Department of Middle Eastern Studies
Research Student Handbook 2015/16
PhD in Middle Eastern Studies
About the Handbook

Welcome to the Department of Middle Eastern Studies at King’s College London and to our programmes. We are delighted that you have chosen to pursue your doctoral research with us, and hope that you will find the coming years both intellectually stimulating and relevant to your future career.

This handbook is intended as a guide for all postgraduate research students in the Department during the academic session 2015-2016. It should be your first point of reference about the Department, in conjunction with our website, and it also provides general information for all students about the Faculty of Social Science & Public Policy.

In particular, this handbook provides details of important procedures which you will need to follow during the session, assessment information and facilities and services available to you in the College. In addition, you will find contact details for the faculty and professional services staff in the Department.

Information in the handbook is as accurate as possible at time of going to press, but it may subsequently be necessary to make changes and students will be advised of these as they arise. Any updates will also be available on our website version of this handbook which can be found at:

http://www.kcl.ac.uk/sspp/sga/mems/

We hope you find this handbook a useful accompaniment to your studies at King’s, and wish you an enjoyable and successful year.

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King’s College London is one of the top 20 universities in the world (2013-4 QS international world rankings), The Sunday Times ‘Best University for Graduate Employment 2012-3’ and the fourth oldest in England. A research-led university based in the heart of London, King’s has nearly 26,000 students (of whom more than 10,600 are graduate students) from nearly 140 countries, and some 7,000 employees. King's is in the second phase of a £1 billion redevelopment programme which is transforming its estate.

King’s has an outstanding reputation for world-class teaching and cutting-edge research. In the 2014 Research Excellence Framework (REF) King’s was ranked 6th nationally in the ‘power’ ranking, which takes into account both the quality and quantity of research activity, and 7th for quality according to Times Higher Education rankings. Eighty-four per cent of research at King’s was deemed ‘world-leading’ or ‘internationally excellent’ (3* and 4*). The university is in the top seven UK universities for research earnings and has an overall annual income of more than £600 million.

King’s nine Faculties of Study are Arts and Humanities, Biomedical Sciences, the Dental Institute; Law, Medicine, the Florence Nightingale School of Nursing and Midwifery, Physical Sciences and Mathematics, the Institute of Psychiatry, and Social Science and Public Policy (where the Department of Middle Eastern Studies is based).

King’s has a particularly distinguished reputation in the humanities, law, the sciences (including a wide range of health areas such as psychiatry, medicine, nursing and dentistry) and social sciences including international affairs. It has played a major role in many of the advances that have shaped modern life, such as the discovery of the structure of DNA and research that led to the development of radio, television, mobile phones and radar. It is the largest centre for the education of healthcare professionals in Europe; no university has more Medical Research Council Centres.

The College is dedicated to the advancement of knowledge, learning and understanding in the services of society. Since its foundation in 1829, King’s has come to occupy a leading position in higher education in the UK and to enjoy a worldwide reputation for teaching and research.

The College’s objective is to build on its reputation and to have all its research and teaching activities judged excellent by peer review. In line with its founding principles, King’s will continue to foster the highest ethical standards in a compassionate community.
About the Faculty of Social Science & Public Policy (SSPP)

The Faculty of Social Science and Public Policy (SSPP) was established in 2001 to provide an institutional focus for social science teaching and research at King’s. The Executive Dean of the Faculty is Professor Frans Berkhout – Professor Berkhout was appointed in 2015 and has previously carried out great work concerned with science, technology, policy and sustainability, with a focus on climate change.

The Faculty of Social Science & Public Policy (SSPP) comprises of many Schools to form one of the largest UK university groupings focusing on policy-oriented research in a multi-disciplinary environment. Department of Middle Eastern Studies is located in the School of Politics & Economics. It is this variety of specialisms and the Faculty’s approach to working in teams comprising different disciplines which enables the Faculty to develop insights from a wide range of perspectives to tackle some of the most important social, political and ethical issues of our time.

These issues include: public service reform, urban sustainability and climate change, new security uncertainties and risks, the changing nature of war and conflict, age and ageing, the ethics of biomedical innovation, scientific literacy and cultural inclusion, social cohesion in multi-faith societies, inequalities in health and education and the future of the professions.

The Faculty’s excellence is consistently recognised in national and international league tables and research awards, and in the appointment of staff to influential positions within their wider international scholarly communities, for example as editors of some of the major social science journals and as members of Research Council review panels.

As part of the Faculty’s long-standing commitment to influential, policy relevant scholarship, it maintains close and productive links with key national and international policy, practitioner and activist communities. By bringing its considerable academic resources to bear upon the policy problems and processes of the modern world, the College has established a formidable reputation in the fields of international and domestic public affairs. The College is committed in its Strategic Plan 2006-2016 to build upon these achievements and take forward further vigorous growth in public policy work, building relationships with the worlds of policy and practice beyond the university through research, teaching, training and knowledge transfer.
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Professional Services Team

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<tr>
<th>NAME</th>
<th>POSITION</th>
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<th>EMAIL</th>
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<tbody>
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Honorary Staff

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<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DEPARTMENT</th>
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<tbody>
<tr>
<td>Dr Sahar Taghdisi Rad</td>
<td>Visiting Lecturer</td>
<td>European &amp; International Studies</td>
</tr>
<tr>
<td>Professor Rory Miller</td>
<td>Visiting Lecturer</td>
<td>Professor, School of Foreign Service, Georgetown - Qatar</td>
</tr>
<tr>
<td>Sir Derek Plumbly</td>
<td>Visiting Lecturer</td>
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Visiting Professors

The Department hosts a number of visiting academic staff from institutions across the world. The full list of current visiting staff can be viewed online:


Current Research Students

A full and updated list of research students can be viewed online:

http://www.kcl.ac.uk/sspp/departments/sshm/people/PhDStudents/PhDStudents.aspx
Department Research Degrees

Full time students have a period of three years in which to complete their study, after which a further year is allowed for completion (‘writing-up’) of the PhD thesis. Part time students have a period of six years in which to complete their study, after which a further year is allowed for completion (‘writing-up’) of the PhD thesis.

All students and supervisors are required to sign a student-supervisor agreement at the outset of the research project confirming the initial frequency of meetings and outlining how any issues in the student-supervisor relationship can be resolved. You can obtain a copy of the form here:

https://internal.kcl.ac.uk/student/study/arc/pgr/ssa.aspx

Student-supervisor agreements should be returned to the Department’s Postgraduate Programmes Officer, Dr Stacey Gutkowski, and these are reviewed by the Department’s Research Postgraduate Committee (PaRC) and retained at Departmental level rather than by the Assessments & Records Centre.

The progress of all students is subject to regular, formal review. During their first year of study it is College policy that both full- and part-time students will have their progress formally reviewed within 3 months of initial registration and again after a period of nine months registration. Thereafter, the progress of all students is reviewed at every six months. The nature and management of formal progress reviews including upgrade reviews is determined by Schools. Progress reviews are now reported to the College using the Online Progress Reporting system. When a report is due, students (and their supervisors) receive an automatic notification email to their KCL email address with instructions on how to complete the report.

A formal progress review has one of three possible outcomes:

1. **Satisfactory progress**: the student’s registration is allowed to continue unconditionally;
2. **Conditional progress**: there is cause for concern about the student’s progress such that continued registration is subject to completing whatever conditions are set out in writing prior to a subsequent follow-up review. This may include cases where the lack of progress is due to supervision problems; in such cases the assessors should ensure that steps are taken to resolve those problems as part of the conditions set down;
3. **Unsatisfactory progress**: the student has not made the normal academic progress expected of all students and compulsory withdrawal proceedings will begin under section b4 of the college’s regulations concerning students (academic progress regulations). In the event of (iii), the student has a right of appeal.

For further details please refer to section 9.2 of the [Core Code of Practice for Research Degrees](https:// internal.kcl.ac.uk/student/study/arc/pgr/ssa.aspx).

A typical timetable for **Full-Time** MPhil/PhD Students involves completing the indicated work no later than the end of the specified month (months are counted forward from the official start date which is usually either in September or January). **NOTE** that this is a **guide only**, your schedule will be set by your supervisors:
<table>
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<tr>
<th>Year 1 month</th>
<th>Action</th>
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| 1 | Enrolment and Induction  
Prepare individualized training plan, set personal research goals & attend approved training courses, including Masters modules to be taken in Year 1  
Complete staff-student agreement: All students and supervisors are required to sign a student-supervisor agreement at the outset of the research project confirming the initial frequency of meetings and outlining how any issues in the student-supervisor relationship can be resolved.  
Submit preliminary draft of Research Proposal (2000 words) to supervisory committee:  
- title  
- outline of purpose & rationale for proposed research  
- preliminary description of methods and data  
- proposed timetable  
First supervisors meeting to discuss preliminary draft of Research Proposal |
| 2 | Submit amended/revised draft of Research Proposal to supervisors (if required)  
Commence draft of critical literature review chapter |
| 3 | Work on draft of critical literature review chapter  
Second supervisors meeting and formal review of progress |
| 4 | Complete and submit draft of critical literature review chapter to supervisors |
| 5 | Third supervision meeting to discuss critical literature review chapter  
Commence draft of methods chapter  
Plan any pilot research (as required) |
| 6 | Complete and submit draft of methods chapter to supervisors  
Map out field research plans + make field contacts |
| 7 | Complete and submit draft of introductory chapter to supervisors  
Fourth supervision meeting to discuss methods and introductory chapters |
| 8 | Revise critical literature review, methods and introductory chapters in light of feedback received from the supervisory committee  
Detailed draft plan for field research |
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<th>Year 2</th>
<th>Action</th>
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<tr>
<td>Month</td>
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<td></td>
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<tr>
<td>At month 15 and month 21</td>
<td>Complete formal progress review forms</td>
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<tr>
<td>By month 15</td>
<td>Submit Proposal to Upgrading Committee for Upgrade from MPhil to PhD:</td>
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<tr>
<td></td>
<td>• Title and an abstract of proposed PhD, ready for posting to Department website</td>
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<td></td>
<td>• Revised introductory chapter discussing the significance of the principal research objectives, hypotheses, or problems to be addressed in the thesis and their relationship to current understanding in the subject area.</td>
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<td>• Revised critical literature review chapter</td>
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<td></td>
<td>• Revised methods chapter</td>
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<tr>
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<td>Decision of supervisory committee concerning PhD proposal: either (1) upgraded to PhD; (2) confirmed as MPhil; or (3) programme of study terminated.</td>
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<tr>
<td>13-24</td>
<td>Undertake field research (as required under the approved timetable linked to upgrade session)</td>
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<td>Draft background chapter(s) (as required) and submit to supervisors</td>
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<td></td>
<td>Meet supervisors (as feasible) to review progress and personal training needs</td>
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<tr>
<td></td>
<td>Review and revise (as appropriate) personal training needs plan</td>
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<td></td>
<td>Complete any new training required</td>
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<tr>
<td></td>
<td>Conference presentations and publication work (as discussed with supervisor)</td>
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<td></td>
<td>Commence data analysis</td>
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<td>Year 3</td>
<td>Action</td>
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<td>Month</td>
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<tr>
<td>At month</td>
<td>Complete formal progress review forms</td>
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<tr>
<td>Month 33</td>
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<tr>
<td>25-34</td>
<td>- Write and revise all empirical chapters + concluding chapter</td>
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<td></td>
<td>- Revise critical literature review, methods and introductory chapters</td>
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<td></td>
<td>- Meet supervisors regularly to review progress and training needs</td>
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<td></td>
<td>- Review and revise (as appropriate) personal training needs plan</td>
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<td>- Complete any training required</td>
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<td>- Conference presentations and publication work (as discussed with supervisor)</td>
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<td>- Completion of a seminar presenting the thesis findings to the Department</td>
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<td>- Postdoctoral career planning</td>
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<td>- Discuss potential examiners and date for PhD viva with supervisors</td>
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<td></td>
<td>- Submit exam entry forms (obtainable online via KCL Research Degrees) 6 months prior to thesis submission</td>
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<tr>
<td>35-36</td>
<td>- Final revision of entire thesis</td>
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<td>- Submit thesis to KCL Research Degrees</td>
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To enable each student to maintain this timetable, students, supervisors, the PhD tutor and the Department have certain responsibilities, which are outlined in this Handbook. More detailed information is also provided in the College’s Core Code of Practice for Postgraduate Research Degrees, which can be found at: [http://www.kcl.ac.uk/college/policyzone/](http://www.kcl.ac.uk/college/policyzone/).
3. Generic Skills

Over the course of your postgraduate programme, you will acquire skills that will be useful for your study at King’s, and once you leave for further study or employment. In general, the Faculty seeks to support the development of skills specified by the Research Councils:

- **General Research Skills**: these include, bibliographic and computing skills, teaching skills, language skills, ethical skills, and the competence to exploit research and intellectual property rights.

- **Personal Development and Employment-related Skills**: these include communication skills (writing, dissemination and media skills), and research management skills.

- **Framework for Research Methods Training**: under this heading the Department seeks to promote the skills relating to: principles of research design, data collection and data analysis.

- **Discipline Specific Skills**: the skills necessary to use the concepts and theories appropriate to the disciplines taught within the Faculty of Social Science & Public Policy.

- **Subject Mastery Skills**: related to the development of a postgraduate student’s understanding of the academic content of their chosen programme.

- **Intellectual Skills**: associated with a student’s ability to synthesise and analyse information, think critically, and develop reasoned arguments.

- **Key Skills**: including a student’s time management, the use of initiative, employment of IT, and written and oral communication of ideas and information.

Students also have the opportunity to audit any of the postgraduate modules offered by the Department, subject to approval by the module convenor.

Further information on training opportunities is available through the Graduate School’s Doctoral Training Centre [http://www.kcl.ac.uk/study/pg/school/dtc/welcome.aspx](http://www.kcl.ac.uk/study/pg/school/dtc/welcome.aspx).
4. Progress Reviews

The purpose of these reviews is to provide an explicit framework for planning and assessing the progress of research training, and the conduct of PhD research and writing. The reports provide both students and supervisors with objectives for the following period, and a record of progress at achieving research and training goals. In this way we can ensure that students make the steady progress required to submit the PhD thesis within the prescribed period.

The College’s Core Code of Practice for Postgraduate Degrees requires the progress of every registered student to be formally reviewed at least twice annually. When a report is due, students (and their supervisors) receive an automatic notification email to their KCL email address with instructions on how to complete the report. Failure to take part in such a progress review is a breach of academic regulations. Continued registration depends upon a positive assessment of academic progress by your Department Postgraduate Research Students Committee (PaRC) based on these reports and the advice of your supervisors.

At the individual progress review meeting, the student and supervisors discuss your progress and agree any changes proposed research and training plan for the next 6 months of your programme of study. Supervisors are strongly advised that if they have concerns about the progress of a particular student they should consult with each other, and, where appropriate, with the chair or other members of the PaRC before the actual progress review meeting with the student, to resolve any doubts they may have about the soundness of their assessment. Supervisors complete the form, making any additional comments to the PaRC in time for its bi-annual review of all student progress reports. Should students or staff wish to bring any confidential comments to the attention of their PaRC, they may submit them either anonymously or under their own name in a letter to the Chair.

The Department PaRC is responsible for reviewing all the reports and making final assessments about whether student progress is satisfactory and if it is not, for investigating further and feeding recommendations for action back to the student and supervisors.
5. Responsibilities of Students

1. Students should discuss with their supervisor the kind of guidance that would be most helpful to them. Students should bring to a supervisor’s attention any problems that are affecting their work (whether of an academic or a personal nature). Keep in regular contact with the supervisor. It is part of the supervisor’s job to advise the student. Thus students must notify their supervisors of any changes to their address or contact details on Student Records https://mykcl.kcl.ac.uk/.

2. Students should agree to a programme of regular meetings and work with their supervisors. Any written work should be completed to an agreed timetable allowing sufficient time for comments and discussion by the supervisors. During your first year of study, you should meet with your first supervisor for the equivalent of at least one hour per fortnight. You should meet your second supervisor at least once a month and some of these meetings should be joint meetings with both supervisors present. In subsequent years, it is likely that supervision requirements will vary, but there should still be planned meetings with both your supervisors to discuss your progress.

3. During induction, students will agree with their supervisors an initial research training plan, setting out any training courses or research objectives to be achieved during the students first six months of study. This plan must be submitted for approval by the Department Postgraduate Research Students Committee (PaRC) within two weeks of induction, so that the student can begin any appropriate training courses without delay. Students starting at other times of the year must have submitted their initial research training plan within two weeks of their start date.

4. Thereafter, students will prepare a bi-annual research plan and progress report which must be discussed with, and approved by, their Supervisory Committee (consisting of the primary Supervisor and subsidiary Supervisor). Details of procedure are given above.

- a report on the student’s progress in achieving the goals set out in previous research plans;
- a report of the results of any essays, exams, or other formally assessed work completed by the student as part of his/her research training program in the period since the last report;
- a plan laying out specific research work and training (such as courses or fieldwork to be completed, chapter drafts to be written, etc.) that the student is expected to complete in the period before the next report as well as details of the written work or other tasks to be completed for formal assessment as part of this training.

5. Full-time students must submit a 5000-word ‘Aims & Methods’ essay by the 1st June of their first year (assuming a September start) – 9 months from start date for those starting at a different time. This must be submitted via KEATS.

6. An upgrade meeting to consider whether a student is to be transferred from MPhil to PhD status takes place by Month 15 of full-time registration (or part-time equivalent). Such a transfer is not automatic. To be upgraded a student must have completed any training agreed with their supervisors and set out in their initial research plan. In addition students must submit a substantial and well-polished report providing the following detail about the proposed PhD research:

- Title and an abstract of proposed PhD, ready for posting to Department website; it is the student’s responsibility, subsequently, to keep this website information updated;
- Revised introductory chapter discussing the significance of the principal research objectives, hypotheses, or problems to be addressed in the thesis and their relationship to current understanding in the subject area;
- Revised critical literature review chapter;
Revised methods chapter;
- Proposed timetable for completion of PhD;
- For the upgrade meeting, your supervisor may request that you provide additional material, notably in the form of an extra chapter that sets out the background context to the empirical research site.

The decision to upgrade will be made on the basis of this report and a formal meeting of the student with an Upgrading Committee, consisting of the student’s Supervisory Committee and one other member of staff, recommended by the Supervisory Committee and approved by the PhD Tutor (For more detail on upgrading see section 13).

7. In their third year students will prepare a formal seminar for the lunch time seminar series based on their research.

8. Students should take account of their supervisor's comments on the timing of thesis submission. However, the decision on a submission date is the student's; the supervisor's role is advisory, not regulatory.

9. Students have responsibilities for health and safety which parallel those of supervisors (e.g. by taking reasonable care to ensure that others are not affected by their negligence and by not intentionally or recklessly interfering with or misusing equipment). They must acquaint themselves with and abide by the Department and College Code of Practice.
6. Responsibility of Supervisors

1. Each student will have two supervisors, whose roles may be equal or divided in relation to expertise or other criteria. The supervisors are to provide a formal mechanism to monitor and assist student research progress, with particular reference to:
   a. the acquisition of technical skills, methodological knowledge and expertise in the relevant field of study; and,
   b. the elaboration and refinement of a research design, thesis plan and research timetable.

2. A primary responsibility of supervisors is to give guidance about the nature of research and the standard of work expected. This includes advice on planning a research training programme, on the formulation of a research problem, on relevant literature, data sources, and techniques (including arranging instruction where necessary), and about the problem of plagiarism. The Supervisor has the responsibility to advise students, not to instruct them. In particular, the responsibilities of the supervisors are:
   • To discuss and approve a research and training plan, within the first few weeks of a student’s arrival.
   • To meet with the student formally, at least twice annually, to assess progress and discuss the student’s research progress and training report, copies of which will be placed in the student’s file and forwarded to the PaRC for approval.
   • To hold an Upgrading Panel meeting to evaluate the case for upgrading from MPhil to PhD. For details on Faculty procedures and forms for upgrading, please refer to the PGR section of the Faculty website: [https://internal.kcl.ac.uk/sspp/index.aspx](https://internal.kcl.ac.uk/sspp/index.aspx).
   • To evaluate the case for registering for ‘writing-up status’.
   • To inform the PhD Tutor and Head of Department of unsatisfactory student progress and to assess whether students should be recommended to withdraw from the degree. The final decision on such a recommendation is made by the Head of Department, in consultation with the PhD Tutor.

3. Supervisors have a responsibility to ensure students are aware of any inadequacies in their work or in their rate of progress and to inform students of Department policy with regard to written work and the evaluation of student performance, including guidance on completion dates for thesis work.

4. Supervisors should have regular ‘tutorial’ meetings (typically every two or three weeks in the first year) and to be generally accessible to their students to provide feedback about any difficulties that may arise during the course of a student’s research.

5. Supervisors should return draft chapters or other written work within a reasonable time, with constructive criticism to help research progress. Students should seek clarification on any advice that is unclear.

6. Supervisors should take account of, and provide assistance with, any particular difficulties the student faces (e.g. in the case of overseas students, over problems of adapting to the British lifestyle).

7. Supervisors should discuss procedures and personnel for thesis examination and take note of student concerns and comments on the external examination process, while following University regulations and ensuring that the examination process is academically appropriate.

8. Supervisors should provide advice about career prospects and possibilities.

9. The supervisor has a responsibility to ensure that students obtain relevant teaching experience but not to the detriment of their research.

10. With regard to health and safety, supervisors have a duty under common law of reasonable care for their students, so as to prevent foreseeable injury caused by a supervisor’s or a student’s negligence. Hence, supervisors should draw the students
attention to the Department and College Code of Practice in relation to Health and Safety, and try to ensure that students devise a safe system of work which should include: an effective system of personal supervision, training and instruction in safety methods and techniques, instruction in the use of protective clothing and other safety measures, planning of specific tasks, hazard identification and risk assessment.

6.1 Responsibility of Subsidiary Supervisors

1. Compared to the primary supervisor, whose responsibilities are reflected in Department teaching load calculations, the role of the subsidiary supervisor is relatively minor.
2. The subsidiary supervisor should supplement the expertise of the primary supervisor so as to provide a source of occasional informal advice to the student.
3. The subsidiary supervisor will attend the formal meetings of the Supervisory Committee.
4. When the Primary Supervisor is on leave, the subsidiary supervisor may be designated to act as a stand-in.
5. The subsidiary supervisor should also serve a first point of contact should there be a breakdown in communication between the student and the primary supervisor and on any other occasion when the PaRC, supervisors, or student may think it desirable.
6. The initial choice of subsidiary supervisor is subject to approval by the PaRC and may only be changed with that Committee’s approval.
1. The PaRC will hold bi-annual meetings at which it will review and approve the bi-annual research training and progress reports of each individual student. These reviews are designed to flag-up individual cases of unsatisfactory student progress so that the appropriate corrective measures can be taken.

2. The PaRC will make recommendations to the student, Supervisory Committee and the PhD Tutor about how to address individual cases of unsatisfactory progress.

3. The Chair of the PaRC also has the role of the PhD Tutor for the department. The PhD Tutor will monitor postgraduate progress and supervisory arrangements. Generally, no supervisor will have responsibility for more than five full-time research students, although the number allocated to one supervisor does depend upon their other duties in the Department and their experience as a supervisor.

1. As chair of the PaRC, the PhD Tutor has a responsibility to organise the PaRC’s review of students’ bi-annual research training and progress reports.

2. It is the responsibility of the PhD Tutor to follow up on any recommendations of the PaRC reports if action is called for.

3. The PhD Tutor will receive representations from students who feel that their progress is not satisfactory for reasons outside their control. If students are unhappy with raising the matter with the PhD Tutor (who might be their supervisor), they should speak to another member of the PaRC. If a student is not satisfied with the result of such a meeting, s/he can apply to the Head of Department. Students who are unable to establish a working relationship with a supervisor can call on this procedure to Department a change, as can those who are concerned about the composition of their supervisory panel.

4. The PhD Tutor will discuss with students all matters concerning the composition of their supervisory panel.

5. The PhD Tutor will monitor the appointment of examiners for each student’s thesis. Only in very exceptional circumstances will an examiner be from within the Department. Students who are troubled by any aspect of the examination process can ask the PhD Tutor, and ultimately the Head of Department, to clarify matters or sort out any dispute.

6. As Chair, it is the responsibility of the PhD tutor to organise the meetings of the PGR Staff-Student Committee, which is held three times a year, features PhD student representatives (one for each of the four Department Research Groups), and is designed to discuss student concerns and issues as well as to consider relevant department policies and rules.
8. Responsibilities of the Head of Department

1. The Head of Department has overall responsibility for all aspects of graduate research, whether involving individual students, individual staff members or the programme as a whole.
2. If students are unable or unwilling to use the PhD Tutor to circumvent problems, the Head of Department will act as the mediator.
3. The first call for funding for student presentations or conference attendance should be the student’s funding body. However, some assistance may be available from the Department when the cost of meeting invitations to present papers at conferences exceeds a research organisation’s grant. Application for such funding should be made with the supervisor’s support to the PhD Tutor.

9. Change of Supervision

In the event of dissatisfaction with a supervisory arrangement, the tutor or the student should raise the issue of change with the PhD Tutor. Students supervised by the PhD Tutor who are considering a change of supervisor, should discuss this matter with the Head of Department.

10. Postgraduate Research Staff-Student Committee and Staff Meeting Representative

For the Department, it is important that MPhil/PhD students have a say in the organisation and operation of activities that affect them. Although this is often achieved informally through discussion with supervisors or other staff, a formal mechanism for presenting research student views is available through the Staff-Student Committee. During the first term, you will be asked to nominate/elect a representative from amongst the research students in each research group. The meeting is chaired by the PhD Tutor. In addition, one representative will be nominated to attend the Open Business sessions of the Department Staff Meetings as the research student representatives. The Student Union runs a programme of training and support for student representatives on Staff/Student committees and students should contact the Student Union for details.

11. Aims & Methods Essay and Progression to the Second (Full-Time) Year

After 9 months of full-time equivalent study, PhD students must submit a 5,000 word ‘Aims & Methods’ (A&M) essay setting out their objectives, a preliminary literature review, research design and methods, and expectations of their doctoral research. This essay is submitted via KEATS and
assessed by an examiner who is a member of the department’s PaRC and independent of the student’s supervisors. The A&M essay is assessed on a pass or fail basis. Students must pass in order to progress into the second (full-time) year. Typically students will be informed of the result of their A&M assessment by the end of July of their first year. There is the possibility of re-sit in September before Year Two registration.
12. Upgrading from MPhil to PhD

Research students at King’s are normally registered as MPhil students. To receive a PhD they must transfer to PhD status by undergoing a formal ‘upgrading’ examination conducted by an Upgrading Panel, consisting of the two members of the Department (or where appropriate from cognate Departments) recommended by the supervisors, and approved by the Departmental Postgraduate Research Students Committee (PaRC).

The Department of Social Science, Health and Medicine expects that students should normally have upgraded within 15-18 months full time equivalent (FTE) study of having initially enrolled as an MPhil student. In practice, this means that students should have submitted their upgrade report to their Upgrading Panel by December or January of the second year. From October 2015 upgrade reports should be submitted via the PGR-ARC online system, which is similar to the supervisor progress report online system. The online upgrade system is explained below. Typically students will receive the outcome of their upgrade examination within a month of submission. Assessment for Upgrades will comprise two elements:

(i) the examiners will read the students upgrade submission; and

(ii) the student will undergo a viva examination with the examiners.

Although the precise content and format of the upgrade document may vary somewhat depending on the particular discipline of study, the report will normally be 12,000-15,000 words. It will be a much more substantial document than the A&M essay, and consist of the following elements:

1. An introduction to the principal research objectives, hypotheses, or problems to be addressed in the thesis such as might form a substantial basis for an introductory chapter of the PhD thesis; (conceivably this would be updated and expanded from the initial proposal).

2. A discussion of the methods, sources, and analytical techniques to be used in completing the proposed work which might form the basis of a methodological chapter in the PhD thesis (conceivably this would also be updated and expanded from the initial proposal).

3. One other substantial piece of written work, such as a fully developed literature review, some preliminary analysis of a pilot study, or other work as may be appropriate, which might, in a some revised form, constitute a portion of the eventual thesis and suggest the project’s potential to achieve the standard expected of PhD at King’s: “form[ing] 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” such as “might be reasonably expected” after the equivalent of three years of full study.

4. A provisional outline of the structure of the thesis and a plan of work for achieving it.

5. Where other expectations are more appropriate to the student’s particular research project, alternative criteria should be specified in advance by the Upgrading Panel.

Several weeks after you submit your report, your Upgrading Panel will meet with you to discuss your report and your plans for the completion of your PhD research. Typically an upgrade viva will last an hour or two and involve your examiners asking you to defend your interpretation of the literature, any findings you presented in your upgrade report, and your proposals for conducting the remainder of your PhD research.
As well as providing an additional check to make sure students being upgraded to PhD status are prepared to complete their studies in the time frame allowed, the upgrading examination also gives you a sort of dress rehearsal for what the final viva voce examination of your PhD might be like.

The key principle for upgrading is that the student is well on course to produce research of the required standard within the permitted timescale. With that in mind, the upgrading panel will base its judgment on your upgrade report and your performance in the viva voce examination. To ensure that you are well enough prepared to conduct your PhD research, the upgrading panel will also require you to have satisfactorily completed any training agreed with your supervisors and set out in your initial progress reviews plans.

There will be three possible outcomes to a formal upgrade review:

1. to upgrade the student,
2. to defer the decision for a defined period, subject to the student meeting conditions for upgrade set by the panel, or
3. a refusal to upgrade the student’s registration.

For more information on the upgrade process and the possible outcomes of the process, please consult section 7.1b) of the Core Code of Practice for Research Degrees.

12.1 The Online Upgrade System

Once a student reaches the expected start date of their upgrade (after 9 months for full time students/18 months for part time students) the supervisors, student and the PaRC chair will receive an automatic email letting them know that they can log in to Student Records to start the upgrade process. However, in this Department, the upgrade process cannot begin until after passing the Aims & Methods essay, so not until after 12 months full (or equivalent part-time).

How the system works

Stage 1 - Completed by the upgrade organiser, who will upload the details of the upgrade panel, including the independent assessor and the panel chair. Anyone can be listed here, including those without Student Records access such as external assessors. The supervisor will also confirm the date of the mini-viva examination, and the deadline for the student to upload their documents.

Please note that the upgrade organiser is automatically set to be the primary supervisor and the panel chair will be automatically listed as the PaRC chair (the person listed to complete the PaRC stage of the IPRs). The supervisor can nominate another member of staff if they are not the upgrade organiser at this point. The panel chair is responsible for completing the upgrade outcome and providing feedback to the student at Stage 4, so if the PaRC chair is not going to be present at the mini-viva, a different person should be proposed at this point. The panel chair will, in fact, be the upgrade examiner, who will NOT usually be the PaRC chair, so supervisors need to change that setting from the parc chair to the nominated upgrade examiner.
Stage 2 – Once the panel has been nominated by the primary supervisor, the student will log in and upload their upgrade documents to the system.

Stage 3 – The **upgrade organiser** can now view the upgrade documents in Students Records, and can amend the upgrade panel if any changes have occurred. Once the **upgrade organiser** has confirmed the documents and the panel, the system will email the panel to let them know the date the mini-viva is scheduled and to circulate the student’s documents.

Stage 4 – Following the mini-viva, the **panel chair** will log-in to provide the upgrade report/feedback to the student and confirm the outcome of the examination.
13. Writing Up Status and Registration Fees

With no remission of your registration period, the minimum period of registration shall be two calendar years of full-time study, or the part-time equivalent, for a student registered on a PhD, MPhil, MPhil(Stud) or MD(Res) programme. During this period full fees for your category of registration must be paid.

Postgraduate students are required to continue their registration as research students, full or part-time until such time as they are formally notified by their School that they have completed their research and have satisfied the period of study requirement. At this stage they apply for ‘writing up' status. A student will only be permitted to be registered as writing up for the maximum of one year. A much lower fee is charged which maintains registration, and provides library support, plus (minimal) academic support (Home/EU and Overseas). Rates for fees are available from the Student Funding Office. Students should be aware that it is now College policy that any student who has not submitted their thesis after one year registered as ‘writing up' must return to full fees or face deregistration.

For details on School procedures and forms for transferring to writing up status, please refer to the PGR section of the Assessments & Records Centre’s website:

https://internal.kcl.ac.uk/student/study/arc/PGR/index.aspx

Moving to writing up status is not automatic. The Department PaRC must be satisfied that a student has completed the bulk of the work required for the PhD. This means that data collection and analysis has been completed and no more than two or three chapters still have to be completed for the thesis to be finished. In essence, the thesis has to be close to completion before a student is allowed to move to writing-up status and it must be clear to the supervisor that the thesis can be completed within a year. To go on to writing up status the procedure is as follows:

- Read and fill in the writing up form that can be downloaded from the Assessments & Records Centre’s website: https://internal.kcl.ac.uk/student/study/arc/PGR/write.aspx.
- Submit the form along with a timetable that outlines targets for completion of each of the remaining chapters and a statement of which of these targets will have been achieved after six months. Both student and supervisor must sign the timetable and submit it with the form to the Senior Programme Officer.
- A member of PaRC will review the signed form and may request sight of chapters completed to date by the student if felt appropriate to check progress. This member of the PaRC committee will assess if you have reached the appropriate stage for writing up. If you have, the Chair of the PaRC Committee will authorise your form and you will be advised that you have passed on to writing up status. You will receive a decision within two weeks, although this may be slightly longer during the vacation period as staff are often away on their own research activities.
- If it is deemed that you have not made enough progress you can apply again in three months time following the same procedure. Meanwhile you should be aware that you will be required to pay the full tuition fee rate. Appeals against review decisions may be made to the Chair of the PaRC and must be made within one calendar month of the decision being notified to you.
- After six months on writing up you must submit a brief report to the Senior Programme Officer a brief report outlining to what extent you have achieved the six monthly goals set
out in your initial timetable. This report must be signed by both yourself and your supervisor.
14. Supervision during Writing Up

You will be expected to submit a draft of each chapter of your thesis to your supervisor. Your supervisor will suggest improvements that should be made. Your subsidiary supervisor may be asked to read segments of your thesis and you should make use of his or her specialist knowledge. In the final analysis, a research degree is a student’s work. A supervisor will give a realistic assessment on standards for thesis submission, but you need to show you can research independently and the final thesis is the student’s responsibility. In the thesis viva examination it is the student and not the supervisor who has to defend the work. You are reminded that all work submitted must be expressed in your own words and incorporate your own ideas and judgements. Citation from other sources must be clearly stated, as unacknowledged collaboration may result in a charge of plagiarism.

15. PhD Submission Procedure

The first element in submission is to have your title and your examiners approved. The following stages apply to students submitting their examination entry form and their thesis.

- **Stage 1** – Six months prior to submission, student and supervisor must complete the examination entry form AND the nomination of examiner form.
- **Stage 2** – Completed forms are forwarded to the Research Degrees Officer, College Examinations Office, James Clerk Maxwell Building, Waterloo Campus.
- **Stage 3** – Once your forms have been received this sets in motion the approval of examiners.
- **Stage 4** – You submit your thesis to the Research Degrees Officer, College Examinations Office, James Clerk Maxwell Building, Waterloo Campus (failure to submit the thesis within 18 months of submitting the title cancels your title registration – you are able to make a new submission but approval of submission a second time around is not automatic). When you submit your thesis the date will be recorded as the date of submission.
- **Stage 5** – Your examiners will then be approved by Subject Area Boards (SABs) and a copy of your thesis and background documentation will be forwarded to them. Under the Regulations for Research Degrees, one examiner should normally be from within King’s College London but not from this Department and one should be from outside the University. A third name is submitted in case the first two examiners cannot reach an agreement. This third person must be equivalent in academic rank (lecturer/senior lecturer/reader/professor) to the more senior of the first two examiners. Requests for adjustment to these rules must be discussed with the PhD Tutor and a written application must be made to the PhD Board of Studies. The final decision is in the hands of the Board of Studies. It is Department policy that students have the opportunity to express their views on the appropriateness of potential examiners. The final decision on names to suggest to the Board of Studies is made with a view to maintaining academic standards, as well as ensuring that the selected examiners are appropriate for the student’s project.
- **Stage 6** – When the examiners have been approved, and you have submitted, the viva is arranged, for at least one month after receipt of the thesis. If a date for the viva has been set prior to approval, it can only take place if the examiners have been approved.
- **Stage 7** – The outcome of the viva will be ratified on receipt of the examiners’ joint report.
For comprehensive information on the submission procedure please see the Core Code of Practice for Postgraduate Research Degrees 2015-16, at http://www.kcl.ac.uk/college/policyzone/.
The Regulations for a PhD thesis state that it should not be more than 100,000 words in length (60,000 for an MPhil). Through your supervisor, you can apply for permission to exceed this limit, but this is not encouraged.

The thesis must be written in English. It must be typed on one side of the paper only. The paper size should be A4 (210 x 297 mm), as well as being good quality and white. The binding margin should be not less than 40 mm (1.5”). Other margins should be not less than 20 mm (0.75”). Double or one-and-a-half line spacing should be used throughout, except for indented quotations and footnotes, where single spacing is allowed. All pages must be numbered in one continuous sequence, using Arabic numerals.

You must submit three bound copies of the thesis (binding usually takes about a week). You should bring one copy of your thesis with you to the oral examination (this copy does not have to be bound). If the examination is successfully completed, one bound copy is returned to you, one goes to Senate House Library and one to the College Library. When submitting your thesis you must also provide a one page abstract and sign a declaration allowing King’s College London to reproduce your thesis on microfilm.

Examiners can be hard on typing mistakes (including tables that do not ‘add up’) and on poor grammar, spelling mistakes and sloppy expression. It is advisable to have someone read your thesis who has not been closely associated with it. This especially applies if English is not your first language (in which case your thesis should be checked by a native English speaker). A very full guide to referencing and bibliographical citations is published by the Centre for English Studies, University of London. This is:

Alston, R.C. 1992. *Notes, References & Bibliographical Citations: A Brief Guide for Students*, Centre for English Studies, University of London, London (Copies of the guide can be bought from: The Secretary, Centre for English Studies, Room 360, Senate House, Malet Street, London WC1E 7HU, and from the Department of English, KCL)

You might also find that the following books have material that will help them undertake their dissertation and prepare it for examination:


17. The PhD Examination

1. Preliminary Independent Reports (before the Viva Examination)

Each examiner is asked to write an independent preliminary report on the thesis. It is expected that this will be written by each examiner after reading the thesis but before conferring with the co-examiner about it. Typically the preliminary report identifies particular areas which the examiner believes should be explored with the candidate during the oral examination, and, if possible, a tentative recommendation, based on an assessment of the thesis, for the result of the examination. Tentative recommendations should not be indicated to the candidate in advance of the oral, which is an integral component of the examination. The examiners will exchange their preliminary reports with each other before conducting the oral examination and the preliminary reports are sent to the College Examinations Office in advance of your viva.

2. The Viva Examination

The date for the oral examination (the viva) is arranged by your supervisor after the thesis is submitted. Every effort is made to fix a date soon after submission, but some examiners have busy timetables which can result in considerable delay. The likely timing of a viva is an issue to discuss when considering examiners for the thesis. Your supervisor can be an observer during the viva, but should not take part in the examination unless the examiners ask her/him to contribute. In some cases examiners prefer the supervisor not to be present during the viva, so you should not expect your supervisor to be present. Your supervisor will not take part in the decision process. After a decision has been reached the examiners provide a written report to the University.

3. Examination Outcomes

Examiners can reach one of a variety of decisions on a thesis. The options open to the examiners in determining the result are set out in the Regulations for the MPhil and PhD degrees. These, in summary, are:

- Pass.
- Pass, subject to minor amendments to be completed and checked by one or both of the examiners within 3 months. The amendments required will be set out clearly, normally in writing, and normally provided within two weeks of the oral examination and the examiners may arrange directly with you making the amendments required.
- Pass, subject to major amendments to be completed and checked by one or both of the examiners within 6 months. The amendments required will be set out clearly, normally in writing, and normally provided within two weeks of the oral examination and the examiners may arrange directly with you making the amendments required.
- Not pass, but candidate allowed to re-present the thesis in a revised form within 18 months (PhD) or 12 months (MPhil). The examiners may hold an oral examination on the revised thesis;
- Not pass, but candidate allowed to be re-examined, including oral examination, within 18 months on the same thesis and by the same examiners;
- Fail PhD, but suitable for consideration for the MPhil. Minor or major amendments, or there-presentation of the thesis within 18 months may be permitted before consideration for the MPhil;
• Outright fail. No further entry to the research degree will be allowed. (This decision is rare and will only be considered if all other options above have been considered and discounted).

4. Examination of re-entry candidates

Unless it is impossible for them to do so, it is expected that the original examiners will examine you on re-entry whether to the PhD or to the MPhil. In examining a re-entry candidate the examiners will have regard to the report they made on the first examination. Apart from the possibility of not holding an oral examination, the re-entry examination for the PhD is subject to exactly the same rules and procedures as the original examination and all the decisions set out in the Regulations for the MPhil and PhD degrees are open to the examiners. No fee is charged if a thesis passes or minor corrections are made to it (within a month of the oral) but a re-entry fee is otherwise charged.

5. Appeals Procedure

The University has a Procedure for the Consideration of Appeals by Candidates for Research Degrees, which is available on request from the Senior Administrator (Research Degrees), College Examinations Office located on the 7th floor of the James Clerk Maxwell Building, Waterloo Campus. Telephone number: 020 7848 3225; email: research.degrees@kcl.ac.uk.

The full set of guidelines governing research degrees is set out in A5: Academic regulations for research degrees and can be located at: http://www.kcl.ac.uk/college/policyzone/.

6. Availability of Theses

In special circumstances access to your thesis can be restricted upon application. However, after reviewing the circumstances of such restrictions, King’s College London has made a policy statement which makes it clear that approval for such a step will be difficult to obtain, as there are two circumstances in which restriction is most unlikely to be granted. These are when requests are made on the grounds that the thesis contains sensitive or confidential material or because the reproduction of material contained in the thesis would infringe the rights of third-party holders of copyright. In the former case the Council considers that such material is inadmissible in a thesis which is intended to advance science and learning and in the latter the Council firmly believes that a thesis should not be submitted in a form in which this problem is likely to arise.
The Core Code of Practice for Postgraduate Research Degrees sets out the policy of King's College London on good practice in all matters concerning postgraduate research students. It should be read in conjunction with the guidelines set out in this Handbook, the ‘Academic Regulations, Regulations Concerning Students and General Regulations’ of King’s College London, procedures for quality assurance of research degrees published under the authority of the Academic Board by the College; and programme specifications (for research degrees involving taught elements only).

The Core Code is compliant with the requirements of the Quality Assurance Agency Code of practice; Section 1 Postgraduate research programmes that came into effect in September 2004. It is reviewed annually by the College Postgraduate Research Student Sub-Committee, on behalf of the College Education Committee.

The purpose of the Core Code is to provide a framework for the effective management of and implementation of good practice in all matters relating to research students at King’s College London. It aims to ensure that all students are effectively supported and supervised so that the full potential of their research may be achieved and their thesis submitted within the target period of study, which is as set out in the College academic regulations for the year in which the student commenced their studies.

The documents referred to above can also be downloaded from the College Policy Zone: www.kcl.ac.uk/college/policyzone.
Funded by the Economic and Social Research Council as part of its national network of doctoral training centres, the KISS-DTC is based in the Graduate School and provides studentships, training courses, and other support for doctoral research in the social sciences at King’s. It is organized around 15 cross-cutting research themes in the broad domains of health, regulation and public services, social change, and security. Each theme is overseen by a designated theme leader, responsible for organizing seminars, workshops, and other activities designed to bring together postgraduate students and staff working on cognate research but based in different departments and divisions across the college. Information about the KISS-DTC themes and the activities they are sponsoring can be found at [http://www.kcl.ac.uk/study/pg/school/dtc/welcome.aspx](http://www.kcl.ac.uk/study/pg/school/dtc/welcome.aspx).

In addition to these theme-based activities and a programme of internships and advanced training courses to be developed over the coming year, the KISS-DTC will also be running a series of linked courses designed specifically to support first year PhD students through the process of upgrading:

- Research design and evaluation
- Reviewing the literature
- Upgrade clinics

Each course combines lectures and practical exercises with theme-based workshops in which PhD students work in small groups along with others from across the College doing similar research to ground the more general concepts and skills in their particular fields and individual research programmes. By the end of these courses, each student will have written, received feedback on, and had a chance to revise initial drafts of the material required for an upgrade report. For more information about these courses and how to sign up for them, see [http://www.kcl.ac.uk/study/pg/school/dtc/welcome.aspx](http://www.kcl.ac.uk/study/pg/school/dtc/welcome.aspx).
20. Plagiarism

The College statement on plagiarism and related forms of cheating can be found at:


The following are specific guidelines used by the School for Social Science and Public Policy Examinations Board to identify cases of plagiarism and should be read carefully:

**Plagiarism** in written work may be construed as **any item of text that appears to have been taken from another work without acknowledgement.** If you paraphrase work from a paper or article (i.e. change the words or the order of words), a reference (author, year and page numbers) must still be given to the original source.

**Plagiarism** may be construed as a continuous length of text (i.e. approaching paragraph length) or a recurring number of instances of text that appear to have been taken from another work without acknowledgement.

Please note that even if the work is referenced, improper paraphrasing (i.e altering a few words here and there but still lifting phrases without using quotation marks) is still considered to be plagiarism.

Plagiarism is a form of cheating and a serious academic offence. All allegations of plagiarism will be investigated, referred to the Academic Registrar and may result in action being taken under the College’s Misconduct Regulations. A substantiated charge of plagiarism will result in a penalty being ordered ranging from a mark of zero for the assessed work to expulsion from the College.

Collusion is another form of cheating and is the unacknowledged use of material prepared by several persons working together.

Students are reminded that all work that they submit as part of the requirements for any examination or assessment of the College or of the University of London must be expressed in their own words and incorporate their own ideas and judgements. Direct quotations from the published or unpublished work of others, including that of other students, must always be identified as such by being placed inside quotation marks with a full reference to the source provided in the proper form. Paraphrasing – using other words to express another person’s ideas and judgements – must also be acknowledged (in a footnote or bracket following the paraphrasing) and referenced. In the same way, the authors of images and audiovisual presentations must be acknowledged.

It is possible for plagiarism to occur in examination scripts but students should take particular care to avoid plagiarism and collusion in coursework, essays and reports, especially when using electronics sources or when working in a group.

Students should also take care in the use of their own work. Credit can only be given once for a particular piece of assessed work. Submitting the same piece of work (or significant part thereof) twice for assessment will be regarded as cheating, whether the work was submitted at King’s or at another University. Unacknowledged collaboration may result in a charge of plagiarism or in a charge of collusion.
Students are advised to consult Department guidance on the proper presentation of work and the most appropriate way to reference sources and should ensure that they have read and understood it.

In accordance with recommendation from the College Board of Examiners the department requires every student to sign a plagiarism statement at the beginning of the course to record that they understand the nature of plagiarism and will make every effort to avoid it (see the Appendices section). In addition, the department requires the submission of a signed plagiarism statement with every piece of assessed work (a copy can be found in the same section).

Students should be aware that academic staff have considerable expertise in identifying plagiarism and have access to electronic detection services to assist them.

Approved by the Academic Board June 2005 and endorsed by the Council July 2005.

If you are in any doubt about what is or is not permissible you should consult your tutor or course organiser as soon as possible.

Plagiarism Summary

- It is very important that students refer correctly to studies and publications they have read and included in their essays.
- Students are reminded that all work submitted must be their own, and they must not collaborate with anyone else.
- Students must use their own words at all times. If you wish to use a quote from a paper or article, it must be placed in quotation marks, and the author and year given.
- Students must not re-use essays they have previously written for another module or programme.
Referencing is important to enable identification of whose ideas and arguments are being used. There are three specific reasons for using referencing:

- To acknowledge other people’s intellectual creations (not doing so constitutes plagiarism).
- To enable verification of information and interpretations.
- To provide sources of information to the reader. Sources need to be acknowledged in two different places:
  - At the point at which a source is discussed in the text (the citation).
  - In a list at the end of the paper (the reference list). There needs to be a complete match between these two: every citation needs to appear in the reference list, and the reference list can only contain sources that are cited in the text.

**Citation Conventions**

There are recognised conventions for citing the work of others in essays, journal articles etc. Within the text of the essay/article citations are included at the point at which the work is referred to. These citations are linked to the reference list, which is usually placed at the end of the essay/article.

**Reference List and Bibliography**

The terms reference list and bibliography are often wrongly confused. The reference list should only present sources that are specifically cited in the essay, while a bibliography only shows sources that you have studied while composing your essay but not cited in the text. In nearly all cases students will be using in-text citations and thus a reference list.

**Quoting**

When the exact words of a writer are quoted they must be reproduced exactly in all respects: wording, spelling, punctuation, capitalisation, paragraphing. Quotations should be carefully selected and sparingly used, as too many quotations can lead to a poorly integrated argument.

Use of a direct quotation is justified when:

- Paraphrasing may cause misinterpretation.
- Original words are so concisely and convincingly expressed, that they cannot be improved upon.
- A major argument needs to be documented as evidence.
- A student wishes to comment upon, refute or analyse the ideas expressed.

A short quotation (less than about 40 words) may be included in the body of the text in quotation marks, but if it is longer start a new line and indent it. For both, as these are direct quotes, include the page number. Long direct quotes should in general be avoided. If part of the quotation is omitted then this can be indicated using three dots “…”, for example: “good practices... must be taught” (Smith 1996, p.15) so we should… or: McFee (1971, p. 245) noted that “many of the facts in this case are incorrect”.

Paraphrasing

Paraphrasing the words of others does not make them one’s own. It must always be clear that the ideas being expressed are those of the original author, and the work should be cited. Paraphrasing should not be too close to the source – just a word or two changed here and there is still considered plagiarism. Either quote small elements or read the passage until it is thoroughly understood, and then write an own version without looking back too often to the original. A citation should always be given to acknowledge the source of the ideas.

Secondary Referencing

Students should never cite an article that they have not seen in full. Students should also not cite an article based only on an abstract. If it is impossible to read the original article, but the findings of the research need to be included as reported in a review or textbook, then, it is necessary to cite the article or book which refers to the original work, for example: Brown’s results cited by Jones (1999, p 159) indicated that...

Using Harvard System of Referencing

The Author Citation Harvard System of referencing is the practice of letting the reader of written work know where ideas or information were obtained. This system must be used in dissertations and essays and uses an abbreviated form of citation in the text which relates to the full reference listed towards the end of the work. For each citation there must be a corresponding reference. A comprehensive online guide to the Harvard referencing system can be found at http://libweb.anglia.ac.uk/referencing/harvard.htm. Please note there are different versions of Harvard referencing and the information provided here is only a guide. The main thing is that it is important to be consistent.

Please also see information on the King’s Guide to Referencing at: http://libguides.kcl.ac.uk/reference, and the King’s Harvard Style Guide at: http://libguides.kcl.ac.uk/c.php?q=344696&p=2321689
22. Extensions and Mitigating Circumstances

It is a College requirement that all students take or submit their assessments at times prescribed by the College. However, it is acknowledged that exceptionally, through illness or other good cause a student may be unable to meet these requirements. In such instances College regulations allow students to submit details of their mitigating circumstances for consideration by boards of examiners. The boards will use the information submitted to determine whether the mitigating circumstances provided by the student are an acceptable reason for missing an assessment for example. This section provides information on the College’s mitigating circumstances procedures.

**What are Mitigating Circumstances?**

They are unforeseen circumstances, outside a student’s control, that have a significant detrimental effect on his/her performance.

**In what ways might mitigating circumstances affect my academic performance?**

There are two situations in which a board of examiners within the College can take mitigating circumstances into account;

1. Where the mitigating circumstances mean that a student is unable to meet a published deadline for submission of assessed work
2. Where the mitigating circumstances mean that a student is unable to take an examination at the prescribed time

Each of these situations requires a student to submit a different form in order to notify the boards of examiners of their mitigating circumstances (see below).

**What should I do if my mitigating circumstances mean I am unable to meet a deadline?**

In this situation you are required to submit a Mitigating Circumstances form.

You should use this form to request an extension to a deadline as soon as you become aware that you will be unable to meet the original published deadline. You can submit the form, along with appropriate documentary evidence, anytime before the deadline.

If at all possible you should continue to work towards the original published deadline until the outcome of your request is known. Whilst the Chair of the Board of Examiners will reach a decision on your request as soon as is reasonably possible, you should be aware that it can take up to 14 calendar days. Consequently, when you make a request close to the original published deadline your submission may not be considered until after the deadline has passed. In that situation you should submit your work as soon as is reasonably possible after the deadline, even if you have not been notified of the outcome of your extension request.

Please note that work submitted late will only receive a mark if the mitigating circumstances are considered acceptable. If your mitigating circumstances are considered unacceptable your coursework will be deemed late and will receive a mark of zero as per College policy.

If you need help in deciding whether your mitigating circumstances might constitute an acceptable reason for late submission of work then you are advised to seek advice from a member of academic staff (for example your personal tutor, senior tutor or the relevant module leader) or the KCLSU
Advice Centre. The final decision rests with the Chair of the Programme Board of Examiners responsible for your degree programme.

### What should I do if my mitigating circumstances mean I am unable to sit an examination? (includes in-course assessments and primary summative assessments)

In this situation you are required to submit a Notification of Examination Absence form.

The form can be submitted at any time before an examination but no later than 7 calendar days after the date of a missed examination. The completed form must normally be supported by appropriate documentary evidence, but you should not delay submitting the form if you do not yet have the appropriate documentary evidence.

When submitting the form before an examination it is important that you continue to work towards your examination if at all possible until the outcome of your submission is known (normally within 14 calendar days from the from the date of submission).

If you need help in deciding whether your mitigating circumstances might constitute an acceptable reason for missing an examination then you are advised to seek advice from a member of academic staff (for example your personal tutor, senior tutor or the relevant module leader) or the KCLSU Advice Centre. The final decision will rest with the Chair of the Sub-Assessment Board Dr Simon Waldman. Your request will be treated in strict confidence.

You should be aware that the College operates a strict “fit to sit” policy; if you present yourself for an examination then you are declaring yourself as fit to be assessed and cannot subsequently decide that taking the examination was a mistake because you did not perform as well as you had hoped because of your illness for example. The only exceptions to this are:

- where you are taken ill during an examination and so are unable to complete it. In that instance you should report your illness to an invigilator in the examination hall who will provide you with a signed “incidence report form”. You should make an appointment with a doctor to obtain a medical certificate as soon as is reasonably possible and submit the medical certificate and incidence report form along with a completed Notification of Examination Absence form.
- where you have evidence that illness or other circumstances rendered you unable to make a rational decision as to your fitness. In this instance you should submit the Notification of Examination Absence form along with supporting documentation that explains why you were unfit and why you were unable to make a rational decision as to your fitness.

If your mitigating circumstances are deemed a valid reason for missing an assessment then one of the following will be applied to the missed assessment;

- You will be awarded a replacement assessment at a later date
- You will be awarded an alternative form of assessment at a later date
- The assessment will declared void and your module mark rescaled such that the module mark is based only on those elements of assessment you completed

If your mitigating circumstances are not deemed a valid reason for missing an assessment then you will be marked as absent from the assessment and awarded a mark of zero.

### Will my marks be increased due to my mitigating circumstances?

No. College regulations do not permit marks for individual elements of assessment to be adjusted to compensate for mitigating circumstances.
What kind of mitigating circumstances would normally be considered valid?

It is not possible to provide a complete list and each claim made by a student is considered on its merit. However, listed below are some examples of mitigating circumstances that when supported by appropriate documentary evidence would normally be deemed acceptable:

- Bereavement – loss of close relative/significant other;
- Serious short term illness affecting the student;
- Serious illness affecting a close family member;
- Deterioration of a long term physical health and/or mental health condition
- Significant adverse personal/family circumstances;
- Other serious unforeseen factors, which have a significant impact on your ability to complete your assessments;

What kind of mitigating circumstances would normally be considered invalid?

It is not possible to provide a complete list but claims made on the basis of the following mitigating circumstance would not normally be deemed acceptable:

- Minor ailments such as cough, cold, headache etc.
- Personal disruptions or events that could have been anticipated such as holidays, moving house;
- Poor time management;
- Financial pressures;
- Computer/printer/photocopier problems;
- Feeling unprepared for an examination.

What is acceptable supporting documentary evidence?

Supporting documentary evidence must be provided by an independent third party and is required in all cases to support a student’s claim of mitigating circumstances. In all cases the evidence provided must be signed, dated and presented on official headed paper. It must be written in English with the source of translation provided if the document has been translated.

It is not possible to provide a complete list of acceptable evidence but examples include:

- Doctor’s note;
- Letter from a hospital consultant;
- Hospital appointment form showing clearly the student’s name and date of birth;
- Letter from a counsellor;
- Letter from a solicitor;
- Police report;
- Death certificate;

You should seek advice from your personal tutor if you are unsure of what evidence you might be able to provide in support of your claim.

Where should I submit the forms?

Submit to mems@kcl.ac.uk
Who makes the final decision?

All claims of mitigation are considered by the Chair of the Programme Board of Examiners responsible for your degree programme.

In reaching a decision the Chair of the Programme Board will take into consideration;

- Whether the mitigating circumstances are significant including the period covered;
- The number of assessments affected; within a given module there is a limit to the number of assessments you can miss whilst still being able to demonstrate that you have achieved the learning outcomes of the module;
- The authenticity of the evidence provided.

When will I get a response to my submission and what will I get back?

You will normally be notified of the Chair’s decision by the Department Administrator within 14 calendar days from the date you submit the form, but bear in mind that it may take longer during periods when the College is closed, notably the Christmas and New Year period. You will be contacted via your KCL email address and normally the response will summarise the outcome of your submission. You can however request a full copy of the Chair’s decision letter.

Can I appeal against the decision?

You can appeal against a decision of the Board of Examiners but submitting an EDR2 form. Please read the guidance notes associated with the EDR2 form carefully before lodging an appeal.
Introduction to Library Services - www.kcl.ac.uk/library

Libraries are located at all the main campuses and provide information resources relevant to all the subjects taught locally. The Enquiry desk staff are available to offer guidance on all services, including help using the student computing facilities. Library resources are also available online. Further information and support is available at www.kcl.ac.uk/library.

The libraries can be found at:

- **Strand Campus** – The Maughan Library and the Foyle Special Collections Library at Chancery Lane and the Archives Reading Room at the Strand building.
- **Waterloo Campus** – Franklin-Wilkins Library.
- **Guy’s Campus** – New Hunt’s House Library; Wills Library in the Hodgkin Building.
- **Denmark Hill Campus** – Weston Education Centre Library; Institute of Psychiatry Library.
- **St Thomas’ Campus** – St Thomas’ House Library.

Library Services provides access to:

- A huge multidisciplinary information resource base including over 1.2 million printed books and ebooks; thousands of journals, reference tools, statistical data, official publications, maps, music scores, multimedia resources, photographs and manuscripts, as well as archives (5 million items) and special collections of international standing.
- On and off-campus access to electronic resources including library catalogues, bibliographic and full text databases, ejournals, ebooks, newspapers and reference works.
- Inter-library and inter-site loans.
- Long opening hours, including 24/7 opening hours during exam periods.
- Silent, quiet or discussion zones.
- Group study rooms with plasma screens.
- Laptop loans service.
- Training on the use of information tools and software.
- Help with referencing your work correctly and avoiding plagiarism.
- Membership of Senate House Library and access to other university libraries.
- A0 poster printing

Key links to services, resources, help and guidance:

- **About Library Services:**
  www.kcl.ac.uk/library/about
- **News and events:**
  www.kcl.ac.uk/library/newsevents.aspx
- **Locations and opening hours:**
  www.kcl.ac.uk/library/visiting
- **Using our services:**
- **Subject Support:**
  www.kcl.ac.uk/library/subjectsupport
- **Library subject guides:**
  http://libguides.kcl.ac.uk
- **Research Support:**
  www.kcl.ac.uk/library/researchsupport
- **Information Management:**
24. General Information for Students

This section of the handbook provides some general information on some of the central College areas that may be encountered during your period of study with the Department.

The Compass

The Compass is an integral part of our Customer Services team and is located in four of our Library sites: Franklin-Wilkins Building, Maughan Library, New Hunt’s House, and the Weston Education Centre.

The Compass Student Enquiry Desks provide the first port of call for all student information, advice, and guidance. The Compass team take pride in providing information and supporting students to help them successfully navigate through their studies.

It aims to:

- Provide students with a central hub and point of access to a range of services.
- Provide specialist advisors for international and graduate students.
- Be available at the hours when students most need the service.
- Bring services to students by hosting drop-in sessions from other departments
- Provide consistent standards of customer service and ‘own’ issues until resolution.
- Increase the College’s ability to respond to changing student expectations and provide a base upon which to build additional and improved services.

Some of the student services The Compass provides are as follows:

- **Student status letters:** These will be produced 5 working days from the submission request. If you are a current student the Compass can provide confirmation of study letters that states your programme of study, duration of the programme and expected completion date. If your letter needs to confirm any further information about your course details such as module selection, or you are re-sitting a year, then the letter can only be produced by the Assessment Record Centre.

- **Bank accounts:** The Compass can produce a letter to help you with opening a bank account. The letter confirms that you are a current student at King’s College London and includes your UK contact address held by the College. NB: If your contact address is not up-to-date, you will need to change this via Student Records before the letter can be produced.

- **Visa letters:** If you are an international student and need to extend your visa, you will need to request a Confirmation of Acceptance of Study (CAS) number to supply with your application. The Compass can also produce Post Study Work Visa (Tier 1) letters and
supporting letters for international students who want to invite family or friends to visit them in the UK, as well as letters for students who are applying for a visa to travel abroad.

- **Library access:** If you are a current student and have forgotten your ID card, you can request a library access letter at the Compass. Please specify the campus library that you want to visit. Please note that these letters give you reference access to the libraries only, they do not allow you to borrow books. NB: You must collect this letter from The Compass and you are required to provide an alternative proof of photo ID.

- **Council tax exemption:** Eligible students must be enrolled on a full-time postgraduate programme, which requires attendance for at least 21 hours a week and for at least 24 weeks a year. Part-time students may be eligible for Council Tax Benefit.

- **Certificates:** The Compass produces certificates for full-time students who are eligible for council tax exemption.

- **New and replacement ID cards:** New ID cards can be provided for students who enrol after the standard enrolment week. Your new card will give you automatic access to all King’s College London Libraries, but you will need to take it to Site Services to get access to Student Computer rooms. You must collect your ID card from The Compass and you are required to provide an alternative proof of photo ID when you collect/pay for your card.

- **Fee payment:** The Compass accepts payments for tuition, bench and accommodation fees by cheque only, for all students. NB: It can take 2-3 weeks for the payment to be credited to your account. Please note that students who do not pay their fees within the stated time are liable for suspension. Also, you will need to ensure that you are provided with a receipt for payment of your fees as this can save problems at a later stage. Any queries about fees should be directed to The Compass in the first instance.

- **Corporate sponsor cheques:** The Compass will forward cheques to the Cashier’s Office on the student’s behalf and a manual receipt will be issued.

- **Sterling drawn abroad/Foreign cheques:** The Compass will forward cheques to the Cashier’s Office and a manual receipt will be issued.

Please note that The Compass cannot produce transcripts or letters with specific programme information. Transcripts should be requested from the Student Registration Office.

**How to Request Letters**

Students are encouraged to order letters through Compass Online (which is accessed via College intranet [https://internal.kcl.ac.uk/student/advice/index.aspx](https://internal.kcl.ac.uk/student/advice/index.aspx)). However, letters can be requested in person at the Strand. You will be sent an email to your King’s account which will inform you when your letter is ready to be collected. You must then bring your student ID as you are required to present this on collection. You can request your letter to be posted to your current contact address on Student Records. You will be sent an email to your King’s account which will inform you when your letter was posted. Unfortunately, The Compass is unable to scan documents for students.

**Compass online**
The Compass Student Support Centre offers a 24-hour enquiry service for students, which is called Compass Online.

The main functions of Compass Online are:

- To request a service/document – confirmation of letters, ID cards etc.
- To search FAQs – e.g. finance, accommodation, course related enquiries, international student enquiries, campus facilities and directions, student support enquiries, Compass information and service enquiries, graduate specific enquiries and ISS specific enquiries.

Contact Details:

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<thead>
<tr>
<th>Address</th>
<th>Various</th>
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<tbody>
<tr>
<td>Tel:</td>
<td>020 7848 7070</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:thecompass@kcl.ac.uk">thecompass@kcl.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Please provide your student ID number in the subject field box when emailing the Compass team</td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.kcl.ac.uk/campuslife/services/student-advice-support/index.aspx">http://www.kcl.ac.uk/campuslife/services/student-advice-support/index.aspx</a></td>
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<tr>
<td></td>
<td>Keep up to date on twitter: <a href="https://twitter.com/KingsCompass">https://twitter.com/KingsCompass</a></td>
</tr>
<tr>
<td>Opening Hours:</td>
<td>09:00-17:00, Monday - Friday</td>
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<td></td>
<td>All year excluding public holidays and college closure days.</td>
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<td></td>
<td>Please note: The Compass will open at the later time of 10:30 on the first and third Wednesday of every month.</td>
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There is also a drop-in session for advice on money, housing, immigration, consumer or employment issues run on Fridays 1130-1330 hours. Advice Line 020 7848 6858, Email advice@kcl.ac.uk.

**Accommodation Services**

The accommodation services team process all applications to the king’s and intercollegiate residences. A broad range and choice of accommodation is offered. Their policy is to encourage integration within the residence populations from all academic programmes represented at the college.

The Accommodation Team can help with:
The majority of King’s residences are in central London and most are close to King’s teaching campuses. All are within the London travel zones 1 and 2 and include catered/self-catered halls of residence, apartments, self-catering single studios, intercollegiate accommodation.

**Contact Details:**

Accommodation Services  
King’s College London  
B1 Macadam Building  
Strand Campus  
Surrey Street  
London, WC2R 2NS  
Telephone: +44 (0)20 7848 2759  
Fax: +44 (0)20 7848 2724

**Accommodation Drop-in Sessions**

A member of Accommodation Services Staff will usually be available from Monday to Friday at the following times:

09:00 - 17:00

Additional drop-in sessions on other sites may also be arranged throughout the year, notification of which will be given at the appropriate Compass Counter/Accommodation Services web pages.

**Telephone Enquiries**

Monday, Tuesday, Wednesday, Thursday & Friday  
09:00 - 17:00

**Student Applications**

Applications will be considered in order of priority and date of receipt at the Accommodation Office. Priority for graduate accommodation places is given to overseas applicants who are entering the College for the first time on a programme of at least one year, who have not lived or studied in the UK before. Candidates with a permanent home address in the UK, and those who have previously studied in London may apply for accommodation, although these applications may only be
considered if any late vacancies occur within the graduate quota. It is anticipated that many students within this category will need to find accommodation in the private rented sector.

**Private Accommodation**

The Accommodation Office also holds lists of privately let properties and hostels as well as details of properties managed by the University Head Lease scheme and a Sharers’ List. Students may access the University of London Housing Services web-site [http://www.lon.ac.uk/accom](http://www.lon.ac.uk/accom), which features an extensive list of different types of accommodation. Alternatively, email housing@lon.ac.uk or telephone: 020 7862 8880).

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## English Language Centre

The English Language Centre (ELC) provides a wide range of quality general and academic English programmes that give students the academic and cultural platform they need for future degrees at King’s College or other UK universities. It is accredited by the British Council and is a member of BALEAP (British Association of Lecturers in English for Academic Purposes), IATEFL (International Association of Teachers of English as a Foreign Language) and AULC (Association of University Language Centres).

The English Language Centre offers different types of support for all King’s Students. All the support is free and runs throughout the academic year. The support focuses on the academic language and study skills that will help students make the most of their time at King’s and settle into a new and challenging environment.

### Academic English for International Students

This support is for students whose first language is not English and who would like some help in improving and developing their academic English.

[https://internal.kcl.ac.uk/student/study/elc/kingssupport/internationalsupport/index1.aspx](https://internal.kcl.ac.uk/student/study/elc/kingssupport/internationalsupport/index1.aspx)

### Academic Study Skills for all KCL Students

This support is for both home and international students who would like more input and guidance on academic skill areas.

[https://internal.kcl.ac.uk/student/study/elc/kingssupport/studysupport/ssintroduction.aspx](https://internal.kcl.ac.uk/student/study/elc/kingssupport/studysupport/ssintroduction.aspx)

Students can attend up to two classes per week and the length of courses varies between two and eight weeks.

**Contact Details:**

| **Address:** | The English Language Centre  
| 26-29 Drury Lane  
| London |
| **Tel:** | Tel: (0)20 7848 1600  
<p>| Fax: (0)20 7848 1601 |
| <strong>Email:</strong> | <a href="mailto:elc@kcl.ac.uk">elc@kcl.ac.uk</a> |</p>
<table>
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<tr>
<th>Website:</th>
<th><a href="http://www.kcl.ac.uk/study/els/">http://www.kcl.ac.uk/study/els/</a></th>
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<tr>
<td>Opening Hours:</td>
<td>Monday: 09:30-17:00 hours</td>
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<td></td>
<td>Tuesday, Thursday, Friday: 09:00-17:00 hours</td>
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<tr>
<td></td>
<td>Wednesday: 09:00-14:00 hours</td>
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The Modern Language Centre (MLC) offers a range of language modules for taught postgraduate students. A limited number of places are available, for free for students who wish to take a language module NOT for credit but in support of their studies. Places will be allocated on a first-come-first-served basis.

Contact Details:

| Address:          | The Modern Language Centre  
|                  | 170 Strand                  |
| Tel:              | Tel: (0)20 7848 1179  Fax: (0)20 7848 0035 |
| Website:          | http://www.kcl.ac.uk/artshums/depts/mlc/index.aspx |
| Opening Hours:    | Monday – Friday: 09:30-17:30 hours |

Information for International Students

Registration with the Police

Some non-EU and non-Commonwealth students admitted to the UK for more than six months are required to register with the police within seven days of arrival. The stamp in your passport will tell you whether it is necessary to do this. A fee is usually charged for each registration certificate.

Extension of Visas

Before you arrive in Britain you will have needed to secure a student visa from your nearest British Diplomatic Post (Embassy, Consulate-General or High Commission). If you studying on a programme which is more than six months long you must make an application for Entry Clearance as a student and have been granted your Tier 4 student visa before you travel. You are normally granted one year of entry as a student into the UK. You will then be required to extend your permit for each year of study. On arrival in the UK an Immigration Officer will stamp your passport specifying the length of time you have been given permission to stay. You are required to extend your residence permit for each year of study. This will involve contacting the Home Office and obtaining the relevant forms for completion. Most forms can now be obtained online at the Home Office website http://www.ind.homeoffice.gov.uk. All queries should be directed to the site in the first instance. Note that there is a large section which the Department must complete so please ensure you give sufficient time for this before you need to return it to the Home Office. Overseas students can also seek advice on visa and immigration issues, work permits, fees and awards from the KCLSU Advice service, or from the Welfare Office, Room 1.19, Franklin-Wilkins Building.

Bank Accounts

Students from non-EU countries are usually allowed to open an account only after they register at the College. You are advised to open a Student Account in a branch close to the College – for example, there is a branch of NatWest on the Aldwych. Staff at this branch are more familiar with the facilities available to students and usually have a Student Adviser on site. Banks offer a range of different packages for students, and you are advised to visit banks to discuss your requirements.

International Students & Health Services

Students from the EEA are entitled to medical treatment and students subject to immigration control can also access the NHS if their programme of study last s for more than six months. If your stay is for less than six months, and if your country does not have a reciprocal health agreement with the UK, it is essential that you take out health insurance to cover any possible medical expenses. If your period of study is longer, you may also take out private health insurance without jeopardising your rights to benefit from treatment from the NHS.
Student Advice & International Student Support hosts an annual free Welcome and Orientation Programme at the beginning of the autumn term, which includes several events to welcome you to London and to provide useful information to help you settle in and meet other new international students. We would recommend that you take the time to look through the Student Services website for International Students.

http://www.kcl.ac.uk/campuslife/services/student-advice-support/how/intlstudentsupport/index.aspx

If you haven’t studied in the UK before, it is worth bearing in mind that the academic culture at universities in the UK could be quite different from the study environment that you are used to.

One of the key features of higher education in the UK, and particularly at King’s, is that you will have direct contact with academic members of staff within your department. You are likely to have large group lectures, but you will also have smaller group sessions, practical sessions and tutorials. You may also see members of staff individually on occasions. Also, students are expected to actively participate in small group sessions and engage in discussions, rather than simply listen.

The academic culture is also relatively informal. Staff members will tell you how they wish to be addressed, but in many cases you will be on first name terms with them. Staff are also there to support and guide you through your programme, but you should bear in mind that you are responsible for your own learning. Time outside of lectures etc is your own but the understanding is that you will be spending a considerable amount of your time studying.

The Student Advice & International Student Support Services team also provides additional support in the form of immigration advice and orientation sessions, as well as assistance with financial, practical, legal and all welfare-related topics which may affect you during your time in the UK. The experienced team of Student Advisers offer advice on a one-to-one basis in a confidential setting. They also run group information workshops. Topics that can be advised on include:

- Entry clearance problems
- Extending your student visa from within the UK
- Immigration status
- Working in the UK during/after your studies
- Fee status queries
- Travelling abroad whilst on a UK student visa
- Opening a UK bank account
- Police registration
- Issues relating to dependants.

Advisors have particular experience in assisting with the following:

- Immigration law.
- Student finance (student loans, tuition fees, grants etc).
- Social security benefits and tax credits.
- Housing rights.
- Consumer law.
- Fee payment problems.
- Money management (planning a budget).
• Dealing with debt.
• International student issues.
• Financial support for student parents (childcare costs etc).
• Postgraduate funding.
• Disability benefits.
• Funding for repeat periods of study.
• Interrupting your studies, re-sitting, withdrawing or transferring.
• Hardship funds and bursaries.
• NHS funding.
• Funding from trusts and charities.
• Council tax.

If you are in the UK with student or Tier 4 visa, the immigration rules require that you have the funds to cover your tuition fees and maintenance in order to obtain a student visa or entry clearance to come into the UK and to extend your stay in the UK as a student. You should be able to maintain yourself and your family without having to work in the UK and without claiming welfare benefits. This applies during all of your time in the UK. Therefore it is essential that you seek advice as soon as you are aware that there may be a problem with your funding.

Contact Details:

<table>
<thead>
<tr>
<th>Tel:</th>
<th>Student Advice Line 020 7848 6858.</th>
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<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:advice@kcl.ac.uk">advice@kcl.ac.uk</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.kcl.ac.uk/study/ug/international/Contacts.aspx">http://www.kcl.ac.uk/study/ug/international/Contacts.aspx</a></td>
</tr>
</tbody>
</table>

Appointments
You can phone the Student Advisers on the number given above to book an appointment. Most booked appointments last 30 minutes and take place in a confidential one to one setting. Where it is necessary follow-up appointments are made.

Drop-in Sessions
For brief enquiries, students may wish to simply ‘drop-in’ to see an Advisor. Sessions last approximately 15 minutes and are available Monday – Friday. Please be aware that these sessions operate on a first come first served basis, so you may need to wait until it is your turn to be seen.

Emails
Emails can be sent for initial enquiries or to request information. However, it must be noted that emails are not ‘strictly’ confidential as other authorised members of the College can obtain access. For confidential or more complex matters it is therefore advisable to book an appointment to see an Adviser.

Student Funding Office
The Student Funding Office at King’s offers confidential advice is designed to both prospective and current students covering issues such as bursaries, grants, tuition fees, living expenses, student loans and other financial issues to assist you during your studies.

Contact Details:

<table>
<thead>
<tr>
<th>Address:</th>
<th>Room G.31, James Clerk Maxwell Building, Waterloo Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel:</td>
<td>020 7848 4362/4363/4471/4472 Fax 020 7848 4366</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:funding@kcl.ac.uk">funding@kcl.ac.uk</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.kcl.ac.uk/funding">http://www.kcl.ac.uk/funding</a></td>
</tr>
</tbody>
</table>
Postgraduate Funding Database
A database of funding opportunities which you may be able to apply for is available online.

http://www.kcl.ac.uk/graduate/funding/database/

Access to Learning Fund (ALF)
The Access to Learning Fund is a limited discretionary fund given to universities by the government to assist students on low incomes who may need extra financial support for their programme and to stay in higher education. All full-time and most part-time ‘home’ students are eligible to apply. Applicants are assessed by the Student Funding Office. The Access to Learning Fund is open throughout the year, but only whilst funds permit. Application forms may be obtained from Student Welfare Offices and Student Funding Offices or can be downloaded from the website. Assistance cannot be given towards tuition fees.

Graduate School

The prime purpose of the Graduate School is to encourage the best possible graduate student experience and outcomes. It seeks to ensure that King’s attracts, teaches and supports a growing share of the highest quality postgraduates in the world. Its overall objective is to enhance the experience of graduate students at King’s and to ensure that all students fulfil their full potential.

Oversight and Monitoring of Graduate Programmes and Practice Across the College:
The Graduate School has a responsibility to ensure that the quality and content of the programmes on which graduate students are studying are of the highest standard and the students get the best possible preparation for their future careers.

Funding Opportunities including Scholarships & Bursaries, Conference Grants, Skills Development Support:
The Graduate School has been instrumental in obtaining a great deal of funding for scholarships and other grants. They administer many of the grants that graduate students receive and can advise on what is available and how to apply for it.

Graduate Space and Facilities:
There is graduate workspace in many of the College libraries and social space in the Graduate Lounges (at the Strand, Waterloo, Denmark Hill and Guy’s Campuses).

Feedback:
The Graduate School obtains formal feedback via the PRES survey and attempts to address issues that are raised.

Contact Details:

| Address:  | 7.38 James Clarke Maxwell Building, Waterloo Campus |
| Tel:      | 020 7848 5454                                        |
| Email:    | graduateschool@kcl.ac.uk                            |
| Website:  | http://www.kcl.ac.uk/study/pg/school/index.aspx     |
| Appointments: | A representative from the Graduate School will be available at the Compass for drop-in sessions held on a monthly basis, every third Tuesday 12:00-14:00 hours, or appointments can be made by emailing the Graduate School team. |
King’s College London is committed to considering and investigating genuine complaints from students. The College defines a complaint as an expression of dissatisfaction that warrants a response. The College will review what led to the complaint and where appropriate seek an early resolution. Outcomes can also be used to improve services to all members of the College.

Complaints are investigated under the College’s B6 Student Complaints Procedure. This involves several stages, some of which are handled by the relevant Department/Division/School or service area and some by the Student Conduct and Appeals Office:

**Stage One:** Local informal resolution (dealt with at the most local relevant level).

Students making a complaint should first attempt to resolve any issues on an informal, local level, for instance with their personal tutor.

**Stage Two:** Investigation by the relevant Head of Department, Division, School or service area, or their nominee.

Where a student has attempted local resolution but is not satisfied with the outcome, the student can request an investigation by submitting a completed SCF1 form to the relevant Head of Department, Division, School or service area, or their nominee, who will respond within 10 working days.

**Stage Three:** Investigation by the Director of Students and Education Support.

Where a student has attempted local resolution but is not satisfied with the outcome, the student can request an investigation by the Director of Students and Education Support, by completing an SCF2 form. The SCF2 should be submitted to the Student Complaints, Conduct and Appeals Office within 10 days of receipt of the response to the SCF1. The Director normally has 40 working days by which to respond to the student.

**Stage Four:** Appeal.

A student who remains dissatisfied following the Director of Students and Education Support’s investigation may appeal against the findings of the Director’s investigation to the Vice Principal (Education). Appeals must submitted using an SCF3 form within 14 days of receipt of the outcome of the Director’s investigation. The Vice-Principal will allow an appeal to be heard if they are satisfied that the criteria for appeals set out in the B6 Student Complaints Procedure have been met.

Students should raise complaints at the earliest opportunity. The College will not normally investigate formal complaints which are submitted more than three months after the events to which the complaint relates. The B6 Student Complaints Procedure is used by the College to investigate complaints by students of harassment, bullying and discrimination. In these areas, the Procedure has been supplemented by Guidance on Harassment, Bullying and Discrimination for Students produced by the Equality and Diversity Unit.

[http://www.kcl.ac.uk/college/policyzone/](http://www.kcl.ac.uk/college/policyzone/)

An overview of the student complaints process is provided in Useful Things to Know: A Student Guide to the College Regulations.

[http://www.kcl.ac.uk/college/policyzone/](http://www.kcl.ac.uk/college/policyzone/)

A guide on how to complete the SCF forms is available on the KCLSU’s website:
For Information on the College’s Student Complaints Procedure please refer to the Student Guide to Regulations 2011-12 which you will have received as part of your registration. The full text of all College regulations can be found at: http://www.kcl.ac.uk/aboutkings/governance/regulations/students.aspx; the respective forms are downloadable from the King’s College Policy Zone at: http://www.kcl.ac.uk/college/policyzone

If you believe your complaint cannot be resolved informally, you will find the college complaints procedure in the Academic regulations, Regulations concerning students & General regulations.

Living in London

Public Transport
In London, public transport is usually the best way to go as traffic is always bad. Buses, trains, tubes, coaches and even some river services combine to cover the London region thoroughly. Rail services and underground services are fast and frequent and buses are good for short journeys. The Oyster card is generally the cheapest way to make single journeys in the Capital. It can be used on buses, tube, trams, DLR, London overground and some National Rail services in London. An 18+ Student Oyster photocard entitles the holder to buy student rate Travelcards and Bus and Tram Pass season tickets, which can cost 30% less than adult-rate tickets. Full time students aged 18 and over can apply for a LT Discount Card, giving 30% discount on weekly and monthly tickets on buses, underground, Docklands Light Railway and Tramlink within the M25 areas. To find out more, and about transport in London in general, go to: http://www.tfl.gov.uk/

There are also many local bus routes:

<table>
<thead>
<tr>
<th>Location</th>
<th>Bus Route Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strand to Waterloo</td>
<td>1,4,59,68,139,168,171,172,175,243,341</td>
</tr>
<tr>
<td>Strand to Guy’s</td>
<td>RV1</td>
</tr>
<tr>
<td>Denmark Hill</td>
<td>59, 68, 176</td>
</tr>
<tr>
<td>St Thomas’ Hospital</td>
<td>77, 507</td>
</tr>
<tr>
<td>Hampstead</td>
<td>139, 168</td>
</tr>
<tr>
<td>London Bridge</td>
<td>381, 521, RV1</td>
</tr>
</tbody>
</table>

Bus maps can be found at: https://tfl.gov.uk/maps/bus

Night Travel and Personal Safety
If you are out late in the evening, there is a bus service which runs throughout the night, interconnecting most areas of London. Night buses have an ‘N’ prefix and usually depart from and arrive at Trafalgar Square on either an hourly or 30 minute schedule. If you decide you would like to travel by taxi, take care. It is recommended that you use only Black Cabs as they are licensed. There is no way of knowing for sure if a mini-cab is legitimate or not so avoid them. If a ‘mini-cab’ driver attempts to offer you a ride unsolicited (this is illegal), do NOT accept it.

When walking late at night use only well-lit streets and do not take short-cuts you do not know. Walk quickly and hold your bag or wallet tightly (this is a good idea at any time of the day). It is advisable to carry a personal alarm - they are available from the Student Union shops, King’s Things and Guy’s Supplies.

A College leaflet, entitled safeandsecure@kings, contains advice on personal safety, and is available from all receptions.
15. King’s College London Site Details and Maps

This section includes information and maps for the main King’s College London campuses.

The Strand Campus provides a home to the School of Arts and Humanities, School of Law, the School of Physical Sciences and Engineering and the School of Social Science and Public Policy (also at the Waterloo Campus).

<table>
<thead>
<tr>
<th>Name of Building</th>
<th>Phone Numbers</th>
<th>Nearest Train/Underground: Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Social Science, Health &amp; Medicine 2.11, East Wing Strand Building Strand Campus King’s College London WC2R 2LS (room 2.11 is the SSHM Department Office)</td>
<td>Tel: 020 7848 7061</td>
<td>Temple underground station</td>
</tr>
<tr>
<td>Maughan Library &amp; Information Services Centre King’s College London Chancery Lane</td>
<td>Tel: 020 7848 2424</td>
<td>Temple underground station</td>
</tr>
</tbody>
</table>
The Department of Social Science, Health & Medicine and Institute of Gerontology are located in buildings 'A' and 'H'.
The Waterloo Campus is the home of the Florence Nightingale School of Nursing and Midwifery, the School of Biomedical and Health Sciences (also at the Guy's Campus), parts of the School of Social Science and Public Policy (also at the Strand Campus) and LonDEC (London Dental Education Centre), part of the Dental Institute (also at Guy's and Denmark Hill).

<table>
<thead>
<tr>
<th>Name of Building:</th>
<th>Phone Numbers:</th>
<th>Nearest Train/Underground Station:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin-Wilkins Building and Waterloo Bridge Wing</td>
<td>Tel: 020 7848 5454 (switchboard)</td>
<td>Waterloo (rail and underground) station</td>
</tr>
<tr>
<td>King's College London</td>
<td></td>
<td></td>
</tr>
<tr>
<td>150 Stamford Street SE1 9NH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>James Clerk Maxwell Building</td>
<td>Tel: 020 7848 5454 (switchboard)</td>
<td>Waterloo (rail and underground) station</td>
</tr>
<tr>
<td>King's College London</td>
<td></td>
<td></td>
</tr>
<tr>
<td>57 Waterloo Bridge Road SE1 8WA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Guy’s & St Thomas Campuses

Guy’s Campus is home to the School of Biomedical and Health Sciences (also at the Waterloo Campus), the Dental Institute, and the School of Medicine

<table>
<thead>
<tr>
<th>Name of Building:</th>
<th>Phone Numbers:</th>
<th>Nearest Train/Underground Station:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guy’s, King’s &amp; St Thomas’ School of Medicine</td>
<td>Tel: 020 7848 5500</td>
<td>London Bridge rail and underground Bus 381 or 501 outside FWB main entrance</td>
</tr>
<tr>
<td>Hodgkin Building and New Hunt’s House</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guy’s Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SE1 9RT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guy’s Hospital</td>
<td>Tel: 020 7955 5000</td>
<td>Borough underground station / London Bridge (rail &amp; underground)</td>
</tr>
<tr>
<td>St Thomas’ Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SE1 9RT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The St Thomas' Campus is located is the site of continuing medical and dental teaching.

<table>
<thead>
<tr>
<th>Name of Building:</th>
<th>Phone Numbers:</th>
<th>Nearest Train/Underground Station:</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Thomas' Hospital</td>
<td>Tel: 020 7928 9292</td>
<td>Lambeth North or Westminster underground station; Waterloo (rail &amp; underground) station</td>
</tr>
<tr>
<td>Lambeth Palace Road SE1 7EH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Map of St Thomas' Campus and surrounding area](image-url)
27. Appendix A: Forms for Research Students

PERSONAL DEVELOPMENT PLAN (PDP)

<table>
<thead>
<tr>
<th>PDP Year (i.e 1st, 2nd, 3rd)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Development Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Date plan agreed</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>Name of Supervisor</td>
</tr>
<tr>
<td>Supervisor’s signature</td>
</tr>
<tr>
<td>Student’s signature</td>
</tr>
</tbody>
</table>
REGULAR SUPERVISION RECORD FORM

Students and supervisors should use this form to help structure and provide a record of their meetings. You can, with the agreement of your supervisor, also complete and submit the personal supervision form electronically, in the form of an email as follows:

SECTION 1 to be completed by the student prior to supervision meeting

a) Name:  
b) Supervisor’s name:

c) Date/time of supervision:  
d) Date of last supervision:

e) Work submitted to supervisor since last supervision meeting (with date work submitted and returned to you)
f) Work undertaken since last supervision meeting:


g) Issues you would like to discuss in the supervision meeting:
SECTION 2 to be completed at the supervision meeting

a) Topics covered in supervision meeting (please refer to Section 1(g) above):

b) Work student should undertake between now and next formal meeting (with dates:

SECTION 3 Date/Time of next meeting:

This form contains a good summary of our meeting

Signatures:

Student: Date:
A copy of this form should be kept by the supervisor, the student, and in the student’s file in the Departmental Office.