

USEFUL INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS

Department of Philosophy

King's College London

	Autumn Semester (10 weeks)	Spring Semester (10 weeks)	Summer Semester (6 weeks)
MPhilStud year 1	<ul style="list-style-type: none"> *Attend initial collection meeting *Meet with first supervisor to discuss plans for the year *Meet with first supervisor <i>approx. every 2 weeks</i> *Attend the weekly First Year Research Seminar (Wednesdays) *Attend the weekly MPhil Seminar (Tuesdays) *Have end-of-term collection meeting in last week of semester 	<ul style="list-style-type: none"> *Meet with second supervisor <i>approx. every 2 weeks</i> *Attend the weekly First Year Research Seminar (Wednesdays) *Attend the weekly MPhil Seminar (Tuesdays) *Confer with first supervisor over possible application for teaching in year 2 	<ul style="list-style-type: none"> *Meet with second supervisor <i>approx. every 2 weeks</i> *Attend the weekly First Year Research Seminar (Wednesdays) *Attend collection last week of semester <p>SUMMER BREAK: Prepare 3 formative essays and thesis kernel</p>
MPhilStud year 2	<ul style="list-style-type: none"> *Submit 3 formative essays plus thesis kernel by 15 Sept. *Meet with second supervisor for <i>6 supervisions</i> *Attend the weekly Advanced Research Seminar (Wednesdays) *Meet with Matt Soteriou & Matteo Mameli for collection last week of semester *Confer with first supervisor over possible PhD applications *Essay and thesis titles with brief descriptions are submitted to Research Students Committee not later than December 1 of the second year of the program. These can be revised until March 1 of the second year. *Submit presubmission essay titles by 15 December 	<ul style="list-style-type: none"> *Submit 3 formative essays by 15 Jan. *Meet with first supervisor for supervision for <i>6 supervisions</i> *Attend the weekly Advanced Research Seminar (Wednesdays) *Arrange thesis examiners & RD1 form with first supervisor *Submit all 6 summative essays by 1 June *Coordinate with first supervisor to arrange <i>viva</i> 	<ul style="list-style-type: none"> *Meet with first supervisor <i>approx. every 2 weeks</i> *Attend the weekly Advanced Research Seminar (Wednesdays) *Attend collection last week of semester <p>SUMMER BREAK: *Work independently to produce complete thesis</p> <p>*Submit printed and bound[†] thesis by 1 Sept.</p> <p>AUTUMN The <i>viva</i> should happen within 2 months of submission</p>
MPhil/PhD	<ul style="list-style-type: none"> *Attend initial collection meeting *Students receive supervisions <i>approx. every 2 weeks</i> *Attend the weekly First Year Research Seminar (Wednesdays) 	<ul style="list-style-type: none"> *Students receive supervisions <i>approx. every 2 weeks</i> *Attend the weekly First Year Research Seminar (Wednesdays) *Attend the weekly MPhil Seminar (Tuesdays) 	<ul style="list-style-type: none"> *Students receive supervisions <i>approx. every 2 weeks</i> *Attend the weekly First Year Research Seminar (Wednesdays) *Have end-of-term collection meeting in last week of semester

	<ul style="list-style-type: none"> *Attend the weekly MPhil Seminar (Tuesdays) *Have end-of-term collection meeting in last week of semester 		
See page 4: deadlines and instructions for submitting and upgrades			

- NB: all part-time students receive half the amount of the above supervisions
- PhD students who are on 'writing up' status have occasional supervisions, conditional on agreement with their supervisors

Main points of contact

- Director of Graduate Studies: matthew.soteriou@kcl.ac.uk
- MPhilStud Director: matteo.mameli@kcl.ac.uk

BRIEF SUMMARY OF THE MAIN POINTS FOR EACH PROGRAMME

MPhilStud:

Required meetings:

- Supervisions with members of staff (approx. every two weeks) in year 1; then 6 meetings in semesters 1 & 2 and 3 meetings in semester 3 in year 2
- Weekly Research Seminar (every Wednesday in every semester)
- Weekly MPhil Seminar (every Tuesday in semesters 1 and 2)
- Collections (end of Autumn Semester/end of Summer Semester): **these are short-ish meetings at which we monitor progress**

Written work to be submitted:

- 'Sessionals': 2 sets of draft essays (3 x 5,000-word essays in each set, 6 total), submitted on KEATS
- One thesis kernel (approx. 10,000 words, submitted beginning of year 2), submitted on KEATS
- Final 'Presubmissions', i.e. completed essays (6 in total, 6 x 5,000 words), submitted on KEATS
- One completed thesis (approx. 30,000 words), submitted to the Examinations Office (see 'submitting you MPhilStud or PhD thesis')
- 1 x 4,000 word formative essay for the MPhil Seminar in semester 1, and 1 x 4,000 word formative essay for the MPhil seminar in semester 2

Administrative tasks:

- Sign the Student-Supervisor agreement
- Check KCL emails regularly
- Individual Progress Report (IPR) to fill in (2 per year)
- Essay and thesis titles with brief descriptions are submitted to Research Students Committee not later than December 1 of the second year of the program. These can be revised until March 1 of the second year.

Registration:

- Full-time MPhilStud students spend two years registered in their respective programs. MPhilStud students are scheduled to finish their degrees by the end of the summer of their second year.

The Departmental MPhilStud Exam Board meets (normally) in early June to consider the final grades for these essays. In unclear cases a student may be asked to attend an oral examination (a *viva*) to defend one or more of his/her essays. Therefore, it is important that students be available during the period during which the Exam Board is meeting.

MPhil/PhD:

Upgrade and status:

- **MPhil students** must upgrade to PhD status at the end of (the equivalent of) their first year of full-time study. Over this year they will prepare a 'kernel', consisting in a draft of 10,000-15,000 words of part of the thesis, and a synopsis or outline of the PhD thesis of 1-2 pages in length. They will submit the kernel and synopsis by the beginning of May. The kernel will be assessed and the student given a viva by at least two members of staff. Depending on the result of the viva, students originally registered as MPhil/PhD will apply to transfer to PhD registration at the beginning of their second year.
- **Students entering the PhD program without going through MPhil status** begin to work directly on their dissertations.

Administrative tasks:

- Sign the Student-Supervisor agreement
- Check KCL emails regularly
- Individual Progress Report (IPR) to fill in (2 per year)
- RD forms to fill in

Registration:

- MPhil/PhD and PhD students must submit their PhD dissertations within four (full-time) years of first registering (with either of those statuses). These time restrictions are required by the College regulations
- Students must complete the minimum registration period required by the College before submitting their thesis. The normal period of full-time PhD registration is three years for a student entering the MPhil/PhD programme with an MA, and two years for a student entering the PhD programme with the equivalent of our MPhilStud degree. For students who are registered as part-time for some or all of their programme, two part-time years equate to one full-time year in determining when they have completed the normal period of PhD registration.
- PhD students who have completed the normal period of PhD registration and no longer require detailed supervision can apply to switch to 'writing-up status' for one further year.

Please note: If you do not submit your PhD dissertation within these time limits, you will not get a PhD from King's College London. Though, we do encourage students who commence the PhD after having finished a one-year Master's program to submit within the next three years, and a student who commences after having completed the King's MPhilStud or equivalent to submit within the next two years. Students can interrupt their studies by temporarily de-registering. But note that the maximum interruption allowed is two years.

SUBMITTING – see 'Submitting your thesis'

- STAGE 1: Four months before submission of the thesis, please submit a signed RD1 examination entry form to the Examinations and Awards Office (room 7.29; James Clerk Maxwell Building); or email a signed scanned copy to research-degrees@kcl.ac.uk
- STAGE 2: nothing to do
- STAGE 3: Submit two copies of your thesis to the Examinations and Awards Office, along with the RD7 Declaration of words and ownership of work. Please see the 'binding instructions' (RD10) link

Upgrading from MPhil to PhD – see 'Upgrade from MPhil to PhD or to writing up'

Once the expected start date of your upgrade has been reached (after 9 months for full time students/18 months for part time students) your supervisor will be able to start the upgrade process. The procedure for upgrade for the philosophy department involves:

- the production of a piece of written work (a 'kernel') and a synopsis or outline of the PhD thesis of 1-2 pages in length
- an interview ('viva') with the student's First Supervisor and one other member of staff

Upgrading to Writing Up – see 'Upgrade from MPhil to PhD or to writing up'

The maximum period permitted for writing-up for both full and part-time students is one year. Transferring to writing-up will normally take place after a period of approximately three years' full-time registration (or part-time equivalent), although exceptionally it can take place sooner. The procedure to move a student from full or part-time status to writing-up will include:

- an appropriate form of progress report and/or meeting of the supervisory panel
- a table of content
- an abstract

Criteria for award

An MPhilStud thesis shall:

- a) consist of the candidate's own account of his/her investigations;
- b) be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
- c) be an integrated whole and present a coherent argument; [A series of options, whether published or otherwise, is not acceptable as a thesis; work already published, either by the candidate or jointly with others, may be included only if it forms an integral part of the thesis and thereby makes a relevant contribution to the main theme of the thesis and is in the same format as the rest of the thesis; the part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated and certified by the supervisor; publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
- d) give a critical assessment of the relevant literature, describe the method of research and its findings, and include a discussion on those findings, and indicate in what respects they appear to the candidate to advance the study of the subject;
- e) include a full bibliography and references;

- f) be written in English and the literary presentation shall be satisfactory;
- g) shall not exceed 30,000 words, including notes and appendices, but excluding bibliography.

A PhD thesis shall:

- a) consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken by the student during the period of registration under supervision for the degree;
- b) form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
- c) be an integrated whole and present a coherent argument;
- d) give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the student to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the student being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;
- e) be of satisfactory literary presentation;
- f) not exceed 100,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts);
- g) include a full bibliography and references;
- h) demonstrate research skills relevant to the thesis being presented;
- i) be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals); and
- j) where ethical approval is required, indicate that such approval has been granted by the appropriate body.

FOR NEW RESEARCH STUDENTS

STARTING THE YEAR

The academic year is divided into two 11-week semesters and a third summer term of 6 weeks. Each 11-week semester is split into two 5-week mini-term with a reading week taking place in week 6.

You will be assigned a tutor for the first semester in your first collection meeting. If you cannot attend the collections meeting, please get in touch with Matt Soteriou and Matteo Mameli.

- matthew.soteriou@kcl.ac.uk
- matteo.mameli@kcl.ac.uk

Please print out the student-supervisor agreement form. You and your tutor should sign it after the first tutorial and you need to give it to the Departmental office. The form can be found here: <https://internal.kcl.ac.uk/student/study/Registry-Services/PGR/ssa.aspx>

If you have not yet been added to phil-research, the research email list, please send your KCL email address as soon as possible to Matteo Mameli or Matt Soteriou. **It is crucial that you check your KCL email account regularly, as we rely on email to communicate with you.**

The immediate points of contact in case of problems are your supervisor, the MPhilStud Director (Matteo Mameli), or the Director of Graduate Studies (Matt Soteriou).

ACTIVITIES

The Research Seminars take place on Wednesday afternoons 4:30-6 pm. They are *obligatory* for all research students. The Research Seminars and lectures for each semester are listed in the timetable: <http://www.kcl.ac.uk/artshums/depts/philosophy/study/handbook/teaching/timetables.aspx>

Details on research seminars presented by academic staff and reading groups can be found here: <http://www.kcl.ac.uk/artshums/depts/philosophy/research/seminars/index.aspx>

Additional philosophical events in London are listed here: <https://www.sas.ac.uk/events>

It is possible to attend BA, MA, and MSc courses and seminars if (i) there is room, and (ii) the module tutor agrees to your attendance. *You should attend such courses if you feel that you need to know the basics of an area for your research.*

You are invited to attend the Department's annual weekend at Cumberland Lodge, which normally takes place at the beginning of October. We will provide more information via email.

COLLECTIONS & PROGRESSION

At the end of the first and third semesters, we hold collections at which we speak briefly to each research student about his/her progress and decide on his/her tutorial assignments for the following semester. If not specified otherwise, you must attend these collections.

Supervisors and tutors: Normally you will meet with a variety of tutors throughout your time in the program in order to pursue research in different areas related either to your essays or to your thesis. Your supervisor is responsible for monitoring your overall progress in the program. He/she is, in general, the first tutor to whom you are assigned when you start your program. If you wish to change your supervisor, please contact Matteo Mameli or Matt Soteriou.

In the case of MPhil/PhD candidates: when a student completes his/her essays at the end the first year of full-time study (or its part-time equivalent) and upgrades to PhD candidacy, the Research Students Committee, in consultation with the student, will decide on a supervisor who will work with him/her on the thesis until completion.

Each academic year you will be asked to fill out two IPRs. You will receive and email with guidance about the process and links to the webpage. Please fill this report in promptly as your supervisor can only assess it when you have done it.

USEFUL LINKS

Research Student Journey / Timeline

<http://www.kcl.ac.uk/artshums/depts/philosophy/study/handbook/research/index.aspx>

Handbook

<http://www.kcl.ac.uk/artshums/depts/philosophy/study/handbook/index.aspx>

Core Code Of Practice For Research Degrees (Rules And Regulations)

<https://www.kcl.ac.uk/governancezone/Assets/Research/PGR-Core-Code-of-Practice-2017-18.pdf>

<https://www.kcl.ac.uk/governancezone/Assets/GovernanceLegal/Regulations-Academic-and-Related-2016-17.pdf> (section A4)

Research Student Progression

<https://internal.kcl.ac.uk/student/study/Registry-Services/PGR/progression.aspx>

UPGRADE FROM Mphil TO Phd OR TO WRITING UP

<https://internal.kcl.ac.uk/student/study/registry-services/pgr/upgrade/artshums.aspx>

Mphilstud SUBMISSIONS

<http://www.kcl.ac.uk/artshums/depts/philosophy/study/handbook/assessment/research/mphilstudessays.aspx>

SUBMITTING YOUR Mphilstud OR Phd THESIS

<http://www.kcl.ac.uk/campuslife/services/examinations/researchdegrees/candidates/index.aspx>

BINDING INSTRUCTIONS (RD10) †

<https://www.kcl.ac.uk/campuslife/acservices/researchdegrees/students/format-of-thesis-and-binding.aspx>

Interruption Of Studies / Withdrawal From Studies / Mode Of Attendance

<https://internal.kcl.ac.uk/student/study/Registry-Services/PGR/reg-status.aspx>

Training Opportunities For Research Students

<http://www.kcl.ac.uk/artshums/study/handbook/restea/research/ahtraining.aspx>

<https://www.kcl.ac.uk/study/doctoral-studies/doctoral-training/index.aspx>

Departmental Travel Bursaries And Other Sources Of Funding

<http://www.kcl.ac.uk/artshums/depts/philosophy/study/funding/index.aspx>

How To Update Your Research Profile

<http://www.kcl.ac.uk/artshums/study/handbook/restea/research/portal.aspx>

Mphilstud PROGRAMME AND REGULATIONS

<http://www.kcl.ac.uk/artshums/depts/philosophy/study/handbook/programmes/pgr/mphilstud.aspx>

GTA Scheme

<http://www.kcl.ac.uk/artshums/depts/philosophy/study/handbook/programmes/pgr/gtascheme.aspx>