



UNIVERSITY OF CAMBRIDGE

Department of Politics and
International Studies

PhD Course Handbook
Politics and International Studies
October 2023



Picture by Bruno Schmidt-Feuerheerd

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PhD Fieldwork Photography Competition



Picture by Beatriz Santos Barreto



Picture by Nikita Hiralal

The photographs displayed on the front cover of this handbook and above are the winning entries from the PhD fieldwork photography competition. During Easter Term POLIS run a Photography Competition to showcase the best images our PhD students have taken whilst out on their fieldwork.

Winners for the 2022-23 prize were:

1st prize – Bruno Schmidt-Feuerheerd, PhD Candidate, Politics and International Studies
“Young residents of Jeddah’s old town with consoles outdoors. As part of the ongoing reconstruction of Jeddah’s old town, this space will soon disappear to be replaced with upscale boutique cafés.”

2nd prize – Beatriz Santos Barreto, PhD candidate, Centre of Latin American Studies.
*Families, living in encampments and settlements of the Movimento dos Trabalhadores Rurais Sem Terra, donated 20 tons of produce to collectives that distribute meals in the city. The produce was included in their *mística* and blessed by Leonardo Boff and Yalorixá Iyagunã Dalzira.*

3rd prize – Nikita Hiralal – PhD candidate, Centre of Development Studies.
A subsistence fisherwoman at the beginning of the evening shift. She wears a t-shirt from a protest march that reads; “Save the People Save the Oceans No to Oil & Gas Exploration”.

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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.

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.

<https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-research-students>

Emergency Contacts

Please see information on [Emergency Contacts](#) for whom to contact in an emergency if you have immediate concerns about your wellbeing or mental health.

Important Dates for 2023-24

Date	Event
3 October	Michaelmas Term begins
3 October	Induction Day 10am-6pm PhD Director talk 10am-11.30am S2 Guest speakers/refreshments -11.30am-5pm SG1/SG2 Drinks reception 5pm-6pm Atrium ARB
4 October	Postgraduate group photograph – ARB ground floor 11am
5 October	All SSRMP bookings go live at 12 noon
9 October	History of Political Thought class for first-year PhD students in History and POLIS – Optional (2.30-4.30 Room 119)
12 October	Drinks reception 6-7.30pm Queens' College – Old Hall
12 October	PhD Methodology Seminar (Room S3, 4—6 pm)
12 October	SSRMP Basic Stats requests booking window closes (12pm) Please remember that submitting a booking request for BSS modules is not the same as having a confirmed booking
19 October	PhD coffee morning Atrium ARB (11am-12.30pm)
19 October	PhD Methodology Seminar (Room 138, 3-5 pm)
23 October	History of Political Thought class for first-year PhD students in History and POLIS – Optional (2.30-4.30 Room 138)
26 October	PhD Methodology Seminar (Room 138, 3-5 pm)
2 November	PhD Methodology Seminar (Room 138, 3-5 pm)
6 November	History of Political Thought class for first-year PhD students in History and POLIS – Optional (2.30-4.30 Room 138)
9 November	PhD Methodology Seminar (Room 119, 3-5 pm)
10 November	Students can sign up to meet with Professor Bickerton, the PhD Course Director. Please email him in advance to arrange
16 November	PhD Methodology Seminar (Room 138, 4.30-6.30 pm)
20 November	History of Political Thought class for first-year PhD students in History and POLIS – Optional (2.30-4.30 Room 138)
24 November (by this date)	1 st year students should meet with Supervisor to discuss their revised research proposal (from their application for admission)
23 November	PhD Methodology Seminar (Room 138, 3-5 pm)
30 November	PhD Methodology Seminar (Room 138, 3-5 pm)
TBC	PhD pub social event – led by student representatives
2 December	Michaelmas Term ends
16 January	Lent Term begins
16 January	Professional Development Module – Conferences (Seminar 1) 11.30am-1.00pm Room 138 ARB
19 January	1 st year students to submit revised research proposal to Supervisor

29 January	History of Political Thought class for first-year PhD students in History and POLIS – Optional (2.30-4.30 Room 138
30 January	Professional Development Module- Publishing (Seminar 2) 11.30am-1.00pm Room 138 ARB
12 February	History of Political Thought class for first-year PhD students in History and POLIS – Optional (2.30-4.30 Room 138
13 February	Professional Development Module – Career Trajectories: Academic Job Applications (Seminar 3) 10.30am-12.00pm Room 138 ARB
27 February	Professional Development Module – Career Trajectories: 'Beyond' Academia (Seminar 4) 11.30am-1.00pm Room 138 ARB
12 March	Professional Development Module –Teaching and Pedagogy (Seminar 5) 11.30am-1.00pm Room 119 ARB
26 February	History of Political Thought class for first-year PhD students in History and POLIS – Optional (2.30-4.30 Room 138
TBC	PhD pub social event – led by student representatives
11 March	History of Political Thought class for first-year PhD students in History and POLIS – Optional (2.30-4.30 Room 138
11 -15 March	1 st Year Students pre-assessment review with Supervisor and Advisor
17 March	Lent Term ends
23 April	Easter Term begins
23 April- 14 June	2 nd & 3 rd Year Assessments take place
29 April	1 st Years submit Assessment documents to Supervisor
TBC	PhD pub social event– led by student representatives
17 May	Student deadline for submitting Fieldwork Funding application
17 May	1 st Years submit Assessment documents and Ethics and Risk applications to Advisor & Assessor
Late May TBC	PhD student symposium room
20 May-7 June	1 st year Registration Exercises take place
7 June	1 st year students to submit papers to ERF (via programme administrator)
TBC	Postgraduate social event – organised by the student reps
14 June	Easter Term ends

Welcome from the Head of Department

On behalf of everyone in the Department of Politics and International Studies (POLIS), I would like to offer you a very warm welcome to Cambridge. We hope you will have a rewarding time here both intellectually and personally. POLIS is a relatively new and fast-growing department (founded in its current form in 2009) within an old and very well-established university (814 years to be precise). Within POLIS there are a number of centres and institutes that make it the most intellectually diverse department in the University: African Studies, Development Studies, Latin American Studies, South Asian Studies, Gender Studies, Geo-politics, Governance and Human Rights, the Bennet Institute for Public Policy and the YouGov Centre for Public Opinion and Policy Research.

POLIS prides itself on being an intellectually open academic environment and on its strong tradition of interdisciplinary study. Academics and students embody a wide variety of different approaches, linked by a shared respect for intellectual curiosity. This is a fascinating and challenging time to be studying politics and we hope that you will benefit from what we offer as a department, and we welcome your contribution to the diversity of what we do together. You will notice the many public events, seminars and lectures taking place in the Alison Richard Building (ARB) throughout the year and we hope you will take advantage of these during your time here.

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 and 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 (8 Masters' and 4 PhD programmes and 2 joint undergraduate Triposes), so please be understanding of the demands placed on our staff. 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.

It is important to us that you enjoy your time in POLIS and find it as fulfilling as possible academically. Best of luck with your research, and warmest wishes.

Professor Jude Browne
Head of Department

Introduction to the Department

POLIS provides a focus for politics at the University of Cambridge as one of four departments in the [Faculty of Human, Social and Political Science](#). We have close links with many other Departments and Faculties at Cambridge including History; Sociology; Psychology; Law; Asian and Middle Eastern Studies; and Social Anthropology allowing our students access to a diverse range of subjects and to explore individual interests.

In addition to the world class teaching and research within politics and international studies, the Department includes ten [Centres](#) which lead the historical and contemporary study of public policy, gender, political thought, the global south, geopolitics, development studies, governance and human rights.

Being ranked among the best in the world allows us to attract the most outstanding students and staff and to create an atmosphere of excellence in learning and research. Nearly 600 undergraduates and more than 350 graduate students from over 30 countries are currently enrolled in programmes at POLIS, creating a vibrant community in an exceptional environment in which to learn and examine all aspects of the political discipline.

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, or some of the Centres focusing on

regions such as Africa, Latin America and South East Asia, and gender and development studies. We hope that you will make full use of this breadth of expertise.

Introduction to the PhD Programme

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 for research (three years) and up to a maximum of twelve terms (four years). The part-time program runs for a minimum of fifteen terms (research) and a maximum of twenty one terms (seven years). Candidates must submit within this given timeframe 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 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. Students may apply to be reinstated once they can demonstrate that they are ready to submit the thesis.

Full-time candidates on the course are expected to devote themselves fully 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). Part time students are required to attend Cambridge and undergo formal supervision with their Supervisor at a frequency agreed between the Supervisor and student and determined by the nature of the research project. In general we would expect part time students to be resident in Cambridge for around 45 days per year, spread throughout the year, for supervision and training.

Full-time post Postgraduate students are expected to live within 10 miles of the centre of Cambridge while carrying out research in the University. Full time 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. Part-time students have no residence requirement and therefore do not need permission to reside outside Cambridge. Under certain circumstances, it is possible to spend time away from Cambridge to pursue research. 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. The Supervisor will help develop the thesis project through discussion and the review of draft materials presented by the candidate. **At the beginning of the year the candidate and the Supervisor should agree the frequency of their meetings.** 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 on 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. For full time student this is usually the third term and for part time students the fifth term. This exercise 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 within the specified timeline.

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.

Bodies Involved in Administering the PhD

The University is a rather complex organisation. 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. The submission of the final thesis is made on the course Moodle page. 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 POLIS 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 of the POLIS PhD programme, whilst the administration of the PhD programme is managed by the PhD Course Administrator Mrs Hayley Askew. The first point of contact with the department for queries or concerns, after your Supervisor, should be to Professor Bickerton for academic matters or Mrs Askew for administration matters.

There is a Director of Postgraduate Education, Professor Peter Sloman and a Deputy Director of Postgraduate Education, Professor Adam Branch, who oversee all the Postgraduate programmes across POLIS. The Postgraduate Education Committee (PEC) within the Department oversees PhD matters at department level and meet approximately once a month in term time. The PEC is chaired by Professor Adam Branch. The PEC secretary is the department's MPhil Politics and international studies administrator. The student representatives are expected to attend the PEC unreserved meetings.

All PhD candidates will also be members of a college as well as part of the department. 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 Professor Chris Bickerton, the PhD course administrator Mrs Hayley Askew, Director of Postgraduate Education Professor Peter Sloman.

Methods and Approaches and Skills Training

The PhD programme offers a programme of support for the development of your research methods and approaches and your professional skills set. This extends over all our period of research in Cambridge, although the bulk of the activity is concentrated prior to registration.

At the beginning of study all PhD candidates should download their **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 (Part time years 1-2)

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, offered by 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. Part time students would be expected to attend all compulsory weekly sessions held in the first term of the first year.

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 Thursday from 12th October to 30th November from 3-5pm. The seminars will be held in room 138 in ARB except 12th October SG2 and 9th November 119.

Further Training requirements

In order to meet the need for specific methods training, students are required to take additional modules. A minimum of 8 hours.

Social Sciences Research Methods Programme (SSRMP) Methods Training

Students may choose from a range of modules on statistics, advanced statistics and qualitative methods. The timetable is 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 and 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.

SSRMP Induction

The induction page explains how the SSRMP works, more about the modules offered, and everything you need to know about making a booking. Taking part in this induction is compulsory for all University of Cambridge students intending to take any module offered by the SSRMP in the academic year, and should be done before attempting to make any bookings.

[Take the SSRMP Induction](#)

Alternative modules

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. For students of Political Theory, there is the option to register on the History of the History of Political Thought research training classes instead, providing your supervisor gives approval. These classes are taught by Dr Chris Brooke and Dr Chris Meckstroth. [About the Seminar | Cambridge Centre for Political Thought](#)

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 of the PhD programme.**

Year 2 (part time years 2-3)

Naturally, the second and third period 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. Students should record the various courses (and other academic activities) they have attended or been involved with on their Progress Log. **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 3 (Part time years 4-5)

PhD students are expected to continue their participation in departmental activities. The department offers 'work in progress' seminar for 3rd and 4th year PhD students (5th -7th year part time). 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 sessions, presenting a pre-circulated paper, usually a draft thesis chapter, at one scheduled session, and to provide comments and feedback on the drafts of fellow seminar participants. Paper presenters are encouraged to invite a small number (1-3) of additional attendees to provide specialist feedback on the paper. 1st and 2nd year students (1st-3rd year Part time students) are welcome to attend, please contact the PhD administrator to register your interest.

Transferable Skills

The University is involved in a Postgraduate Research Development Programme (Inkpath) which offers training courses on teaching and transferable skills. The courses offered can be viewed and booked online: [Inkpath](#)

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 (year 1-2 part time students) but is also open to those in other years who wish to attend.** The venue will be announced closer to the time. 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.

PhD Seminar series

PhD students convene and lead 5/6 separate seminars as part of this series. The seminars will be selected competitively every year by POLIS PhD student representatives and the Director. A budget is available for each seminar group to spend on typical workshop expenses such as biscuits and coffee and travel and accommodation cost (including if required the opportunity to invite one prestigious external speaker per year). The aim is to invite non-POLIS speakers from faculties across Cambridge as well as from other universities. The seminar

conveners will be responsible for organising how the money is spent and to make all the arrangements for the seminars working closely with the PhD administrator who will oversee the budget.

PhD Symposium

This is one day event organised by PhD student representatives designed to provide current PhD students with the opportunity to present their work in an informal setting. The day consists of short presentations given by PhD students on a paper or chapter of their thesis followed by comments and questions from the audience. Panels are typically chaired by members of staff and Supervisors are particularly encouraged to attend. This event provides an opportunity for first year PhD students to receive informal feedback on their work before they have to submit their first-year report. This year's symposium is scheduled to take place in late May 2024. Date to be confirmed.

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 appointed Assessor. The Primary Supervisor should only be in attendance by special request.

Full time students

1st year students should meet with their 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 (**11th-15th March 2024**), and address preparations for the First Year Assessment

By **29th April 2024** 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.

You are expected to discuss your fieldwork plans with your Supervisor prior to submitting any papers. In addition, if you are planning on conducting fieldwork in 2023 early 2024, you are expected to include a first draft of your applications for Fieldwork, Risk Assessment and Ethics, as part of the materials you submit for the registration exercise.

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.) [Foreign travel advice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/foreign-travel-advice). More information about Ethics, Risk and Fieldwork can be found on the POLIS web page

By **17th May 2024** candidates should submit all materials to their Postgraduate Advisor and Assessor including all Ethics, Risk and Leave to Work Away applications via email, (unless a hard copy is requested), additionally a copy should be sent to the PhD administrator. The assessments should then take place between **20th May and 7th June 2024**.

Part time students - timeline

- End of Lent Term year 1 (week 8) part time students should meet with their Supervisor to discuss their revised research proposal.
- End of Easter Term year 1 (week 7) part time students are expected to submit their revised research proposal to their Supervisors.
- End of Easter Term year 1 (week 8) Supervisors should arrange a Pre – assessment meeting with the Supervisor, postgraduate Advisor and the candidate
- End of Michaelmas Term year 2 (week 8) part time students 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.
- End of Lent Term year 2 (week 8) part time students submit all materials to the Postgraduate Advisor and Assessor
- First Year Registration assessments should then take place in Lent year (year 2) weeks 6-8.

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 13).
- Many of the SSRMP courses (page 14) 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 Assessment

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 the student is not registered until substantial corrections are made (timeframe to be agreed between assessors)
- iv) That you should not be registered until substantial corrections are made (timeframe to be agreed between your assessors)
- v) That you should revise and resubmit for another assessment the following term.

If the assessor and advisor do not agree on registration after the second registration meeting, the case will then be referred to the PEC, which may make a recommendation to the Degree Committee to award the Certificate of Postgraduate Study.

The outcome of your registration remains **provisional** until the Postgraduate Education Committee approves your assessment paperwork.

In the case of recommendation iv, the assessment shall be attended by the Director of the PhD Programme or the Chair of the PEC 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 Administrator (phdadmin@polis.cam.ac.uk) should also be copied into the email. Once these revisions 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 PEC, which may make a recommendation to the Degree Committee to award the Certificate of Diligent Study.

Second Review

Your Supervisor and Postgraduate Advisor will conduct the second assessment. It will normally take place during Easter Term for full time students and Michaelmas term of the 4th year for part time students. The candidate will submit a short report on progress, difficulties and achievements since the registration 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 Review

Towards the end of the third year for full time students and Easter Term of the 6th year for part time students, 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.**

Ethical approval, risk assessment and 'leave to work away'

Thesis research can raise various ethical and risk issues. In this context, 'ethical issues' refers to sensitivities and risks related to human participants and data involved in the research, while 'risk' concerns any dangers and challenges to the researcher themselves. The department takes these issues seriously, and students should consider them carefully and discuss them with their Supervisor.

When research involves human participants or involves private data, then an 'ethical approval' application needs to be submitted. When research is conducted outside the direct University of Cambridge context (for more than one day at a time) or involves potential risk to the researcher (e.g. from participating in online interviews or forums), then a 'risk assessment' application needs to be submitted. In some cases, a 'leave to work away' application will also be necessary. If the dissertation research raises none of these issues, the student will need to submit a form confirming this.

Students are expected to include any relevant applications and forms in the submission for their first-year registration exercise in Easter term of their first year. If research plans change after and require new or further applications, then these can be submitted in later years.

For more detailed information on this (including guidance on the circumstances in which certain applications are necessary and application forms), see the section on the POLIS website dedicated to these issues.
<https://www.polis.cam.ac.uk/ethics-risk-and-fieldwork-erf>

First year PhD candidates should submit all Ethics, Risk and Leave to Work Away applications to their Postgraduate Advisor and Assessor by **17th May 2024** for trips scheduled for Michaelmas Term 2024 Lent Term 2025. These should have previously been approved by the student's Supervisor.

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>

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

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](#).

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.

Changes in Circumstances

Intermission

An intermission is an authorised break from study for a defined period. There are two types of intermission. Non-medical and Medical.

You should discuss this with your supervisor, and possibly also your college Tutor, before submitting your application.

You can apply for intermission via your CamSIS self-service. Information on how to do this is available on the '[Applying for a change in your student status](#)' page.

Intermission can only be backdated by a maximum of 30 days from the date of application. For example, if you submit your application on 31st October, the earliest start date for your period of intermission will be 1st October.

Once submitted, your application will be considered by your supervisor, Department, College and Degree Committee before arriving at the Student Registry for the final decision.

Please see guidance on [returning from medical intermission](#). If returning from non-medical intermission you do not need to submit any application

Changing your mode of study

You can apply to change your mode of study from full-time to part-time or from part-time to full-time via your CamSIS self-service. Information on how to do this is available on the '[Applying for a change in your student status](#)' page.

Visa holders: If you are currently studying at Cambridge on a Student visa, read the relevant information about changing mode of study on the [International Students webpages](#) prior to applying. You can contact the International Student Office at international.students@admin.cam.ac.uk.

Withdrawing from the University

If you wish to withdraw from your course, whether temporarily or permanently, it is important to let the University know by submitting an online form. You may find it useful to discuss leaving the University with your College Tutor before finalising your decision as there may be other courses of action to consider, such as [medical](#) or [non-medical intermission](#).

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

You can find more information about the dates of full term on the 'Term Dates' page of the University's website: <https://www.cam.ac.uk/about-the-university/term-dates-and-calendars>.

The effects of withdrawing from the University

Withdrawing from the University means that you will no longer be recorded as a student of the University of Cambridge and will no longer be entitled to supervision or the use of University resources, including your University email address. When your withdrawal is confirmed the University Information Services (UIS) will email you giving notice of approximately four weeks before your access to resources and your Cambridge email addresses are deactivated.

In exceptional circumstances access to these resources may be retained for a further period, with the support of your department in consultation with UIS. You should contact your departmental postgraduate administrator if this applies to you. However, please note that although you may also retain certain access with departmental support, all of the University's e-resources will become unavailable - in all cases, the University's license agreements prevent access to those who are not currently students or members of staff. You can find more information about the effects of withdrawal from study on the [Withdrawal from Study](#) page.

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, via your CamSIS self-service account.

Please refer to the university web pages [Extending your Submission Date | Cambridge students](#)

Information for students studying on a Student Visa

It is advisable to contact the International Student Office to check the implications of any change of circumstances on your visa status: (International.Students@admin.cam.ac.uk)

Reinstatement

If you have chosen to withdraw, you may be able to apply for reinstatement in the future. See the page on [reinstatement](#) for more information about this. Temporary withdrawal will not impact on the overall terms for which there is [fee liability](#). Temporary withdrawal does not extend your thesis submission date (postgraduate research students) and you will still be required to complete the minimum number of terms of research required for your degree. Further information about terms of study, research and residence can be found on the [Terms of Study](#) page.

If you were removed from study as you did not meet your submission deadline, you should not apply for reinstatement until your thesis is ready for submission for examination. You should apply online via your Extended Self-Service. If you have previously completed a course of study (undergraduate or postgraduate) at the University of Cambridge since 2013 you will have been given a 'Raven for Life' account and should be able to access your ESS via the normal CamSIS login page:

<https://help.uis.cam.ac.uk/service/accounts-passwords/leaving>

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.

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.

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>

Please submit your thesis to the POLIS Degree Committee electronically via the Course Moodle page. You will not be required to send anything to Student Registry and you do not need to send anything to the Degree Committee directly, please submit your thesis in Pdf format through the course Moodle page [Course: PhD in Politics and International Studies \(cam.ac.uk\)](#)

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.

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

[What is academic misconduct? | Plagiarism and Academic Misconduct \(cam.ac.uk\)](#)

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 cohort and department 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 or outreach work undertaken on behalf of the University. Academic related work may include supervising undergraduates, invigilating examinations, working in a University / College library or demonstrating in a laboratory. 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
- they do 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 university offers training both through departments and centrally.

Postgraduate Research Students holiday allowance.

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, Access to ARB and printing

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

Room 101 and room 129 (**129 desks situated to the right of room only**) are open to all POLIS PhD (Politics and International Studies) students and operates on a first come, first served basis. This is a hot desk area and desks cannot be reserved. Room 129 is a quiet space and we ask that everyone respects this condition.

Please ensure that you take your personal belongings away with you at the end of your session.

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 onto the course. You can print, copy and scan documents using the University's DS-Print enabled multi-function devices (MFDs) in many Colleges and Departments.

Many printers should be wired into the POLIS_FindMe printer network whereby printing is released by use of ID card. This is beneficial from a security aspect for sensitive documents you might be printing, so they don't come out of the printer and get read by someone else before you get there. You can also scan straight to your email from the printer once you have tapped your card to sign into the printer.

You will need to install DS-Print software first [Printing, copying and scanning | IT Help and Support \(cam.ac.uk\)](#)

Help and usage support For any other problem associated with using these printers or MFDs please consult the [UIS Service Desk](#) in person, by phone on 01223 334681 or by email to servicedesk@uis.cam.ac.uk

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>

For local printer queries contact HSPS IT Helpdesk (helpdesk@hps.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.

Additionally, there are 16 desks available in a large, shared office in the Mond Building on the New Museums Site for PhD students registered in institutions within the School of Humanities and Social Sciences. This is available for students who are in their second, third and fourth years of PhD study. To find out more, please email the reception staff hps-admin@lists.cam.ac.uk

PhD students have 24 hours access to ARB, 7 days a week (excluding public holidays). **In order to gain access to the building you will be required to take your university id card to the reception desk in ARB and ask them to give you access to the first-floor corridors.** Please wait until mid-October to do this, so that the facilities team have access to your details.

Library

POLIS is served by the Seeley Historical Library: [Seeley Library | Faculty of History University of Cambridge](#)
seeley@cam.ac.uk

Cambridge University Library is situated close to the Alison Richard Building: [Cambridge University Library |](#)

The Haddon Library houses books about Anthropology and Archaeology. The collections, services and classes focus on [Anthropology](#), [Archaeology](#) and the [HSPS Tripos](#), but all members of the university are welcome to borrow books and work in the library.

The Marshall Library supports teaching and research in both the [Faculty of Economics](#) and in the [Centre of Development Studies](#).

All libraries have study space available, this is in addition to space that individual colleges offer.

Preparing to Submit, Submission and the Viva

Intention to Submit Form

At the beginning of your 4th year of the PhD (6th/7th year Part time), 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 webpage 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. The abstract should be a concise summary of your thesis, covering the major points, content and scope of your argument, the theoretical framework or scholarly point of departure, as well as the methodology, and type of evidentiary basis. It should be able to stand alone.

You are asked to submit this form 2-3 months before you intend to submit. Forms may be sent out to 4th year students at the beginning of each academic year. [Submitting your PhD Thesis | Department of Politics and International Studies \(POLIS\) \(cam.ac.uk\)](#)

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 Education Committee and Degree Committee. Please be aware that committees do not meet outside of term dates.

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 final 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. 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-EEU international travel).

In-person oral examination: 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 the PhD administrator 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, [Moodle: Log in to the site \(cam.ac.uk\)](#). 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>

The internal examiner will contact you directly to arrange the viva.

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 can 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 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. 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. [Submitting your hardbound thesis \(final thesis submission\) | Cambridge students](#)

[Appollo :: How-to deposit \(cam.ac.uk\)](#)

The POLIS 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-guidlines>

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.

Fieldwork Fund

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 August - January. The deadline for this application is 17 May.
- Round two – for trips taking place in February - July. The deadline for this application is 10 November.

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.

Please note that funding will be capped (usually between £2000-£4000), students may apply for larger amounts, these will be considered in a case by case basis.

For the terms of the application and how to apply, please refer to the POLIS website:

[Fieldwork Funding | Department of Politics and International Studies \(POLIS\) \(cam.ac.uk\)](http://www.polis.cam.ac.uk/Fieldwork-Funding)

POLIS Carers 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 Emma King at ek564@cam.ac.uk

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 Bennett Institute for Public Policy (BIPP)

Co-Directors: Professor Diane Coyle and Professor Mike Kenny

The Bennett Institute for Public Policy's goal is to rethink public policy in an era of turbulence and inequality. The research connects the world-leading work in technology and science at Cambridge with the economic and political dimensions of policymaking. The Institute is committed to outstanding teaching, policy engagement, and to devising sustainable and long-lasting solutions. [Bennett Institute for Public Policy at the University of Cambridge](#)

The Centre for Geopolitics

Director: Professor Brendan Simms

An interdisciplinary space created by leading academics to consider within their historical contexts the world's most pressing current geopolitical questions. The centre seeks to deepen the study of grand strategy and statecraft at the University of Cambridge, offer innovative opportunities for collaboration with practitioners and deliver impactful engagement with the wider world. [Centre for Geopolitics | Providing historically-grounded approaches to enduring geopolitical problems. \(cam.ac.uk\)](#)

The Centre for Governance and Human Rights (CGHR)

Co-Directors: Dr Sharath Srinivasan and Dr Ella McPherson

Within Cambridge, CGHR brings together wide-ranging expertise from within POLIS and across the University to build a core network of scholars, including graduate researchers. The Centre benefits from the ideas and involvement of a range of academics with expertise in regional politics (Africa, the Middle East, Asia and Latin America), human rights, comparative law, international studies, security studies, anthropology, geography, international development, history and political thought. <https://www.cghr.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.

Cambridge Centre of Political Thought

Directors: Prof. Richard Bourke (History), Prof. Duncan Bell (Politics and International Studies), Prof. Annabel Brett (History), Prof. Duncan Kelly (Politics and International Studies)

This is run jointly by POLIS and the History Department. This centre offers activities such as seminars, lectures and conferences. Cambridge is a world-leading centre for the study of the history of political thought. [Cambridge Centre for Political Thought |](#)

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. Details can be found at:

<http://www.polthought.cam.ac.uk/seminar>

Contemporary Political Thought Seminar

Convenors: Prof Clare Chambers (MT) / Dr Sarah Fine (LT) (Philosophy), and Dr Rebecca Buxton (POLIS)

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. A full list of speakers can be found on the web site and an email requesting interest will be sent out in Michaelmas term [Political Philosophy | Faculty of Philosophy \(cam.ac.uk\)](#)

Centre of Latin American Studies Seminars

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

YouGov-Cambridge Centre for Public Opinion Research

The YouGov-Cambridge Centre for Public Opinion Research is a joint research centre run by YouGov and POLIS, which promotes in-depth collaboration between pollsters and academic experts. Alongside research and events, the Centre contributes to teaching at the University and provides several postgraduate scholarships each year.

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 one of the editors 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 ugradadmin@polis.cam.ac.uk

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. [supervisors guide to supervisions](#)

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

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 Lisa Smirl PhD Prize | Department of Politics and International Studies \(POLIS\) \(cam.ac.uk\)](https://www.equality.admin.cam.ac.uk/)

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

Towards the end of Michaelmas term, you will be invited to elect student representative from among the participants in the PhD programme. Their terms typically run from January-December, 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 questionnaires. These are available to first year students when they register for the PhD and for final year students when they submit their thesis. 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 Petr Sloman (DOPE - postgraduate) and Professor Giovanni Mantilla (Dr Chris Brooke LT) (DUGE - undergraduate) are the department's Responsible Officers (pjs93@cam.ac.uk; gm633@cam.ac.uk and cb632@cam.ac.uk LT).

Information regarding the university's 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

Information regarding student support [Student Support | University of Cambridge](#)

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 | \(cam.ac.uk\)](#)

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

Student buddy system - Chat with our students below or read their blogs [Chat with us | Postgraduate Study \(cam.ac.uk\)](#)

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/>

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 Contact is Ms Alice Jondorf (aj597@cam.ac.uk). You may approach 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 Alice.

Emergency Contacts

Please see information on [Emergency Contacts](#) for whom to contact in an emergency if you have immediate concerns about your wellbeing or mental health.

University Childcare Office

The Childcare Office oversees the facilities and assistance offered to university staff and students with children. The University has three-day nurseries that students can apply for places at: West Cambridge Nursery, Eddington Nursery and the Chris Abell Nursery

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. [Childcare Office | \(cam.ac.uk\)](#)

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	
PA to the Head of Department	Chloe Brown	hod-pa@polis.cam.ac.uk	141	(7)67261
Director of the PhD Programme	Professor Chris Bickerton	cb799	126	(7)67254
Director of Postgraduate Education (DOPE)	Professor Peter Sloman	pjs93	108	(7)67245
Director of Undergraduate Education (DUGE)	Dr Giovanni Mantilla	gm633	135	(3)34644
	Dr Chris Brooke (LT)	cb632	224	(7)67271
PhD Methodology and Skills Training Coordinator	Professor Duncan Kelly	djk36	134	(3)34617
Chair of the Postgraduate Studies Committee and deputy DOPE	Professor Adam Branch	arb209		(7)69328
Departmental Administrative Officer	Emma King	ek564	139	7)67228
Department Teaching Administrator	Ellie Gilbert	eg598	142	(7)67112
PhD Programme Administrator	Hayley Askew	ha446	142	(7)64619
MPhil International Relations and Politics Administrator	Antonia Shacklock	as2400	140	(7)67252

MPhil Public Policy Administrator	Rebecca King	rpk29	140	(7)67236
Postgraduate/ Administrative Assistant	TBC		142	(7)67235
Undergraduate Administrator and Outreach coordinator	Rosalie Vanterpant	rv352	142	(7)67235
Undergraduate/ Administrative Assistant	Aidan Bishop	fc407	142	(7)67255
MSt Programme Administrator	Richard Williams	rsw28	142	(7)67235
MSt Administrative Assistant	Karolina Ledesma- Herrera	kl563		
Responsible Officers	Professor Peter Sloman	cb632	108	(7)67245
	Dr Giovanni Mantilla	gm633	135	(3)34644
POLIS Welfare Contact	Alice Jondorf	aj597	227	(3)37158
Communications Coordinator	Diana Mason	dm980	141	(7)67246

Committee Dates

TERMS	Postgraduate Education Committee
Michaelmas 2023	12 October 9 November
Lent 2024	1 February 29 February
Easter 2024	9 May 6 June

TERMS	POLIS Degree Committee
Michaelmas 2023	12 October 23 November
Lent 2024	18 January 15 February 14 March
Easter 2024	25 April 23 May 4 July

*Subject to change

TERMS	Ethics, Risk, Fieldwork Committee
Michaelmas 2023	16 November
Lent 2024	7 March
Easter 2024	13 June

Terms	PhD Fieldwork Funding Committee
Michaelmas 2023	24 November
Easter 2024	7 June

Safety Notice

Department Safety Officer

Antonia Shacklock (tel: (7)67252 room 140, POLIS Admin Office

First Aid

Ms Alice Jondorf (3)37158) 2nd floor, Centre for Development Studies Admin Office 227

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

Fire Manager

MPhil Administrator (7)67252 room 140, POLIS Admin Office

Fire Evacuation Procedure

The fire alarm will be tested weekly on Tuesdays between 8am and 9am. 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.