



**School of
Languages, Linguistics and Film**

**HANDBOOK FOR
RESEARCH STUDENTS**

2011-2012

This Handbook is for all postgraduate research students in the School
and is a supplement to the College Regulations and
Code of Practice for Research Students

How To Use This Handbook

This Handbook should be used together with the College Regulations (Academic Regulations and the Code of Practice for Research Degree Programmes). This Handbook provides information specific to the School of Languages, Linguistics and Film, while the College Regulations provide information common to all students at the College. The College Regulations provide detailed information on award requirements and governance. Where there appears to be any difference in the interpretation of regulations, the College Regulations are the authoritative version.

Nothing in this Handbook overrides the College Regulations, which always take precedence.

This Handbook is available online at:
www.silf.qmul.ac.uk/postgraduate/current

The Academic Regulations and the Code of Practice for Research Degree Programmes are available online at: www.arcs.qmul.ac.uk/research_degrees/index.html

This Handbook can be made available in large print format. If you would like a large print copy, or have other requirements for the Handbook, please contact Sharon Bernor: s.j.bernor@qmul.ac.uk or 020 7882 8332.

The information in this handbook is correct as of September 2011. In the event of substantial amendments to the material, the School will attempt to inform you of the changes.

The College cannot accept responsibility for the accuracy or reliability of information given in third party publications or websites referred to in this Handbook.

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1. TERM DATES

Academic Session 2011/12

Semester One	26 September 2011	–	16 December 2011
Semester Two	9 January 2012	–	30 March 2012
Exam Term (BA only)*	30 April 2012	–	8 June 2012
Degree Ceremonies	December 2011	and	July 2012

In the School of Languages, Linguistics and Film, Reading Week falls in week 7 of each semester.

2. INTRODUCTION

School of Languages, Linguistics and Film (SLLF)

Welcome to the School of Languages, Linguistics and Film. We hope that this year will prove a rewarding and enjoyable academic experience. This Handbook aims to give you the information you need in order to get the most out of your studies in the School. Please read it carefully, and keep it so that you can refer to it throughout the year. **This is in your own interest. The book is intended to help you, but you are also expected to be aware of its contents. Academic and administrative staff will be operating according to the procedures described here, and it will not be allowable to claim that you were unaware of the regulations, penalties, and so forth, that are set out in these pages.** If you find any of the information in this book unclear, please do not hesitate to ask for guidance from any member of staff.

Any problems which you may encounter, and which are not fully addressed here, will be raised in the first instance with your supervisor. However, you are welcome to bring important issues, which your supervisor cannot resolve, direct to your departmental Graduate Studies Convenor, to the Director of Graduate Studies or to the Head of School (see Research Policy Committee on page 5).

The aim of the School is that your research work should be exciting, important and productive.

The School is based in the Arts One Building, Mile End Road, London, E1 4NS. A full campus map is available online at: www.qmul.ac.uk/about/campus/mileend/index.html#map.

Website for Postgraduate Students

www.sllf.qmul.ac.uk/postgraduate/current

Please use this webpage to access information on any queries you may have. The page contains links to many resources and useful information at QMUL and to external websites that may of specific interest to students in SLLF. Forms to be completed to apply for a change of status or for submission purposes that you may need to complete during your studies are also available from this website.

Further information about the School is available on our website at www.sllf.qmul.ac.uk.

The Arts One Building

Smoking is prohibited in the Arts One Building (and everywhere else on campus). Please do not carry open drinks around the building; these should only be consumed on the ground floor. Please make use of litter bins in- and outside the Building. Please do not stick posters to the walls. These measures ensure a much more pleasant environment for us all to live and work in, and your co-operation is much appreciated.

Please note that to avoid overloading, the lifts in the Arts One Building are for the use of staff and those with serious medical conditions only.

Entry to the Arts One Building is via the front door on Mile End Road. You will be required to show your student ID at the entrance. Your student ID will also give you card access via the side and rear doors on weekdays from 8 am to 6 pm.

In the event of an emergency, the rear and side doors of the building will automatically unlock. In case of a fire alarm, you must make your way immediately via the nearest exit to Assembly Point D, by the Lock-keepers' Cottage. Do not remain by the exits to the building.

Research Policy Committee (RPC)

The RPC is responsible for Graduate Studies policy issues and postgraduate research performance and consists of the School's Director of Graduate Studies (DGS), the School's Director of Research, the Head of School and the departmental Graduate Studies Convenors.

Director of Graduate Studies	Prof. Edward Hughes	e.j.hughes@qmul.ac.uk
Director of Research	Prof. Andreas Schönle	a.schonle@qmul.ac.uk

Head of School	Prof. Rüdiger Görner	r.goerner@qmul.ac.uk
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Departmental Graduate Studies Convenors:

Film Studies	Prof. Janet Harbord	j.p.harbord@qmul.ac.uk
French	Prof. Edward Hughes	e.j.hughes@qmul.ac.uk
German	Dr Robert Gillett	r.m.gillett@qmul.ac.uk
Iberian & Latin American Studies	Dr Omar García	o.a.garcia@qmul.ac.uk
Linguistics	Dr Erez Levon (Sem1) Prof. Hagit Borer (Sem2)	e.levon@qmul.ac.uk tba
Russian	Prof. Andreas Schönle	a.schonle@qmul.ac.uk

The administrator responsible for postgraduate students, and secretary to the Research Policy Committee, is Sharon Bernor, who can be contacted at:

Location: School Office, Room 1.08, Arts One Building

Email: s.j.bernor@qmul.ac.uk

Tel: 020 7882 8332

Fax: 020 8980 5400

The School Office is open from 10.00am-4.00pm during term time (closed 12.30pm to 2.00pm during vacation periods). For all enquiries, or when you need to hand something in, these should be addressed in the first instance to staff at the reception to the office.

The Research Policy Committee has overall responsibility within the School for all matters concerning the academic progress of research students. It is responsible to the Dean for Research for Humanities and Social Sciences, who oversees and monitors the progress of research within the Sector and reports to the Queen Mary Senior Executive (QMSE).

College responsibility for graduate students is held by QMSE. It is responsible for College-wide discussions on policy relating to graduate matters. If there are any contentious issues arising from your studies which cannot be resolved within the School, you should ask for assistance from the Dean for Research, who will be able to raise the matter at College level.

Research Degrees Office (RDO)

www.arcs.qmul.ac.uk/research_degrees/index.html

The RDO is the central college body responsible for postgraduate research students. The Research Degrees Officer for SLLF is Peter Smith (p.k.smith@qmul.ac.uk) who can be contacted with enquiries related to your status within the college, interruptions, registration and enrolment.

Use of College ID Card

You will receive a College photo-ID card upon enrolment. This card is very important, and must be carried at all times on campus. If you do not produce this card upon request, and satisfy staff that it is your card through comparison of your face and the photograph, you may be removed from the building, or from campus.

The card shows your Student Number and your Examination Number.

The card also serves as your library card, and as an access card for certain buildings. Many buildings have security points at which you must show your card, and others require you to scan your card to release the doors.

It is vital that you keep your card safe and with you at all times on campus. If you lose your card, or if your card is stolen, you should contact the Research Degrees Office, who will be able to help you. A fee may be charged to replace lost College Cards.

Renewal of student cards

If your current student card is due to expire you should email the Research Degrees Office (researchdegrees@qmul.ac.uk) to request a new card. These will be produced within five days of request and sent to the School. You will be informed when your card is available to collect.

Commonly Used Abbreviations

You are likely to come across a number of abbreviations that are commonly used for venues organisations, staff, etc. and some of those most frequently used are shown in the table below:

AFB	Arts Faculty Board
AHRC	Arts and Humanities Research Council
ALT	Arts Lecture Theatre
ARCS	Academic Registry and Council Secretariat
BB	Bancroft Building
DGS	Director of Graduate Studies
DOR	Director of Research
GSC	Graduate Studies Convenor
HOS	Head of School
HSS	Humanities and Social Sciences
IGRS	Institute of Germanic and Romance Studies
QM/QMUL	Queen Mary, University of London
RDO	Research Degrees Office
RPC	Research Policy Committee
SLLF	School of Languages, Linguistics and Film
SSLC	Student Staff Liaison Committee
UOL	University of London

3. KEEPING IN TOUCH

We may contact you in one of a number of ways: either individually or as part of a group; via your QMUL email; via the noticeboards or Blackboard pages relevant to your subject area, or a particular module; via the School's LCD screens or via the student pigeonholes. On occasion, we may need to write to you at either your home or term-time address. You must ensure that you keep your personal details up to date on MySIS. **You must check your email regularly, and the noticeboards, screens and pigeonholes every time you are in Queen Mary** – we will expect that you have received any information passed on in these ways, so it is your responsibility to make sure that you do.

You will be required to complete a **Personal Details Form** at the beginning of each academic year to provide some additional information required by the School. This form is to be used to provide your project title and preferences for distribution of mail and online publicity.

Email

When you enrol for your first year, you will be registered with the QMUL computing network, and receive a username (with password). As well as allowing you to make full use of word-processing facilities, the internet and QMUL intranet, and giving you access to our Virtual Learning Environment (VLE) platform, Blackboard, this will give you access to your QMUL email address. This is vital as this is the email address we will use to contact you throughout your studies.

Please note that you can forward messages automatically from your QMUL account to any other email address if you prefer (such as hotmail etc.). You should consult IT Services for advice on this. Full information on getting started with your computer account and the facilities available can be found on the IT Services website at: <http://qm-web.css.qmul.ac.uk>. (See also; §0 Computer Facilities in the Arts Faculty.)

You can access your email account by logging on to a QMUL computer or, if you are off-campus, at: <https://idcheck.qmul.ac.uk/idcheck>.

Postbox

There is a School postbox that you can use to contact staff of the School. The postbox is located in the Gallery on the first floor of the Arts One Building (near to room 1.33). It is emptied at least once daily, the last time at 4.00pm. **You must use this to post any messages for members of staff, or to submit any work.** The box is kept locked, so any work is secure once it has been posted in there, and will be taken straight to the staff pigeonholes which are in a secure room. Do **not** put work or any other messages under office doors as they will go missing.

Student Pigeonholes

Any mail that is sent to you at the College, or messages from staff, will be placed in the student pigeonholes, located in the Gallery area on the first floor of the Arts One Building (opposite room 1.33). The student pigeonholes are labelled alphabetically and you should regularly check the box with the initial of your surname on it.

If you are not in regular attendance, you can choose the option on the personal details form to have mail sent to your home address.

4. REQUIREMENTS OF THE THESIS

Format of Thesis

The conventions of the MHRA Style Guide should be adhered to, The Guide is available online as a free download from:

www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml.

Length of Thesis

For all theses submitted in the School of Languages, Linguistics and Film, the normal length for an MPhil is 40,000 words (60,000 maximum) and the normal length for a PhD is 80,000 words (100,000 maximum). These word-limits are inclusive of footnotes and quotations, but exclusive of bibliography and appendices. The number of words does not apply to editions of a text or texts.

For further clarification of the requirements of University of London MPhil and PhD theses, you are advised to consult the College Regulations.

Language of Thesis

The College regulations provide that a thesis in the field of modern foreign languages may exceptionally be written in the language of study. However, you are advised that an application to write your thesis in the language of study is unlikely to be successful unless you can show that all the critical discussion takes place in that language. This is infrequently the case for literary subjects, given that there are plenty of opportunities for giving and/or publishing papers in English on any conceivable author writing in any of the SLLF languages.

If you think you may have a case, you should raise the matter with your supervisor. In conjunction with your supervisor, you will need to make a formal application.

You should also note that if your application is successful, you will be required to submit, in addition to the thesis, a 10,000 – 20,000 summary or digest of the thesis in English. The linguistic competence of the candidate is not a reason for submission in a language other than English.

Criteria for assessing applications

Permission to submit a thesis for a research degree in a language other than English will normally only be granted where the application demonstrates that:

- a) The language of the thesis is the same as the language of study.
- b) The majority of primary and secondary source material is not available in English.
- c) Research and professional discourse on the subject matter is facilitated by the thesis being submitted in the language of the source material.

- d) The likelihood of the thesis being published is greater if it is not written in English.
- e) The supervisor and department are able to support the completion of a thesis in the desired language.

The application must be supported by statements from the candidate, the supervisor and an independent assessor. The independent assessor should be an academic expert in the language and subject matter of the thesis, and should be external to the University of London. The assessor may later be nominated as the external examiner for the thesis.

The application form (Thesis in language other than English) is available online at:
www.sllf.qmul.ac.uk/postgraduate/current/index.html#applications

The completed application form must be submitted to the Research Degrees Office as soon as possible and **not later than the end of the first year of registration for the degree.*** The RDO will check the form and pass it to the Dean for Research for approval, who request further clarification from the supervisor/department where necessary. The RDO will inform the supervisor of the outcome of the application and will record this on the student file.

*This is with effect from 2009/10. Students previously registered are subject to individual arrangements agreed between the supervisors and supervisees and approved by the Director of Graduate Studies.

5. SUPERVISION

When you join the School of Languages, Linguistics and Film, you will be allocated to a supervisory team of two or three supervisors. One of these will be the person primarily responsible for your progress, so you should make sure you introduce yourself to the members of your team, and find out which supervisor(s) will be seeing you on a regular basis, and which are available for consultation when necessary. (See Appendix A or B at the end of the Handbook for guidelines for supervisors and students. There is one set of guidelines for literature/film/cultural studies students, and a separate set for linguistics students.)

It is expected that students **in their first year** will see their supervisor at least once a month.

In **the second and third years** of study, supervisions may be less frequent and should normally take place twice per term. Of course, the frequency of meetings may be reduced depending on the stage of the research, but it is not advisable to allow gaps of two months or longer (however, email can be used to overcome practical difficulties).

6. PROGRESS

Introduction

Students are now expected to complete a thesis **in three years**. A request for a 12-month extension should be made to the Research Policy Committee (see section on **writing-up**, page 13). Requests for further extensions cannot be given by the School and need to be referred to the Dean for Research, and may not necessarily succeed. See College regulations for further details.

The Research Policy Committee will review your progress in June each year, and a brief report is sent to the Dean for Research. You will, therefore, need to keep a **Doctoral Research Record** each year (see page 10) and submit a report with a sample of your written work for the **Annual Progress Review** in May (see page 10).

Doctoral Research Record

At the beginning of each academic year you will be provided with various forms that go to make up your Doctoral Research Record. This record is designed to enable you to monitor your progress in close consultation with your supervisor. The Record includes the following documents:

Record of Supervisory Meeting
Research Training Plan
Research Seminars, Colloquia and Conferences
Research Outputs and Publications
Training Needs Analysis
Teaching Permission Form
Teaching Record

These are all available online as a complete set, or individual documents, at:
www.slif.qmul.ac.uk/postgraduate/doctoral_research_record.html

Some of these forms, such as the 'Record of Supervisory Meeting', should be completed after each supervision and the 'Research Training Plan' after your first supervision. Others will assist you when you come to complete your report for your Annual Review: e.g. 'Research Seminars, Colloquia and Conferences', 'Research Outputs and Publications'. The detailed questionnaire on 'Training Needs Analysis' is intended to facilitate your progress by enabling you to identify periodically research training needs in consultation with your supervisor.

The 'Teaching Permission Form' only applies to those research students seeking permission to teach. Assuming approval to teach is obtained, you will then be able to keep a log of teaching using the 'Teaching Record Form'.

You are advised to complete the relevant sections of your Doctoral Research Record as appropriate during the year. The Record, which you are required to keep, should be seen as a developmental aid that will assist you in taking forward your research in an effective and structured way.

Annual Progress Review

You will be asked to complete a Progress Report Form (which will normally be sent to you in March), and submit a substantial piece of written work of at least 5,000 words. The report form and sample of work must be submitted electronically to Sharon Bernor (s.j.bernor@qmul.ac.uk) by 15th May. These will be forwarded to your second supervisor for their assessment. (The timing and requirements for submission of your progress report and written work, and the procedures to be followed, may vary depending on which progression pathway you are following and your current status in this respect (i.e., whether you are due for a Year 1 Progression Review or an Upgrade from MPhil to PhD), as outlined below).

In addition, your responsible (first) supervisor will be required to submit an independent report on your progress.

Progression Pathways

Pathway 1: For students entering in 2010/11 or later; a review of progress will be made with a view to confirming your PhD registration status – see **Year 1 Progression Review** on page 10 for further details.

Pathway 2: All students currently registered as MPhil (i.e. prior to September 2010) will require an upgrading review before their registration can be changed to PhD status – see **(Upgrading Review** on page 12 for further details.

Year 1 Progression Review

Since September 2010, all students are initially registered for a PhD and must then successfully pass a progression review in the course of Year 1. The College requires that Schools make this a formal process in which progress to date and the anticipated further stages towards completion are reviewed. Each student's progression to Year 2 is contingent upon satisfying these formal processes, which represent an independent, formal assessment.

The School recommends the following common procedures in the progression review process:

Timing of the Progression Review

Six months into your registration (12 months part-time).

Work to be submitted

For most disciplines within SLLF (with the exception of Linguistics) this would involve producing a 4,000-word piece of work.

In the case of Linguistics, this will involve either a 4,000-word written assessment or equivalent evidence of research capacity at the PhD level through the production of research materials appropriate to the standards of the candidate's sub-disciplinary specialization (e.g., formal analysis of a linguistic phenomenon; statistical analysis of data collected, etc.).

Additionally, your 1st supervisor will prepare a brief report covering your progress to date, your strengths and weaknesses, and a realistic date for completion of the thesis.

Progression Review Meeting

It is recommended that this take place before the end of 8 months into your registration (16 months part-time).

In accordance with College regulations, the review panel must consist of at least two assessors, at least one of whom should not be part of the candidate's supervisory team. When necessary, the assessors may be from outside the home department or, indeed, outside the College. The assessors will have read in advance of the progression review meeting the written work submitted by the student and the progress report submitted by the supervisor.

Progression Review Outcome

The outcome of your review will be entered on your MySIS record together with a joint assessors' report which must detail their appraisal of the submitted work, your performance at the meeting and their overall assessment in terms of the stipulated criteria for the progression review. If the decision is to Refer, the nature of referral assignment and date for submission will also be entered.

The decision outcomes available will depend on whether it is your Progression review (1st attempt) or Referral review (2nd attempt):

For Progression Review:

- Pass
- Refer

For Referral Review (applies only if the outcome of 1st attempt is Refer):

- Pass
- Deregister
- Transfer to MPhil

Approval procedure

The decision will be submitted for approval to the Director of Graduate Studies who will be guided by the assessors' report and provisional recommendation.

Following approval, the Research Degrees Office will inform you of the outcome in writing and you will be able view the assessors' report on your MySIS record.

Appeals

A student may appeal against the decision of the panel for progression using the College Appeal Regulations (see www.arcs.qmul.ac.uk/student_complaints/index.html). However, if you were dissatisfied with the decision of the Research Policy Committee you would be advised to approach the Director of Graduate Studies in the first instance, to seek clarification of the issues involved. If the complaint cannot be resolved by the DGS, the complaint will be referred by the DGS to the Dean for Research. All appeals against the decision of a progression panel will be referred to the DOR

Criteria for a Year1 Progression Review

For your information, here are the criteria for progression specified by the School in 2010, which has specified the key elements to be included in all progression procedures. The key elements are:

- a) the production of a substantial piece of written work, to be assessed by at least two academic staff (one being a person not directly involved in the supervision of the student), followed by a meeting conducted by the assessors;
- b) demonstration of the ability to conduct research at doctoral level and to produce work of a publishable standard;
- c) satisfactory attendance at seminars and training sessions designed to introduce the student to the knowledge, skills and techniques required of a researcher in that discipline, and evidence that these are being acquired;
- d) demonstration of the ability to plan and manage the research programme in terms of its academic integrity and to ensure that the work, including the writing up, is completed within the appropriate timescale.

Upgrading Review

1) Upgrading from MPhil to PhD status for full-time students will take place between 12 and 24 months from the time of initial registration. For part-time students, upgrading will take place between 24 and 36 months after registration (although these periods may be extended, in response to your particular circumstances).

Upgrading does not mean that you have fulfilled the requirements for the M.Phil. It means that your registration status has been changed to allow you to submit a thesis in fulfilment of the requirements for the PhD. Unless you are upgraded, you are only permitted to submit a MPhil thesis.

2) The procedure is intended to allow the School to satisfy itself that you are likely to complete a dissertation of doctoral quality within three years.

3) The procedures for upgrading agreed by the SLLF Research Policy Committee are currently as follows:

- e) The panel will consist of one member of staff other than the supervisors. External expertise may also be called on where deemed by the panel to be necessary. The panel will review a thesis proposal, which would normally include:
 - chapter-by-chapter outline of the thesis, detailing the research question to be addressed, the materials to be examined, the methods to be employed, and the work undertaken to date
 - substantial piece(s) of written work (15,000 – 20,000 words), typically, one draft chapter
 - evidence of satisfactory participation in postgraduate training provided by the department, Graduate Studies in Humanities and Social Sciences, the Learning Institute, or another institution
 - timetable for completion of the thesis within four years (including writing-up) from the date of initial registration (seven years part time). N.B. For some research councils, completion within three years is expected

In addition, for students on ESRC awards:

- a portfolio of work showing evidence that the student has attended the Faculty research methods training course (or equivalent)

The review panel may, at their discretion, ask for supplementary documentation (e.g. a literature review).

- f) There will normally be a viva.
- g) The Panel will submit its report to the Research Policy Committee for consideration before forwarding to the Dean for Research. The Research Degrees Office will inform you in writing if your upgrading is successful. The RPC will let you know the recommendation of the panel, but the final decision is made by the DOR, who has been known on occasion to query or decline the recommendation of the panel. The panel reports would not normally be made available except in cases of appeal, but you may ask for some informal feedback about the contents from either the panel members, your departmental Graduate Studies Co-ordinator, or your supervisor.

4) A student may appeal against the decision of the panel for upgrading using the College Appeal Regulations (see www.arcs.qmul.ac.uk/student_complaints/index.html). However, if you were dissatisfied with the decision of the Research Policy Committee you would be advised to approach the Director of Graduate Studies in the first instance, to seek clarification of the issues involved. If the complaint cannot be resolved by the DGS, the complaint will be referred by the DGS to the Dean for Research. All appeals against the decision of an upgrading panel will be referred to the DOR.

5) For your information, here are the criteria for upgrading specified by the College in 2006:

“The Committee has reviewed the arrangements for upgrading students from MPhil to PhD. After surveying individual departmental and School practice, it has specified the key elements to be included in all upgrading procedures. The key elements are:

- a) conceived and developed a viable project proposal of PhD proportions; or, in cases where the topic has been identified by the supervisor(s), that they have made a significant contribution to the project's development
- b) shown a deep knowledge and understanding of and a critical perspective upon the relevant literature
- c) developed an appropriate methodology to undertake the required research
- d) collected (or will collect) data of sufficient quality and quantity to satisfy the requirements of a PhD (not applicable to all dissertations)
- e) demonstrated the ability to produce work of PhD level in terms of independent research, critical argument, use of sources, clarity of writing, and consistent use of scholarly apparatus
- f) demonstrated the ability to complete the thesis within four years (including writing-up) from the date of initial registration for full-time students (seven years for part-time); for some research councils, completion in three years is expected
- g) demonstrated the ability both to defend ideas and to accept constructive criticism.

Writing Up

The College requirement is that full-time students will have completed within a **maximum period of 4 years** (7 years in the case of part-time students).

It is expected that many students will have completed within three years, which is the period of study recommended and financed by the various funding bodies. In the case of those students who do not complete within three years, the category of ‘writing-up’ becomes relevant. Once you have completed at least 36 months of full-time research, **and** completed all the collection of data and other materials related to your thesis, are wholly engaged in the analysis, interpretation and presentation of the material, you may request permission from the Research Policy Committee to transfer to ‘writing-up status’. This implies:

- that you will in future make minimal use of departmental facilities, apart from occasional contacts with your supervisor for the purposes of comment on draft chapters of the thesis;
- that, as regulations currently stand, you will not have to pay tuition fees;

- that you will submit the thesis within an overall maximum period of registration of 4 calendar years (7 years part-time).

Whilst you are 'writing-up' you will continue to enrol and be subject to regular progress reviews by your department.

If you wish to request a transfer to writing-up status, you will need to complete a transfer request form, which must be approved by your supervisor and the Director of Graduate Studies prior to obtaining College approval. The form is available online at:

www.sllf.qmul.ac.uk/postgraduate/writing_up_guidance.html.

If you have not submitted your thesis after 12 months of writing-up the Dean for Research will consider your case and, unless there is clear evidence that your thesis is to be submitted in the immediate future, your registration will be terminated. The College will impose a submission charge of £250, for all theses submitted after the 12-month writing-up period.

Interruption of Study

You may find, for reasons of prolonged illness, domestic or personal problems, that you need to take a break from your studies and request permission to interrupt your studies. Full details are given in the College Regulations. Any period of interruption should be considered in consultation with your supervisor and your expected completion date will, therefore, be extended by the period of interruption. If you need to interrupt your studies, you will need to complete a request form, which must be approved by your supervisor and the Director of Graduate Studies prior to obtaining College approval. The form is available online at:

www.sllf.qmul.ac.uk/postgraduate/current/index.html#applications

Thesis Submission and Examination

Completed Exam Entry Forms (including the Examiner Nominations) must reach the Research Degrees Office **at least three months** prior to thesis submission.

You will need to complete and sign sections A-C of the Exam Entry Form and then forward the form to your supervisor who will need to complete and sign section D (Examiner nominations). The School's Director of Graduate Studies must countersign the completed form prior to it being considered by the Research Degree Examinations Panel for approval of examiners.

To ensure that you allow enough time for all sections of the Exam Entry Form to be completed and submitted to the RDO on time, you will need to complete and sign the form **four-six months** before your expected thesis submission date.

Exam Entry and Thesis Submission forms, further information and guidelines are available online at: www.arcs.qmul.ac.uk/research_degrees/exams_resdegs.html.

Assessment outcomes

Following your PhD viva, examiners may return to the Research Degrees Examination Panel one of three assessment outcomes: Minor amendments, Major amendments or Re-submission. Re-submission will require completion of an examination re-entry form and will involve incurring a fee of £350.

7. RESEARCH TRAINING

Introduction

The ability to successfully complete a PhD thesis within the expected timeframe relies strongly on the acquisition of subject-specific and generic skills appropriate to the different stages involved in the development of a research project. The School of Languages, Linguistics and Film recognises the importance of providing a sustained programme of research training in accordance with the requirements of the major funding bodies and urges students to discuss their training needs with their supervisors from the early stages of their research, and then to conscientiously follow the supervisor's

recommendations. The annual Progress Review Forms referred to in §6 requires both students and supervisors to assess the research training programme undertaken in the previous year and to identify the training needs to be addressed the following year. It is important that reference be made to appendix A or B (as applicable) for Checklist for Supervisors and appendix C for the Research Training Departmental Statement, which contains a detailed outline of the research training units available to students and indicates which are the providers. As detailed in the Research Training Departmental Statement (appendix C), there is a combination of internal and external provision of research training units.

Queen Mary offers a menu of generic research skills training, taught by a mixture of academic and specialist staff drawn from the Library, Computer Services and The Learning Institute. In addition to guidance on the complexities of writing a thesis, these programmes will also provide training for delivering papers at conferences and for the preparation of papers for publication. More information about research training at Queen Mary can be found online at:

www.qmul.ac.uk/postgraduate/research_training/index.html

QMUL Researcher Development Programme

Every PhD student is expected to take part in approximately 210 hours of development activities over the course of their studies. This is set out by the Research Councils, and is roughly equal to two weeks training and development for each full-time year of study.

The Learning Institute provides a comprehensive skills development programme for postgraduate research students. Participation in the Researcher Development Programme will encourage you to develop the key skills and attributes needed to effectively manage your research and plan for the next step in your career. The selection of appropriate training courses should form part of the supervision process. The courses include, with suggested stage of study for which they are best suited:

Year 1-2

R121	Managing your PhD
R209	Critical Thinking
R182	Presenting your research
R208	Reading Critically

Year 3-4

R155	Writing your thesis
R157	The viva
R184	Interview skills
R213	Making successful job applications

Any stage

R107	Time management for researchers
R126	Making a poster presentation
R215	Career exploration
R160	Writing for publication

There is no charge for attendance at any of these courses. Further information about the Development Programme and a link to full course information and bookings is online at:

www.learninginstitute.qmul.ac.uk/resdev/pg/researcher-development-programme

New points system for researcher development (for students entering in 2011/12, or later)

In 2011/12 Queen Mary will be piloting a new scheme to monitor and record the developmental activities undertaken by new research students. The scheme will capture generic and discipline-specific developmental activities that you are involved in, through the allocation of points. This will enable clearer monitoring of your activities. Points will be given for courses or workshops run by the Learning Institute, Faculties, Schools, or by external organisations:

- For most of these sessions one point will be equivalent to one hour of developmental activities.
- Other activities (e.g attendance at conferences, giving research presentations) will be eligible for a set number of points.

- Some recurring activities (such as attendance at a seminar series) will have a maximum tariff of points that can be gained, either per year or over the course of the degree.
- Where you have attended external courses or events which you believe have helped to develop your research or transferable skills, you will be able to apply to be awarded points, subject to verification by your supervisor and/or the Learning Institute.

Film Studies Research Workshops

Film students are encouraged to attend specialised training days for doctoral students of film organised through the London Colleges Screen Studies Group (SSG), in collaboration with Birkbeck, Goldsmiths, the Institute of Education, LSE, Royal Holloway and SOAS. Details of these events are circulated by email and are advertised on the Film Studies website.

Institute for the Study of the Americas (ISA)

The ISA offers a **Resources and Methods Course**, which is open, free of charge, to graduate students registered at the Colleges of the University of London. The Institute is a centre for postgraduate and research activity in Latin American Studies in the University of London. It offers a range of MA programmes and a variety of workshops, seminar series and conferences.

The ISA is at: 31 Tavistock Square, London WC1H 9HA

Tel. 020 7862 8870

Email: americas@sas.ac.uk

Website: <http://americas.sas.ac.uk>

Institute of Germanic and Romance Studies (IGRS)

The IGRS coordinates research training in the Romance languages across the University of London, both by providing information on what is available in Colleges and by running a programme of training workshops centrally at the Institute. These workshops are open to all graduate students (MA and research) in the Romance field in London and beyond and are offered free of charge to graduate students in departments subscribing to the IGRS Departmental Scheme (which includes the School of Languages, Linguistics and Film). The Institute is part of the School of Advanced Study of the University of London, and the workshops take place in Stewart House. Stewart House lies between Senate House and Russell Square; its entrance is at 32 Russell Square.

Further information and a programme is available from:

<http://igrs.sas.ac.uk/postgraduate/igrs-research-training-programme.html>.

Website: www.sas.ac.uk/igrs.

Enquiries about conference programmes and registration should be addressed to igrs@sas.ac.uk or 020 7862 8677.

Enquiries about Visiting Fellowships, research supervision, research training and proposals for study groups should be addressed to igrs@sas.ac.uk or 020 7862 8677.

Research Training in Linguistics

Research students in Linguistics are expected to attend graduate workshops in research training organised by the Linguistics department. Training at these workshops includes the use of programs such as VARBRUL, LaTeX, PRAAT and Transcriber, and covers other topics determined annually after consultation with individual students. You are also expected to attend relevant College and external courses. Further details of training to be undertaken are outlined below.

Advanced Core Training in Linguistics (ACTL). This is a training consortium, originally funded by the AHRC but now funded by its constituent members, which is co-taught by QMUL, UCL, SOAS, Kings, Essex, Cambridge and Oxford. It meets for a full day every fortnight during the academic year, and is assessed. Attendance of an ACTL programme and successful completion of the assessment is compulsory at least once during a research student's programme and a certificate is issued.

London Social Science (ESRC Doctoral Training Centre). The department of Linguistics is a member of the new ESRC-funded London Social Science Doctoral Training Centre (in collaboration

with Goldsmith's, University of London). Research students in linguistics have access to the various training courses and workshops organized by the Centre, including Core Quantitative Methods in the Social Sciences and Core Qualitative Methods in the Social Sciences. Details of the training provision available for the current academic session will be publicised at the beginning of the year.

Graduate Discussion Group. This meets weekly during term (except when there is a Linguistics Seminar), and is a forum for students to present their data and analyses in an informal setting to the Queen Mary Linguistics community. Students present at least once in this group each year.

Linguistics Graduate Conference. Research students attend and present at the QMUL Linguistics Graduate Conference, funded by the college using 'Roberts' funding. This runs at the end of the taught academic year (usually in May) and is run as an academic conference. Students present a 20-minute paper on their research, usually toward the end of their research project.

Researcher Development Programme. Organised by the QMUL Learning Institute, as detailed on page 15, this is designed specifically to include social science students.

Syntax/Semantics Reading Group and the **Sociolinguistics Reading Group.** Students attend one or both of the of these groups which meet weekly during term for about two hours, and are forums for researchers in the department to present papers from the literature which are relevant to their own research. The programme is drawn up at the start of the year in consultation with all researchers in the relevant group, and research students present at least two papers over the year.

School of Languages, Linguistics and Film

The School runs subject-specific research skills training via student-led workshops and research seminars.

In addition, in the first semester of each year, the School also offers a programme of three sessions on research training skills, common to students on all MA programmes in the School of Languages, Linguistics and Film. Research students are, however, also encouraged to attend these sessions, dealing with time management, IT and the choice of essay and dissertation topics. These will take place on Wednesday afternoons for one hour per week.

Week 1: Planning your work, managing your time (Professor Edward Hughes)

Week 2: Choosing essay and dissertation topics (Professor Rüdiger Görner)

Week 4: Using IT (Professor Chris Pountain)

A full schedule with details of timetable and venues is provided at the beginning of the academic year and is available online at: www.slif.qmul.ac.uk/postgraduate/ma_timetables.html.

8. EVENTS

Film Studies Lectures, Seminars and Workshops

The department of Film Studies has a themed research seminar series running throughout the year where distinguished film scholars present their work. The department also hosts a number of events within the Living British Cinema forum promoting an appreciation of British film culture and history, and we invite leading scholars to present current research in our Annual Hitchcock Lecture series, co-hosted with the School of History. Postgraduate research culture is further supported by a number of visiting research students or research fellows from overseas institutions contributing to the international dimension of research culture within the department. For details of events, see the Film Studies webpage: www.slif.qmul.ac.uk/filmstudies.

German Lectures, Seminars and Workshops

The department of German has a research seminar for formal and informal presentations by visiting scholars, QMUL academics and postgraduate students. You are encouraged to attend and discuss the papers, and also to use the seminar as a forum for your own projects.

The four subject sections of the Centre for Anglo-German Cultural Relations offer a whole range of workshops and lectures open to all graduate students. For further information please consult the Centre's website: www.sllf.qmul.ac.uk/research/anglogerman.

The department of German belongs to a newly formed consortium of academic institutions (including the University of Heidelberg, the University of Rome and the Stiftung Klassik in Weimar) that provides a challenging framework of German and European classicism and classical modernism in literature. Monthly seminars (the Klassikseminar) on relevant themes, including the theory and practice of text analysis, are to enhance your text interpretative skills and awareness of literary and intellectual traditions. Further to this, the Oberseminar, run by Professors Görner and Olschner, provides a more intimate forum in which postgraduate students can present and can gain feedback on their individual research projects.

In 2009/10, the Centre for Anglo-German Cultural Relations launched a new postgraduate journal in collaboration with the Graduate Centre for the Study of Culture (GCSC) at the University of Gießen. This journal, entitled *eTransfers*, is designed specifically for publishing the work of postgraduate students. You are encouraged to think about submitting work to this journal, or to consider contributing to the journal in some other way (e.g., through editorial work). Regular workshops connected to the journal and its activities will be held in both London and Gießen. The website for *eTransfers* can be found at:

www.sllf.qmul.ac.uk/research/anglogerman/etransfers/index.html.

Iberian & Latin American Studies Conferences, Lectures and Seminars

The department of Iberian & Latin American Studies runs the following research seminars:

- Departmental Research Seminar. Regular term-time meetings bring together invited speakers, members of staff, and postgraduate students to give seminar papers and work-in-progress reports.
- The Medieval Hispanic Research Seminar hosts fortnightly meetings during term time and a two-day Colloquium at the end of June. Speakers range from visiting overseas scholars to staff and students in the department, and all are invited to give papers on their research in progress. Usually the meetings take the form of individual seminars, which allow ample time for discussion, but occasionally a longer session – a symposium – is run involving several speakers on different aspects of a specific topic or field.
- Every year two distinguished scholars are invited to give public lectures in the department's major endowed lecture series: the Kate Elder Lecture and the History of the Spanish and Latin American Theatre Lecture.
- The Centre for Catalan Studies holds at least two conferences a year.

For details of events, see the department's website: www.sllf.qmul.ac.uk/hispstudies.

Institute of Germanic and Romance Studies

Consult the IGRS website (<http://igrs.sas.ac.uk/events.html>) for details of the programme of seminars and lectures run by the Institute of Germanic and Romance Studies.

Linguistics Conferences, Lectures and Seminars

The department of Linguistics organises a number of lectures and seminar series in addition to the Postgraduate Discussion and Readings groups described above.

The Linguistics Research Seminar Series meets three to four times per semester, and features visiting linguists from the UK or overseas who present their latest research.

The department also organises an informal Ling Lunch periodically throughout the academic year. The Ling Lunch provides a forum for QMUL staff and other visiting scholars to present aspect of their work in progress for the rest of the local linguistics community.

The annual Jenny Cheshire Lecture in Sociolinguistics is a major event that brings an internationally distinguished sociolinguist to Queen Mary in May/June of every year.

Details of all events are on our website: www.slif.qmul.ac.uk/linguistics/events/index.html.

Postgraduate Linguistics students at Queen Mary are also encouraged to attend the wide range of research seminars and guest lectures held at different institutions of the University of London. Information on these is disseminated by the London Linguistics Circle at: www.londonling.ucl.ac.uk.

Russian Workshops

The department of Russian will hold periodic seminars during the year. For further information please consult the department's website: www.slif.qmul.ac.uk/russian.

Research students at Queen Mary also can attend the seminars and guest lectures held at the School of Slavonic and East European Studies: www.ssees.ucl.ac.uk/activity.htm.

SLLF Lectures and Seminars

The School research seminar was launched initially to seek to identify common areas of interdisciplinary research within SLLF and expects to extend its reach to researchers from outside of the College. Students are warmly invited to attend these seminars which will involve the work of both academic staff in SLLF as well as researchers external to Queen Mary. Details will be posted online at: www.slif.qmul.ac.uk/events/index.htm.

The School also administers the MA in Film Studies and the MA in Linguistics. In consultation with your supervisor, you may wish to audit modules available on MA programmes. Attendance at these modules would be for listening purposes only; they cannot be taken for the purpose of obtaining credit or formal assessment. A directory of MA modules, reading lists and timetables for 2011/12 can be found online at:

www.slif.qmul.ac.uk/postgraduate/ma_directory_and_reading_lists.html.

9. FACILITIES

Computer Facilities in the Arts Faculty

Computers play an increasingly important role in arts disciplines. They are used to search and analyse works of literature and to access library catalogues and other sources of information. They are widely used in writing and presentation, and in communication; a growing number of computer packages are used in teaching, whether modern languages, cultural studies or history.

There are over 70 public-access machines in the Arts One Building. Most of them are PCs, some of them are Macintoshes. There are two computing areas, both on the ground floor, in room G.31 and in the foyer. There is access to high-quality printers and to specialised equipment such as scanners. A small initial allocation is free, but further batches must be paid for in advance at the Arts Computing Unit. All the machines in the building are networked so users can send messages to each other, both within the Faculty and beyond. A wide range of software is available.

In addition to the computing facilities referred to above, postgraduate students have exclusive use of computers located the Lock-keeper's Graduate Centre (see below).

All queries should be addressed to an adviser in the Arts Computing Unit. An advisor can usually be found in G.33 or G.36 on the ground floor of the Arts One Building between 10am and 5pm.

Lock-Keeper's Graduate Centre

The Graduate Centre is open for use to all Humanities and Social Sciences postgraduate students between 8:00am and midnight daily. Access is by personal Queen Mary swipe card only. Postgraduate students may make use of the two workrooms (ground floor), the 8 internet research stations and the common room (first floor) at all times during the opening hours. The seminar room (and the 2 internet research stations within) may be used for academic study when not in use by departments.

Furniture (especially chairs) shall not be moved from one room to another. If furniture was moved to accommodate a meeting or seminar, it has to be moved back to its original location. If the teaching layout of the seminar room is changed for the duration of a seminar or a lecture it has to be returned to its original layout afterwards.

No fliers, posters, or any other paper announcements may be posted anywhere in the building. The Faculty Administrative Officer is instructed to remove such items. Events can be advertised on the plasma screen in the foyer. Please email publicity material as pdf file(s) to the Faculty Administrative Officer, Chris Cramer (c.cramer@qmul.ac.uk).

Computing Regulations

All PCs in the Graduate Centre are on the QMUL Student PC System. There are 8 dedicated internet research workstations on the first floor. Students are recommended that they occupy these desks for no longer than half an hour. Any free desks may be used on a first-come-first-served basis. Please note that the workrooms and workstations are provided for individual study. Any large groups will be requested to study in the library, where there are designated group-study areas available. The printer located in workroom 1 (ground floor) is available to the student service PCs in all workrooms but not to any portables brought into the building. If you experience problems with the printer, please contact the IT Services Helpdesk (its-helpdesk@qmul.ac.uk).

Telephones in the building are on the internal telephone system and shall only be used for brief internal calls or emergencies. Please do not use computers, laptops, mobile phones or other equipment to make telephone or video calls as such behaviour is disruptive to other students using the Lock-keeper's Cottage.

Common Room Regulations

Kitchen facilities in the common room are for general use but users should at all times treat kitchen equipment with care and respect. Students may use the fridge to store cold drinks on an occasional basis when using the Graduate Centre. Food may not be stored for more than 24 hours. The consumption of alcohol in the Graduate Centre is forbidden; unless under academic supervision at scheduled events. It is the responsibility of the students to leave the common room including the kitchen in good order at all times, making use of the washing up facilities.

Safety Regulations

Smoking is prohibited in the Graduate Centre. Food and drink consumption is prohibited in all rooms but the common room. This rule will be strictly enforced. The only exception is covered bottles of water, which may be taken into the workrooms but the bottles should be sealed to ensure that there is no spillage. All users of the Graduate Centre must make themselves aware of the safety notices posted throughout the building. The Graduate Centre is under camera surveillance at all times and is patrolled by QMUL Security. Please note that all students are responsible for their own belongings. Do not leave personal items unattended. Please ensure that all windows are closed when vacating the workrooms. Failure to do so in the past has resulted in widespread theft.

Postgraduate Research Workrooms

There are two dedicated postgraduate workrooms in the newly opened Arts Two Building intended to provide quiet working spaces for postgraduate research students. These are rooms 2.19 and 3.18 and your College ID card should give you access to them.

Photocopying and Scanning

Photocopying facilities are available in the Library and the Students' Union.

In addition, there are colour scanners available for your use in IT Services, Queens Building, Room W209, and in the Library, both with IT support to help you in the event of any problems. The scanner in the Library is not connected to a computer with an internet connection and you will, therefore, need to take a USB drive with you in order to save the scanned-in files. It is also advisable to take along a USB drive to save your work onto if using the facilities in IT Services. However, internet access is available and files can, therefore, be saved to the desktop and sent to an e-mail address.

10. LIBRARY RESOURCES

QMUL College Library

If you are new to QMUL, or even if you have previously studied here, you may like to have a quick tour of the Library and an introduction to its resources and services. The Arts Librarian is Stuart Jones. As well as showing you how to use the computer catalogue and where the books and periodicals are located, he can demonstrate the various bibliographic databases you can access, such as the MLA Bibliography on CD-ROM and the BIDS ISI service, and tell you about the other libraries in London which are open to you.

The office of Stuart Jones is located in the main library, room G13.

Tel. 020 7882 7552

Email: s.r.jones@qmul.ac.uk

Library Orders

Each department has a library representative who is responsible for ordering books. If you need books for your research and would like to order them for the library, you should discuss the matter with your supervisor. While we work with a limited budget, we will try to meet reasonable requests. If the books are available in other London libraries, we recommend that you consult them on the spot, but if you need publications which are more difficult to obtain, or publications that are also relevant to undergraduate courses, it may be possible for us to acquire them. The library has an interlibrary loan service for books and periodicals. Please note that the School is charged for each photocopy supplied. There is at present no ceiling as, in the past, the service has not been heavily used by postgraduates, but we may have to impose a limit at some time in the future. If you need to make substantial use of the photocopying service (e.g. the articles you need are not available in any London library, your supervisor has no access to them, or you need to get them from abroad), the orders will need to be agreed with the Chair of your department.

Research Reading Room

The Research Reading Room, in the Second Floor South Reading Room, provides a calm, comfortable environment within the quietest part of the Library for research postgraduates and staff to work. The 58 study places are of high quality design and specification, each with individual task lighting and convenient power at the table top. Wireless provision is available throughout to support laptop use. The room is accessible seven days a week during Library opening hours by touching in using your Queen Mary ID card.

Library Study Environment

You are reminded that the Library is a place for study. It is not a social space. Please:

- Always consider the needs of other users of the Library
- Always be silent in the study areas on the upper floors
- Always confine group working to the designated group study areas
- Always keep noise to a minimum in other areas e.g. the ground floor entrance and circulation area and the stairs
- Never talk in anything other than a quiet voice and then only where permitted
- Never allow your mobile phone to ring in the Library

There is system of sanctions for non-compliance with the above, starting with one-day bans and escalating to four-week bans and worse for frequent offenders. Our department is fully behind these measures and we may take our own action against any student who does not respect the study environment.

Information about the library is also available online at: www.library.qmul.ac.uk.

UOL Library in Senate House (Malet St) and the British Library (St. Pancras)

Research students are entitled to use these two important libraries. While every effort is made to stock relevant material in the QMUL library, this is not always possible, especially for periodicals or books that are no longer in print. For this reason, you are strongly encouraged to make use of these

libraries. The British Library also has an excellent Slavonic collection. For further information, see: www.ull.ac.uk and www.bl.uk. Lending rights at ULL are available on production of a QMUL card.

Libraries of the other Colleges of the University of London

It is normally possible to gain reading rights at the other College Libraries (e.g. Birkbeck). This is sometimes useful in tracking down a particularly elusive book or periodical.

British Film Institute Library (BFI)

21 Stephen Street, London, W1.

For students researching in Film: BFI free admittance cards can be borrowed the morning you intend to go, from the Queen Mary Library issue desk. It is recommended that regular use be made of this card. For further information, consult the BFI's website at: www.bfi.org.uk/filmtvinfo/library.

School of Slavonic and East European Studies (SSEES) Library

16 Taviton Street, London WC1H 0BW.

For students researching in Russian: an excellent specialist library with a wide range of periodicals and books. To use it, you will need to obtain a form from SSEES library to be signed by a member of the academic staff. Reference rights are free but borrowing rights are available only for a substantial payment. For further information, see: www.ssees.ucl.ac.uk/library/index.htm.

Screen Studies

A very useful set of resources developed by the Screen Studies Group specifically for MA and PhD students engaged in Screen Studies research is available online at: www.screenstudies.info (under 'Current Students'). This includes information about relevant libraries, archives, online resources and essays on methodologies and research practices.

Wellcome Library

183 Euston Road, London, NW1.

The Wellcome library holds one of the most extensive collections on the history of medicine in the UK and also contains a number of interesting books, manuscripts, archives, films and pictures in many languages other than English, including French, German and Spanish. The library is free to join. However, you will be required to provide evidence of your status as a postgraduate student and your residence status in the UK. For further information, an application form and to view the Library's catalogue, see: library.wellcome.ac.uk.

11. STUDENTS' UNION

The Students' Union offers support and advice on all elements of your time at University, as well as representing your views to College and national authorities. It also offers many services, in particular, photocopying and laminating facilities. Further information about the Students' Union can be found on their website at www.qmsu.org, or by contacting 020 7882 8030 or email to general@qmsu.org.

12. STUDENT / STAFF LIAISON COMMITTEE

Student / Staff Liaison Committees (SSLCs) are an important channel for students to air their views, criticisms and suggestions for improvements, and a wide range of issues regarding modules and teaching is covered each year. All reasonable suggestions are carefully considered by the department(s) concerned. Issues raised are reported to the School Teaching and Learning Committee, where appropriate, with other matters being referred to the Junior Deputy Head of School. Students are encouraged to make full use of this forum.

Terms of reference

The SSLC exists to consider and discuss matters relating to:

- the content and organisation of programmes of study and any proposed changes;
- the provision of academic facilities and general Departmental/ School/ College facilities;
- Departmental/ School social activities;

- provision for student welfare including the operation of the personal tutor system;
- arrangements for induction and study skills provision;
- local monitoring of academic standards through, for example, consideration of annual reports on undergraduate and postgraduate teaching, first destination statistics and the results of student evaluation questionnaires;
- election of student representatives to Faculty/ School Boards and College committees with assistance from the Student Union;
- any other topics on which the SSLC wishes to express a view.

Membership

- One undergraduate student from each year (first, second and final) from each of the following: Comparative Literature and Culture, Film Studies, French, German, Iberian & Latin American Studies, Linguistics, Russian
- One taught postgraduate student from each of the following: MA in Film Studies, MA in Linguistics.
- One research student from each department
- Head of School
- Senior Tutor
- School Administrator
- One member of staff from each of the following: Comparative Literature and Culture, Film Studies, French, German, Iberian & Latin American Studies, Linguistics, Russian

Each department will hold SSLC meetings of its own student and staff representatives throughout the year.

Election of student members

The School will be holding its own elections in September and October 2011. Students will be invited to nominate themselves each year to represent their subject area and year, and elections will be held if there is more than one nominee per subject. Elections will be open to all students in the relevant constituency. The posts are held for one year; elected representatives may stand again for a second or third year, but must be re-elected by their peers.

Research students may also elect one representative to the Research Policy Committee from their departmental representatives.

13. DEALING WITH PROBLEMS

Advice and Counselling

If you have problems of a personal or financial nature, you may find it helpful to consult your supervisor in the first instance, or you may prefer to visit one of the Student Counsellors or the Welfare Officer. The College Advice and Counselling Service is based on the ground floor of the Geography Building and can be contacted on 020 7882 8717. To book an appointment or find out more about the services you can telephone or use their Welfare Advisers' drop-in service during term time. For further details, opening hours and other information see: www.welfare.qmul.ac.uk.

There are also chaplains at St. Benet's and you may wish to visit the St Benet's Chaplaincy website at: www.faith.qmul.ac.uk.

If you are experiencing any problems with your supervisor you should consult the Director of Graduate Studies, Professor Edward Hughes at e.j.hughes@qmul.ac.uk.

QMUL Equal Opportunities

The University of London, to which QMUL belongs, has an Equal Opportunities Policy, the principles of which extend to all members of the College, staff and students alike.

Personal Harassment

The College has a comprehensive policy on personal harassment and recognises a variety of types of harassment which include any type of behaviour perceived as harassment on grounds of sex,

sexual orientation, ethnic or national origin, religion, political conviction, disability or age. Harassment of students is a disciplinary offence and is always treated very seriously by the College.

If you feel that a fellow student or a member of staff is treating you unkindly or unfairly you should consult the Students' Union for advice on making a complaint.

Debt

Many students borrow money during their time at university and most have few difficulties controlling their borrowing and their expenditure. Sometimes, however, students borrow more than they can comfortably repay. Getting into debt can become a major problem and a source of much anxiety. If you feel you are in debt to a degree which is causing you difficulties, you should discuss this with your Supervisor who will in certain circumstances be able to put you in touch with a debt counsellor. It is important to resolve this issue at an early stage.

You are reminded that College regulations state that a student who is in debt to the College shall not be entitled to progress from one year to the next, or to receive any award of the College or University.

14. HELP WITH ACADEMIC STUDY AND ENGLISH LANGUAGE

The English Language and Study Skills office (ELSS) in the Learning Development Unit offers a range of courses, workshop classes and individual tutoring in English language, academic communication skills and related areas. All students are eligible to use this service, which is free of charge. Whether you are unsure about the skills required for your degree or wish to enhance your abilities in a particular area, you are encouraged to come and see them.

The ELSS runs workshop classes covering research skills (including note-making from lectures and reading and how to avoid plagiarism), time management, oral presentation skills, academic writing, grammar and punctuation, personal development planning and examination skills. Workshops are normally between 2 and 4 hours long. Individual tutorials, which can be on any area of English language or study skill, are for 30 minutes.

Students who have been educated in a language other than English can join longer courses (20 hours per semester), which cover both English language and study skills. These in-session English courses include General English, Lecture Comprehension and Seminar Skills, Grammar and Writing, and Academic Writing. These courses are popular with international students and can make a substantial difference to your chances of academic success.

For information on how to join ELSS modules, book tutorials and to make appointments with the RLF Writing Fellows, contact the ELSS Administrator (First floor, Bancroft Building; tel: 020 7882 7490; email: elss@qmul.ac.uk), or check their website: www.languageandlearning.qmul.ac.uk/r/f/.

15. INTERNATIONAL STUDENTS

If you are an international student you will find that the Advice and Counselling Service offer plenty of useful information and guidance on their website at: www.welfare.qmul.ac.uk/international/index.html.

Visa extension

If you wish to apply for an extension to your student visa you will need to use MySIS to request a Confirmation of Acceptance to Study (CAS).

16. AWARDS AND SCHOLARSHIPS

Arts and Humanities Research Council (AHRC)

These may be awarded to cover tuition fees and a maintenance grant for UK residents (both UK citizens and EU nationals). EU nationals not resident in the UK are eligible for a fees only award.

Non-EU nationals are not eligible for AHRC awards, with the exception of persons who have been granted Indefinite Leave to Remain and who can demonstrate a relevant connection to the UK. Applications can be made to fund your second and third year of study. Queen Mary holds a Block Grant Partnership with the AHRC and precise details of available studentships within this partnership arrangement, and how to apply, will be announced in November and advertised online at: www.qmul.ac.uk/postgraduate/funding/index.html.

Economic and Social Research Council (ESRC)

Applicants who have completed research training in an institution recognised by the ESRC, and who wish to carry out research on a sociolinguistic topic, can be nominated by their department for an ESRC Studentship. These Studentships are for a maximum period of three years full-time study or seven years part-time study. The date by which applications must be lodged with the ESRC vary from year to year but is usually 1 May. Competition is fierce: in the past, the success rate has been approximately 1 in 4, with 60% of studentships awarded for research topics falling within one of the ESRC's thematic priorities. For further information on ESRC studentships and on the current thematic priorities, see the ESRC website at www.esrc.ac.uk.

Travelling Scholarships

Conference of University Teachers of German in Great Britain and Ireland (CUTG), Postgraduate Travelling Scholarship: Twice yearly, the CUTG invites applications for two travelling scholarships of up to £250 each, intended to assist postgraduate members in travelling abroad to carry out research for their thesis or give a paper directly related to their area of study. The scholarships are intended to contribute to the costs of reasonable and necessary travel and/or accommodation. The deadlines for applications are published via the German Studies mailbase. For further information, consult the CUTG website: www.cutg.ac.uk/travel-sch.html.

William Robson-Scott Travelling Scholarship: This IGRS award is designed to assist research students to travel abroad to carry out research bearing on the languages and literatures of the German-speaking countries, the Netherlands, or Scandinavia. The award, currently £250, is not available for attendance or participation at conferences, and must be taken up before submission of thesis. Applications cannot be considered for journeys which will have taken place, or which will commence, before 1 June 2010. For further information and an application form, consult the IGRS website: <http://igrs.sas.ac.uk/postgraduate/robson-scott-travelling-scholarship.html> or contact the Administrator, Jane Lewin, at: jane.lewin@sas.ac.uk.

University of London Institute in Paris

Queen Mary, Royal Holloway and the University of London Institute in Paris have formed a consortium to provide a framework for collaboration. Research scholarships will be advertised annually by the College for students whose research would profit from a year at the University of London Institute in Paris. For further information, consult the ULIP website: www.ulip.lon.ac.uk/living-and-learning-in-paris/fees-and-funding/quinn-nathan-and-esmond-research-studentships.html.

Further Reference

You may also wish to consult **The Grants Register**, **The Awards Almanac**, and **The Directory of Grant-Making Trusts**. These publications are available for reference in the library and can also be consulted in Senate House Library.

17. FUNDING FOR CONFERENCES

You are reminded of the importance of attending, and better still, giving papers at conferences. Supervisors will be able to advise on how to set about doing this.

School of Languages, Linguistics and Film

There are no funds in the School earmarked for such purposes. However, the Research Policy Committee will consider applications from postgraduates as well as staff. If you wish to put in an application, you should discuss the matter first with your supervisor, who will be asked to write in support of your application. The sub-committee of the RPC will meet once a month to consider

applications for research support, and it is advisable to apply as early in the year as possible, as there is heavy competition for these funds. In addition, unless you are giving a paper, there is a ceiling of £50 on conference grants to research students. The success of your application will depend not only on its inherent merits, but also on availability of resources, this normally being up to a maximum of £500 per year, per student.

An application form must be completed and forwarded to your supervisor for their supporting statement. An application submitted in any given month will be considered at the beginning of the following month. It is advisable allow **at least** a month between completing your application and the date of the conference. Late or retrospective applications are likely to be rejected.

An application form is available online at:

www.slif.qmul.ac.uk/postgraduate/current/index.html#applications

QMUL Postgraduate Research Fund

This Fund is open to all Postgraduate Research students in the College and is designed to support travel and other expenses (although not consumables and equipment) related to their doctoral studies. Application deadlines are in October, February and May. Applications to the Fund will be assessed by a Panel of senior colleagues from across the College (two per Faculty). The Panel will normally assess applications a couple of weeks after the deadline and inform you of the results. Further information, guidelines and an application form are online at: <http://connect.qmul.ac.uk/research/#ccrf>.

18. GUIDELINES FOR PREPARING GRANT APPLICATIONS

Excellent projects often fail to attract funding because they are poorly presented. When putting in an application for a grant or for funding, keep the following points in mind:

1. Always consult your supervisor. The best route is to write a first draft and then ask your supervisor for comments.
2. Always type or word-process your application.
3. Try not to dash off your application at the last moment. Allow enough time before the deadline to give it sufficient thought, to consult your supervisor, and to incorporate revisions and feedback.
4. Be informative but concise. Do not waffle.
5. Remember that the assessors may be less familiar with the field than you. In some cases they will not be in languages, linguistics or film at all. Try to consider what an intelligent but non-specialist reader might need to know. You might need to do any or all of the following: give an outline of your corpus; describe your problematic and/or your methodology; contextualise your research; indicate the significance of your project in relation to the field as a whole; indicate how the material will be divided into chapters.
6. It is a good idea to provide a realistic estimate of the time-scale of your project in relation to the outline provided in (5). Assessors of projects will be seeking for evidence of the likelihood of a project being completed.
7. Make sure you approach your referees in good time and let them know when references are due and where they should be sent.

Writing your annual progress reports should assist in the process of making applications for money. It is useful to have a cv and (thesis) proposal in your files, which you can keep updating from term to term, or year to year, so that you are not taken by surprise if you need to submit an application at the last moment.

Advice from colleagues who have served on AHRC panels

Some SLLF colleagues have served on AHRC panels and have made the following comments in the light of their experience. AHRC grants are extremely competitive; a lot of weight is placed on the proposal, and it is important to make it as effective as possible.

- You should avoid being too ambitious in terms of range and/or references. Selectors are looking for projects which can be **completed in three years**.
- The proposal should not be on a topic that has already been thoroughly researched.
- The proposal should show theoretical awareness, and be precise rather than broad-brush.
- The proposal should show evidence that the candidate has read around the subject and carried out some work in advance, so that no research time need be spent on narrowing down the focus.
- Selectors are looking for a sharp and well-focused proposal.
- The project should show progression with respect to the MA dissertation.
- The proposal should not be jargon-ridden.
- It is important to state clearly why you have chosen Queen Mary, and this particular supervisor, for your topic.
- In addition, selectors usually look for a first-class undergraduate degree and a distinction at MA level.
- If the first degree was lower than a First, but was taken quite a while ago, and there is evidence of a later distinction, an application may still be considered.
- There is no discrimination against mature applicants.

19. USEFUL COLLEGE TELEPHONE NUMBERS

All College numbers begin with 020 7882 followed by the extension number below:

Accommodation Office.....	5522
Admissions.....	5511
Careers Service	8533
Chaplaincy	3179
College Switchboard.....	5555
Disability Co-ordinator	2756
Fees Office.....	3087
Graduation (Events Office)	5147
Health Centre.....	7752
IT Services Help Desk	5297
Library	3300
Research Degrees Office	3657
Welfare and Counselling.....	8717
Students' Union	8030

20. APPENDICES

Appendix A) Checklist for PhD Supervisors (Literature/Film/Cultural Studies)

The following guidelines are intended to aid supervisors in determining the focus of supervision sessions over the period of the PhD. They are not to be seen as a straitjacket in which the research should be confined. Supervisors will interpret these guidelines in the light of the way that research is conducted in their own discipline.

It is expected that students **in their first year** will see their supervisor at least once a month.

In **the second and third years** of study, supervisions may be less frequent and should normally take place twice per term. Of course, the frequency of meetings may be reduced depending on the stage of the research, but it is not advisable to allow gaps of two months or longer (however, email can be used to overcome practical difficulties).

Initial assessment of the research training needs of students is carried out by the Graduate Studies panels (including the supervisor). Students are then required to undertake the research training decided upon. Thereafter, at the end of each year, through the process of completing the **Progress Report Form**, the individual research training needs of the student must be identified by the supervisor in agreement with the student; this training must then be undertaken in the following twelve months (see Research Training: Departmental Statement).

Year One:

Students who are not in receipt of an award should be encouraged to apply for an AHRC award, if eligible.

The student (with the guidance of the supervisor) should complete the following:

- Preliminary list of existing literature on the subject: end of month 2
- Preliminary annotated and indexed bibliography: end of term 1
- Clarification, as far as possible, of the nature of the research questions and definition of methodology and of theoretical approach: end of term 2
- Literature review chapter mapping key issues, debates in the field and theoretical framework: end of term 2
- Reformulation of research proposal and determination of corpus: end of term 3
- Draft table of contents with chapter divisions: end of term 3
- Draft chapter on material agreed by the student and supervisor: end of term 3

In the course of year 1; six months into an individual's registration, a review of progress will be made with a view to confirming their PhD registration status. This applies only to students following Pathway 1 (see page 10).

Year Two:

Students should be encouraged to present their work at seminars and conferences.

The student (with the guidance of the supervisor) should complete the following:

- Revised version of the chapters from first year to PhD standard
- Draft chapters, regularly submitted through the year, displaying the ability to conduct PhD level research
- Revision of: table of contents, outline of thesis, definition of methodology
- Timetable for completion

In the course of year 2; students will be considered for a formal upgrade from MPhil to PhD, usually in the middle of the 2nd year of registration (i.e. after approximately 18 months). This applies only to students following Pathway 2 (see page 10).

Year Three:

Students should be further encouraged to offer papers at seminars and conferences.

The student (with the guidance of the supervisor) should have, by the end of the year:

- A deep understanding of their area of research
- An appreciation of the novelty of their contribution
- Control over the general field

At various stages during this year, the student should present to the supervisor:

- A series of redrafted chapters from the first and second year.
- A series of newly drafted chapters for comment by the supervisor.
- Rewritten versions of these.
- A draft of the whole thesis.
- A completed and rewritten version of this for submission in the prescribed format.

Examination arrangements:

- Students should complete the examination entry form about four months before they expect to submit their thesis and forward this their supervisor.
- The supervisor and/or co-supervisor should discuss suitable examiners with the DRC, and the DGS, who may suggest consultation with a senior colleague in their field. One examiner must be external to the university. The other examiner will normally be from the University of London. There is no bar on having an internal examiner from Queen Mary, *provided that* the examiner is a suitable one *and that* the examiner has had no significant connection with the candidate in any part of the research process (including the upgrading panel). It would be normal for the supervisor to talk over the possible examiners with the student, provided it is understood that the final decision lies with the RPC.
- The supervisor should approach proposed examiners informally before nominating them, to find out whether they would be available in the relevant time period, and willing to act if they were approached. This saves undue delay later. Upon receipt of student's entry form, the supervisor should complete the nomination of examiners section of the form. This form must be counter-signed by the DGS and submitted to the RDO at least 3 months before the student's intended thesis submission date.
- The supervisor normally arranges the viva and is responsible for liaising with the candidate and the two examiners. The supervisor(s) may attend the viva if they wish provided the candidate consents, but may not participate in the examination unless invited by the examiners.
- The examination may be held at Queen Mary, but it may be more convenient for the external examiners to arrange a venue in Central London. Rooms may be booked at Senate House for this purpose.

Notes:

- Slippage from agreed timetables of work must be noted at an early stage, and a note put in the student's file. The DRC should also be consulted, and if necessary the matter taken further.
- Should there be any delay in the development of their thesis, students will be required to complete interruption forms, so that the period of interruption of studies is officially recorded by the RDO.
- Supervisors are reminded of the importance of prompt completion of writing-up forms, so that the information (including date) is held officially by the RDO.
- In the case of part-time students completion of the thesis is expected within a maximum of seven years. The deadlines should be adjusted accordingly.
- Students presenting papers at conferences may ask the School for financial support.

Document prepared by the Research Policy Committee

Appendix B) Checklist for PhD Supervisors (Linguistics)

The following guidelines are intended to aid supervisors in determining the *focus* of supervision sessions over the period of the PhD. They are not to be seen as a straitjacket in which the research should be confined. Different supervisors will interpret these guidelines in the light of the way that research is conducted in their own discipline.

It is expected that students **in their first year** will see their supervisor at least once a month.

In **the second and third years** of study, supervisions may be less frequent and should normally take place twice per term. Of course, the frequency of meetings may be reduced depending on the stage of the research, but it is not advisable to allow gaps of two months or longer (however, email can be used to overcome practical difficulties).

Initial assessment of the research training needs of students is carried out by the Graduate Studies panels (including the supervisor). Students are then required to undertake the research training decided upon. Thereafter, at the end of each year, through the process of completing the **Progress Report Form**, the individual research training needs of the student must be identified by the supervisor in agreement with the student; this training must then be undertaken in the following twelve months (see Research Training: Departmental Statement).

Year One:

Students who are not in receipt of an award should be encouraged to apply for an AHRC award, if eligible.

The student (with the guidance of the supervisor) should have, by the end of the year,

- Clarified, as far as possible, the nature of the research questions and the possible methodologies for investigating these
- Identified, as far as is possible, problems that may occur (in gathering the data, ethical issues, analyzing the data, situating the analysis in appropriate theoretical contexts, etc), the extent to which they threaten viable research, and strategies for overcoming any problems.
- Constructed a preliminary annotated bibliography
- Identified the main themes in how the previous literature has engaged with the core research questions
- Conducted preliminary data collection and as much analysis as is deemed appropriate.

Depending on the nature of the research, the student should also have written up the following:

- A draft literature review chapter AND
- A draft chapter on one of the following (as appropriate): methodology; theoretical framework; basic analysis; the nature/sources of the data; any other material of chapter length and depth agreed by the student and supervisor.

In the course of year 1; six months into an individual's registration, a review of progress will be made with a view to confirming their PhD registration status. This applies only to students following Pathway 1 (see page 10).

Year Two:

Students should be encouraged to present their work at seminars and conferences.

The student (with the guidance of the supervisor) should have, by the end of the year,

- Conducted further data collection (if appropriate).
- Developed further analysis/analyses
- Developed the research questions further (within an appropriate theoretical context)

The student should also have written the following:

- Revised versions of the chapters from first year to PhD standard.
- At least one further draft chapter which displays their ability to conduct PhD level research.
- A draft plan of the thesis and a timetable for completion.

In the course of year 2; students will be considered for a formal upgrade from MPhil to PhD, usually in the middle of the 2nd year of registration (i.e. after approximately 18 months). This applies only to students following Pathway 2 (see page 10).

Year Three:

Students should be further encouraged to offer papers at seminars and conferences

The student (with the guidance of the supervisor) should have, by the end of the year,

- A deep understanding of their area of research
- An appreciation of the novelty of their contribution
- Control over the general field

At various stages during this year, the student should present to the supervisor:

- A series of redrafted chapters from the first and second year
- A series of newly drafted chapters for comment by the supervisor
- Rewritten versions of these
- A draft of the whole thesis
- A completed and rewritten version of this for submission in the prescribed format.

Examination arrangements:

- Students should complete the examination entry form at about four months before they expect to submit their thesis and forward this to their supervisor.
- The supervisor and/or co-supervisor should discuss suitable examiners with the DRC, and the DGS, who may suggest consultation with a senior colleague in their field. One examiner must be external to the university. The other examiner will normally be from the University of London. There is no bar on having an internal examiner from Queen Mary, *provided that* the examiner is a suitable one *and that* the examiner has had no significant connection with the candidate in any part of the research process (including the upgrading panel). It would be normal for the supervisor to talk over the possible examiners with the student, provided it is understood that the final decision lies with the RPC.
- The supervisor should approach proposed examiners informally before nominating them, to find out whether they would be available in the relevant time period, and willing to act if they were approached. This saves undue delay later. Upon receipt of the student's entry form, the supervisor should complete the nomination of examiners section of the form. This form must be counter-signed by the DGS and submitted to the RDO at least 3 months before the student's intended thesis submission date.
- The supervisor normally arranges the viva and is responsible for liaising with the candidate and the two examiners.
- The supervisor(s) may attend the viva if they wish provided the candidate consents, but may not participate in the examination unless invited by the examiners.
- The examination may be held at Queen Mary, but it may be more convenient for the external examiners to arrange a venue in Central London. Rooms may be booked at Senate House for this purpose.

Notes:

- Slippage from agreed timetables of work must be noted at an early stage, and a note put in the student's file. The DRC should also be consulted, and if necessary the matter taken further.

- Should there be any delay in the development of their thesis, students will be required to complete interruption forms, so that the period of interruption of studies is officially recorded by the RDO.
- Supervisors are reminded of the importance of prompt completion of writing-up forms, so that the information (including date) is held officially by the RDO.
- In the case of part-time students completion of the thesis is expected within a maximum of seven years. The deadlines should be adjusted accordingly.
- Students presenting papers at conferences may ask the School for financial support

Document prepared by the Research Policy Committee

Appendix C) Research Training Departmental Statement

Initial assessment of the educational and training needs of applicants for doctoral research in the School of Languages, Linguistics and Film is carried out by the Graduate Studies panels in charge of the processing of applications and interviewing of candidates within each department of the School. Through the **Annual Progress Review of Research Students** undertaken by the departments at the end of each academic year, the School ensures that students have received appropriate research training and establishes the training needs to be met in the following stage of development of each research project. The School's Annual Progress Review forms completed by students includes a section dedicated both to the assessment of the training provided during the previous year and the identification of the training to be pursued the following year.

The research training needs of our students are met through a combination of internal (School-based) and external provision, which includes the 'Saturday Day Schools in Research Skills and Methods' and the 'Resources and Methods Course' offered by the School of Advanced Study (University of London) in Senate House. The School of Languages, Linguistics and Film is also one of the institutions participating in the **PORT (Postgraduate Online Research Training in the Romance Languages)** project, coordinated by the Institute of Germanic and Romance Studies and funded by HEFCE, which has been fully operational since 2004-2005. This wide-ranging training programme addresses the core, generic and subject-specific skills needed by students at various levels through the three years of their research in accordance with the recommendations of the Research Councils' and the AHRC's joint statement of skills training requirements for research students, as indicated below. Subject specific research training is also offered by Graduate Studies in Humanities and Social Sciences throughout the academic year. Finally, the School also encourages students, during the later stages of their research, to attend GRAD School. Both the **Annual Progress Review of Research Students** and the **provision of research training** are monitored by the Research Policy Committee of the School.

The research training needs identified through the mechanisms described above are satisfied by directing students to relevant research training units as follows:

Year One

Attendance at an appropriate selection of the following modules:

Using Libraries and Archives (SLLF/IGRS/ISA)

Defining and structuring a research proposal (ISA/PORT)

Using information technology for database management, recording and presenting information (SLLF/ISA)

Building a bibliography (IGRS/PORT)

Writing a literature survey (ISA)

Planning fieldwork and interviews (SLLF)

Ethical aspects of field work (SLLF)

Overview of different empirical research methods, including case studies, ethnographic research, experiments, surveys, text analysis (SLLF)

Understanding concepts of validity and reliability (SLLF)

Examining transcription issues (SLLF)

Analysing a large corpus of spoken written language (SLLF)

Using statistics (ISA)

Writing and revising drafts (SLLF)

Year Two

Giving a conference paper (SLLF/IGRS)

Organising a conference (SLLF/IGRS)

Applying for future study/research funding (QMHSS/IGRS)

Writing and submitting a journal article (SLLF/IGRS)

Year Three

Preparing for the PhD Viva (IGRS/SLLF)

Getting a PhD published and writing a book proposal (QMHSS/SLLF/IGRS)

Applying for academic or research-related jobs: writing a CV, preparing for an interview (QMHSS/SLLF)

Development of personal and career management related skills (QMUL/GRAD School)

Document prepared by the Research Policy Committee

21. GRADUATION

The Graduation Ceremonies take place in December and July and you
Further information and details on how to book your place online
will be available at:

www.qmul.ac.uk/graduation

Any queries regarding the ceremony should be directed to:

Events Office

Tel: +44 (0)20 7882 5147

Email: graduation@qmul.ac.uk