important that you attend for enrolment on the date and at the time specified in the letter which you will have received from the Registry. Fees are paid to the Registry. If your fee payment has not been processed at this point, your enrolment is provisional until your fees have been paid. At this stage, you will also collect your Student Identity Card, which is essential for many purposes, including registration in all UCL libraries and the University of London Library. Photography sessions for the ID card are arranged and advertised around College.

UCL has a student system, known as PORTICO - The UCL Student Information Service. This enables you to take ownership of your own personal data by logging on to PORTICO. You

will be expected to edit your own personal data - e.g. update your home and term addresses, contact numbers and other elements of your personal details. Please also alert the Graduate Studies Administrator about any change.

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

5 THE DEGREE PROCESS: A GUIDE

5.1. Overview

Typical timetable for Full-time M.Phil/Ph.D. student

Part-time students should generally double the periods cited (except for the initial induction process and later submission of examination entry papers), though submission may occur after five years of enrolment.

First Week

Meeting with Graduate Tutor (Induction week)

Graduate School Orientation

Introduction to the Research Student Log

Enrol in Core and Optional Methods Courses

Assignment / Confirmation of Supervisor(s)

Before 1 month

Field of Study Agreed

Agreement of timetable for supervisory meetings and progress reports

Completion of 'Training Needs Analysis' in consultation with supervisor

Provision of necessary research equipment and facilities

Before 3 months

Agreement of thesis work plan, research method and timetable as far as the upgrade session

Agreement of and attendance at Skills Programme and making of arrangements for any further required training

6 months

Submission and assessment of progress report to supervisor (Log)

12 months

Application to Graduate Tutor (Research) for Upgrade from MPhil to PhD (Required of all students at start of second year except those wishing to remain in the MPhil programme)

Schedule of Upgrades for Autumn Term

Agreement of programme with supervisor for second year of study

12 -15 months

Upgrade Session for possible transfer of registration from MPhil to PhD

15-18 months

Second Attempt at Upgrade (where necessary) for transfer of registration from MPhil to PhD

24 months

Submission of second year progress report

Agreement of thesis structure and strict timetable for thesis writing

30 months

Entry for examination

36 months - 48 months

Submission of thesis

5.2. Supervision and the Graduate School Research Student Log

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

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

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

To access the Research Student Log: <https://researchlog.grad.ucl.ac.uk>

5.3. Methods Training and the Training Needs Analysis

The School provides a full range of generic, subject, and discipline-specific research training, and students can augment this training in courses offered by the UCL Graduate School. Enrolled students fill out a 'Training Needs Analysis' each year so that their ongoing training requirements can be identified, audited, and monitored. After the first year, students may print out the relevant pages of their Research Student Log to document training completed during the previous academic year. The Training Needs Analysis must

be signed by the supervisor and sent to the Graduate Tutor in October of each academic year.

Students should consult the UCL Graduate Student website, where they will find lists of training courses available in UCL, free of charge. All students are obliged to attend a certain number of research training courses, and to receive credits for them. The requirement is that all students will complete 20 points per year (ten for part-time students). A record of attendance and progress should be maintained on the Research Student Log. Finally, students should attend the research seminars organized by the various Centres.

The training course, **SEESGS40 Research Skills for Area Studies**, is strongly recommended for all students and required for students in the social sciences. In this course students are introduced to the School's Library, IT and audio-visual resources, and training is provided in bibliographic compilation and review, data handling, use of electronic resources, and thesis or dissertation planning and writing. In addition, students are advised and in some cases required to take **SEESGS42 MASR I: Theory and Practice of Social Research**. This course seeks to provide students with a critical overview of the epistemological and theoretical debates in social science research in general and with specific reference to the countries of Central and Eastern Europe and of the former USSR.

Following ESRC guidelines, all students in the social sciences are required to fulfil methods training or provide evidence that such training has been completed elsewhere for assessment.

- Students of politics and social science are required to take and pass the following courses during their first year (unless they can demonstrate prior equivalent training):
 - SEESGS40: Research Skills for Area Studies
 - SEESGS42 MASR I: Theory and Practice of Social Research
 - SEESGS41 MASR I: Introduction to Quantitative Methods
 - SEESGS44 MASR I: Introduction to Qualitative Methods
 - SEESGS45: Advanced Qualitative Methods
- Students of economics and business are required to take and pass the following courses during their first year (unless they can demonstrate prior equivalent training):
 - SEESGS40: Research Skills for Area Studies
 - SEESGS42 MASR I: Theory and Practice of Social Research
 - SEESGS41 MASR I: Introduction to Quantitative Methods
 - SEESGS46: Advanced Quantitative Methods

Following AHRC guidelines, students of arts and humanities are strongly encouraged to take one or more of the following courses during their first year:

- SEESGS40: Research Skills for Area Studies
- SEESGS42 MASR I: Theory and Practice of Social Research
- SEESGS43 MASR I: Cultural and Historical Studies
- SEESGS44 MASR I: Introduction to Qualitative Methods
- SEESGH07: Historical Methods and Approaches
- SEESGR17: Contemporary Cultural Studies

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

Definitions of grades awarded to assessed essays

DISTINCTION: An essay that has clear qualities of a distinction (70% or over). Cogently argued. Original ideas or applications of ideas. Well planned with accurate footnoting and good bibliography.

PASS: An essay that is clearly of a pass quality at MA level (good 2:1 at BA level). Well planned, solid arguments. Accurate footnoting and bibliography. Satisfactory awareness of theory and methodology.

FAIL: Any essay without a bibliography fails. Otherwise ill-planning, lack of coherent argumentation, unintelligible English all lead to failure. Any signs of plagiarism whatsoever automatically lead to a Fail.

5.4. Participation in taught MA courses

Research students may attend MA course options taught at the School on the recommendation of their supervisor. Please note, however, that regulations prevent MPhil/PhD students from taking part in MA examinations. Attendance is subject to there being sufficient room on the course and the permission of the tutor concerned. For updated information on which courses are running, please see the MA webpage, or contact Alexa Stewart, the Graduate Studies Administrator a.stewart@ssees.ucl.ac.uk

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

New Languages (availability varies from year to year):

SEESGE70	Bulgarian
SEESGE71	Czech
SEESGE72	Finnish
SEESGE73	Hungarian
SEESGE74	Polish
SEESGE75	Romanian
SEESGR10	Russian
SEESGE76	Serbian and Croatian
SEESGE79	Ukrainian
SEESGE80	Estonian

SEESGR11	Intermediate Language: Russian
SEESGE61	Intermediate Language: Czech

SEESGE64	Intermediate Language: Polish
SEESGE63	Intermediate Hungarian
SEESGE65	Intermediate Romanian
SEESGE66	Intermediate Serbian and Croatian

SEESGR12 Advanced Language: Russian

5.5. The Research Student Seminar Series

All research students are expected to present their work at the Research Student Seminar Series. In 2009/10 the Arts and Humanities Seminar Series will take place on Mondays 1-2pm in Room 432 and the Social Sciences Seminar Series will take place on Wednesdays 4.30-5.30pm in Room 431. Students may choose different kinds of presentations, from a more informal discussion of the project and its methodology to the polished paper. Please check your e-mails regularly for information.

5.6. Degree Outcomes: The MPhil and the PhD

Students accepted into the research programme have a choice of two possible degree paths, both of which are challenging and rewarding. The University regulations define the two degrees as follows:

MPhil

The thesis shall

- embody the results of a research programme which may reasonably be expected of a student after two years of full-time study or the part-time equivalent, formulated and carried out by the candidate in consultation with the Supervisors;
- consist of the candidate's own account of his/her investigations and indicate in what respects they appear to him/her to advance the study of the subject;
- represent a contribution to the subject, either through a record of the candidate's original work or a critical and ordered exposition of existing knowledge;
- be written in English;
- be satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
- take due account of previously published work on the subject;
- make clear the sources from which information has been derived, the extent to which the work of others has been used, and the areas which are claimed as original.

PhD

The thesis shall:

- demonstrate the candidate's capacity to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;
- embody the results of a research programme which may reasonably be expected of a student after three years of full-time or the part-time equivalent, formulated and carried out by the candidate in consultation with the Supervisors;
- consist of the candidate's own account of his/her investigations and indicate in what respects they appear to him/her to advance the study of the subject;

- represent a distinct and significant contribution to the subject, whether through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory, or the revision of older views;
- show the exercise of critical judgement with regard to both the candidate's own work and that of other scholars in the field;
- be written in English;
- be satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
- take due account of previously published work on the subject;
- make clear the sources from which information has been derived, the extent to which the work of others has been used, and the areas which are claimed as original;
- contain an element which might, after any necessary revision, merit publication in a medium appropriate to the discipline;
- demonstrate the candidate's ability to design and implement an independent research project.

5.7. The Upgrade

All research students intending to submit a thesis for the PhD must go through the upgrading procedure. The aim of the upgrade is to establish that the proposed research topic is viable and at the PhD level and that the student is capable of organising the research project and completing it within the three to four year period of the PhD programme (or five to seven years part-time).

So that all students will have timely feedback, the procedure takes place 12-15 months after initial registration (for full-time students) or 24-27 months (for part-time students). (Please note that UCL Guidelines allow upgrades for part-time students at between 20 and 30 months, but SSEES considers 24 months after the initial registration to be standard. Earlier upgrades for part-time students will be allowed, but students should be aware that upgrades are not normally held during the summer months.) It is expected that all students who are working appropriately on their research should be able to complete their upgrade according to this schedule. However, should a student have a valid reason to postpone the upgrade, then s/he must submit a letter to the Graduate Tutor with a letter of support from the supervisor. Normally such reasons relate to serious health or family circumstances in which case a period of interruption may be appropriate. While most students pass the upgrade at their first attempt, all have the right to make a second attempt, which normally occurs approximately three but no longer than six months after the first attempt. All SSEES students are expected to upgrade within 18 months of registration (full-time) or 30 months (part-time), except where a delay until up to 24 months (40 months part-time) has **exceptionally** been agreed in advance. (For detailed information on the upgrade procedure, see below.)

The formal upgrading procedure consists of a viva examination before a panel of at least two members of academic staff, normally including the secondary supervisor and the Graduate Tutor (Research) or another member of staff appointed by him. The supervisor is present at the examination, though not as a member of the panel. The student submits a **portfolio** two weeks beforehand to the graduate administrator, supplying the appropriate number of copies so that each member of the committee will receive one copy. The portfolio includes:

- (i) a thesis title and descriptive outline (up to five pages describing the main research questions and intended contribution of the thesis as well as the content, sources, and research questions for each chapter);
- (ii) a critical survey of the existing **secondary literature**, **theoretical literature**, and/or relevant **methodology** (the balance between these will vary widely among the disciplines covered at SSEES) of 8,000-12,000 words; this must be submitted in **double-spaced** copies;
- (iii) a draft chapter of 8,000-12,000 words (this should demonstrate the ‘content’ of the thesis though it need not form a full or actual chapter, depending upon the discipline and sources available); this must be submitted in **double-spaced** copies;
- (iv) a timetable for completion of the thesis;
- (v) evidence that the UCL Student Research Log has been completed and is up to date;
- (vi) evidence that the student has made satisfactory technical and generic skills development.

In reading the portfolio, members of the committee pay particular attention to:

- i. the ability of the student to identify a set of significant research issues and aims in relation to an appropriate research context and an appropriate body of theory and of knowledge and to derive from these a set of scholarly questions;
- ii. the clarity and appropriateness of these research questions;
- iii. the suitability of the methodology to the research questions: Can the research questions be addressed properly by the methodology offered?
- iv. the ability of the student to relate the project to its research context;
- v. the demonstration of scholarly competence in writing and analysis;
- vi. whether the timetable and research plan are viable and realistic.

The purpose of the upgrading viva is to discuss the portfolio, allowing the student to expand on the work and answer any questions posed by members of the committee. The discussions are often lively and intended to help students to refine and improve their project.

An upgrade has three possible outcomes: a pass; a fail; or resubmission of part(s) of the portfolio within no more than one month. Should a student fail the upgrade, the reasons will be discussed and detailed feedback and advice given. A second attempt may be made later. (Please see below)

Detailed Procedure:

1. Application to Graduate Tutor: At the beginning of their second year (or third year for part-time students), all registered students must submit an application to the Graduate Tutor for an upgrade to be scheduled for that term. This application should take the form of a letter to the Graduate Tutor briefly describing the research project and progress on it to date (no more than 500 words), and it should indicate a preferred two-week period during the term for the session. (Students should note that it may not always be possible to adhere to this preference though an effort will be made to do so.) Application letters must be submitted no later than 1 October (15 January for mid-year starters, 1 May for spring starters) of the term in which the upgrade is to take place. Principal supervisors should read this letter and submit a separate report on the students’ progress to date no later than two weeks before the scheduled upgrade.

Students who do not submit an application for the upgrade will be contacted and receive a one-week grace period in which to submit their letters; the scheduling of their upgrade will, however, be delayed, which may restrict the timing. Students who still do not submit their letter will have the choice of remaining in the MPhil programme or accepting a fail on their first attempt at an upgrade.

Please note: This part of the procedure applies to students enrolled in the autumn of 2008 or after; students previously enrolled should contact the Graduate Tutor at 12-15 months (FT) to discuss setting an upgrade date.

2. Setting up the committee and scheduling the viva: Once the student has submitted a letter of application, the viva committee will be formed. Following UCL Guidelines, the viva committee will consist of the secondary supervisor and one or two other members of academic staff to include either the Graduate Tutor (Research) or someone appointed by him. Either the Graduate Tutor or the appointed member of staff will chair the committee, and any correspondence concerning the proposal will be directed to the viva committee chair. He or she will then arrange a two-hour time slot for the Upgrade and inform all members of the committee and, where appropriate, the Graduate Tutor. The primary supervisor is expected to attend the upgrade, but is not a voting member of the panel. In cases of joint supervision, an additional member of staff will be appointed to the committee by the Graduate Tutor.

3. Submitting the upgrade portfolio: The student submits the portfolio (see above for its contents) two weeks before the scheduled viva to the Graduate Administrator, supplying the appropriate number of copies so that each member of the committee will receive one copy. Students may also email the documents but hard copies are required. The Graduate Tutor will arrange a brief private meeting with the student approximately one week before the viva.

4. The viva. In normal practice, the committee members meet for up to fifteen minutes before the viva to exchange initial assessments about the written work. The student is then invited into the room. The viva itself provides an opportunity to discuss the student's research design, to assess the student's knowledge and research capability not expressed in the proposal, and to clarify or expand upon elements of the proposal. The student will be encouraged to discuss and defend his/her ideas and to respond to suggestions. The viva should, when necessary, also be used to give encouragement to the student when it is clear to the committee that modifications are necessary. For proposals not requiring extensive revision, the viva also provides an opportunity to discuss the student's field work or archival research abroad (where appropriate). A viva normally lasts at least an hour, and not longer than two hours.

For proposals not good enough to pass outright, the committee will make specific recommendations to the student as to improvements or additions (s)he must make to bring the proposal up to grade. In the case of relatively minor additions, the student will have one month to re-submit the required pieces of work; this may be particular components of the original portfolio. Where more significant improvements and amendments are required, the student will be considered to have failed, and a second attempt at upgrade may be made (see below).

Following the viva, the person chairing the committee will write a short (one page) report, have supervisors sign the transfer of registration form (for passes), and send these

documents to the Graduate Studies Administrator. The report should note especially the quality of the proposal as read, the character of the viva discussion, and, if the proposal is sent back for revision, what its shortcomings were and what remedies are proposed to achieve a pass. Positive recommendation is also welcomed to highlight the strength of a proposal. Students should note that the report will not summarize the full discussion in all its detail, so they should take notes during the viva.

5. Failure and Second Attempts. A small number of students fail the upgrade, and such students have the right to make a second attempt, though they may also decide not to do so. The set procedure (application letter, submission of portfolio, etc) will have to be followed a second time. Normally the second attempt will occur three months after the first attempt (in the following term), but the Graduate Tutor may allow an extension of up to another three months in exceptional cases. If the second attempt is also failed, the student remains registered with MPhil status and cannot be upgraded to PhD status. A third attempt is not allowed.

5.8. Field Work, Study Leave, Risk Assessment, and Ethics Requirements

Most MPhil/PhD students undertake a period of fieldwork or research abroad. This usually occurs in the second year, though requirements vary among projects and disciplines. During their first year, students should discuss fieldwork with their supervisors and agree upon a schedule and framework. During an approved study leave, students pay a reduced fee, but contact should be maintained with supervisors (e.g. by regular email) during this period. Students are not normally allowed to take study leave in their first year, especially during the academic term. For more information on UCL policies, please see <http://www.grad.ucl.ac.uk/international/>.

Every student applying for Study Leave must fill out a **Risk Assessment form**, in consultation with their supervisor. For more information see <http://www.grad.ucl.ac.uk/international/>. For the form: <http://www.ucl.ac.uk/expeditions/fieldwork.pdf>. A copy should be given to the Graduate Studies Administrator before departure. Please consider the Risk Assessment form with some care as it may help you to prepare for a range of possible risks in your period of study leave. Students are responsible to ensure that all relevant measures and precautions are taken with regard to health, finance, and insurance. Please consult the web-site of the Foreign and Commonwealth Office for current advice on your destination: www.fco.gov.uk.

All research proposals involving living human participants and the collection and/or study of data derived from living human participants undertaken by UCL staff or students on the UCL premises and/or by UCL staff or students elsewhere requires ethical approval to ensure that the research conforms with general ethical principles and standards UNLESS the only involvement of human participants in particular research activities will be in one or more of the **categories** elaborated on the UCL Research Ethics website. For more information and forms, please see <http://www.grad.ucl.ac.uk/ethics/index.php> .

5.9. Registration Status and Interruptions

UCL allows students to change their status between full and part-time registration. We strongly encourage all self-funded students to choose a part-time registration as this better allows the juggling of work and study commitments. Should a student wish to change his or her status, s/he should discuss this with their supervisor and the Graduate Tutor. Please note that the changing of registration status can affect the final submission deadline, so students should consult the Registry and the Graduate Tutor to verify their deadline.

UCL also allows students to interrupt their course for up to two years. The grounds for interruption may include ill health, maternity leave, family emergencies, or work commitments. The procedure in such cases is to consult the Supervisor and the Graduate Tutor as soon as possible. Once an interruption has been agreed, the supervisor should email Student Records, requesting the interruption, supplying a brief outline of grounds, and indicating the start and end dates. **Please note that requests for interruptions cannot be made retrospectively.** Students holding Council funding must consult the funding body before interrupting. For more information: <http://www.ucl.ac.uk/current-students/services/studyinformation/interruption>.

5.10. Deadlines for the Submission of Theses and CRS (Completing Research Student Status)

Full-time students are expected to complete and submit their theses by the end of three years. If a student does not complete within this period, however, s/he may apply to the Graduate Tutor for permission to return as a Completing Research Student (CRS) for up to twelve more months free of charge. In the case of part-time students, they should complete within five years. If they fail to complete within this period they may apply for CRS status for up to two years. In order to be granted CRS status, supervisors must confirm that the student is well-advanced in the writing up of their thesis and fully able to submit within one year (two years for part-time students). Students who fail to submit their thesis after CRS are liable for an additional penalty fee. For more information, please see <http://www.ucl.ac.uk/current-students/money/fees-support/latesubmission>

5.11. Submission and Examination

Students must submit a set of forms **four months before** they intend to submit the thesis:

1. The Examination Entry Form (requires signature of supervisor and Graduate Tutor)
2. The Reproduction of Thesis Form;
3. The Description of Thesis Form;
4. The Nomination of Examiners Form (to be completed by supervisor with the signature of the Graduate Tutor).

Students must submit two forms with the thesis:

1. Abstract of Thesis Form;
2. Declaration of Number of Words Form

More information and all of these forms are available at:

http://www.ucl.ac.uk/current-students/exams_and_awards/GI/res_degree_exam_entry

The general requirements of the thesis, including binding, format, etc., are detailed in the Grey Book. (<http://www.ucl.ac.uk/registry/ucl-staff/grey-book/>). Please note that the

word limits are 80,000-100,000 (PhD) and 40,000-60,000 (MPhil) to include footnotes, tables and figures but not bibliography and appendices. These are not flexible. Requirements on internal style (e.g. footnotes, transliteration, etc.) are determined by the conventions of the particular discipline. Please consult your supervisor early on about these conventions, as changing format late in the process is a time-consuming process.

All PhDs are examined with a Viva. The date will normally be arranged by the supervisor in consultation with the student and the examiners. Students are normally informed of the results immediately afterwards, and written confirmation will follow. Possible outcomes include:

- pass without any amendments to the thesis being necessary;
- pass with minor amendments to the thesis within three months (these will normally be checked by the Internal Examiner);
- be referred, in other words permitted to revise and resubmit the thesis within eighteen months. In this case the student must complete a further entry form at least four months before submission, and pay a re-entry fee. A second viva may be required;
- be recommended for the award of an MPhil only (instead of the PhD);
- be permitted to revise and resubmit the thesis for consideration for the award of an MPhil;
- not be recommended for the award of any degree and not be permitted to re-enter.

6. SUPPORT, ADVICE AND LINES OF COMMUNICATION

6.1 Graduate Studies Administrator

Ms Alexa Stewart

SSEES Student Administration Office (Room 341), SSEES, 16 Taviton Street,

Tel: 020 7679 8775

E-mail: a.stewart@ssees.ucl.ac.uk

Fax: 020 7679 8777

Postal address: SSEES, UCL, Gower Street, London, WC1E 6BT

You should contact the Graduate Studies Administrator for all general enquiries in the first instance.

It is your responsibility to update PORTICO if you change your address or telephone number. This is essential if all correspondence is to reach you on time.

6.2 Departmental Administration and contact with Academic Staff

Academic members of staff are members of one of the four internal SSEES Departments and the administrators for these departments also work in the Student Administration Office, Room 341. Listed below are the names of the Departmental Administrators with telephone extensions and email addresses.

General Enquiries: Tel: 020 7679 8770

Social Sciences

Mrs Ewa Kedzierska Tel: 020 7679 8772 E-mail: e.kedzierska@ssees.ucl.ac.uk

East European Languages & Culture

Ms Sasha Aleksic Tel: 020 7679 8773 E-mail: s.aleksic@ssees.ucl.ac.uk

Russian

Mr Ben Chatterley Tel: 020 7679 8771 E-mail: b.chatterley@ssees.ucl.ac.uk

History

Ms Susie Rizvi Tel: 020 7679 8774 E-mail: s.rizvi@ssees.ucl.ac.uk

6.3. Pigeonholes

E-mail is the primary form of communication. Post that comes for research students is stored in the pigeonholes which are located in the reception area of the ground floor of SSEES. The pigeonholes are accessible from 10am-4pm all year. **You must check your pigeonhole regularly to collect any mail, or messages left there by tutors, lecturers or administrative staff.**

6.4 E-mail Facilities

You will be issued with an e-mail account when you register at UCL. This will enable you to keep in contact with other electronic mail users both inside and outside UCL. It is UCL policy that all communication with you will be sent to your @ucl.ac.uk email address. Please check your UCL e-mail regularly. If you prefer to use a private e-mail address it is your responsibility to arrange forwarding of messages. If you do not do this you will miss important messages. You are advised to make a note of the addresses of your tutors so that you can contact them in the event of problems. Staff will not open e-mails if your name is not shown clearly. Information on e-mail: <http://www.ucl.ac.uk/is/email/>

6.5 Academic support

Your supervisor can advise you on matters related to your work at your regular meetings. However, if you need additional advice and support, you can contact Professor Julian Graffy, Graduate Tutor (Research) and the Chair of the SSEES Graduate Teaching Committee (Research).

Students can meet other members of staff to discuss academic matters without appointments during specified office hours. Each member of staff will post a notice of these hours outside his/her office at the start of each term and they will also be posted on the departmental notice boards. If consultation is required at other times, please make an appointment via e-mail.

6.6 Student Representation on Committees and Departmental Meetings

There are places reserved for student members on many of UCL's committees, including Council (UCL's governing body) and the Academic Board. The nomination/election of student members to committees is mostly the responsibility of the UCL Students' Union. You can get further information from the Education Officer of the Union e.officer@ucl.ac.uk Details of which UCL committees include student members (and in

what capacity) are available from the UCL Academic Services Department. Representation is also invited from the undergraduate and postgraduate student body on SSEES Committees, including the Library and Information Resources Committee, the Staff-Student Consultative Committee and Departmental Meetings. Each department holds meetings during the year, one or two in each term. The first part of the meeting (Open Agenda) is attended by student representatives, with one representative per undergraduate year-group and one from the MA students. You may present items for inclusion on the agenda of this part of the meeting through your representative. Items should be submitted to the Departmental Administrator before Friday of the week preceding the meeting. Each representative will receive a copy of the agenda and minutes of the previous meeting. These will also be available from the Departmental Administrator for consultation by all students.

For Terms of Reference and Membership please see:

-UCL Committees: http://www.ucl.ac.uk/teaching-learning/Staff_pages/committees.htm

-SSEES Committees: <http://www.ssees.ucl.ac.uk/>

Dates of SSEES Meetings are included in the School Calendar:

<http://www.ssees.ucl.ac.uk/calendar.htm>

7. PLANNING YOUR FUTURE

7.1 Careers Advice

UCL subscribes to 'The Careers Group - University of London'. You are entitled to use their extensive services at any time during your period of study. Patrice Ware is the Careers Adviser from UCL Careers Service with special responsibility for SSEES students. She can provide you with guidance on career planning, as well as developing valuable skills for job-hunting (e.g. CV presentation and interview technique).

Patrice holds weekly drop-in sessions at SSEES on Wednesday mornings during term time in Room 503. Please drop in to make yourself known and find out what the Service can offer you. Longer appointments are held by arrangement in her office on Wednesday afternoons at the main UCL Careers Office, as this allows for extensive information facilities and other members of the careers team to be accessible. You can contact Patrice by e-mail: p.ware@ucl.ac.uk or by calling in to the Careers Service.

SSEES also has a Careers Liaison Tutor, Dr Seán Hanley, who is a member of SSEES academic staff.

The Careers Service is frequently contacted by employers with offers of part-time, temporary as well as full-time work in which you might be able to use your specialist skills. Details are kept in files behind the Issue Desk in the Library.

Details of talks and other careers information will be found on the Notice Board outside Room 341. See also <http://www.ssees.ucl.ac.uk/careers.htm>

8. SERVICES FOR STUDENTS WITH INDIVIDUAL NEEDS

A UCL Disability Co-ordinator is available to provide advice and practical support in the following ways:

- Assessments of support need, including diagnostic assessments for students with dyslexia.
- Assistance to students with disabilities in applying for grants from LEAs and Trusts.

- Up-to-date advice on special equipment that may be required by members of staff and students with disabilities.
- Organising note-taking/interpreter/reader support.
- Providing information on access to all UCL teaching space.
- Administering the Hardship Fund for students with disabilities (EU and overseas students only).

A UCL IT-trainer will provide advice on equipment purchase, set-up and installation of computer systems in students' homes, and some initial training.

Special examination arrangements can be made for students with disabilities who need to take their examinations in a separate room designed for this purpose, or to use special equipment or other facilities. Please note that students with dyslexia who require additional examination time should contact the SSEES Examinations Liaison Officer as soon as possible.

Copies of the UCL booklet *Information for Students with Disabilities* and *the Disability Statement* are available on request from the UCL Academic Services Office. Full contact details are included in the *List of Useful Contacts* list in section 15.6 of this Handbook or see www.ucl.ac.uk/disability.

9. STUDY FACILITIES

9.1 Language Evening Courses

Classes will run provided enough people are interested in taking them. The courses are mostly designed for complete beginners (with the exception of Russian, for which more advanced classes may be available), but intermediate level may also be offered in some languages. These classes are not part of any degree programme and are not covered by the UCL tuition fee. Concession rates are offered to students registered on undergraduate or postgraduate programmes.

Contact details: Evening Courses Office, Room 332, SSEES

Tel: 020 7679 8738, Fax: 020 7679 8777, E-mail: eveningcourses@ssees.ucl.ac.uk

9.2 Libraries

As a student of SSEES within UCL, you have access to the facilities of the SSEES Library, all other UCL Libraries and the Senate House Library. When applying for membership of these libraries you will need to show proof of your student status (your UCL ID card) and proof of registration.

9.2.1 SSEES Library

SSEES Library has one of Britain's largest specialist collections on Central, Eastern and South Eastern Europe, Russia and the former Soviet Union. The entrance to the Library is on the Ground Floor of the SSEES building in Taviton Street. As a new research student you are welcome to join one of the tours arranged for new students at the beginning of the year, but you are also invited to make an individual appointment with one of the Library's specialist staff. A list can be found at <http://www.ssees.ucl.ac.uk/library/contact.htm>

The Library offers historical research materials, contemporary publications relevant to the area, periodicals, newspapers and other materials in support of courses. Electronic resources are easily accessed through the extensive and heavily used directory of

electronic resources on the region available on the School's website at <http://www.ssees.ucl.ac.uk/dirctory.htm>. This is maintained and updated by SSEES Library staff; suggestions for additions are welcome. All SSEES students have access to the wide range of databases and e-journals subscribed to by UCL. A full list is available at <http://www.ucl.ac.uk/Library/database/>

The Library also provides IT and audio-visual facilities for the School. There are dedicated rooms in the Library for viewing DVDs and videos and for general computing, Internet access and computer-assisted learning. See below for further details.

9.2.2 Other UCL Libraries

You will find additional facilities and relevant collections in the UCL Main Library, which is located in the centre of the Wilkins Building on the main campus off Gower Street (under the dome), and the Science Library in the DMS Watson building, also located on the main campus. Economics, History, Literature, and Politics collections are located in the main Library building; Geography and Anthropology are housed in the Science Library in the DMS Watson Building.

Maps showing the locations of all UCL libraries are available in SSEES Library. <http://www.ucl.ac.uk/Library/sites.shtml>

9.2.3 University of London Library (Senate House Library)

The entrance to this Library is situated on the fourth floor of the south block of the Senate House building in Malet Street. All UCL students are allowed free membership.

9.3 Computing

Students are strongly advised to avail themselves of the computing facilities provided. E-mail access will be important since it provides the main means of communication with tutors and other staff and students. You should also gain valuable practical experience in word-processing, use of on-line catalogues, databases and other on-line academic materials. Training courses are available from the UCL Graduate School.

9.3.1 SSEES Facilities

PCs and a laser printer are available for the exclusive use of postgraduate students of the School in a cluster on the first floor. The computers run a number of standard Windows-based Office applications, and also provide access to the Internet. They are supplied with a wide range of language fonts including Cyrillic.

There is a second cluster of PCs and two laser printers available for all SSEES students to use on the first floor of the SSEES Library. All laser printers are operated by the same cards that operate the photocopiers; these are available from the Library Issue Desk.

Access to all SSEES computer clusters is by a 4-digit security code which postgraduate students can collect from the Issue Desk on presentation of a valid UCL ID card and current session card. Headphones for use with audio-visual material and Computer-Assisted Language Learning software are available from the issue desk; you will be asked to leave your UCL ID card and session card as a deposit.

9.3.2 Other UCL Facilities

Throughout UCL there are a number of rooms where clusters of PC work stations are located. These cluster rooms are run by the Information Systems Department of UCL. You have to be a registered user, i.e. be issued with a Personal Registration Number [PRN], before making use of the workstations. First-year students will be issued with a student ID card at enrolment and this ID card will incorporate your PRN.

Once you are registered you will be allocated your own personal identifier (called a *User-id*) and a password, which ensures that only you will have access to your personal files. You must **never** give your password to anyone else as you are held responsible for anything carried out under your account.

When not used for teaching, the cluster rooms are open for individual use. Further information is available at <http://www.ucl.ac.uk/is/clusters/index.htm>. Please also refer to the *UCL Student Handbook*.

9.4 Audio-visual Facilities

The SSEES Library holds a collection of over 2,000 DVDs and another 2,000 videotapes containing films and documentaries from and about the region, both bought from commercial sources and recorded from television, both in the original languages and with subtitles. Overall the collection contains around 8,000 items. A searchable catalogue of this collection is available at <http://www.ssees.ucl.ac.uk/videos/intro.htm>. The news in Czech, Polish and Russian is recorded each weekday. The Audio-Visual Room in the Library provides facilities for watching these materials. Headphones and a remote control can be obtained from the Issue Desk on deposit of a current UCL ID.

9.5 Specialist Bookshops

A list of central London bookshops and online book suppliers can be found at http://www.talkingcities.co.uk/london_pages/shopping_books.htm

Useful bookshops in London include the following:

Blackwell's (020 7292 5100)

100 Charing Cross Road, London WC2H OJG (tube: Tottenham Court Road)

www.bookshop.blackwell.co.uk

The European Bookshop (020 7734 5259) (Fax: 020 7287 1720)

Warwick Street, London W1R 5RA (tube: Piccadilly Circus)

<http://www.europeanbookshop.com/>

Foyles (020 437 5660) (Fax: 020 7434 1580)

113-119 Charing Cross Road, London WC2H 0EB (tube: Tottenham Court Road)

Level 1, Royal Festival Hall London

www.foyles.co.uk

Grant and Cutler (0207 734 2012) (Fax: 0207 734 9272)

55-57 Great Marlborough Street, London, W1F 2AY (tube: Oxford Circus)

www.grantandcutler.com

Waterstones (020 7636 1577) (Fax: 020 7580 7680) (tube: Goodge St)

82 Gower Street, London WC1E 6EQ
www.waterstones.co.uk

10. RESEARCH CENTRES AND RELATED ACTIVITIES AT THE SCHOOL

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

10.1 Centre for East European Language-Based Area Studies (CEELBAS)

The Centre is a major innovative collaboration between the UCL School of Slavonic and East European Studies (UCL-SSEES, the lead institution), Russian and East European Studies (REES) at Oxford University and the Centre for Russian and East European Studies (CREES) at the European Research Institute, University of Birmingham. This consortium works closely with a network of partners at the Universities of Bath, Cambridge, Kent, Manchester, Sheffield, Warwick and the School of Oriental and African Studies, University of London, to develop multi-disciplinary, language-based research capacity around key research themes, to realise the UK's strategic commitment to the study of Central and Eastern Europe. It does this through a programme of postgraduate scholarships, postdoctoral fellowships, mid-career training, workshops and conferences, as well as engagement with the user community and international networks, including funding for 26 Masters scholarships and 14 PhD scholarships at SSEES over the period 2006-2011 see <http://www.ceelbas.ac.uk/>

10.2 Centre for the Study of Central Europe

The Centre for the Study of Central Europe seeks to promote research and teaching on the German-speaking countries (Austria and Germany), the Habsburg monarchy and Poland-Lithuania and successor states (Belarus, Croatia, the Czech Republic, Hungary, Poland, Romania, Slovakia, Slovenia, Ukraine, as well as the Baltic states). The Centre acts as a focus for scholars and researchers of the region in pursuit of joint or individual research and provides the principal forum for graduate and doctoral studies; postgraduate students are regular contributors to its seminar programme.

The Centre's regular activities include its *seminar series*, to which both SSEES staff and postgraduates and outside speakers are invited to contribute, as well as seminars in Czech and Slovak literature. The Centre also regularly hosts joint seminars together with the British-Hungarian Fellowship and the *Hungarian Cultural Centre*. Joint seminars are also held with the Centre for South-East European Studies. In addition, the Centre sponsors the *Forum on Early Modern Central Europe* at the Warburg Institute.

The Centre has its own international journal, Central Europe, which comes out twice a year and is fully-refereed. Postgraduate students nearing completion of their doctorates are encouraged to submit articles to it.

Director: Dr Philipp Müller p.mueller@ssees.ucl.ac.uk

10.3 Centre for South-East European Studies

The Centre for South-East European Studies boasts the greatest concentration of people working on this area in Great Britain. Their activities are supported by the Library's holdings on South-East Europe, comprising some 50,000 volumes on history, language, literature, politics, society and culture, as well as a wide variety of periodicals and some notable archival collections.

By drawing on these resources, the Centre is able to support and promote knowledge and discussion of South-East Europe in the broader academic community and amongst the public at large. To this end it maintains an active programme of events, including study days, background briefings, seminars, weekly lunchtime discussion groups, and conferences.

Director: Dr Eric Gordy e.gordy@ssees.ucl.ac.uk

10.4 Centre for Russian Studies

The Centre for Russian Studies brings together staff and postgraduate students, MA, MPhil and PhD, from three of the School's four departments (Russian, Social Sciences and History) to cover most aspects of Russian Studies from early Russian literature to post-Soviet politics. The primary aim of the Centre is to create a more distinct focus within the School for cultural, historical, literary, social and political sciences research into Russia, past and present, and thereby to improve the environment for joint and individual research. (See also the entry for the Centre for the Study of Economic and Social Change, which covers these aspects of post-Soviet Russia).

The CRS hosts regular seminars and guest lectures, usually followed by a chance to meet other members of the Centre over a glass of wine.

The Library's collection on Russia currently contains some 90,000 books and over 250 current periodicals and newspapers, making it one of the major resources for Russian studies in the United Kingdom.

Director: Dr Maria Rubins m.rubins@ssees.ucl.ac.uk

10.4.1 Post-Soviet Press Study Group

The Post-Soviet Press Study Group meets weekly during term time to report and discuss key issues from a selection of newspapers and periodicals published in the former Soviet Union. Membership of the group, which numbers between 20 and 30 staff and postgraduate students, is currently drawn from SSEES, from other UCL departments, and from other colleges of London University. <http://www.ssees.ucl.ac.uk/pspg.htm>

Co-ordinator: Dr Alex Titov a.titov@ssees.ucl.ac.uk

10.4.2 Russian Cinema Research Group

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

on the expertise of staff working on Russian film in SSEES, UCL and other British universities. The Research Group holds regular work in progress seminars and welcomes visiting scholars working in the field. In the academic session 2008-2009 it held a series of 10 seminars marking the centenary of feature film production in Russia.

Co-ordinators: Dr Philip Cavendish p.cavendish@ssees.ucl.ac.uk and Professor Julian Graffy j.graffy@ssees.ucl.ac.uk

10.5 Centre for the Study of Economic and Social Change in Europe

The Centre for the Study of Economic and Social Change in Europe forms a focal point for research concerned with the processes of economic and social change in Europe. In particular, the centre is engaged in researching the implications for real economic processes of the integration and internationalisation processes, privatisation, liberalisation and technological change, the evolution of labour market institutions and wage setting mechanisms. It focuses on both macro and micro perspectives of restructuring. The relevant issues include structures and dynamic patterns of international trade and foreign direct investment, convergence and patterns of industrial change, social and economic welfare, the role of the informal sector, firm level adjustments, corporate governance and corporate strategies, innovation and R&D systems.

The research work undertaken by the centre is in business economics, corporate and public governance, developmental economics, comparative economic systems, political economy, economic sociology and management. The centre's objective is to create an atmosphere conducive to joint research programmes and to interdisciplinary activities.

Director: Professor Slavo Radošević s.radosevic@ssees.ucl.ac.uk

10.6 Centre for the study of Politics, Security and Integration in Europe

The Centre for the study of Politics, Security and Integration in Europe is based in the Department of Social Science and brings together academic staff, research fellows and students who share an interest in the study of the politics of contemporary Europe from a variety of perspectives.

Director: Dr Seán Hanley s.hanley@ssees.ucl.ac.uk

10.7 Seminars, Conferences and Events

Information concerning the regular seminar series organized in the Centres and Departments, as well as of larger events such as Study Days and Conferences, can be found on notice boards around SSEES and in the weekly yellow information sheet of which copies are available in the Junior Common Room.

You can also check events on the SSEES calendar at www.ssees.ucl.ac.uk/calendar.htm.

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

10.8 Involvement with Publications

10.8.1 The *Slavonic and East European Review (SEER)*

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

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

10.8.2 *Central Europe*

Central Europe publishes original research articles on the history, languages, literature, political culture, music, arts and society of those lands once part of the Habsburg Monarchy and Poland-Lithuania from the Middle Ages to the present. It grew out of *The Masaryk Journal*, established by Katya A. M. Kocourek, a postgraduate student of the School.

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

Slovo, edited and managed by postgraduate students at the School, is a journal which discusses and interprets contemporary Russian, East European and Eurasian affairs in an historical, political, social and cultural context. The journal provides a forum in which new ideas and interpretations of significant issues can be presented in an analytical rather than empirical form. The chief aim is to provide space for research students' work, but contributions from academic staff are also welcome. *Slovo* is a refereed journal and is respected worldwide; it gives many postgraduates the opportunity of publishing their academic work for the first time.

Any postgraduate interested in contributing articles/reviews or in assisting with the editing and production of the journal should contact the editors via the *Slovo* pigeonhole in Room 261 or e-mail slovo@ssees.ucl.ac.uk

11. POLICIES, RULES AND REGULATIONS

11.1 Academic Regulations

Please consult the UCL Graduate School Code of Practice for Graduate Taught Degrees available from the Student Administration Office and the Graduate School

11.2 Non-academic Regulations

Concerning these regulations on conduct, please refer to the UCL Academic Manual. See: <http://www.ucl.ac.uk/academic-manual/part-g/g19>

11.3 De-Registration and Appeal

De-registration may occur on academic grounds or on such non-academic grounds as a failure to pay fees or a disciplinary matter. For further information please see:

http://www.ucl.ac.uk/current-students/money/liabilities/late_payment_fees

Any student who is de-registered will be informed in writing and will have the right to make an appeal in person to the Faculty Tutor against the decision. Having heard the appeal, the Faculty Tutor, in consultation with the Registrar, will decide on the appropriate course of action.

11.4 Complaints and Grievances

The formal procedures for complaints and grievances are detailed in the UCL Academic Manual; <http://www.ucl.ac.uk/academic-manual/part-k/k10>. However, all students who feel they have a complaint or grievance they wish to pursue are strongly advised to discuss the matter first with their Supervisor, or if they cannot do that, with any of the following: the Graduate Tutor, the Faculty Tutor, or the Rights and Advice Centre of UCL Students' Union. Each of these will be able to advise impartially on the most appropriate course of action.

11.5 Data Protection

All personal information about students is held in UCL according to the provisions of the Data Protection Act (1998). To find out more about centrally-held information see the UCL Student Handbook.

In addition, SSEES needs to hold data about you in order to carry out its normal administration. That is, we collect, store, use and disclose the data for purposes connected with your studies, your health and safety and for other legitimate reasons. We are committed to maintaining your personal information in a manner which meets the requirements of the Data Protection Act and will take any reasonable steps to ensure that your personal data is kept secure against unauthorized access, loss, disclosure or destruction. SSEES will not pass on your personal data to any third party without your consent unless required to do so by law or regulation.

You will be given information about the ways in which SSEES holds data about you and your rights in relation to that data. If you have any questions about Data Protection guidelines and procedures please contact the SSEES Data Protection Co-ordinator, Lesley Pitman. She can be reached by email at l.pitman@ssees.ucl.ac.uk or by telephone at 020 7679 8703.

11.6 Equal Opportunity and Race Equality

UCL is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying. See:

http://www.ucl.ac.uk/hr/docs/equal_opportunity.php

UCL aims to promote race equality in all its operations, to celebrate the diversity of its staff and student populations and to prevent unlawful race discrimination. See:

http://www.ucl.ac.uk/hr/docs/race_equality.php

The School has an Equal Opportunity Liaison Officer. UCL also offers support through the office of the Dean of Students (for contact details see **List of Useful Contacts** in this Handbook).

12. STATEMENT OF SAFETY POLICY AND ARRANGEMENTS

12.1 Code of Practice

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

12.2 SSEES Safety Policy

The Statement of Safety Policy describes the organisational structure for health and safety management in SSEES. A copy is displayed on the Main Safety Notice Board (fourth floor auxiliary-lift foyer) or can be downloaded from <http://www.ssees.ucl.ac.uk/SafetyPolicy.pdf>. This Policy should be read in conjunction with the SSEES Safety Arrangements which can be viewed at <http://www.ssees.ucl.ac.uk/safetyarrangements.htm> The documents are reviewed regularly in consultation with the UCL Area Safety Officer to conform with Policy and Arrangements issued by the UCL Health and Safety Management Team.

12.3 SSEES Safety Arrangements

The document provides information on the specific arrangements that are in place at SSEES for the management of health and safety. Any queries or concerns should be directed to the SSEES Safety Officer or Departmental Safety Representative who will take appropriate action and bring the concern to the attention of the SSEES Health and Safety Committee
<http://www.ssees.ucl.ac.uk/intranet/committees.htm> .

The SSEES Safety Officer is Maria Widdowson m.widdowson@ssees.ucl.ac.uk 020 7679 8804

12.4 Emergency Situations

1. Fire

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

If you discover a fire:

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

In the event of the Fire Alarm Sounding:

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

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

2. Accidents

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

Major:

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

Minor:

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

First Aid

The following SSEES staff are qualified to administer First Aid:

<i>First Aiders</i>	Maria Widdowson - Room 410 Ext. 28804 Sue Cole - Room 409 Ext. 28800
<i>Appointed Persons</i>	Navroz Chandan - Room 408 Ext. 28752 Gemma Martin - Room 341 Ext. 28770

First aid boxes are held at the following locations:

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

Accident Reporting

All accidents occurring within SSEES premises, or arising from SSEES activities, must be reported using the standard UCL Accident/Incident Report Form. It is also important to report incidents and near-miss accidents so that an investigation can be carried out and

appropriate controls put in place at the earliest opportunity. Forms are available from Room 341, 409, or can be downloaded from:

<http://www.ee.ucl.ac.uk/~cleanrm/safety/A1.html>

12.5 Smoking, eating and drinking

UCL operates a **NO SMOKING** policy and, accordingly, smoking is not permitted in **any part** of the SSEES premises.

Eating and drinking is allowed where it is reasonable to do so. A manager may specify special areas where eating and drinking are not allowed. Please note, there are special rules that apply to SSEES Library areas and these must be observed.

13. WHAT TO DO WHEN YOU HAVE PROBLEMS

13.1 Personal Problems

If you are experiencing problems of a personal nature, you could also speak to your supervisor or other academic staff, in particular if you feel the problem may take some time to sort out and affect your work. Academic staff will not, however, be able to offer you more specialist help - you will need therefore to find help from an appropriate source. UCL offers a counseling service for any student who feels that they would benefit from it. Appointments to see the counselor can be made at the Counseling Service at 3 Taviton Street <http://www.ucl.ac.uk/student-counselling/> Other support is also available through the UCL Students' Union.

13.2 Welfare Problems

The UCL Students' Union has a Welfare Officer who can advise on legal, financial and contractual situations, and can intervene on your behalf with third parties. For issues affecting registration, such as financial hardship or residency problems, you should arrange to see the Faculty Tutor, who may also be consulted over major academic problems. Students should seek the advice of the Dean of Students if facing major financial problems.

13.3 Health Problems

You are advised to register with the University College Health Centre at 3 Gower Place on arrival at SSEES. The Health Centre provides medical assistance and can also help in cases of stress or with psychological problems.

13.4 The UCL Students' Union

The UCL Students' Union is run by students for students. As well as providing the focus of student social life in the College, the Union offers a wide range of services and can provide guidance and practical assistance. At SSEES you have your own site Executive and this includes a student Welfare Officer. UCL Union, 25 Gordon Street Tel 020 7679 2500 <http://www.uclunion.org/postgraduates/>

13.5 List of Useful Contacts

13.5.1 At SSEES

<http://www.ssees.ucl.ac.uk/telelist.htm>

Graduate Studies Administrator: Alexa Stewart
Room 341, SSEES, 16 Taviton Street
020 7679 8775 a.stewart@ssees.ucl.ac.uk

Director's Office, Room 408, SSEES, 16 Taviton Street

Director: Dr Robin Aizlewood
PA to Director: Ms Christine Fernandes: 020 7679 8751

Graduate Tutor (Research Students):
Professor Julian Graffy, Room 315, SSEES, 16 Taviton Street
020 7679 8725 j.graffy@ssees.ucl.ac.uk

Graduate Tutor (Taught Students):
Dr Eric Gordy, Room 323, SSEES, 16 Taviton Street
020 7679 8728 e.gordy@ssees.ucl.ac.uk

Librarian and Director of Information Services:
Ms Lesley Pitman, SSEES Library, SSEES, 16 Taviton Street
020 7679 8703 l.pitman@ssees.ucl.ac.uk

Equal Opportunity Liaison Officer:
Dr Seán Hanley, Room 523, SSEES, 16 Taviton Street
020 7679 8818 s.hanley@ssees.ucl.ac.uk

Careers Liaison Tutor:
Dr Seán Hanley, Room 523, SSEES, 16 Taviton Street
020 7679 8818 s.hanley@ssees.ucl.ac.uk

Admissions Office, Room 309, SSEES, 16 Taviton Street

Academic Co-ordinator / Examinations Liaison Officer:
Ms Gillian Hogg (on leave until February 2010)
020 7679 8820 g.hogg@ssees.ucl.ac.uk

Admissions Officer:
Mr Roland Monger
020 7679 8830 r.monger@ssees.ucl.ac.uk

Admissions Assistant
Ms Hannah Spikesley
020 7679 8810 h.spikesley@ssees.ucl.ac.uk

SSEES Library:
Enquiries: 020 7679 8702
Renewals: 020 7679 8701
Email: ssees-library@ssees.ucl.ac.uk

13.5.2 At UCL

UCL Graduate School: www.ucl.ac.uk/gradschool
Head: Professor David Bogle
020 7679 2027/3083 or PA 020 7679 7844
gradschoolhead@ucl.ac.uk

Administrator: Anne Macdonald
020 7380 7841 a.macdonald@ucl.ac.uk

Faculty Graduate Tutor, Social and Historical Sciences:
Dr David Coen, Department of Political. Science/School of
Public Policy
020 7679 4967 d.coen@ucl.ac.uk

Faculty Graduate Tutor, Arts and Humanities:
Dr Stephanie Bird, Department of German
020 7679 7120 stephanie.bird@ucl.ac.uk

Postgraduate Students Officer: Shawn Williams 020 7679 7931
Mps.officer@ucl.ac.uk
<http://www.uclunion.org/postgraduates/>

UCL Main Library

Wilkins Building, central site
(Includes Arts and Humanities, Economics, History,
Enquiries: 0207 380 7793 Law and Jewish Studies)
Issue Desk: 0207 380 7792
E-mail: library@ucl.ac.uk

UCL Careers Service www.ucl.ac.uk/careers

Careers Adviser for SSEES: Patrice Ware
p.ware@ucl.ac.uk
Direct line: 020 7866 3631
Location: 4th Floor, University of London Union Building, Malet Street, London, WC1E
7HY

UCL Disability Co-ordinator: Marion H Lamb
020 7679 1343
Room G16, Registrar's Division
disability@ucl.ac.uk
<http://www.ucl.ac.uk/disability/>

UCL Union:

Tel: 020 7387 3611

Fax: 020 7387 3937

25 Gordon Street, London WC1H 0AY

<http://www.uclunion.org/>