

University of Cambridge

Department of Politics and International Studies (POLIS)

PhD Course Handbook
Politics and International Studies

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Notes about the handbook

This short introduction is intended to ease your way into the Cambridge system. It is entirely informal. For firm guidance addressing, in particular, University procedures, examinations and such please turn to the relevant official documentation and regulations issued by the University. This includes the useful and authoritative *Board of Postgraduate Studies Code of Practice for Research Degrees and Certificates of Post Postgraduate Studies*. No attempt has been made to reproduce the contents of that Code of Practice here as candidates can consult it at:

<http://www.admin.cam.ac.uk/students/studentregistry/current/Postgraduate/policy/quality/cop/>

Similarly, this introduction does not restate the formal advice offered by the Student Registry on the format of your eventual PhD thesis, including its presentation, printing, binding, etc, and on the PhD examination.

COVID-19: the University's pages for advice and support related to COVID-19 are available here: <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni> Resources for student support are here: <https://www.cam.ac.uk/coronavirus/students/all-students>

We also recommend that you have a look on the Cambridge Students website if you have any further queries regarding your time at Cambridge that are not covered in this handbook: <https://www.cambridgestudents.cam.ac.uk/>

Code of Practice for research students

Please take time to read the information and save the link for reference later during your studies.

The code of Practice sets out the University's guidelines for those courses examined by scrutiny of an extended research dissertation and an oral examination only.

The relevant Code of Practice for a particular course will be that published in the year that the student commenced his/her studies for a Postgraduate course or programme. [Code of Practice](#)

PhD Fieldwork Photography Competition

The photographs displayed on the front cover of this handbook are the winning entries from the PhD fieldwork photography competition. During Easter Term POLIS run a Photography Competition in collaboration with the POLIS blog, In [The Long Run \(ITLR\)](#), to showcase the best images our PhD students have taken whilst out on their fieldwork.

Winners for the 2020-21 prize were:

1st prize – Reetika Subramanian, PhD Candidate, The Centre for Gender Studies

Beed district, Marathwada, February 2021.

Caption: Visible Work, Invisible Worker: Sheela Rathod cuts sugarcane for 15 hours a day, non-stop, for six months every year. Another four hours are spent on cooking, cleaning, and attending to her young children. Yet, she is not recognised, remunerated, and respected as a 'full' worker.

2nd prize – Konstantinos Pittas, PhD candidate, Politics and International Studies.

Caption: Whitney Museum 2019, New York, USA. Unsanctioned intervention inside the exhibition room by activists who attempted to hold the Whitney Museum accountable to the communities it claims to serve.

3rd prize – Dustin Barton – PhD candidate, The Centre for Development Studies

"Life Goes On"

Caption: Cambodia has managed the pandemic remarkably well, with the population regularly adapting to an evolving context. This photo captures my neighbour's daily chess battle.

Important Dates for 2020-21

Date	Event
6th October	Michaelmas Term begins
4 th October	Online talk by Paul Cooke, Library Manager of the Seeley (10am-10.45am) contact Paul Cooke to arrange a 1:1 session if required
5th October	Induction Day SG1 10am-5pm – PhD director talk 10.10-11am S2
5 th October	Induction Day drinks reception 5-6/7pm ARB
6 th October	Postgraduate photograph for the 1 st and 2 nd year students at ARB – 11am
1st October (available from)	SSRMP Induction Lecture (Online)
7 th October	All SSRMP bookings go live at 12 noon
12th October	Introduction to AHSS Researcher Development Programme (2-4pm)

14 th October	Basic Stats requests booking window closes (5pm) Please remember that submitting a booking request for BSS modules is not the same as having a confirmed booking
14 th October	PhD Methodology Seminar (Room S1, 4-6 pm)
15 th October	PhD coffee morning Atrium ARB (10am)
21 st October	Students can sign up to meet with Professor Bickerton, the PhD Course Director
21 st October	Basic Stats students will be notified of places
21 st October	PhD Methodology Seminar (Room S1, 4-6 pm)
28 th October	PhD Methodology Seminar (Room S1, 4-6 pm)
Date to be confirmed	Drinks with the PhD director at Queens' college (6pm to 7:30pm)TBC
4 th November	Students can sign up to meet with Professor Bickerton, the PhD Course Director
4 th November	PhD Methodology Seminar (Room SG2 – 1.30 - 3.30pm)
	PhD social event TBC - student reps
11 th November	PhD Methodology Seminar (Room S1, 4-6 pm)
18 th November	PhD Methodology Seminar (Room S1, 4-6 pm)
25 th November	PhD Methodology Seminar (Room S1, 4-6 pm)
26 th November (by this date)	1 st year students should meet with supervisor to discuss their revised research proposal (from their application for admission)
2 nd December	PhD Methodology Seminar (Room S1, 4-6 pm)
3 rd December	Michaelmas Term ends
18th January	Lent Term begins
	PhD social event TBC - student reps
18 th January	1 st year students to submit revised research proposal to supervisor
9 th February	Professional Development Module – Conferences (Seminar 1) 10-11.30am venue 119
16 th February	Professional Development Module- Publishing (Seminar 2) 10.00-11.30 venue 119
23 rd February	Professional Development Module – Career Trajectories: Academic Job Applications (Seminar 3) 10-11.30 Venue S1
2 nd March	Professional Development Module – Career Trajectories: 'Beyond' Academia (Seminar 4) 10-11.30 Venue S1
9 th March	Professional Development Module –Teaching and Pedagogy (Seminar 5) 10-11.30 Venue S1
14 th -18 th March	1 st Year Students pre-assessment review with Supervisor and Advisor
18 th March	Lent Term ends
26th April	Easter Term begins
	PhD social event TBC - student reps
26 th April- 17 th June	2 nd & 3 rd Year Assessments take place
3 rd May	1 st Years Submit assessment documents to Supervisor
20 th May	1 st Years Submit assessment documents to Advisor & Assessor

23rd May-10th June	1 st year Registration Exercises take place
	Postgraduate end of term drinks party TBC
17th June	Easter Term ends

Welcome from the Head of Department

On behalf of everyone in the Department, I would like to offer you a warm welcome to POLIS and to Cambridge University. We very much hope you will have a rich and exciting time here: intellectually stimulating and personally rewarding. POLIS is a relatively new and fast-growing department within an old and very well-established university (812 years to be precise). POLIS has been in existence only since 2009, when it was created from a combination of the Centre of International Studies and the Department of Politics as well as a number of other Centres (African Studies, Development Studies, Latin American Studies, and South Asian Studies). We moved into our new home, the Alison Richard Building (ARB), in 2012 and the Centre for Gender Studies joined us in 2014, the Bennett Institute for Public Policy was established in 2018 and most recently the Eriq LaParo Institute for Behavioral Economics in 2021. Within POLIS there is also the Centre for Geo-politics, the Centre for Governance and Human Rights, the Centre for the Future of Democracy, the Centre for European Studies and the YouGov Centre for Public Opinion and Policy Research.

We hope to offer you the best of both worlds - the dynamism of the new and the experience of the old - and we would encourage you to take advantage of the many opportunities that POLIS and Cambridge have to offer.

Arriving in a new academic environment can be a bewildering experience, but we will try to help you feel at home. The academics will ensure that you understand the nature of the work required, to this end please do set up a meeting with your Supervisor as soon as possible. Your Supervisor will help you to plan the best way forward with your research. Our administrative staff are dedicated to helping you to get to know how things work and to help you understand what is expected of you, including the important deadlines. POLIS runs a wide variety of courses and programmes, so please be understanding of the demands placed on our staff, especially with the challenges of the pandemic. Aside from the academics working as directors of the various degree programmes, there are student representatives who can also convey to us any concerns that you might have. You will all be members of a College and your Colleges will be able to help you adjust and adapt during your time in Cambridge.

POLIS prides itself on being a diverse and open academic environment. We are not associated with any particular school or approach to the study of politics. Staff and students embody a wide variety of different approaches, linked by a shared respect for intellectual curiosity. We have a strong tradition of interdisciplinary study. This is a fascinating and challenging time to be studying politics. We hope that you will benefit from the range of what we offer, and we welcome your contribution to the diversity of what we do together. You will notice the many events, seminars and lectures taking place in the ARB throughout the year so please try to make the most of all the options on offer.

It is important to us that you enjoy your time in the Department and find it as fulfilling as possible, both academically and in those many intangible ways that make Cambridge a unique environment in which to study. Best of luck with your research, and warmest wishes

Professor Jude Browne, Head of Department

Introduction to the Department

POLIS is involved in undergraduate and Postgraduate teaching at all levels. It contributes to the Politics and International Studies elements of the undergraduate (Tripos) course in Human, Social, and Political Sciences (HSPS). At Masters level it runs three distinct degree programmes; the M.Phil in Politics and International studies, M.Phil in Public Policy and it also supports the part-time Master of Studies (M.St.) degree in International Relations (run in conjunction with the Institute of Continuing Education). It also contributes significantly to the multi-faculty M.Phil in Political Thought and Intellectual History. In addition, the Department hosts around 80 PhD candidates from all over the world.

The Department is a constituent unit of the Faculty of Human, Social and Political Science. The Department has its own full-time academic staff of around 46, with an additional 12 or so associated teaching members. All teaching members are active researchers. The Department leads a number of major international collaborative research projects that have attracted significant external funding. Recent books by members of the Department can be found in the bookcases next to the first and second floor kitchens, and more details of on-going projects and initiatives are featured on the Department website.

The Department supervises PhD students covering a wide variety of topics, including:

- Foreign policy analysis
- Security and strategic studies
- War and conflict
- Peace-making, conflict transformation, state-building
- Human rights and governance
- International political economy
- International trade and development
- International organization
- Global/international politics (Anglo-America, Europe, China, S.E. Asia, Africa, Latin America and the Middle East.)
- International law (rights of peoples, ethnic conflict regulation, use of force, environment)
- Aspects of migration, diaspora and political identity
- Political theory and its history
- International relations theory
- European integration, history, politics, policies
- International history and the history of geopolitics
- Political parties, democratisation

Given this diversity of interests and activities among the teaching staff and the research students, we are confident that you will find your time in Cambridge very rewarding, and that you will form life-long connections while here. Moreover, you will soon become aware of activities outside of the Department in cognate disciplines, be it human geography, law, history, philosophy, sociology, social anthropology, economics, development studies, or some of

the Centres focusing on regions such as Africa and Latin America, etc. We hope that you will make full use of this breadth of expertise.

Introduction to the PhD Programme

The PhD in Politics and International Studies is structured as a three year programme with an expectation that PhD students will submit a full draft of their thesis at the end of the third year or soon after. Students should submit their thesis for examination by viva during their 4th year if not before.

The full-time PhD course runs for a minimum of nine terms (three years), up to a maximum of twelve terms (four years). Candidates must submit within that time-frame unless they can invoke truly exceptional grounds (for instance a medical emergency) to justify deferring submission. In other exceptional cases, it may be possible to intermit (interrupt) the studies for a period, in which case the clock stops ticking in relation to the four year maximum period to submission. Candidates who exceed the maximum period of study will be removed from the register and you will no longer be recorded as a student of the University of Cambridge. This will mean that you will no longer be entitled to supervision or to use any University or College resources, including your university email address. They may apply to be reinstated once they can demonstrate that they are ready to submit the thesis.

Candidates on the course are expected to devote themselves full-time to their studies. Full-time students must spend at least three terms resident in Cambridge. For a term to be 'kept' a student has to reside in Cambridge for a minimum number of nights (59 for the Michaelmas and Lent Terms and 52 for the Easter Term). These nights must be between the dates specified in the text under '[From the Statutes and Ordinances of the University of Cambridge](#)' (not the dates in the table of term dates). Under certain circumstances, it is possible to spend time away from Cambridge to pursue research. Full-time postgraduate students are expected to live within 10 miles of the centre of Cambridge while carrying out research in the University. Students who have good reason to live further away must apply formally for permission to [reside outside the University's precincts](#) (via their CamSIS self-service) and have the agreement of their supervisor that this will not impair their ability to study and to attend the University as required, and the consent of their College. However, to work away from Cambridge, you will need to obtain leave from the Student Registry. **Such leave will only be granted after you have successfully passed your first-year registration exercise.** While working away, students are required to keep in contact with their supervisor and provide them with regular reports.

In the first year, there is a focus on training in research methods and transferrable skills. Throughout the programme, POLIS also organises a range of seminars and other events, allowing candidates to benefit from presentations covering a number of areas relevant to their work, to present their own work, and to prepare to enter the job market. The essence of the Cambridge experience remains, however, the work with the PhD Supervisor.

Each candidate is assigned a Principal Supervisor. He or she will help develop the thesis project through discussion and the review of draft materials presented by the candidate. All students are also assigned a Postgraduate Advisor, who further supports the work of the candidate in examinations at the

end of every academic year. Ordinarily, the Postgraduate Advisor will offer an additional perspective to the candidate; please note that Postgraduate Advisors will not review or comment upon your ongoing work in the same manner or frequency as your Supervisor. The role of the Postgraduate Advisor is to provide confidential advice and guidance to the student, the Department recommends that students meet with their Postgraduate Advisor at least twice per year. It is the responsibility of the student to contact the Postgraduate Advisor and arrange these meetings.

In the case of a Supervisor's illness or leave from the university, the Postgraduate Advisor may be called upon to cover for the candidate's Supervisor.

Candidates in the PhD programme are not at first registered for the degree, as they have to pass a registration exercise towards the end of the first academic year of study. This exercise, which usually takes place in May or June, is conducted by the Postgraduate Advisor and an additional assessor, either drawn from within the department or from outside. The registration exercise aims to ensure that the candidate's project is viable, that an appropriate methodology is being applied, and that the candidate is capable of carrying the project through successfully.

In addition to the research and writing, and the methodology and skills training, the programme offers access to a wide range of educational, cultural and social opportunities throughout the University. We very much hope that you will make use of these.

Coronavirus (COVID-19)

The University is continually monitoring latest Public Health England and government advice about Coronavirus (COVID-19). The department recognises that the pandemic and its effects will raise questions and concerns for students, there are resources in place to help students manage academically, financially, and emotionally during this time. Please refer to the dedicated university webpage for the latest information

<https://www.cam.ac.uk/coronavirus>

Bodies Involved in Administering the PhD

The University is a rather complex body. However, in practice it operates reasonably flexibly. You will find the administrative staff at POLIS helpful and willing to support you. However, you too need to take responsibility for your progress. This includes submitting the relevant forms and documents in accordance with the stipulated deadlines. The University operates an electronic self-service system via CAMSIS. There you will find most of the relevant forms, covering for instance leave to work away, intermission, and other issues. The programme also has its own resources page on [Moodle](#), where reading lists, digital copies of funding application forms and yearly assessment documentation can be found. You will be added to this resource page once Michaelmas Term has commenced.

The Degree itself is administered under the guidance and control of the Postgraduate Committee. The Postgraduate Committee gives final approval to degrees and monitors the implementation of high standards of conduct and performance. Below the Postgraduate Committee operates the Degree Committee. That Committee exercises responsibility in relation to all matters connected with the eventual awarding of degrees, including appointment of examiners, review of examiners' reports, etc.

The day-to-day operation of the programme is supervised by the Director(s) of the POLIS PhD programme, whilst the administration of the PhD programme is managed by the PhD Course Administrator Mrs Hayley Askew. The Postgraduate Studies Committee (GSC) within the Department oversees PhD matters at department level. The GSC is chaired by Professor Mette Eilstrup-Sangiovanni, the GSC secretary is Ms Shakira Mutu (the department's MPhil Politics and international studies administrator). All PhD candidates will also be members of a College. The College offers you a place to be among students and academics from other disciplines, it provides a centre for your social life and cultural activities, and it arranges for your pastoral care. For example if you fall ill, or meet with other difficulties during your time at Cambridge, you should immediately inform the College Postgraduate Tutor. The College will offer you support, and it may also represent your case in relation to the University or the Department should that become necessary. It is impossible to exaggerate the importance of addressing issues that concern you at an early stage. If you are unwell, feel isolated or lost in the course, do not wait until the problem has deepened. In addition to the College Tutor, the University offers a [counselling service](#) and [wellbeing service](#), to help you get back on track and maintain a healthy environment. Moreover, you will wish to maintain close contact with your academic supervisor throughout. If there are any problems relating to the course, you are also very welcome to meet with the PhD Director(s), Dr Tomas Larsson/Professor Chris Bickerton, the PhD course administrator Ms Hayley Askew, Professor Mette Eilstrup-Sangiovanni (GSC) or Ms Alice Jondorf, the department's Wellbeing contact.

Methodology and Skills Training

The PhD programme offers a programme of support for the development of your research methodology and your professional skills set. This extends over all three years of your time in Cambridge, although the bulk of the activity is concentrated in the first year.

At the beginning of the year all PhD candidates should download the **progress log**; a digital copy is provided on the [POLIS PhD Moodle page](#). This log is designed to help you and your supervisor keep track of the various training and research activities – both mandatory and voluntary – undertaken during the course of the PhD. Students should use it to record the various courses (and other academic activities) they have attended or been involved with. **The log must be completed every year, including when on fieldwork, and needs to be sent to the PhD course administrator by the end of June each year.**

Year 1

There are two main components to the training offered in the first year: (1) A general course in 'Methods and Approaches' and (2) specific methodology training modules, usually offered via the Social Science Research Methods programme (SSRMP).

Methods and Approaches in Politics and International Studies

This course is run by the Department. Attendance is **compulsory** for all new PhD students in POLIS.

Whatever kind of project you are embarking on, it is important to be familiar with the main methodological and philosophical questions that underpin research in the contemporary social sciences. All forms of academic research are grounded in assumptions about the nature of knowledge, the kind of world we inhabit, and the purposes of scholarly inquiry. In this course you will explore some of the ways in which these issues can be understood. It is intended to complement the programme offered by the Social Science Research Methods Programme (SSRMP) by providing an introduction to some key topics in the philosophy of academic enquiry.

The seminars will be convened by **Professor Duncan Kelly**. By the end of the course, students should be conversant with some of the main epistemological and methodological issues arising in the study of politics and international studies. Although the focus will be on work produced in political studies, the course will also examine scholarship from philosophy, history, anthropology, and sociology.

A seminar will be held every week throughout the Michaelmas Term, every Wednesday from 14th October to 2nd December from 4-6pm. The seminars will be held in room S1 in ARB. **Please note, 14th November seminar will be at the earlier time of 1.30-3.30pm in room SG2 (ARB).**

Further Training requirements

Social Sciences Research Methods Programme (SSRMP) Methods Training

In order to meet the need for specific methods training, students are required to take a **minimum of 8 hours** worth of modules (usually 2-3 modules) from the SSRMP Research Training Programme. Students will be choosing from a range of modules on statistics, advanced statistics and qualitative methods. The timetable will be available from the SSRMP website:

<https://www.ssrmp.group.cam.ac.uk/Modules>

We recommend that incoming postgraduate students take a short pre-session test of basic statistical skills (a “[Skill Check](#)”). The test is conducted online and should take less than five minutes for students who have no prior training in statistics; it will take longer, perhaps up to an hour, for students who have already taken several courses in statistics. The Skill Check is designed solely to ensure that students who take courses in statistics as part of their degree are allocated to classes at the correct level – in other words, to ensure that nobody ends up in a class which is much too easy or much too difficult for them. **The Skill Check is not part of the assessed component of your degree, and will not affect the class of degree that you go on to achieve.**

Although not all our postgraduate students take statistics courses while they are at Cambridge, we recommend all of our incoming students to take the test (many students who did not intend to take any stats courses do decide to take a short module as an optional extra).

It is the student’s responsibility to book their place on the courses they want to take using the online booking system on this website.

If there are students whose specific needs cannot be met by the SSRMP modules, and if a more appropriate option is available in another Department in the University, we may consider substituting one of these courses for a SSRMP option. Language training may be substitutable for one of the SSRMP methods modules when the student, with the support of their supervisor, can demonstrate that the relevant language is directly needed for the doctoral research, and that the training will take them to the required level of proficiency. All substitutions of SSRMP modules for other courses need to be approved in advance by the Director(s) of the PhD programme.

Year 2

Naturally, the second and third year reviews have a lighter touch, to allow students to engage with their research and conduct field research. However, students are encouraged to remain actively involved in departmental activities, such as attending research seminars.

Year 3

PhD students are expected to continue their participation in departmental activities. The department offers a year-long, 12 session 'work in progress' seminar for 3rd and 4th year PhD students. The sign-up sheet for membership in the seminar is circulated at the beginning of Michaelmas term. Members of the seminar commit to attendance of all 12 sessions, presenting a pre-circulated paper at one scheduled session, and serving as commentator on other papers. Paper presenters are encouraged to invite a small number (1-3) of additional attendees to provide specialist feedback on the paper.

Transferable Skills

The University runs a Postgraduate Research Development Programme (RDP) which offers training courses on teaching and transferable skills. The courses offered can be viewed and booked online:

<http://www.training.cam.ac.uk/gdp/>

In addition, the University has a 'skills portal' resource which also offers training courses: <http://www.skills.cam.ac.uk/postgrads/index.html>.

Additional opportunities will be emailed directly to students, so be sure to continually check your inbox on a regular basis as a lot of seminars and workshops outside of the department will have only a certain number of spaces.

Professional Development Module

These seminars will address a range of professionalisation skills and experiences: academic conference, publishing, teaching and job applications within and beyond academia. **This series is compulsory for 1st year POLIS PhD students, but is also open to those in other years who wish to attend.** The venue will be announced closer to the time and will depend on social distancing measures in place during Lent and Easter term. Past Professional Development talks have been uploaded onto the course Moodle page.

PhD Practice Job Talks

Entering the job market can be a source of apprehension, especially as competition for academic jobs becomes fiercer by the year. In order to ensure that those PhD students who are applying for academic jobs (postdocs, lectureships, teaching fellowships etc.) are best prepared, the Department has a scheme which allows all interested students the chance to hold a practice job talk, shortly before a scheduled job interview.

PhDs & The Department Seminar Series

POLIS will be inviting 3rd & 4th year PhD students to participate in the Department Seminar Series. This series is run by academics in the department, and is the perfect opportunity for students wishing to present on their developed research topics. See more details on page 39.

If you wish to present at the Department Seminar Series, you must write a 200-word abstract on your proposed seminar topic. All abstracts must be submitted to Professor Duncan Kelly (djk36@cam.ac.uk) and Dr Margarita Gelepithis (mg2000@cam.ac.uk) by 25th February 2022 for review and selection.

Two PhD students will then be selected and asked to present on their research during Easter Term 2021.

In addition, opportunities are available through the department, area studies centres, and University networks, to present work in progress.

The Assessment Process

Candidates are required to undergo an annual assessment process. This is meant to ensure that progress continues steadily and is externally monitored.

First Assessment: Registration

The assessment period for registration is due around their 9th month of study or the part-time equivalent, in Easter Term. The assessment is designed to ensure that students are progressing satisfactorily and to address any problems with progress or the research project at a relatively early stage. The assessment will be carried out by the Postgraduate Advisor and an Assessor. The Primary Supervisor should only be in attendance by special request.

1st year students should meet with supervisor towards the end of Michaelmas term to discuss their revised research proposal (from their application for admission). Having reviewed their submitted proposal, candidates are expected to submit this to their supervisor at the start of Lent term. Supervisors will arrange a **Pre-Assessment meeting** with the Postgraduate advisor and candidate in order to discuss the proposal's feasibility, framework and timeline to completion, during Lent term (14th-18th March 2022), and address preparations for the First Year Assessment

By **3rd May 2022** candidates must submit to their supervisor a progress essay of up to 10,000 words, and they may also add a section of the thesis of up to 10,000 words. Candidates are also expected to submit their progress log, signed by their primary supervisor, in order to show the methods training (and any other relevant activities) they have undertaken. The progress log also needs to be sent to the PhD administrator (phdadmin@polis.cam.ac.uk). Finally, the candidate must provide a timeline for the remainder of their research. This must include when and in what order the candidate intends to proceed with research.

By **20th May 2022** candidates should submit all materials to their Postgraduate Advisor and Assessor via email, unless a hard copy is requested, and copy in the PhD administrator. The assessments should then take place between **23rd May and 10th June**.

The assessment essay should:

- clearly identify the research question and establish its relevance;
- offer a survey of the literature;
- identify the method to be pursued;
- address the selection of case-studies, where appropriate;
- consider the availability of materials;
- give an overview of the expected structure of the thesis;
- summarize the expected progression of the analysis in the main chapters;
- consider any problems or risks likely to be encountered during the work.

Footnotes are included in the 10,000 word limit.

In relation to the methodology training:

- There is no formal assessment of the compulsory Methods and Approaches course (as outlined on page 14).
- Many of the SSRMP courses (page 15) are assessed and the results of these, if known, should be entered in the progress log before it is submitted for the registration assessment.
- Some SSRMP and non-SSRMP options are not formally assessed. You are still expected to enter these courses in the progress log as a way of identifying the relevance of it for your research.

The registration assessment usually takes between one and two hours. It consists of a short presentation by the candidate, of the aims and methods of the study, and the hypothesis/research question or anticipated argument(s). In the subsequent discussion, the assessors must satisfy themselves that the project of the candidate is relevant and viable, offering the prospect of original discovery. They also review the methodology, including where relevant the choice of case studies, and consider the knowledge of the candidate of the relevant literature.

In addition to the material submitted by the candidates, the assessors shall satisfy themselves that the candidate has participated successfully in the methodology and skills training elements of the course, as evidenced through the candidate's log. Moreover, in relation to part-time candidates, they shall not approve registration unless the candidate has kept the agreed first year schedule of times in Cambridge.

There are four possible outcomes from the 1st Year Registration Exercise:

- i) That you are registered without corrections
- ii) That you are registered submit to minor corrections (2-4 weeks)
- iii) That you should not be registered until substantial corrections are made (timeframe to be agreed between your assessors)
- iv) That you should revise and resubmit for another assessment the following term.

The outcome of your registration remains **provisional** until the Degree committee approves your assessment paperwork.

In the case of recommendation iv, the assessment shall be attended by the Director(s) of the PhD Programme or the Chair of the GSC, and may also be attended by the supervisor if requested. If the second assessment succeeds, the candidate shall be registered in the ordinary way.

When corrections are requested, the assessors shall supply the candidate with a written report stating their concerns, to be communicated to the candidate for discussion with the supervisor. The aim of the report is to assist the candidate in addressing the concerns of the assessors in the revised submission. The student is expected to submit to the assessors by email, the revised submission within the given timeframe. The PhD Administer (phdadmin@polis.cam.ac.uk) should also be copied into the email. Once these have been approved, then the candidate will be formally registered for the PhD.

If the assessors do not agree on registration after the second registration meeting, the candidate shall not be registered. The case will then be referred to the GSC, which may make a recommendation to the Degree Committee to award the Certificate of Diligent Study or other steps in lieu of allowing them to continue to read for the PhD.

Second Assessment

Your Supervisor and Postgraduate Advisor will conduct the second year assessment. It will normally take place during Easter Term. The candidate will submit a short report on progress, difficulties and achievements since the first year assessment, and a chapter or other substantive part of the thesis of **no more than 10,000 words**. The completed **Progress Log must also be submitted to the PhD administrator at this time.**

Third Assessment

Towards the end of the third year, the candidate, Supervisor and Advisor shall meet together to consider the likelihood of timely submission and, where necessary, steps that can be taken to ensure submission before the end of the fourth year. The candidate should submit a chapter or other substantive part of the thesis of **no more than 10,000 words** and timetable of remaining work to submission. Where the Supervisors have doubts about timely submission, they shall report these in writing to the PhD Administrator who will inform the Secretary of the GSC. Additional steps may then be taken, including further discussions with the candidate and his or her College Tutor. **The completed Progress Log must also be submitted to the PhD administrator at this time.**

Changes in Circumstances

Intermission

An intermission is a break from study for a defined period. Intermission is otherwise known as a suspension of status and a disregard of terms.

You can intermit for a period when you are unable to work on your research but not for periods where you have researched and have undertaken an assessment but have not performed well.

The following reasons would be considered for a period of intermission:

Medical Intermission:

- Illness

Non-Medical Intermission:

- Maternity leave
- Paternity leave
- Adoption leave
- Family circumstances (such as nurse/support a sick relative)
- Deal with an emergency situation – you will need to specify what this is
- Language course that is not intrinsic to your research
- Research fellowship that is not intrinsic to your research
- Internships/placements which are not intrinsic to your research but may be for your career development. This includes both paid and unpaid internships or placements, such as those opportunities offered by (but not required by) funding bodies, e.g. the Research Councils policy internships schemes.

The following reasons would not be considered for an intermission:

- Taking up employment (unless this is in the form of a paid internship or placement)
- Running out of money
- Visa issues
- Failing an assessment
- Language course that is intrinsic to your research - you should apply to work away for such absences
- Research fellowship or internship or placements which are intrinsic to your research. In these cases you would normally apply to work away from Cambridge for the period of internship/placement. This includes the BBSRC Professional Internships for PhD students (PIPS) scheme (See <http://www.cambridgestudents.cam.ac.uk/your-course/Postgraduate-study/your-student-status/leave-work-away-cambridge>)

- Holiday - As a Postgraduate research student you are expected to be in residence in Cambridge working on your research throughout the year, with short breaks for holidays. You are entitled to take holiday (for which permission to work away is also not required), at times agreed with your Supervisor, provided that these do not exceed 8 weeks in a given year.

How do I apply?

Go to your CamSIS Self-Service Page/Apply for Things/Application Forms and Select the term(s) you will be taking the intermission. [Please note, Easter Term runs from April to the end of September] It is important to use the drop down/calendar look up.

In the Text box, state the actual dates that you require the intermission to start and end, and provide a detailed statement of reasons for your application. If applicable, provide a statement to confirm that your sponsor/loan provider has agreed to you intermitting. Advise of where you will be based (Country/City/Region) whilst intermitting. Upload a copy of your supporting documents (this is required in all cases). Detailed letter from a medical practitioner on headed paper, signed and recently dated. The following will be accepted as supporting documents:

Detailed letter from a Counsellor on headed paper, signed and recently dated
Confirmation from the Supervisor/Dept/DC regarding disruption of laboratory facilities) specifying the nature of the difficulty and the timing and duration of the delay to study

Confirmation from your sponsor/funding body that an intermission is permitted
All supporting documents must be supplied in English. Any documents not originally in English should be translated by a professional translating service and certified. Where appropriate, it is acceptable for documents to be translated by a member of the Student's College. The University is not able to cover the cost of supporting documents.

Changing your mode of study

You will need to apply to change your mode of study on an application form which can be downloaded from your Self-Service pages (under Apply for things/ Application forms). You will need to explain in your application why you wish to change mode and from what date. Your application will have to be approved by your Supervisor, department/faculty, college and the Board of Postgraduate Studies. You will also need to be interviewed by your department. The interviewing panel will include at least one person who will not be your Supervisor.

Each party has to be satisfied that the change makes good sense in the context of your progress towards the degree, that you and your Supervisor will be able

to manage the change in workload, and, that your funding is secure for the whole course.

You will need to demonstrate that you can financially support yourself or can be supported by another party for the duration of your programme. To do this, you will need to complete a Financial Undertaking Form, which must be uploaded and attached to the application you will make via your CamSIS self-service. If you are funded by a funding body or other party, you should attach a evidence of their commitment to fund you for the remainder of your course.

Important Information

- You will not be able to change your mode of study once you have completed your required terms of study
- You will not be able to change your mode of study more than once in each direction unless there are exceptional circumstances
- Please note that some departments and colleges do not offer membership to part-time students
- If you wish to change to part-time study because you are entering employment, you should ask your employer to write to the department stating that you will be granted time off as necessary to fulfil the attendance requirements laid down by the department for the remainder of your period of study
- It is not possible to transfer to part-time study for financial reasons. All approval parties must agree that part-time study is desirable for educational reasons
- Please note that colleges are under no obligation to provide accommodation for part-time students
- If your college does not currently take part time research students and is not interested in doing so then you will have to be accepted by a different college before you can proceed. It is your responsibility to arrange to change your college membership

Withdrawing from the University

It is important that the University know if you are withdrawing. Therefore if you decide that you need to leave the University for whatever reason, you must let us know by applying to withdraw either permanently or temporarily via your CamSIS Self-Service pages. Go to your CamSIS Self-Service Page/Apply for Things/Application Forms

If you have difficulty applying to withdraw, please email with your reasons and the date of your withdrawal to: student.registry@admin.cam.ac.uk

If you initiate an application to withdraw within 21 days of the start of 'full term', you will not be charged fees for that term. If you initiate an application to withdraw after the first 21 days of 'full term', you will be charged fees for that term.

A withdrawal agreed by the Postgraduate Committee means that you will no longer be recorded as a student at the University of Cambridge, and are therefore no longer entitled to the use of University resources –including your University email address.

Extending your Submission Date

You should make every effort to meet your deadline. Extensions are not automatically agreed.

If you are not able to submit your thesis by your deadline you must apply in good time to extend your submission deadline

What constitutes a reason to extend?

- Unavoidable delays: such as lab moves, equipment failure. It is expected for your Department and/or Degree Committee to advise of the details if they wish to support your application.
- Academic: where there is a strong academic case that you are actively working on your writing up and need a short extension to complete to enable you to submit. You must also make clear as to why it is essential for you to remain registered as a Postgraduate student at this stage, and why a withdrawal will be detrimental. It is expected for your Department and/or Degree Committee to make a detailed case if they wish to support your application, giving reasons why it is essential for you to remain registered as a student at this stage. (Please note: a temporary removal from the Register of Postgraduate Students will not prevent you from applying to be reinstated. If agreed, this will enable you to submit and complete the examination process at a later stage)
- Short delays of no more than 1 month due to medical issues or grave cause: We expect that you will have intermitted for any medical related absences of over one month.

What does not constitute a reason to extend?

- Visa issues
- Medical: where an intermission should have previously been requested
- Attending conferences
- Writing papers
- Undertaking further research, unless your Supervisor, Department or Degree Committee make a very strong academic case for this
- Employment
- Not wishing to leave Cambridge
- Continued funding

How do I begin the application process?

Go to your CamSIS Self-Service Page/Apply for Things/Application Forms

Select the date you wish to extend your submission date to: It is important to use the drop down/calendar look up (you may apply for a maximum of 1 term at any one time). In the Text box, state the actual dates of your proposed extension and provide a detailed statement of reasons for your application. If applicable, provide a statement to confirm that your sponsor/loan provider has agreed to the extension. Please give information of where you will be based (Country/City/Region) if an extension were to be agreed. If you are not planning to stay in Cambridge, you would need to justify this and also apply for permission to work away. You may also wish to upload additional material in support of your application

You should not assume that your application will be approved. It is for you to provide a full statement of reasons and it is then open for any party, that is your Supervisor, Department, College and Degree Committee to comment and advise if they wish to support your application. **The final decision rests with the Postgraduate Committee.**

Withdrawal from the Register

In most cases where a student has overrun the four-year, the degree committee will normally recommend that the candidate be withdrawn from the university until such time as he or she is ready to submit the thesis. Students can also apply to withdraw from the register.

The Effect of withdrawal From the Register

The candidate pays no further University fee and has no further right to:

- Receive supervision
- Use the University's facilities
- He or she may also be denied use of college facilities.

He or she also loses student status and will:

- No longer be eligible for a student visa (if relevant)
- Be liable to start repayments on any educational loans.

Where a candidate is very near to submitting the thesis, or would suffer disproportionately from these changes, a Supervisor or college Postgraduate tutor may make a case to keep the student on the register for a further short extension.

Candidates taking up full-time employment should normally withdraw from the university.

Faculties and departments should note that withdrawal from the register does not "stop the clock" for the submission deadline, but leaves the time-frame open. It cannot therefore be used to avoid a penalty for non-submission by a Research Council deadline.

Students should note that reinstatement to the university does not happen as a matter of course.

Reinstatement to the University Register

Students who have temporarily withdrawn or been temporarily removed from the Register will need to apply for reinstatement in order to continue with their studies or submit their thesis. Reinstatement to the register does not happen as a matter of course; each application is judged on its own merits.

If you have completed the minimum number of terms required for the degree and wish to apply for reinstatement in order to submit your thesis, or to submit a revised thesis for examination, you should complete the form. It is often not possible to obtain further supervision or scrutiny of work prior to submission. If you wish to apply for further supervision, you will need to make a case to your Degree Committee for their consideration.

If you are submitting your thesis for examination after being temporarily removed from the Register of Postgraduate Students, the steps you will need to follow will depend on the length of time you have been withdrawn from the university. Students who have been off the register for less than six months will be reinstated upon submission of their thesis, following correspondence between the Postgraduate Committee and the relevant Degree Committee. Students submitting their thesis after having been off the register for more than six months will need to complete the [reinstatement to the Register of Postgraduate Students application form](#).

If you have not completed the minimum number of terms required for the degree and wish to apply to reinstatement in order to resume your studies, you should complete and submit the form. You should provide details as to why you wish to resume your studies and what you have been doing since the time you were withdrawn from the University. In addition, if you were withdrawn as you were not well enough to continue with your studies, you should attach current medical evidence to your application to indicate that you are now well enough to resume your studies.

You may be required to submit work for scrutiny before being allowed to resume your study. It is possible that, if the time that has elapsed since you withdrew is so great and/or the progress you made before withdrawing is so slight, it is agreed that you should not be reinstated but given leave to reapply for admission instead (that is, to apply in competition with other first-time applicants to begin the course afresh).

Completed applications should be submitted to your Degree Committee, via the PhD administrator, together with any accompanying documents. The Degree Committee will make a recommendation to the Postgraduate Committee who, will communicate its final decision to you and all interested parties. For information, you will receive an acknowledgement of receipt of your application by the Student Registry, but normally you will be advised that reinstatement is

not actioned until you have submitted your final thesis for examination to the Student Registry. For further information please contact the Student Registry (student.registry@admin.cam.ac.uk).

Working on the Thesis

The process of working on the thesis will differ from candidate to candidate, depending on their project, their preferences and the style of supervision adopted. However, in general, it is expected that the first year will be devoted not only to completing the methodological skills set of the candidates, but also to the development of a detailed and well thought through thesis outline. In particular, at the outset, you should devote some time to considering how you will be making an original contribution to the field through your work.

By the end of the first year, your basic research question should have been validated as being relevant and promising in relation to the prospect of original discovery. You should have identified the appropriate research methodology, and tested it in relation to your project. You should have done sufficient preliminary work to allow you to engage in the selection of case studies (where appropriate) or equivalent decisions on the focus of your project, and you should have satisfied yourself that you will have access to the research materials necessary for completing it. Moreover, you should have conducted a thorough review of the literature relevant to your field and project.

The Student Registry advises that a thesis must be a connected account of your research written by yourself. Before recommending the award of the PhD Degree the examiners must satisfy themselves that the thesis:

- 1) is clearly written;
- 2) takes due account of previously published work on the subject;
- 3) represents a significant contribution to learning, for example through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory, or the revision of older views.

Examiners are asked to bear in mind that the research topic is approved in the light of what it is reasonable to expect a student to complete within three years full-time (5 years part-time) research. The limitations implied by this advice are intended to apply.

As was noted above, this brief introduction does not reproduce the University's detailed guidance on style, citations, printing, etc. All this information can be found at:

<http://www.admin.cam.ac.uk/students/studentregistry/exams/submission/index.html>

Similarly, the technicalities of submission are explained there, including the need to settle your final thesis topic with your Supervisor well in advance of submission, seek its approval from the Postgraduate Committee, and the process of requesting examiners. Information about the establishment of an electronic PhD thesis submission scheme can be found at:

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/Postgraduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit>

Plagiarism

Even at an early stage the danger of plagiarising should be kept in mind when writing a thesis. You will be expected to have a solid grasp of existing publications relevant to the thesis topic, but the work that you submit must be your own, and the contribution of others fully acknowledged. It is crucially important to maintain a clear distinction between your own ideas and views derived from the published literature or presented by others in seminars. If you present as your own ideas which are in fact drawn from the work of others, you run the risk of being penalised by the examiners, as well as being disciplined by the University. Again, the Student Registry has given the following guidelines:

In general, plagiarism can be defined as:

submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement

In the context of an examination, this amounts to:

passing off the work of others as your own to gain unfair advantage.

Such use of unfair means will not be tolerated by the University; if detected, the penalty may be severe and may lead to failure to obtain your degree.

The scope of plagiarism

a. *Plagiarism may be due to:*

- Copying (using another person's language and/or ideas as if they are your own)
- Collusion (unauthorized collaboration). Plagiarism might arise from **colluding** with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). You should include a general acknowledgement when you have received substantial help, for example with the language and style of a piece of written work.

b. *Methods include:*

- *quoting verbatim* another person's language, data or illustrations without clear indication that the authorship is not your own and due acknowledgement of the source
- *paraphrasing* the critical work of others without due acknowledgement – even if you change some words or the order of the words, this is still

plagiarism if you are using someone else's original ideas and are not properly acknowledging it

- *using ideas* taken from someone else without reference to the originator
 - *cutting and pasting* from the Internet to make a "pastiche" of online sources
 - *submitting* as part of your own report or thesis someone else's work without identifying clearly who did the work. (For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project).
- c. *Plagiarism can occur in respect to all types of sources and all media:*
- *not* just text, but also illustrations, musical quotations, mathematical derivations, computer code etc.
 - *not* just text published in books and journals, but also material downloaded from websites or drawn from manuscripts or other media
 - *not* just published material but also unpublished works including lecture handouts and the work of other students.

Suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University's Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

How to avoid plagiarism

The stylistic conventions for different subjects vary and you should consult your Course Director(s) or Supervisor about the conventions pertaining to your particular subject area:

- when presenting the view and work of others, include in the text an indication of the source of the material, e.g. 'as Sharpe (1993) has shown,' and give full details of the work quoted in your bibliography;
- if you quote text verbatim, place the sentence in inverted commas and give the appropriate reference, e.g. 'The elk is of necessity less graceful than the gazelle' (Thompson, 1942, p. 46) and give the full details in your bibliography as above;
- if you wish to set out the work of another at length so that you can produce a counter-argument, set the quoted text apart from your own text (e.g. by indenting a paragraph) and identify it by using inverted commas and adding a reference as above. NB long quotations may infringe **copyright**, which exists for the life of the author plus 70 years;
- if you are copying text, keep a note of the author and the reference as you go along, *with the copied text*, so that you will not mistakenly think the material to be your own work when you come back to it in a few weeks' time;

- if you reproduce an illustration or include someone else's data in a graph include the reference to the original work in the legend, e.g. (figure redrawn from Webb, 1976) or (triangles=data from Webb, 1976);
- if you wish to **collaborate** with another person on your project. You should check with your Supervisor whether this might be allowed and then obtain permission (for research degrees, the permission of the Board of Postgraduate Studies must be sought);

If you have been **authorised to work together** with another candidate or other researchers, you must acknowledge their contribution fully in your introductory section. If there is likely to be any doubt as to who contributed which part of the work, you should make this clear in the text wherever necessary, e.g. 'I am grateful to A. Smith for analysing the sodium content of these samples';

Be especially careful if **cutting and pasting** work from electronic media; do not fail to attribute the work to its source. If authorship of the electronic source is not given, ask yourself whether it is worth copying.

The Golden Rule: The examiners must be in no doubt as to which parts of your work are your own original work and which are the rightful property of someone else.

Overall, it is good advice to keep track of all elements of citations that you might use, to avoid having to reassemble footnotes at a later stage of writing.

The University wide statement on plagiarism, from which this guidance is taken, can be found at the following link:

<http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html>

Please also see the following webpage relating to good academic practice and plagiarism:

<http://www.admin.cam.ac.uk/univ/plagiarism/>

Work Balance

In the past, work on the PhD has been an isolating and lonely experience for some. However, this need not be the case. You should develop over your first year a close academic relationship with your Supervisor, meeting them frequently and regularly during term, and perhaps somewhat less frequently out of term. In addition, the various seminars, training sessions, and other events should give you the chance to integrate with your fellow students on the course, and other members of the academic staff. Moreover, you should ensure that you have enough time to participate in some of the cultural and social offerings, especially those provided by your College.

Working while you study

Research students undertaking a course of more than 12 months may undertake paid work up to a maximum of ten hours per week with the approval of both their Supervisor and College Tutor. The work undertaken should be either academic-related, related to a student's professional or career development, outreach work undertaken on behalf of the University or related to covid-19. Academic related work may include supervising undergraduates, invigilating examinations, working in a University / College library or demonstrating in a laboratory. Students who are also clinicians may work in Departments and Units within Cambridge University Health Partners.

Research students:

- may work for more than one employer (e.g their Department and their College) but must ensure that the total number of hours worked per week does not exceed 10
- should not rely on such work to generate essential income for their studies.
- if in receipt of funding, should check that the terms and conditions of their funding permits them to undertake work.

Students who wish to teach should undergo basic instruction. [The Cambridge Centre for Teaching and Learning](#) offers training both through departments and centrally.

The vacation dates used by undergraduate and taught Masters students do not apply to postgraduate research students who study throughout the academic year (1st October - 30th September). Students may take breaks for holidays, up to a maximum of eight weeks a year, at times agreed with their Supervisor but such periods should not be used for the purpose of undertaking work.

PhD Study Areas in the Department

There are two rooms which are dedicated POLIS PhD student spaces in the Alison Richard Building.

Room 101 is open to all POLIS Postgraduate students and operates on a first come, first served basis. If social distancing measures are resumed, the numbers permitted to use this room at any one time will be significantly reduced and occupancy will need to be booked through the PhD administrator.

The printer in room 101 is on the Managed Cluster Service (MCS) and you will need to ensure you have enough credit in order to print from it. New students are allocated a £50 credit print allowance in Michaelmas term. Printing and photocopying credits are allocated by HSPS IT. This will automatically be added to your account when you are admitted. You can print, copy and scan documents using the University's DS-Print enabled multi-function devices

(MFDs) in many Colleges and Departments. For more information printing, copying and scanning please go to the university IT Help and Support webpage <https://help.uis.cam.ac.uk/service/printing> HSPS IT Helpdesk (helpdesk@hsps.cam.ac.uk)

Room 115 is a reserved space in which students who are writing up can apply for a desk on which to work. The space is exclusively reserved for 3rd and 4th year students. Spaces are allocated once a term, following a call for requests by the PhD Administrator. Desks are available for a maximum of three terms. In order to apply you will need to email a case to Mrs Askew, explaining why you need the space, spaces will then be allocated to the successful applicants.

POLIS is served by the Seeley Historical Library: seeley@cam.ac.uk

Leave to Work Away and Risk Assessments

Many of you will be conducting fieldwork away from Cambridge during the course of your PhD. If you will be absent from Cambridge for a period longer than 14 days you are required to apply for Leave to Work Away (LTWA) via your self-service account. Please note that you will not be able to apply for Leave to Work Away until you have successfully passed your registration exercise.

Upon completion of your registration exercise, your application for Leave to Work Away must be submitted to and approved by the Postgraduate Studies Committee before you are permitted to travel. Committee dates can be found on page 49.

If you are a student from the United States and are in receipt of US Federal Loans, note that you are only permitted to apply for Leave in the US for a maximum of one academic year only throughout the course of your PhD. For more information about the Leave to Work Away rules please visit the Student Registry's webpages:

<http://www.cambridgestudents.cam.ac.uk/your-course/Postgraduate-study/your-student-status/work-away-cambridge>

All Leave to Work Away applications must have a thorough risk assessment approved by your Supervisor and subsequently the GSC. Your Leave to Work Away application will not be approved if the risk assessment form is missing or insufficient. Risk assessment forms can be found on the department's website along with the current risk assessment procedure. Online travel safety training will be provided to all first year students. More information can be found at:

<http://www.polis.cam.ac.uk/Postgraduate-student-resources/risk-assessment-training-and-procedure>

The risk assessment should acknowledge the [FCO](#) advice for the country you are visiting and their intended control measures (a few examples from the FCO for the USA are hurricanes, terror attacks, violent crime etc.). The risk assessment is not a bureaucratic exercise; it is a tool to enable you to properly prepare for your trip and for the Department to be satisfied that you have done this.

Fieldwork Training

All first year PhD students will be required to watch a 1 hour online risk assessment safety video on the universities safeguarding web pages. This is aimed at students embarking on fieldwork and was produced by Safer Edge, a travel risk company. The training is aimed at students to help them to produce a comprehensive risk assessment which will then be reviewed by the department. You will be unable to start your field work without the department's approval. The link for this is found below;

<https://www.safeguarding.admin.cam.ac.uk/risk-assessment-training-video>

There is also a guidance document with lots of information in and links to also assist in this process;

<https://www.safeguarding.admin.cam.ac.uk/files/hsd089m.pdf>

This training must be completed prior to the First Year Registration exercise and confirmation of completion must be added to your Student Progress Log.

Ethical Approval for Research

All students in the Department conducting research as part of their course must apply for ethical approval from the Research Committee or provide confirmation that ethical approval is not required. Increasingly, proof of ethical approvals is being requested at the publication stage of research, and if research was conducted without ethical approvals in place, funders and publications have been known to reject applications.

The Humanities and Social Sciences Research Ethics Committee (HSS REC) reviews complex or high-risk ethical issues in research projects in the arts, humanities and social sciences or cognate areas. All research involving vulnerable adults or participants under 18 will be referred to the HSS REC after consideration by the Department's Research Committee.

To apply for ethical approval, please visit the following website for guidelines on which form to complete: <http://www.polis.cam.ac.uk/Research/Ethics>

If your research does not involve participants or use personal, controlled or confidential data you will not need Research Committee approval but should still obtain confirmation from your supervisor, and submit the [Ethics Confirmation Form](#) to your Course Administrator to pass on to the committee.

Once you have completed the appropriate form, please submit this to the PhD administrator phdadmin@polis.cam.ac.uk

GDPR Compliance

All researchers conducting studies with human participants must ensure that their participant information documents are compliant with the new GDPR legislation. In-depth details can be found [here](#) and [here](#).

If you are unsure of whether your participant information sheet will be sufficient, please include a link to direct your participants to the [University's standard GDPR policy for research participants](#). This will provide a basic level of compliance, but please ensure that you have read the statement too and can provide all of the information mentioned.

We also strongly advise that you personalise and include the following additional Privacy Notice template with your participant information sheet- [GDPR Privacy Template](#).

If you have any questions about GDPR compliance, please contact [Dan Jones](#).

Transcribing Interviews

PhD students are **not** normally required to transcribe interviews conducted whilst on research. If you are unsure whether or not your research would require transcription, please check with your supervisor.

Preparing to Submit, Submission and the Viva

Intention to Submit Form

At the beginning of your 4th year of the PhD, otherwise referred to as the 'Writing up Period', you must complete an Intention to Submit Form and submit this to the course administrator. This form can be downloaded from the course [Moodle page](#) or the POLIS web-page <https://www.polis.cam.ac.uk/graduate-student-resources/writing-submitting-and-examination-of-phd/preparing-to-submit>, and will start the administration for the viva process. Alongside this completed form, you must also attach a copy of your thesis abstract, which includes your name, and the title of your thesis. You are asked to submit this form 2-3 months before you intend to submit. Once the form is complete, Mrs Askew will submit this to the Committees for approval. Forms may additionally be sent out to 4th year students at the beginning of each academic year.

Appointment of Examiners

As you approach submission, you and your Supervisor will need to consider the appointment of examiners for your viva. It is important to think about this in **plenty of time** before you are due to submit your thesis, as your examiners will need to be approved by both the Postgraduate Studies Committee and Degree Committee. The PhD administrator will send a copy of the appointment form to your Supervisor, once you have submitted your Intention to Submit form, you will need to provide a one page abstract of your thesis to be submitted for approval with the appointment form (if not submitted already).

The oral examination will normally take place in-person in Cambridge, but you may choose to be examined remotely by video conference. You should inform your Degree Committee of your preference when you notify them of your intention to submit/apply for appointment of Examiners. Please also make your supervisor aware of your preference as it may affect the choice of available Examiners. Travel expenses rates/restrictions apply for in-person vivas (including limits on non-EU international travel).

In-person oral examination: Appropriate Government or University guidance related to social distancing and COVID-19 in force at the time of the examination must be adhered to. In-person examination may be delayed if restrictions prevent face-to-face meetings. Students who are overseas and returning to Cambridge for their viva should contact the International Student Office for visa advice if their student visa has expired or will be expiring soon.

You should keep Mrs Askew updated regarding your intended submission date so that your examiners can be appointed and contacted within plenty of time before you submit.

Format of the thesis

A PhD thesis must not exceed 80,000 words, including footnotes. The word limit includes appendices but excludes the bibliography. Discursive footnotes are generally discouraged, and under no circumstances should footnotes be used to include material that would normally be in the main text.

Statistical tables (and graphs, charts, maps, infographics, and the like) would count at 150 words each, up to and including four in total. Any additional tables (etc) would count at 100 words. For the purposes of establishing the final word count, any words included in those tables (etc) should not be counted.

Subheadings and captions will continue to be included in the word count, but if they wish, students may use just a brief caption to identify an image/table/etc inserted in the text, giving the full details in an appendix.

A candidate must submit, with the thesis, a statement signed by her or himself attesting to the length of the thesis. Any thesis that exceeds the limit will be referred back to candidate for revision before being forwarded to the examiners.

<http://www.admin.cam.ac.uk/students/studentregistry/exams/submission/phd/format.html>

The university or the department of POLIS does not stipulate a referencing style for PhD thesis submission. As long as the thesis is consistent throughout, students are free to use whatever style best fits with their research and writing.

Do note that translated transcripts included in your thesis do not need to be certified.

Submission Procedure

In order to be examined you will be required to submit your thesis to the POLIS Degree Committee electronically via the Course Moodle page. Please submit your thesis in Pdf format through the course Moodle page, at the tab below. Please also email phdadmin@polis.cam.ac.uk to confirm that you have made your submission. If you have any questions, please email the PhD administrator.

Please visit the Student Registry website for an up to date list of the other documents that also need to be submitted with your thesis.

<http://www.admin.cam.ac.uk/students/studentregistry/exams/submission/phd/submitting.html>

Following the viva, if you receive any corrections, the Postgraduate Committee will contact you with the recommendations. Any corrections must be approved by the examiners. Please note you will need to submit a final hard bound thesis and upload an electronic version to the university repository Appollo following

your viva. Please visit the Cambridge Students webpage for up to date instructions.

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/Postgraduate-exam-information/submitting-and-examination/phd-msc-mlitt/oral#corrections>

Extensions can only be granted in **extreme** mitigated circumstances. If you have mismanaged your time, have computer issues or have medical issues we cannot grant you an extension. You can withdraw from the university if you have any of these problems, and return when you are ready to submit. For more information on extensions and withdrawing from the university, please contact the Student Registry.

<http://www.cambridgestudents.cam.ac.uk/your-course/Postgraduate-study/your-student-status/extending-your-end-registration-date>

The Viva

Following submission of your thesis, your examiners will agree a date for the viva. There are no formal rules for the length of the viva but you can expect it to last between 90 minutes and three hours. During the viva you will be expected to defend your work and clarify any issues raised, while the examiners assess your knowledge of your field and the originality of your work. The most common result is to receive corrections after the viva, the process of which the PhD administrator will explain to you individually following the viva.

Post-viva approval process

Following your viva, the reports written by your examiners will be approved by the following committees in sequence: POLIS Postgraduate Studies Committee and the POLIS Degree Committee. Please be aware that this process can be slow and is reliant on the pre-set meeting dates. **Please also be aware that these meetings do not take place during the summer vacation and viva reports will be approved at the first Michaelmas term meetings.** If you need to provide evidence of completing your Viva for funding providers or future employers, ask your PhD Administrator for a stamped headed letter. Remember that the viva outcome is still provisional until committee approval has been given, and some funders will only accept final approval as evidence of a pass.

Once your viva reports have been approved you will receive the formal recommendation made by your examiners and the full reports from The Postgraduate Committee. You will be provided with information regarding your deadline to submit your corrections to the examiners if necessary, as well as when you can submit your hardbound thesis. Following submission of the hardbound thesis, you will be able to contact your college regarding graduation.

Access to the thesis

If you successfully pass your viva and your degree is approved, a copy of your PhD thesis will be placed in the University Library. There is a general expectation that all theses will be shared/disseminated after examination, and that restriction to access will only be granted in exceptional circumstances. If you have any concerns about access to your thesis or about the sensitivity of your data, you should discuss this with your Supervisor as early as possible and certainly before you actually submit the thesis. If your Supervisor has any concerns or queries they can approach the Degree Committee for guidance.

From 1st October 2017 you will be required to upload an electronic version of your thesis to the University repository, Apollo. You can do this using the upload form at <https://upload.repository.cam.ac.uk/> where you will also find further information. This is in addition to submission of a hard bound thesis.

If you have any questions or concerns about making your thesis available online, please visit the Office of Scholarly Communication's theses pages at <http://osc.cam.ac.uk/theses>, or contact support@repository.cam.ac.uk.

At the point of uploading the electronic copy of your thesis to the University's repository, you will be able to request that access to your thesis be restricted. Any restriction granted will also apply to the hard bound version of your thesis, any digitisation of the hardbound version and the version submitted electronically. The terminology for different access levels to theses is explained on the website of the Office of Scholarly Communication.

For more information, please see:

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/Postgraduate-exam-information/after-examination/degree-approval-and-1>

Other Departmental Activities

The Department offers a wide range of scholarly activities connected with its remit, to which PhD students are highly welcome. These include assorted seminar series, lectures, workshops, conferences, and other events. Moreover, the Masters and PhD students have taken on the responsibility of organizing a number of important activities, including the *Cambridge Review of International Affairs* (CRIA) (<https://www.cria.polis.cam.ac.uk/>)

POLIS Research Groups

POLIS organises various research groups, each convened by a member of the academic staff (often with the assistance of an advanced PhD student). They exist to foster collaboration between staff and students working in similar research areas. Students whose work falls under the remit of the research groups are encouraged to join them and attend the relevant events.

The European Centre @ POLIS

Director: Professor Bickerton

The European Centre @POLIS aims at bringing together multi-disciplinary expertise on European affairs in Cambridge, including history, law and economics in addition to politics and security studies, and form the focus for research projects, speaker meetings and networks of scholars. All PhD students doing European topics are advised to attend. Further details can be found here: <http://www.europe.polis.cam.ac.uk/>

POLIS Seminar Series

POLIS offers a rich menu of seminars covering a very wide range of topics. You are strongly encouraged to regularly attend those that are directly relevant to your own research. But it is also good academic practice to learn about other scholarly areas, and the seminars provide an excellent opportunity to do this. The Departmental Seminar, for example, provides a good way to learn more about research conducted across the department, meet academics beyond your field and connect with postdocs and other researchers.

Listings for seminar programmes, including those of all Centres associated with POLIS are available on the POLIS website. Please check the timetables for seminars, as the scheduling information listed in this document may change. The details can be found at:

<http://www.talks.cam.ac.uk/show/index/21736>

You may also benefit from attending research seminars in other departments in the university. Visit <http://www.talks.cam.ac.uk/> for a list of talks across the university but this list is not exhaustive and it is therefore best to visit the websites of the relevant departments and research centres at the beginning of each term to check and see if any of their talks are of interest.

Contemporary Political Thought Seminar

This seminar is jointly organised by POLIS and the Faculty of Philosophy, complementing the Political Thought and Intellectual History seminars. Speakers present a paper of about 45 minutes, followed by a Q&A session. The seminars will be running as in person at Jesus College between 1-2:30pm every other Friday.

The dates are:

8th October 2021, 22nd October 2021, 5th November 2021, 19th November 2021,

21st January 2022, 4th February 2022, 18th February 2022, 4th March 2022

A full list of speakers can be found on the web site and an email requesting interest will be sent out in Michaelmas term

<https://www.phil.cam.ac.uk/seminars-phil/seminars-political-phil>

Political Thought and Intellectual History Seminars

The Political Thought and Intellectual History Seminars are the official research seminars of the Political Thought and Intellectual History Subject Group of the Faculty of History. They are also an integral part of the History Faculty's PhD programme in Political Thought and Intellectual History and the Inter-Faculty M.Phil in Political Thought and Intellectual History which is co-sponsored by the Faculty of History, the Faculty of Classics and POLIS. The purpose of the seminar series is to present frontline research in the History of Political Thought and related disciplines by senior scholars within and outside Cambridge, as well as by younger academics, post-doctoral research fellows and advanced Postgraduate students. The Political Thought and Intellectual History seminar meets at 5pm on Mondays. Details can be found at: <http://www.polthought.cam.ac.uk/seminar>

Centre of Latin American Studies Seminars

These are held weekly at 5.30pm on Mondays during Michaelmas Term.

Please check details on the website:

<http://www.latin-american.cam.ac.uk/clas-open-seminar>

We also run many lunch time seminars, details of which can be found here:

<http://www.latin-american.cam.ac.uk/latest-news-and-events>

You can also sign up to the CLAS mailing list by contacting the CLAS administrator at admin@latin-american.cam.ac.uk

This listing of seminars is not exhaustive. Please refer to the 'Seminars' page on the POLIS website for further information about departmental seminars, as well as listings for other seminars in the university.

Other Academic Opportunities

Cambridge Review of International Affairs

The *Cambridge Review of International Affairs* is a peer-reviewed international relations, law and political economy journal, edited under the auspices of the Centre of International Studies, University of Cambridge. It is published four times a year by Routledge (Taylor & Francis) and is circulated to more than 5,000 libraries world-wide.

The journal promotes scholarly debate through its main format of thematic sections of about four or five papers debating theoretical, empirical and/or methodological questions. It also publishes individual articles or essays, and book reviews. To promote debate between theory and practice, leading practitioners of international affairs are invited to provide practical insights.

The *Cambridge Review* is entirely run by Postgraduate students, giving them unique opportunities to engage with leading scholars and practitioners and to acquire academic publishing experience. The diversity, multi-disciplinarity and experience of the student body contribute strongly to the dynamism of the journal.

At the beginning of each academic year, the editorial team organise a meeting for those interested in learning about how you can get involved with the journal (PhD students are especially encouraged). If you are unable to make it at the scheduled time for the induction event, but would like to find out more about the journal, please visit <https://www.cria.polis.cam.ac.uk/> or email CRIA at me1@cria.polis.cam.ac.uk and arrange to meet one of the team during their office hours.

Please note that any application to be part of the CRIA team will need to be approved by your supervisor.

Language Teaching

While it is unrealistic to expect to develop advanced language skills *ab initio* within the tight schedule of the PhD, it is certainly possible to acquire a reasonable reading knowledge in some languages or to move forward from moderate competence to the standard needed to conduct interviews. The University Language Centre is open to all Cambridge students and staff, and enquiries should be directed to the Centre: enquiries@langcen.cam.ac.uk. The Centre of Latin American Studies may be able to offer additional information or assistance in relation to Portuguese, Spanish, and indigenous languages of the Americas to those working on Latin American research topics. It may occasionally also be possible to take advantage of academic reading classes in various languages, run through the History Faculty. If these are felt necessary, you should discuss them with your supervisor.

Outreach Opportunities

All PhDs students have the opportunity to take part in Outreach programmes and events at POLIS. Often these events involve Open Days, speaking at schools, taking part in the Sutton Trusts Summer School & hosting masterclasses. These events are usually organised for prospective undergraduate students in the summer months. If you are interested in volunteering, please contact Rosalie Vanderpant rv352@cam

Undergraduate Supervisions

2nd, 3rd and 4th Year PhD students have the opportunity to take part in undergraduate supervisions. Undergraduates studying Politics and International Relations receive teaching in two different forms: lectures, sometimes supplemented with seminars, which are organised by the Department; and supervisions, which are formally organised and paid for by the Colleges. All students have a Director of Studies at their College, who has

oversight of their students' supervision arrangements. The purpose of the lectures or seminars is for the lecturer to provide a general introduction to a topic. Supervisions, by contrast, are discussions between a supervisor and students about the reading that the students have completed, and (usually) the essays that they have written. Whilst lectures are delivered to all the students on a particular course, supervisions are conducted in small groups, usually consisting of the supervisor and two and three students. Supervisions do not involve formal assessments of a student's work, but are a key part of the process through which teaching is conducted. Each year PhD students will be invited to supervise by the Undergraduate Secretary with a list of the confirmed papers for the following academic year. When you find a paper for which you'd like to supervise, you should contact the Undergraduate Secretary who will provide you with the required material. The Undergraduate Secretary in co-ordination with the Paper Organiser maintains a Teaching Register. The Paper Organiser either directly or through the Directors of Studies assigns supervisors to particular students. You should indicate whether you are able to supervise for the full year, or for specific terms only. Most papers rely upon supervisors who are able to supervise across the full year, although there are opportunities for teaching specific subjects within papers at particular times of the year. Please be aware that indicating your interest in a particular paper does not necessarily mean that you will be able to supervise; there are a number of factors in the allocation of supervisors each year. If you are not able to supervise at first, we are happy to keep you on the list of potential supervisors for further allocations throughout the year.

If you have any further questions, please contact the undergraduate administration team ugadmin@polis.cam.ac.uk

Professional Associations

If not in the first year, then in the second or third, research students should consider joining an appropriate professional association, attending its annual conference, and possibly presenting a paper. Details of conference funding available in the Department can be found on page 41. Participation in the British International Studies Association, the American Political Science Association, the International Studies Association, the British International History Society, the University Association for Contemporary European Studies, the Society of Latin American Studies, and similar organisations is an efficient way of getting to know who's who in your field, publicising your own research, making yourself known to prospective employers, and meeting research students from other universities with interests close to your own. Professional bodies generally offer concessionary rates to Postgraduate students, often requiring a letter of endorsement from their supervisor or head of department.

The Lisa Smirl PhD Prize

The Department offers a prize of £200 for the best PhD completed in the previous academic year. The Prize is named in memory of Lisa Smirl, who

gained her PhD in the Department in 2010 but who sadly died of cancer in February 2013. At the end of the academic year, Supervisors are asked to nominate students who they believe are worthy of the prize.

The PhD Fund

Polis runs a PhD Fund which is used to award grants to PhD students on a competitive basis for either **conferences or fieldwork**. Applications for conference funding or applications for fieldwork – of up to £500 – can only be made once you have passed your registration exercise. Students can either apply once for the full amount of £500 or make smaller separate applications. The receipts for your expenses must be presented to the PhD administrator for processing together with a redacted bank statement. Before you apply it is important that you read the terms of the fund carefully to make sure that you are eligible. The fieldwork grant can also be used to pay for student status letters and business cards, should students need them when abroad on research. The relevant information and the application forms can be found on the POLIS website at the following address:

<http://www.polis.cam.ac.uk/Postgraduates/CurrPhD/phd-fund>

The Polis Postgraduate Hardship Fund

The department also provides a hardship fund of up to £300 to assist Postgraduate students in cases of acute hardship resulting from unforeseen circumstances, for example essential travel because of family illness or bereavement or funds needed to complete studies. More information can be found on the POLIS website at the following address:

<http://www.polis.cam.ac.uk/Postgraduates/CurrPhD/department-of-polis-hardship-fund-operating-guidelines>

A University wide hardship fund is also available, further details of which can be found here: <http://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds/hardship-funding>

Cambridge Colleges each offer their own funding schemes, and students should liaise with their college tutors regarding these schemes first before applying for the University hardship fund.

POLIS Careers Fund

The 'POLIS Carers Fund', is available to all POLIS staff and Postgraduate students. The primary use of the fund will be to provide fiscal support, up to the value of £250, to cover carer costs whilst at conferences, seminars and during busy periods of the academic year.

In order to be eligible for the fund you must meet the below criteria:

- The applicant must be a current member of staff or Postgraduate student
- The applicant must check and confirm the event does not provide free childcare.
- Applicants are asked to acknowledge this funding in any presentations, or other documentation.

If you would like to apply to the fund, please complete the attached application form, and submit the document signed, with all relevant receipts to Ms Louisa Bailey.

If you have any further questions regarding POLIS' Carers Fund please have a look on our website: <https://www.polis.cam.ac.uk/about-us/polis-carers-fund>
Or contact Louisa Bailey at lkb44@cam.ac.uk

Fieldwork Fund

What Fieldwork Funding is

Fieldwork Funding is available to PhD students who are undertaking fieldwork as part of their course. The fund is given to the Department by the School, and the Department awards funds to students based on the applications it receives. Fieldwork Funding is intended as a way to assist students with their fieldwork expenses, within the terms set out below.

There are two funding rounds run each calendar year for fieldwork trips:

Round one – for trips taking place in January - June. The deadline for this application is 1 December each year.

Round two – for trips taking place in July - December. The deadline for this application is 1 June each year.

What Fieldwork Funding is not:

Fieldwork Funding is not a “fees refund”. The fund is not able to cover the full cost of fees and/or maintenance during periods of fieldwork, and students should not make applications on this basis.

Terms of the application: When you can apply

1. You must be in the first three years of your PhD – i.e. you cannot apply for this fund when you are a final year student in the writing up period.
2. You must have Leave to Work Away approved before you apply for Fieldwork Funding, or have initiated the process.
3. You must apply for Fieldwork Funding before you leave for your Fieldwork.

Fieldwork Funding is not a reimbursement fund. The application must be made in advance of any period of LTWA, and any costs that predate the application

or approval will be automatically discounted. Your application is an estimated account of your fieldwork expenses; if successful, you will be paid the money in advance and asked to provide accounting and receipts on your return (See below for more details).

4. You must apply for the correct round within which your travel falls but you can apply to both rounds within the same calendar year, if required. Please note, priority will be given to those applying for the first time in the calendar year. You must have reconciled previous fund payments before you can apply again. If the dates of your trip overlaps the rounds then you only need to apply once but please make this clear in your application.

For more specifics, please see the POLIS website:
<https://www.polis.cam.ac.uk/Postgraduate-student-resources/fieldwork-funding>

Equality and Diversity

The University of Cambridge is committed in its pursuit of academic excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

<https://www.equality.admin.cam.ac.uk/>

The Department operates a particularly strict policy on sexual harassment, and in relation to racism, xenophobia and discrimination.

Student Representation, Feedback and Complaints

During Michaelmas term, you will be invited to elect student representative from among the participants in the PhD program. Their terms typically run from October-October the next year, and their task is to represent your comments, interests and wishes to the relevant department officers (typically the PhD Directors). The representatives will also represent students on the appropriate committees within the department and participate in their deliberations and organise events.

The Department also solicits feedback by way of a questionnaire. You are strongly encouraged to participate in the survey, to allow us to further improve our support, activities and communications.

If there are other issues you wish to raise, you are always welcome to contact the relevant officer of the Department. In addition, please note that Professor James Mayall is the department's Responsible Officer (jb1m2@cam.ac.uk).

Information regarding the universities complaints procedure can be found at the following address:

www.studentcomplaints.admin.cam.ac.uk/student-complaints - student complaints procedure

www.studentcomplaints.admin.cam.ac.uk/examination-reviews - exam review procedure

The University's Equality, Diversity and Inclusion site for students provides further information and resources for

support: <https://www.studentwellbeing.admin.cam.ac.uk/equality-diversity-and-inclusion>

The University's resources on harassment and misconduct, and its reporting mechanisms, are available through the Breaking the Silence site

[Breaking the silence - preventing harassment and sexual misconduct | \(cam.ac.uk\)](http://www.cam.ac.uk/breaking-the-silence)

The Student Union has elected representatives and a support service which may serve as a further information resource. <https://www.cambridgesu.co.uk/>

Student Wellbeing

The University has extensive and varied resources to support the wellbeing of students, including provisions for counselling, support for mental and physical health, disability support, and networks for connection and solidarity. These are accessible via the University Health and Wellbeing site for students

<https://www.studentwellbeing.admin.cam.ac.uk/>

[Equality, diversity and inclusion | Student Wellbeing \(cam.ac.uk\)](http://www.cam.ac.uk/equality-diversity-and-inclusion)

COVID-19: the University's pages for advice and support related to COVID-19 are available here: <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni>

Resources for student support are here: <https://www.cam.ac.uk/coronavirus/students/all-students>

Your College acts as the primary source of your pastoral care and also has a dedicated Welfare Officer; please see their website for the resources they can provide.

The Student's Union also offers a range of ways to connect with other students, including to varied networks of students, resources, activities and events, support and guides to the University and the city.

Your POLIS Welfare Contacts are Ms Livia Harriman (la334@cam.ac.uk) and Ms Alice Jondorf (aj597@cam.ac.uk). You may approach Livia or Alice in total confidence with any concerns you have regarding mental health and/or wellbeing while studying at Cambridge. The role of the Welfare Contact is not to act as a counsellor, but to direct students to wellbeing and mental health resources within the University, and to facilitate communication where necessary.

If you have any questions about the above, please contact Livia or Alice.

University Childcare Office

The Childcare Office oversees the facilities and assistance offered to University staff and students with children.

The University has two day nurseries at Edwinstowe Close and at the West Cambridge site for children from three months to school age, as well as a Holiday Playscheme which operates during the state school holiday periods (excluding Christmas and Bank Holidays) for school-age children; although our venue at St Mary's Junior School is also open for some additional holiday periods. Staff can benefit from two salary exchange schemes to save tax and National Insurance payments on all or part of childcare costs.

The Childcare Office operates an Information Service, which aims to support families of the University community. The service offers information on family related issues including childcare, schooling, health care, financial support and local community resources.

You can contact the Childcare Office on 01223 765305 or email childcare@admin.cam.ac.uk.

Important Faculty Contacts

Position	Name	CRSid	Room	Phone
Head of Department	Professor Jude Browne	jmb63	105	(7)67241
Director of the PhD Programme (Lent Term and Easter terms)	Dr Tomas Larsson	thl33	104	(7)67231
Director of the PhD Programme (Michaelmas Term)	Professor Chris Bickerton	cb799	126	(7)67254
PhD Methodology and Skills Training Coordinator	Professor Duncan Kelly	djk36	134	(3)34617
Chair of the Postgraduate Studies Committee	Professor Mette Eilstrup-Sangiovanni	mer29	104	(7)67232
Departmental Administrative Officer	Ms Emma King	ek564	141	(7)67228
Department Teaching Administrator	Ms Jenna Kapaun	jlk51	142	(7)67261
PhD Programme Administrator	Mrs Hayley Askew	ha446	142	(7)64619
MPhil International Relations and Politics Administrator	Shakira Matu	shakira.matu@admin.cam.ac.uk	142	(7)67112
MPhil Public Policy Administrator	Mr Andrew Cuthbert	amc242	140	(7)67236
Undergraduate Administrator	Mrs Rosalie Vanderpant	rv353	142	(7)67235
Undergraduate/ Administrative Assistant	Ms Alice Jondorf	aj597	142	(7)67255

Communications Coordinator	Ms Livia Harriman	la334	140	
Ombudsperson	Professor James Mayall	jblm2	220	(3)38809

Postgraduate Studies Committee Dates

All papers to be submitted to the GSC for approval must be given to the PhD Postgraduate Secretary no later than one week before the committee date.

TERMS	Postgraduate Studies Committee
Michaelmas 2021	14 th October 18 th November
Lent 2022	3 rd February 10 th March
Easter 2022	12 th May 16 th June

Safety Notice

Department Safety Officer

Andrew Cuthbert (tel: 67236) room 140, POLIS Admin Office

First Aid

Ms Jenna Kapaun (tel: 67261) room 142, POLIS Admin Office

Mr Jamie Brittain (tel: 65006), Alison Richard Building site supervisor

Fire Evacuation Procedure

Fire Manager

Andrew Cuthbert (tel: 64619) room 142, POLIS Admin Office

The fire alarm will be tested weekly. In the event of a fire practice or a genuine fire, the fire alarm will ring continuously. You must leave the building immediately, without stopping to collect any of your belongings.

The fire assembly point is between the Law Faculty and the Raised Faculty building on the Sidgwick Site.