



Leading education
and social research
Institute of Education
University of London

Doctoral School

Handbook 2011-12

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WELCOME FROM THE DEAN OF THE DOCTORAL SCHOOL

It gives me great pleasure to welcome you to the new academic year at the Institute, which I hope will be both challenging and rewarding for you.

This handbook gives you an outline of our current research degree programmes as well as the names of key staff who will contribute to the work of the Doctoral School, including myself, core Doctoral School academic and administrative staff and the Directors of Postgraduate Research in the Faculties. It also provides a summary of support facilities and services available to you and how to find details of general Institute policies and procedures.

With our three doctoral degrees (EdD, DEdPsy and PhD), we are keen to ensure that research training provision is comparable across each of the programmes and that students studying for different degrees are given opportunities to interact with each other. The Doctoral School aims to bring together the research students, supervisors and Doctoral School academic staff to provide a supportive and intellectually stimulating environment to promote successful research.

Our training programmes are reviewed and up-dated each year to ensure that all our students receive high quality generic research training as well as the specific skills needed to successfully complete their specialist studies. The capacity to offer both is one of the great strengths of this Institute. In the coming year, we will continue to review and enhance the facilities and services available to doctoral students, both centrally and in Faculties.

We shall also look to you to play your part, individually and collectively, in contributing to the success of the Doctoral School; we look forward to working closely with the research student body to develop the activities and provision which will enhance your experience as doctoral students. We hope you enjoy the time you spend with us and that you establish a firm and fruitful relationship with the Institute that will last well beyond the period of your degree programme.

I wish you well in your studies this year.



Professor Andy Tolmie
Dean of the Doctoral School

INSTITUTE TERM DATES AND OPENING HOURS

Dates of Term

The dates of term for the 2011/2012 session are:

Autumn Term

Monday 3 October to Friday 16 December 2011

Spring Term

Monday 9 January to Friday 16 March 2012

Summer Term

Monday 23 April to Friday 29 June 2012

Opening Hours

The Institute is normally open during **term time** from:

8.30 a.m. to 10.15 p.m. on Monday to Friday

9.30 a.m. to 8.00 p.m. on Saturday

11.00 a.m. to 8.00 p.m. on Sunday and Bank Holidays

During **vacations** the normal hours are:

9.30 a.m. to 8.15 p.m. on Monday to Friday

11.00 a.m. to 5.00 p.m. on Saturday, Sunday and Bank Holidays

For full service and membership desk opening hours please consult the website: www.ioe.ac.uk/is.

Access Control

The Institute has access control procedures in place. You are advised to refer to the website (www.ioe.ac.uk/policies) and go to Access which includes a guide for research students -

http://www.ioe.ac.uk/about/documents/About_Policies/Guidance_Note_3_Access_Control_Guidelines_for_Research_Students_10_June_2009_v3.pdf

The Doctoral School Induction Handbook includes the details of the research student rooms which belong to each faculty and the research administrators who can provide you with the door code.

Library Opening Hours

The following are the library opening hours as at the time of printing, but please check up-to-date information on the website: www.ioe.ac.uk/is

Term-time, and Christmas and Easter Vacations	Monday – Thursday	8.30 am – 8.00 pm (full service) 8.00 pm – 10.15 pm (study service)
	Friday	8.30 am – 7.00 pm (full service) 7.00 pm – 10.15 pm (study service)
	Saturday	9.30 am – 5.00 pm (full service) 5.00 pm – 8.00 pm (study service)
	Sunday and Bank Holidays	11.00 am – 8.00 pm (study service only)
Summer Vacation	Monday – Thursday	9.30 am – 6.00 pm (full service) 6.00 pm – 8.15 pm (study service)
	Friday	9.30 am – 5.00 pm (full service) 5.00 pm – 8.15 pm (study service)
	Saturday, Sunday and Bank Holidays	11.00 am – 5.00 pm (study service only)

During study service the following services are available: access to all open access collections, the library computer system, photocopying, and computing facilities. Loan, enquiry and membership services are only available during full service periods. For details of the computing help desk opening hours see the website.

Dates of Closure 2011/12

The Institute will be closed on the following dates:

- Friday 23 December 2011 to Monday 2 January 2012 (inclusive)
- Thursday 5 April to Monday 9 April 2012 (inclusive)
- Monday 7 May 2012
- Monday 4 June to Tuesday 5 June 2012 (inclusive)
- Friday 24 August to Monday 27 August 2012 (inclusive)

The Institute will remain open until 5.00 p.m. on the Saturday before the May and June Bank Holidays.

USEFUL TELEPHONE NUMBERS

The following is a list of general telephone numbers that you may find useful in your time at the Institute. (If you know an extension number all you need do is add 020-7612 to the front of it to reach a direct line.)

Main switchboard	020 7612 6000
Main fax	020 7612 6126
Emergency Number	020 7612 5555
Main reception	020 7612 6136
Alumni Officer	020 7911 5582
Bookshop	020 7612 6050
Directorate	020 7612 6033
Finance Office	020 7612 6024/6021/6180/6735
Computing Service Helpdesk	020 7612 6696
John Adams Hall	020 7911 5300
Library and Media Services	020 7612 6080 (general enquiries)
Doctoral School Office	020 7612 6122
- Fax	020 7612 6253
Student Welfare	020 7612 6112
International Student Support	020 7612 6442
Disabilities Support	020 7612 6641
Students' Union	020 7612 6169/6170 (Co-presidents) 020 7612 6167 (Union Office)
Sick Room	020 7612 5131
Central Institutions' Health Service	020 7636 7628

THE INSTITUTE'S MISSION

The Institute of Education's mission is to pursue excellence in education and related areas of social science and professional practice. In undertaking this mission the Institute will adhere to the highest standards of academic rigour in all its work; be guided by a concern for truth and justice; and make a positive contribution to the development of individuals, institutions and societies facing the challenges of change. To this end, it will engage in:

- research and scholarship of national and international significance;
- high quality, research-informed post-graduate and post-experience learning and teaching programmes;
- the promotion of new ideas in policy and professional practice grounded in its research and teaching expertise; and
- consultancy and other services to support and develop the quality of educational systems and related fields of policy and practice.

The Doctoral School operationalises the Institute's Mission to pursue excellence in education by striving to:

- enhance the development of a research culture of the Institute, locally, nationally and internationally;
- develop the highest quality programmes in Doctoral Research Methods and promote innovation in this area;
- ensure high quality supervision of all research students;
- induct research students into the wider research and professional community through conferences, publications and other relevant activities;
- support research students in their progress towards completion of their research degrees;
- develop policy and strategy to enhance the contribution of the Doctoral area to the success and productivity of the Institute as a whole;
- enable research students to forge links between research, policy and professional practice.

Equal Opportunities

The Institute of Education recognises the benefits of having a diverse community of staff and students, who value one another and the different contributions they can make to achieve the Institute's mission to be a centre of excellence.

The Institute is committed to being an equal opportunities employer and education provider, providing equality of opportunity for all staff and students, applicants and visitors. In the provision of equal opportunities, the Institute recognises and accepts its responsibilities under the law.

The policy aims to reach beyond legislative boundaries to provide equality of opportunity regardless of gender, ethnicity, colour, disability, religion, family responsibility, age, occupation, marital status, sexual orientation or trade union affiliation.

The Institute seeks to create an open and supportive environment which is free from discrimination, and which encourages all staff and students to participate fully in Institute activities.

This is an overarching policy that should be read in conjunction with other relevant policies and guidance notes. In line with equality legislation the Institute also has a Race Equality Policy, a Disability Equality Scheme and a Gender Equality Scheme.

Please see the **Student Guide to Institute Policies and Procedures** issued to students annually for further information on equal opportunities.'

1. THE DOCTORAL SCHOOL

The Doctoral School at the Institute brings together all research students registered here for the degrees of MPhil, PhD, EdD, DEdPsy, the MRes in Educational and Social Research and the research based MSc degrees; key academic and administrative staff; and the facilities provided to support research students.

The aim of the Doctoral School is to foster a research culture which enables doctoral students to obtain maximum benefit from the opportunities and facilities available at the Institute of Education, to enjoy the experience, and to interact with staff and their research projects to their mutual benefit. We also hope you will form lasting links for future collaboration. You should receive support from your Faculty, the Doctoral School, and the Institute as a whole, in order that you may have every opportunity to complete your research project successfully.

The Doctoral School arranges a number of events in addition to its research methods training programmes. Each year the Doctoral School holds a poster conference in February together with its winter social event, and a summer conference and social at the end of the academic year. There are also seminars, lectures and other events offered by our Faculties. At these events doctoral students are encouraged to present their work and to make links across the community of doctoral students and staff. Doctoral students are also encouraged to publish their research and are given support in writing for publication, in particular for 'Educate ~' the Institute's online journal for doctoral students (www.educatejournal.org)

This handbook sets out the Institute's general policies and guidelines for registered students. Please read it in conjunction with the following Doctoral School handbooks, which can be downloaded from the Doctoral School website:

Code of Practice for Research Degrees
EdD Student Handbook
EdD (International) Student Handbook
MPhil/PhD Research Training Programme
MPhil/PhD Student Handbook
MRes Student Handbook

Student Guide to Institute Policies and Procedures

Students registered on one of our research focused MSc degrees or the initial training DEdPsy degree will receive their student handbook through their Faculty.

2. GUIDE TO KEY STAFF LINKED TO THE DOCTORAL SCHOOL

All doctoral students are members both of an academic department in one of our Faculties and the Doctoral School. You will also have the opportunity to join our special interest groups.

The Doctoral School has responsibility for all research degree courses and for the initiation, development and evaluation of research policy. The Dean of the Doctoral School has strategic oversight of the Doctoral School and Institute policy in relation to research degrees. The Dean has support with the day to day management of the doctoral programmes from the Doctoral School team of academic staff listed on page 13. The Programme Leaders co-ordinate and teach on the doctoral training programmes as well as offering you support, guidance and encouragement with your research, in particular with your training needs. They are also willing to discuss in confidence any problems or concerns which you encounter in your studies here.

[Students registered on one of the MSc degrees or the DEdPsy will receive support through their Faculty and their Programme Leader.]

Faculties and Directors of Postgraduate Research

Each Faculty has a Director of Postgraduate Research who has general responsibility for the well-being of, and some of the administrative support provided for, doctoral students in the Faculty. The Directors of Postgraduate Research normally co-ordinate the programme of research activities and seminars within their Faculty, and have a role in ensuring that annual reviews and progress reports are completed. The Director of Postgraduate Research also has responsibility for the pastoral care of students within the Faculty: students may discuss in confidence any matters related to their progress with their research studies. The Faculty Directors of Postgraduate Research are listed on page 14.

Research Supervisors

Each supervisor is a member of an academic department within a Faculty; doctoral students are members of the same academic department as their main supervisor. The role of the supervisor in the management of a student's doctoral degree studies and the relationship between supervisor and student are more fully described in the ***Code of Practice for Research Degrees***.

Faculty Postgraduate Research Committees

Each Faculty within the Institute has a Postgraduate Research Committee to oversee research training and all matters relating to doctoral students within the Faculty. The Committee is chaired by the Director of Postgraduate Research and has overall responsibility for doctoral students in the faculty. Details of their responsibilities are given in the **Code of Practice for Research Degrees**.

The Doctoral School Administrative Office

The Doctoral School is responsible for the administration of all research degrees at the Institute, from admission to examination. It also handles the administration of the Doctoral School Programme of Training for MPhil/PhD and MRes students and the EdD programme of courses and workshops. The initial training DEdPsy is supported through the Department of Psychology and Human Development.

The Head of Administration of the Doctoral School and her staff are available to help with any questions which students may have about their studies, registration and fees, and to offer advice about regulations and procedures.

The opening hours are:

Monday	9.30 am to 5.30 pm
Tuesday and Thursday	9.30 am to 5.30 pm
Wednesday	11.00 am to 5.30 pm
Friday	9.30 am to 5.30 pm

From time to time, it may be necessary to close the office for a day or half-day; any closures will be announced in advance.

Doctoral School Committee

The Doctoral School Committee, which is chaired by the Dean of the Doctoral School, oversees the work of the Doctoral School and has responsibility for all matters related to research students. This board is responsible for establishing procedures and guidelines to supplement the regulations which apply across the Institute. It has a key role in assuring the quality of courses of study and the admission, teaching, and supervision, examining and quality assurance of research students.

The constitution of the Doctoral School Committee provides for doctoral student representatives from each Faculty to serve as members. There are also annually elected student representatives on the Programme Teams for each of the degree programmes.

Doctoral Students' Consultative Committee

The Doctoral Students' Consultative Committee is a sub committee of the Doctoral School Committee and meets once a term. Its terms of reference are:-

- to provide a forum for discussion between representatives of registered doctoral students and the staff of the Doctoral School.
- to enable representatives of doctoral students to exchange information on best practice in relation to the completion of their doctoral degree
- to provide a formal channel for the body of registered students to raise any issues of concern relating to their studies with the Doctoral School Committee.
- to report annually, normally to the meeting of the Doctoral School Committee in the Autumn term, on its work during the previous session.

Membership includes registered student representatives, the Dean of the Doctoral School, the Director of Postgraduate Research Programmes, the MPhil/PhD Programme Leader, the EdD International Programme Leader, the Academic Registrar's nominee, representatives of the Head of Library and Computer Services and the John Adams Hall Manager.

3. Key Staff in the Doctoral School

		Room	Tel.	E-mail
Dean of the Doctoral School	Professor Andy Tolmie	516	6888	a.tolmie@ioe.ac.uk
Doctoral Tutors:				
Director of Postgraduate Research Programmes	Dr Michael Hand	571	6331	m.hand@ioe.ac.uk
EdD (International) Programme Leader	Charlie Owen	G3 27/28 WS	6942	c.owen@ioe.ac.uk
EdD Programme Leader	Dr Barbara Cole	572	6418	b.cole@ioe.ac.uk
MPhil/PhD Programme Leader	Dr Jon Swain	55-59 WS	6739	j.swain@ioe.ac.uk
MRes Programme Leader	Dr Sue Taylor	201 11 WS	6829	s.taylor@ioe.ac.uk
Programme Leader for Researcher Development	Dr Richard Freeman	519a	6976	r.freeman@ioe.ac.uk
On-line MRes Programme Leader	Dr Will Gibson	640	6603	w.gibson@ioe.ac.uk

Administrative Staff:				
Head of Administration	Kate Gerrard	523	6014	k.gerrard@ioe.ac.uk
Senior EdD Administrator	Cathy McSweeney	519	6670	c.mcsweeney@ioe.ac.uk
EdD Administrator	Claire Mills	519	6643	c.mills@ioe.ac.uk
MPhil/PhD Administrator	Catherine Haberfield	522	6102	c.haberfield@ioe.ac.uk
Doctoral Applications and Enquiries Officer	Patricia Kelly	519	6122	p.kelly@ioe.ac.uk
Research Degrees Assistant	To be confirmed	519	6103	doc.enquiries@ioe.ac.uk
Research Degrees Examinations Officer	Graeme Naylor	522	6487	g.naylor@ioe.ac.uk

Faculty Directors of Postgraduate Research:

Children and Learning	Dr Neil Selwyn	23-29 Emerald Street	020 7763 2151	n.selwyn@ioe.ac.uk
Policy and Society	Professor Deborah Youdell	577	6382	d.youdell@ioe.ac.uk

Faculty Research Administrators:

Children and Learning	Hazel Croft	ditto	6511	h.croft@ioe.ac.uk
	Pui Sin	G2, 27- 28 WS	6957	p.sin@ioe.ac.uk
Policy and Society	Neal Carr	806	6820	n.carr@ioe.ac.uk

WS = Woburn Square

4. RESEARCH STUDY AT THE INSTITUTE

The Institute offers programmes leading to the degrees of:

Doctor of Philosophy	PhD
Doctor in Education	EdD
DEdPsy in Professional Educational, Child and Adolescent Psychology	DEdPsy
Master of Research	MRes in Educational and Social Research
Master of Science	MSc in Developmental and Educational Psychology MSc in Economics of Education, MSc in Evidence for Public Policy and Practice MSc in Policy Analysis and Evaluation
Master of Philosophy	MPhil

Structure of the Degree Courses

PhD/MPhil

The expected period of registration for the PhD/MPhil is three to four calendar years for students studying on a full-time basis, or five to seven calendar years for students studying on a part-time basis or by a mixture of full and part-time study. As the minimum period of registration laid down in regulations is two years of full-time or three years of part-time study, it may be possible to complete within that period with the agreement of your supervisor. The maximum period laid down by the Institute is four years of full-time and seven years of part-time study. There are a number of milestones to help students to monitor their progress and to work purposefully towards completion of the course.

All research students will normally register first for MPhil, and subsequently upgrade their registration to PhD. The upgrading process gives an opportunity for formal review and for the student to discuss his/her work so far with two members of staff not involved with the supervision but who have read the upgrading submission and written a report on the work. This opportunity for formal review is recommended for all students, including those whose initial registration is for a PhD.

EdD

The EdD (offered only part-time) consists of three taught courses, followed by the institution-focused study report, (IFS) and finally the thesis. It is expected

that students will complete the doctorate over four years, the maximum being seven years. Assignments completed on each of the taught courses are submitted as a portfolio of assessed work prior to progression to the IFS and thesis. Support for the IFS and thesis is given through group workshops. The IFS should be completed before progressing to work on the thesis. The thesis should then be completed by the end of Year 4 and the viva examination arranged within the succeeding 12 month period. Throughout the EdD programme, there are progress reviews of work completed, current and planned, as well as regular meetings with supervisors.

For students who are unable to complete the full programme, there are opportunities to transfer to the MEd in Practitioner Research or the Postgraduate Diploma in Practitioner Research, depending on the stage they have reached.

There are two routes for EdD students – the international programme and UK based programme each with their own pattern of study.

DEdPsy in Professional Educational, Child and Adolescent Psychology

The training for those wishing to become professional educational psychologists is provided through a three-year full-time programme of study leading to the DEdPsy in Professional Educational, Child and Adolescent Psychology. The degree programme is accredited by the British Psychological Society (BPS) and approved by the Health Professions Council. It is designed to provide initial professional training in applied educational psychology for qualified applicants with some prior experience with working with 0-19 population.

Vivian Hill is the Programme Leader for the degree which is offered through the Faculty of Policy and Society.

Students who are unable to complete the DEdPsy may be eligible for the award of the Postgraduate Diploma in Educational Psychology or Master of Science (MSc) in Theoretical Educational Psychology. Further details are available from the Doctoral School or from the Programme Leader.

MRes

The one-year full-time or two-year part-time programme provides a broadly based and comprehensive training in research methods used in education and the wider social sciences; to lay the foundations for the development of a career in research; and to provide students with transferable skills which can be used effectively in different work contexts. The programme aims to develop students' knowledge and understanding of research paradigms, design and strategy, and their skills in a wide range of qualitative and quantitative research methods. It comprises a number of modules and a

dissertation of approximately 15,000 words. For those who are unable to complete the degree there are opportunities to transfer to the Postgraduate Certificate or Postgraduate Diploma in Educational and Social Research.

MSc in Developmental and Educational Psychology

This one-year full-time, two-year part-time degree offers comprehensive research training in developmental and educational psychology, and provides a good grounding for doctoral studies in the field of the psychology of education. It also acts as a valuable preparation for a research career in the academic community, the public sector or industry.

Dr Jane Hurry, Faculty of Policy and Society, is the Programme Leader.

MSc in Economics of Education

The research-based MSc in Economics of Education, which is concerned with evaluating the costs and benefits of educational policies and equips students with knowledge and understanding of economics of education and its research methods as well as preparing students for undertaking evaluation studies and research at PhD level.

This degree is offered by the Faculty of Policy and Society and Rebecca Allen is the Programme Leader.

MSc in Evidence for Public Policy and Practice

This one-year full-time, two-year part-time degree is designed for those wishing to develop knowledge and understanding of research for application in research, practice and policy settings. It enables participants to become skilled in research synthesis and to gain insight into the role of high quality research evidence in informing public, policy and practice decisions.

Professor David Gough, Faculty of Children and Health, is the Programme Leader.

MSc in Policy Analysis and Evaluation

This two-year part-time MSc degree programme is offered in partnership with the Cabinet Office. It was originally designed for government staff recruited through the Cabinet Office, but from 2008 is open to other students. It is a credit based research Master's degree which covers research methods and skills used in drawing up an evidence base for designing, critiquing and evaluating mainly government policies as well as critiquing, evaluating and analysing the effects of policies. The overall emphasis of this degree is on quantitative research methods.

Dr Kirstine Hansen is Programme Leader in the Faculty of Policy and Society.

Other Research Opportunities

Associateship

Students may register for at least one academic year of full-time study or two academic years of part-time study for the programme leading to Associate of the Institute of Education. There is no prescribed course of study; each student's programme will be planned individually in consultation with an appointed supervisor, and includes attendance at lectures, seminars, conferences and short courses, reading, fieldwork and visits relevant to the topic under investigation.

(Further details of the Associateship programme are given in **Appendix 1.**)

Post-Doctoral Research

We welcome holders of a doctorate who would like to continue working on their research by registering as post-doctoral scholars at the Institute. A senior member of academic staff will provide advisory support for such scholars who are able to take advantage of our specialist research training courses, attending seminars in their faculty. Scholars also become part of the wider community of staff and students in the Institute's Doctoral School.

The period of study can be for one term or longer, although we would normally expect this to be for one academic year in order to:

- produce publications to help secure a track record
- disseminate their research findings
- further improve their research and related skills through additional specialized training
- carry out further limited research, possibly based on their PhD work or related work.

From time to time the Institute itself offers a limited number of post-doctoral fellowships which are advertised in the national press.

Special Research Programmes

Registration on a special research programme is appropriate for individuals who wish to undertake a particular study or research project that does not lead to an award of the Institute. Such students are placed under the supervision of a named tutor and have their programme constructed around the main elements of (a) tutorial supervision on the student's own area of

study, and (b) attendance at appropriate lecture and seminar programmes as directed by the supervisor.

Special research programmes may vary in length: students normally register for periods between one term and one year. Tuition fees for students registering for periods other than one term or one year are charged at the appropriate proportion of the annual fee.

If you wish to undertake a piece of research, or attend research training courses, you will register through the Doctoral School. All special research programme students are entitled to use the full range of facilities and services offered by the Institute.

Dr Richard Freeman is the Programme Leader for Special Course students and is available to offer advice and guidance, as necessary.

5. STUDENT POLICIES AND PROCEDURES

The **Student Guide to Institute Policies and Procedures**, which includes the Student Charter and information on the Institute's policies relating to the equal opportunities, citing of sources and avoidance of plagiarism, the code of conduct, complaints procedure and safety and security can be viewed on the IOE website.

The Institute's General Academic Regulations, degree, and other regulations can be found on the IOE website together with the Admissions and Tuition Fee Policies at:

<http://www.ioe.ac.uk/studentInformation/39369.html>

Complaints Procedure

The Institute has a complaints procedure which should be followed if you wish to make a complaint about any aspect of your study at the Institute. Details regarding the complaints procedure are given in the **Student Guide to Institute Policies and Procedures**. (Doctoral students should also see the **Code of Practice for Research Degrees**).

6. RESEARCH COMMUNITY AT THE INSTITUTE

The Community of Research Students

Research students come from all walks of life, and include recent graduates, teachers, lecturers, educational psychologists, sociologists, medical and health professionals, social work professionals, and educational professionals working in different branches and levels of government. Some are just starting their careers; many are senior members of their profession. Some are full-time students, devoting all their time to their doctoral research, whilst many others balance the demands of work, family and study at the same time. Our students are undertaking research in a wide range of subjects within the field of education and related fields. They have a range of aspirations for the time they spend at the Institute - career development, the opportunity to pursue an idea in great depth, a more general desire to extend their personal development. All share a deep curiosity about and commitment to enquiry in the broad field of education.

Institute students come from the UK and all over the world and this diversity of cultures provide considerable benefits, giving us the opportunity to stand outside our own experience and to see our world from the perspective of others. We endeavour to ensure that staff take account of the differing experiences, cultures and knowledge base of our research students and that maximum benefit is gained from this diversity. Current research students are from the following countries:

Argentina	Denmark	Kosovo	Qatar
Austria	Eire	Korea	Romania
Australia	Egypt	Lesotho	Rwanda
Bahamas	Estonia	Malaysia	Saudi Arabia
Bahrein	Finland	Malta	Singapore
Bangladesh	France	Mauritius	Slovenia
Belgium	Germany Ghana	Mexico	South Africa
Bermuda	Greece	Nepal	Spain
Brazil	Hong Kong	Netherlands	Switzerland
British Virgin Ids	Iceland	Nigeria	Sweden
Brunei	India	Norway	Taiwan
Bulgaria	Iran	Pakistan	Tanzania
Canada	Israel	Papua New Guinea	Thailand
Chile	Italy	Peru	Trinidad and Tobago
China	Jamaica	Philippines	Turkey
Croatia	Japan	Poland	Ukraine
Cyprus	Kenya	Portugal	U S A
			Zambia
			Venezuela

About 500 MPhil/PhD and 45 research Master's students are currently registered at the Institute of Education, of whom over two thirds are part-time and nearly a third full-time; two fifths of our research students are from countries outside the United Kingdom. At the present time, there are about

230 EdD students studying part-time and the vast majority come from the UK (including Scotland, N. Ireland and Wales) although the International EdD programme has over 70 students from a variety of countries.

Students' Research

Students may register an outline of their research through the Doctoral School NETwork page (<http://doctoralschool.ioe.ac.uk/>). Details will include the name and faculty of each student, the title of each student's research topic and a brief description of the research. Students may up-date this information each year when they re-register for their degree programme or more regularly as they wish.

7. SUPPORT SERVICES, NETWORKING and FACILITIES FOR RESEARCH STUDENTS

Academic Literacy (formerly CAPLITS)

Academic Writing Centre Insessional Courses

Telephone: +44 (0)20 7612 6723

Fax: +44 (0)20 7612 6177

E-mail: writingcentre@ioe.ac.uk

Website: www.ioe.ac.uk/writingcentre

The Academic Writing Centre support and develops student writing at all levels at the IOE, with our free courses and tutorials.

Our 8 or 4-week insessional **courses** are offered throughout the academic year at various times during the week, including Saturday mornings. Each course consists of one 2-hour session per week, and participants are expected to attend all sessions.

We also offer half-hour **one-to-one writing tutorials** which can be face-to-face, on the phone or via Skype.

We provide extensive **online writing guidance**, accessed via our website.

For timetables and details of how to register for courses or tutorials, please see our website:

Website: www.ioe.ac.uk/writingcentre

Email: writingcentre@ioe.ac.uk

Access Control

See page 4

Blackboard

Registered students will be included as users of the Blackboard which is an online environment used by some staff for teaching courses and to communicate more effectively. You will be able to communicate with all students within the group or groups to which you have been assigned or by setting up your own discussion group. It will also be possible for documents to be posted and shared by all project members.

Bibliographic Software and Datasets

The Library holds subscriptions to a number of databases including British Education Index, ERIC, International bibliography of the Social Sciences, Sociological Abstracts, Linguistics and Language Behaviour Abstracts, Social Services Abstracts, Applied Social Sciences Index and Abstracts, International Reviews on Mathematical Education/ZDM/Mathematics Didactics Database, ASLIB Index to Theses, ISI citation databases (Web of Science), Embase. Others may be added at a later date. You are entitled to use these databases for your personal research and study under the following conditions extracted from the CHEST Code of Conduct for the use of software or datasets as set out in **Appendix 2**.

Bookshop

The Bookshop at the Institute of Education supplies staff and students with a comprehensive range of publications concerning education and related fields. These include course-related books on educational theory, research, special education and professional teacher training as well as textbooks for use in the classroom. Most materials produced by Institute of Education Publications are stocked. You can telephone, fax, e-mail or post your orders, which can be dispatched anywhere in the world. You can also order online.

Members of the Institute alumni association receive a 10 per cent discount at the bookshop on production of their alumni association membership card.

Telephone +44 (0)20 7612 6050

Fax +44 (0)20 7612 6407

E-mail ioe@johnsmith.co.uk

Website ioe.johnsmith.co.uk

Business Cards

It is possible for students who attend conferences through the Institute to obtain 'calling cards' for issue to potential contacts. An application form is available from the Doctoral School, e-mail: c.haberfield@ioe.ac.uk (Room 522) for details. Minimum order, price and delivery time to be confirmed.

Computer (IT) Services

For computing needs all students are registered with a username and password. This gives them access to the PCs publicly available for use by students with additional PCs and Macintoshes available for doctoral students. Some computers are situated in rooms that are also used for teaching and in these cases timetables indicating when rooms are booked for teaching are displayed outside each room, and near the Computing Helpdesk. For further details go to: <http://www.ioe.ac.uk/services/453.html>

At very busy times a booking system for individual machines may be introduced but outside these times you are welcome to use these computers as you need. In addition to the networked computers available in the Institute, there are some facilities that can be accessed via a Portal which is available to wireless network users and remote users connected via the Internet. The Portal gives students access to Internet services, network drives containing personal files and course materials and a range of e-journals subscribed to by the Institute. The Institute's wireless network is available in all Institute buildings.

All students are given an Institute e-mail address for the duration of their course.

Conducting Research in Schools or other Institutions

If your research requires you to go into schools or colleges to interview, or issue questionnaires or tests to pupils, or to interview staff or parents it will be necessary to obtain prior permission from the relevant persons or bodies within the institutions concerned. It may also be necessary to obtain clearance from the Criminal Records Bureau if you are likely to have unsupervised time with children or young adults. If you are likely to require permission from a school, please refer to the Criminal Records Bureau section below.) Before undertaking any fieldwork you should have sought ethical approval through your faculty (see Code of Practice for Research Degrees – Appendix 3).

Conferences and Meetings

The Doctoral School arranges a graduate seminar in the autumn term, followed by a poster conference in the winter, and the Doctoral School summer conference at the end of each academic year, where all research students are encouraged to present their work in the form of posters or papers. This year the graduate seminar is presently scheduled for **Friday, 25 November 2011**, the poster conference will take place on **Thursday 23 February 2011** and the summer conference will be **Thursday 14 June 2012**.

In addition there are a substantial number of national and international conferences, including conferences at the Institute. It is worth seeking these out and submitting papers as soon as your work merits wider presentation. The British Educational Research Association (BERA), which holds its Annual Conference in September, is an obvious starting point; specialist fields have their own conferences, and it is worth consulting your Faculty and supervisor to find out about them. Students will receive help from their supervisor and through workshops to prepare for conferences.

Criminal Records Bureau / Enhanced Disclosure Checks

It is a requirement of the Secretary of State that anyone wishing to work with children or vulnerable adults is in receipt of clearance to do so from the Criminal Records Bureau (CRB). If your research will require you to have access to these vulnerable groups, you will need to apply for an Enhanced Disclosure from the CRB through the Institute of Education. This document will contain details of any cautions, convictions, warnings, reprimands or bindovers recorded against your name, or confirm that there are none.

If you have EVER spent three months or more in another country outside the UK, you will also need to seek a certificate of good conduct, a police check, criminal record check or an equivalent document from the appropriate authority in every country to which this applies.

Because the process of obtaining clearance is likely to take a minimum of 4-6 weeks (and can frequently take substantially longer), you should ensure that you apply for this clearance in good time for you to begin your research. Please contact us at crb.enquiries@ioe.ac.uk to request a username and password for our online application service, or if you have any related queries.

Independent Safeguarding Authority (ISA)

The Independent Safeguarding Authority (ISA) was established in October 2008 to help prevent unsuitable people from working with children and vulnerable adults. From November 2010, students undertaking courses requiring access to children or vulnerable adults for the purposes of research, observation or teaching practice may be required to register with the ISA prior to commencing their research. Application for registration will be through the CRB Enhanced Disclosure application form.

For more information, please visit the ISA website: www.isa.gov.uk.

Data Protection Act

The Institute of Education treats all personal data held in the strictest confidence. Data is used for internal record keeping and for the production of management statistics.

The Institute is under statutory obligation to provide data on all students to the Higher Education Statistics Agency (HESA). HESA collects data from all higher education institutions on behalf of the Government.

The following data are passed on to HESA for each student:

- Name, course of study, full or part time, how funded.
- Nationality is used to determine the proportion of non UK nationals in higher education.
- Ethnicity and disability data are used to monitor the diversity of students in higher education.

- Gender data are used to compare differences in participation and success rates between men and women.
- Date of birth is used to give an age profile of higher education students.
- Postcode is used to assess the participation in higher education of people from under represented areas of the UK and to determine the geographical distribution of students. We do not provide **HESA with your full address, so they will not be able to contact you.**
- Previous qualifications data are used to determine entry requirements and “value added”.

HESA will use the data to publish aggregate statistics in anonymous format and release these anonymised statistics to various government departments and other bodies. **HESA will treat personal data in the strictest confidence and will NOT pass on any personal data to the Government or outside organisations.**

Once a student has completed his or her course, a “first destinations record” has to be completed for each successful student concerning their employment details. This is used to determine the “usefulness” of the course for employment purposes.

Any student who has attended a higher education institution in the UK since 1994 will have a record at HESA. In addition, the Training and Development Agency for Schools (TDA) and the General Teaching Councils (GTC) also receive personal data concerning PGCE students. The TDA monitor training and produce Institutional Performance Profiles, while the General Teaching Councils maintain a register of all teachers in maintained (state) schools who have Qualified Teacher Status.

If you would like a copy of the personal data held about you, please contact Fiona Spencer through the Student Support Centre, Level 4 (Wing), and telephone 020 7612 6112. A small fee will be charged for this service.

Disabled Students Support

The Institute of Education is continuously developing its services in order to promote inclusion across the Institute.

Students do not need to be “registered disabled” to draw on services for disabled students, though in order to provide services in the long term we will need to ask for medical or other evidence, as appropriate. Disabilities Support staff can also support people who have temporary mobility/dexterity impairment/other difficulty as a result of an accident, injury, illness or surgery.

We aim to treat every person as an individual and to ensure that each person's needs are considered individually.

We currently provide support, information and guidance for students who experience:

- specific learning difficulties (e.g. dyslexia, dyspraxia);
- a sensory (e.g. visual/hearing) impairment (and Deaf people);
- a mental health problem (e.g. anxiety, depression);
- a mobility impairment;
- a dexterity impairment;
- Asperger's Syndrome or other autistic spectrum disorders;
- chronic medical conditions (e.g. diabetes, epilepsy, HIV, MS);
- chronic pain/chronic fatigue;
- other conditions which have a long-term and adverse effect on studying.

Support is provided to all students – home, EU and international.

Support can include, but is not restricted to:

- advice on course-related study needs;
- liaison with tutors and other aspects of Institute provision;
- guidance on specialist equipment and assistive software;
- arranging support such as note takers, BSL interpreters and personal assistants;
- arranging special provision for examinations;
- screening and referral for assessment of specific learning difficulties;
- help with arranging needs assessments for the national Disabled Students' Allowances scheme.

This handbook and all other documents are available in alternative formats. Please contact Disabilities Support staff for assistance:

Disability Co-ordinator
Student Support Centre
Level 4 (A core, Wing)
20 Bedford Way
London WC1H 0AL

Telephone: +44 (0)20 7612 6641

Fax: +44 (0)20 7612 6185

E-mail: disabilityadmin@ioe.ac.uk

Website: <http://www.ioe.ac.uk/studentInformation/70.html>

Doctoral Students' Noticeboard

The Doctoral Students' Notice board can be found outside the Doctoral School Centre in the Level 5 wing. It is used to advertise special courses, seminars and conferences, as well as to advise students of scholarships other events. This information is also posted on the Doctoral School website notice board and intranet, and in many cases is e-mailed to students.

E-mail

All registered research students have access to an Institute e-mail address and this is our form of e-mail communication with students. Students are recommended to check their IOE e-mail regularly to retrieve information about events. You need to ensure you have activated your e-mail using the guidance supplied by Information Services when you register. See our guide on the website for how to get help with your library and computing account. http://www.ioe.ac.uk/services/documents/Services_Library/Getting_Started_with_your_Computing_and_Library_Accounts.pdf

Enrolment Card and Computer Access

Once you have enrolled the Doctoral School will issue you with an enrolment card which serves as your access card as well as your Students' Union/Library card. You will also receive information on computer access and library online resources. (see Library and Computer Services sections in this handbook and our guide on the website for help with your library and computing account. <http://www.ioe.ac.uk/services/4389.html>)

Should you lose your ID/Access card there is a replacement charge of £10.00.

See also section on Photocopying.

Ethical Approval Procedures

All research at the Institute of Education should follow the Research Governance and Ethics Policy. Faculty Postgraduate Research Committees and the Faculty Directors of Postgraduate Research have responsibility for ensuring that all students within the Faculty adhere to this policy. You should discuss these issues with your supervisor and ensure that your research adheres to sound ethical principles. The ethical dimensions of your research should be reviewed regularly as a change of direction in research could mean seeking ethical approval for a second time. (See **Appendix 3** of the **Code of Practice for Research Degrees** for further guidance on the application procedure. The Doctoral School Ethics Approval Form is available via the website at <http://www.ioe.ac.uk/about/policiesProcedures/42253.html>)

Please ensure you are aware of the ethical issues involved in research and that you comply with the ethical guidelines, as appropriate to your discipline area. The following guidelines should be consulted; they are available through the internet at:

British Association for Applied Linguistics (BAAL) (<http://www.baal.org.uk>)
http://www.baal.org.uk/dox/goodpractice_full.pdf

British Educational Research Association (BERA) (<http://www.bera.ac.uk>)
<http://www.bera.ac.uk/publications/guidelines/>

British Psychological Society (BPS) (<http://www.bps.org.uk>)
http://www.bps.org.uk/sites/default/files/documents/code_of_ethics_and_conduct.pdf

British Sociological Association (BSA) (<http://www.britisoc.co.uk>)
<http://www.britisoc.co.uk/equality/Statement%20Ethical%20Practice>

Different guidelines apply to different discipline areas. It is your responsibility to ensure that you are aware of the ethical issues involved in carrying out research and that your research does not infringe relevant ethical principles and guidelines.

Food and Drink

Hot meals, snacks and drinks are served at the Café situated in the Students' Union. Hot and cold drinks and snacks can be purchased from the Coffee Shop on level 4 near the main Reception or the Students' Union Bar on Level 3. Doctoral students may also use the Lawton Room on Level 6 where sandwiches, drinks and meals can be obtained. The Lawton Room is open from 9.00 am - 4.00 pm during weekdays. Lunches may also be obtained in the refectories of Senate House, Birkbeck College, the School of Oriental and African Studies, and the University of London Union in Malet Street.

Healthcare

Gower Street Practice

20 Gower Street

London

WC1E 6DP

Tel: +44 (0) 20 7636 7628

Fax: +44 (0) 20 7467 6831

Website: <http://www.gowerstreetpractice.org.uk>

Open: Monday to Friday 9.00 am to 5.30 pm

All students at the Institute of Education are welcome to use the Gower Street Practice services during the day. The services provided include consultations with a doctor or nurse (by appointment and in emergency clinics), contraceptive advice, travel advice and vaccinations, and psychotherapy and cognitive behaviour therapy (CBT). Staff are experienced in helping students with the range of problems they face. All services are confidential.

Registering with Gower Street Practice

It is important that all students register with a National Health Service (NHS) doctor as soon as they arrive in London. Eligible students should register with

the Gower Street Practice during the first two weeks of term. The registration process involves a brief new patient health check with the Practice Nurse.

Those who register as NHS patients with the Practice are eligible for full 24-hour cover for out of hours emergencies and hospital referrals when necessary. Please see below if you are eligible to register.

Gower Street Practice can register IOE students as NHS patients, provided they live in one of the following London postal districts:

EC1, N1, N4, N6, N5, N7, N16, N19, NW1, NW3, NW5, NW6*, NW8, SW1, SW3, SW5, SW6*, SW7, SW10*, W1, W2, W8, W9, W10*, W11*, W14*, WC1, WC2

** Parts of these postcodes fall outside the practice area. There are also other limited exceptions. Please check with the Practice's reception.*

Students who need to register with a Doctor elsewhere

If you live outside the areas listed above, or would prefer to register elsewhere, you can obtain a list of local doctors from your Primary Care Trust (PCT), a local pharmacy or by contacting **NHS Direct**: Telephone: 0845 4647 or see <http://www.nhsdirect.nhs.uk> for details.

Everyone should register with a Doctor on arrival in London – do not wait until you are ill. It can be difficult to get help outside working hours if you have not registered with a Doctor.

NHS Website: Finding a local GP (Doctor), or Dentist

Website: <http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx>

Primary Care Trust (PCT)

Every part of London has a Primary Care Trust (PCT) which controls health care locally. To obtain a list and more information about PCTs, please visit the following website.

http://www.london.nhs.uk/londonnhs.aspx?id_Content=7256#anchor04

International students who are registered for full-time study for longer than six months

Students from outside the UK who are nationals or residents of countries of the European Union are eligible for full National Health services. Other international students who are registered at the Institute for full-time study for longer than six months are treated as UK residents and therefore entitled to full National Health Service (NHS) care, including primary and hospital care, from the commencement of their stay. If you have dependants with you in London, they too will be able to receive NHS care.

International students who are registered for courses of less than six months

However, if your course of full-time study is for less than six months, you should arrange appropriate medical insurance to cover any hospital treatment you may need. Charges for primary care for students not eligible for NHS treatment is at the discretion of the GP, unless it is an emergency.

Note: Although the NHS offers a wide range of free health care, please be aware that some services offered by the NHS do carry a charge. For more information, please refer to:

The Department of Health

<http://www.dh.gov.uk/en/Policyandguidance/International/OverseasVisitors/index.htm>

and

UKCISA Guidance Notes

http://www.ukcisa.org.uk/student/info_sheets/keeping_healthy.php

International Student Support

The International Student Co-ordinator (Leo O'Callaghan) is available to offer advice and assistance to all international students who are studying at the Institute. He provides confidential help and advice on a range of non-academic issues such as immigration and visas, employment, healthcare and living in London.

Should you have any questions or concerns before you travel to the UK, or once you are on your course, please do not hesitate to contact him on iss@ioe.ac.uk or telephone + 44 (0)20 7612 6442. Further information can be found at <http://www.ioe.ac.uk/studentInformation/68.html>

If you need to extend your student visa you will be issued with a Certificate of Acceptance of Studies (CAS) under the UK Border Agency regulations. For more information about what a CAS is and what it means for your visa application please refer to our website where you will find IOE Guidance notes which you should read carefully before you do anything else. For further assistance or if you have any questions about the rules, please contact the International Student Coordinator who is based in the Student Support Centre at 20 Bedford Way.

Lectures, Courses, Seminars and Conferences held at the Institute

Throughout the year lectures, courses, seminars, conferences and other meetings are advertised on the News and Events page of the main IOE website -<http://www.ioe.ac.uk/newsEvents.html>

Please keep a regular check. Many will be of interest to you. The Doctoral School NETwork page also has information on events within and outside the IOE: <http://doctoralschool.ioe.ac.uk/>

Library

Information Services offers extensive support to Institute staff and students. Our librarians and computing staff provide a wide range of services and advice and training are available on the use of all our facilities and resources through face-to-face induction sessions, online self-study materials, a library enquiry desk and computing help desk.

Details of our current opening hours, services and resources are given on our website at: www.ioe.ac.uk/is

Our library has the largest collection in Europe of books and periodicals on educational studies. It contains over 300,000 volumes and has files of nearly 2,000 periodicals from all over the world. There is a large official publications archive which contains central government publications on education from the early nineteenth century onwards, and there are also numerous collections of archival material relating to education, including papers of individuals and of organisations.

The largest of our special collections is Curriculum Resources, which has a comprehensive selection of current books, pamphlets and other materials including audiovisual media for use in schools. Some of these are for reference only; others can be borrowed.

Supplementing these physical collections is a full range of electronic materials – electronic journals, full text electronic books, other documents, research databases etc., most of which are available on the internet. Services include standard borrowing, short loan, reference, enquiry, InterLibrary Loan, postal loan, postal photocopy delivery and self-service issue and photocopying. Our team of expert staff provide a range of courses to support the development of your IT and information skills.

You are able to use many other university libraries through our participation in various cooperative access and borrowing schemes - full details are on the IS website.

Media Services

Information Services has up-to-date audiovisual and reprographic facilities, as well as a dedicated working space in which students can prepare learning and teaching resources in a variety of media formats. We operate an equipment

loan service, which supplies audiovisual equipment suitable for project and presentation work. A specialist media suite includes video editing, audio recording and photographic equipment.

Lockers

Students' lockers are to be found in the Students' Union on the lower ground floor. All enquiries about their allocation should be made to the Union Office (020 7612 6181). Lockers are also available in Faculty rooms. Please enquire from your faculty research administrator (see page 14)

Multi-Faith Prayer Room

The multi-faith prayer room, located in room 215, is available for use when the Institute buildings are open. Access is via the Students' Union on level 3, then down the staircase to level 2.

Nursery Facilities

The Institute of Education provides high quality day care for staff and students of the Institute of Education and other users of the University of London.

The Nursery can accommodate up to 15 children aged between 2 and 5 years. The Nursery is registered with OFSTED and the last report can be found on the OFSTED website <http://www.ofsted.gov.uk>.

If you wish to receive any further information regarding the Nursery, arrange a visit or would like to go on our waiting list could you please contact Zehra Bukowski (Nursery Manager) on: 0207 612 6091 or at Nursery@ioe.ac.uk. Further information can be found at the following link - www.ioe.ac.uk/services/5105.html

Photocopying

Photocopying for students is via purchase of a print card in the library cost £2.00. You then need to load value to the card via the kiosk in the library (located adjacent to the photocopiers). You can add value either via use of Chip and Pin or cash. Photocopying charges are:

- 5p per A4 single sided black and white
- 30p per A4 single sided colour
- 10p per A3 single sided black and white

Psychology and Human Development Assessment Resource Collection

The Faculty of Children and Learning has a sizeable collection of psychological and educational assessments available for 3-week loan periods to staff and students. The catalogue is available through the Psychology and Human Development home page on the Internet at the following address: <http://www.ioe.ac.uk/schools/phd/resources/test.htm>. The collection will be open to browse and borrow at the following times: Tuesday and Thursday, 2.00 pm to 4.00 pm and Wednesday, between 4.00 pm and 5.30 pm.

Qualitative Research Service

Doctoral students can book 20 minute one-to-one consultation sessions with Dr Will Gibson to talk about specific aspects of their qualitative work. Whether at an early stage of research design, or at a later stage of data analysis, these sessions give students the opportunity to work through particular methodological issues, to think about qualitative data collection strategies, or to consider approaches to analysis in a friendly and relaxed one-to-one environment.

Sessions can be booked through the Doctoral School Office by e-mailing c.haberfield@ioe.ac.uk. There will be four, twenty minute sessions available every two weeks in the Autumn term and places will be offered on a first come first serve basis. Students who are given appointments are asked to make sure they cancel in good time if they discover they cannot make them.

Research and Consultancy Services

Research and Consultancy Services provides support for research, consultancy and knowledge transfer (RCKT) activity in the Institute of Education by:

- identifying sources of funding for RCKT activity
- disseminating funding information
- advising on funder rules and the costing and pricing of proposals
- Electronic submission of research and fellowship proposals to the Research Councils, the Leverhulme Trust, Wellcome Trust, British Academy and Royal Society
- financial administration of research projects
- negotiating all RCKT contracts
- liaising with funders, other organisations and all those interested in the Institute's research and consultancy work
- supporting ethics review of all research work, including doctoral work
- assisting the development of Institute wide policies, procedures and strategies regarding research, consultancy and knowledge transfer activities
- providing training, guidance and research advisory services

To find out more about research at the IOE please visit <http://www.ioe.ac.uk/research.html>. Contact details for Research and Consultancy Services can be found at <http://www.ioe.ac.uk/staff/1696.html>

Research Students' Rooms

Each Faculty provides Research Student with a physical and intellectual base where they can work with colleagues from their own particular area of study. This includes computer provision as well as study and storage facilities. Rooms are also equipped with points for students to use their own laptops. A list of current rooms is given in **Appendix 3**. Please check with the faculty research administrators for the access code to the rooms.

In addition there are computer rooms which are available to all students. Computer Rooms 1 and 2 are located within the Library on Level 4 East and Computer Room 3 (545) and Computer Room 4 (543) are outside the Library on Level 5. On level 3 East of the Library there is the Multimedia Facility which has Apple Mac computers. However, our expectation is that all registered students will normally have access to a personal computer at home or at their place of work, and all students need access to e-mail and the internet.

Specialist Institutions' Careers Service (SICS)

The Specialist Institutions' Careers Service (**SICS**), part of The Careers Group, University of London offers specialist careers guidance and information service on career planning and development to undergraduates, postgraduates and research staff at all stages of their careers. We run various customised events and seminars as well as offering one-to one sessions at the IOE and at our ULU premises where you will also find an up to date specialist Careers Library.

Career Library: Monday – Friday, 09.30-17.00 (except Wednesdays: 09.30-20.00).

Brief Discussions:

Monday – Thursday, 14.00-16.30 (No appointment, just turn up and sign up).
Wednesday Evenings, 17.00-19.00 (term-time only). These must be prebooked by 12.00 noon Wednesdays by calling 020 7863 6030 or e-mailing sics@careers.lon.ac.uk

For sessions offered for the IOE, check with Catherine Haberfield in the Doctoral School.

Services include:

- Psychometric Testing and Personality Assessment Workshops, Employer Presentations, Computer-based Career Guidance Programs, Insight Career Courses as well as invaluable information on Course Funding.

- **SICSAlert** an e-mail service for students and graduates which can notify you of forthcoming events, news and vacancies. To register go to www.careers.lon.ac.uk/sics/alert

SICS is located at:

First Floor, Stewart House, 32 Russell Square, WC1B 5DN, ULU Building,
Malet Street, WC1E 7HY

020 7866 3600

Website: www.careers.lon.ac.uk/sics

E-mail sics@careers.lon.ac.uk

Statistical Advisory Service

The Faculty of Policy and Society runs Statistical Advisory Service. Appointments can be made through Wendy Robins in 55 Gordon Square. Telephone 020 7612 6654 or e-mail w.robins@ioe.ac.uk.

Students wishing to take advantage of this facility should have previously discussed their requirements for statistical advice with their supervisors. They should come with a note from their supervisor, recommending that they seek specialist advice and should also provide a one-page summary before their appointment, with a brief description of their research and the questions they would like to raise. There is a range of issues on which the statisticians can advise which include sampling, experimental design, all issues to do with statistical analysis, and the use of specialist statistical packages. They do not, however, offer advice about the routine use of the SPSS package, for which students should seek help from the Computing Service Helpdesk.

Students' Union

The Students' Union is situated on Level 3 in the wing at the rear of the building. It runs a bar and a shop, an open air patio, a large sitting area and two meeting rooms, as well as shower and locker facilities.

The SU has a full-time President (Prince Johnson II) and two part-time Presidents, one for Education and External Affairs (Riaz Manji) and one for Finance and Services (Sam Meijas). The Union is the voice of the students at the Institute. The three elected representatives are there to represent and safeguard the interests of the students and to promote social activities.

Getting in Touch

The IOE SU elected officers try to make sure that there is usually at least one of them available during the working day. If they are not available you should speak to the Office Administrator, Shana Tufail, who can be contacted on 0207 612 6167 or e-mail her at S.Tufail@ioe.ac.uk to arrange an appointment.

Getting Involved

The success of the union depends upon students getting involved by joining societies, standing as Programme Representatives, and volunteering to sit on IoE Committees. If you have an idea for a new society, come and find out about setting it up. Grants are available for student societies who have 10 or more members.

The Union is here to represent you during your time at the IoE. Please raise any concerns or issues you have at the IoE with the elected officers or your Programme Representatives. Even if they cannot help you themselves they will always be happy to listen to you and direct you towards the right direction.

Further Information

For further information on the role of the Students' Union, the services it offers and a timetable of forthcoming events etc visit www.ioe.ac.uk/studentlife.

Equal Opportunities

Finally the Students' Union wishes to stress that it is an equal opportunity organization and that all students, full-time or part-time, home or overseas and regardless of age, gender, sexuality, religion, race or disability are invited to play an active role in student life. Please let us know if you feel that you are in any way being discriminated against.

In accordance with the Education Act (1994), any Institute student has the right not to be a member of the Students' Union, and may make a declaration to this effect. Students may not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of having exercised this right.

Student Welfare and Accommodation Office

The Student Welfare and Accommodation Office provides welfare advice and guidance on a wide range of practical issues such as funding your studies, social security benefits, council tax, financial problems, immigration and international student concerns. The Student Welfare and Accommodation Office also has information on childcare, careers guidance and personal counselling.

Accommodation and Housing Advice

Students can contact the Student Support Centre (Bedford Way building, Level 4, Core A) for information on accommodation in London, including private accommodation, hostels, halls, and details of the Institute's own hall of residence, John Adams Hall, which is open to full-time students and part-time PGCE Art & Design and Music, and Primary

Accommodation information and the accommodation application form are also available on IOE's website go to: www.ioe.ac.uk/student.html and click on Student life.

Contact Details:

Telephone: 020 7612 6043/6475

E-mail: studentaccom@ioe.ac.uk

The Institute of Education Halls of Residence: John Adams Hall

John Adams Hall administrative team are available to provide advice during the normal working day about hall-related matters. They can be contacted at the Main hall, 15 - 23 Endsleigh Street, London WC1H 0DP. Telephone: 020 7911 5300. E-mail: jah@ioe.ac.uk

Financial Hardship

The Student Welfare and Accommodation Officer administers the Access to Learning Fund. This is a public fund put at the Institute's disposal for disbursement to UK students facing financial hardship. For further information please contact the Student Welfare and Accommodation Officer.

Contact Details:

Ms Bridie Woods

Student Welfare and Accommodation Officer

Telephone: 020 7612 6112

E-mail: b.woods@ioe.ac.uk

<http://www.ioe.ac.uk/studentInformation/1032.html>

Teaching Opportunities

When opportunities arise at the Institute to employ students to teach or assist in our academic programmes, these will normally be advertised through the Doctoral School NETWORK page (<http://doctoralschool.ioe.ac.uk/>)

You can also register on the **WouldLikeToTeach** website which has been created to help doctoral researchers and research staff find opportunities to get teaching experience in Higher Education. Similarly, it helps Heads of Departments and Course Leaders to find people who are able to deliver Higher Education teaching on an hourly-paid basis:

<http://www.wouldliketoteach.org/>

Travel Insurance Cover

Under certain circumstances, it may be possible for students to be covered by the Institute's insurance policy for travel abroad for conferences or fieldwork. For further advice, please contact the Doctoral School who will consult with the Finance Office.

Website for Research Students

The Doctoral School NETwork is our web page which includes a notice board on which information on events and changes affecting doctoral students are posted. It also includes: information on the research programmes offered at the Institute; sources of funding for research; details of the research interests of doctoral students and staff in the Doctoral School; Institute facilities, research degree training courses and conferences; and information sheets on various aspects of the programmes, as well advice for those wishing to apply to study at the Institute. This is also where we post advertisements for one-off teaching opportunities for doctoral students at the Institute. The address is <http://doctoralschool.ioe.ac.uk>

Writing for Publication

A challenging aspect of doctoral study is writing articles for publication. We encourage all postgraduate researchers to begin writing for publication as soon as possible. There are a range of outlets for articles, from professional journals and newsletters to academic journals. Conference papers often form the basis for a subsequent publication. There are opportunities for contributing to internal Institute publications, and the Doctoral School publishes its own journal Educate~ (www.educatejournal.org), which is accessed by over 50,000 users per year. Postgraduate researchers can publish research notes, critical reviews, research papers and book reviews in Educate~ as well as reviewing submissions and participating in the Editorial Board. All these activities are supported by Educate~ orientated workshops on reviewing, writing and editing for publication. Postgraduate researchers are encouraged to publish both on their own, and together with their supervisor or other colleagues: this is an integral aspect of research and doctoral study.

8. FINANCIAL INFORMATION

Council Tax Exemption for Full-Time Students

The Government Council Tax covers the cost of services provided by the local authorities and is levied on property, the amount payable being based upon the value of the property. In most cases one or more of the occupiers of the property will be liable to pay Council Tax.

If you register as a full-time student for at least one year and receive a Council Tax bill you may be eligible for a discount or exemption if you come into any of the following categories:

- you live in John Adams Hall or another University Hall of Residence (students in a Hostel are exempt from the Council Tax);
- you live with one adult who is not a full-time student;
- you live in a private dwelling which is occupied entirely by full-time students and who remain full-time students and the only occupants;
- you are the sole occupant of a private dwelling and remain so. This would enable the dwelling to be exempted from the Council Tax.

In all the above cases (except the first) you will need your Council Tax Certificate as proof of your full-time student status to show to the Council Tax Officer when requested. If you are registering for a course lasting one academic year or more you may obtain, on request, a Council Tax Certificate through the Student Support Centre on Level 4 (A core, Wing) or the Doctoral School (Room 522).

NB: If you are paying rent to the owner of private accommodation, the owner will normally receive the Council Tax Bill and will include a proportion of the charge in your rent.

Finance Office

Financial services for students are available in the Student Support Centre on Level 4 (A core, Wing), which is open from 9.00 am to 5.00 pm from Monday to Thursday and from 9.00 am to 4.30 pm on Friday. (E-mail: cashier@ioe.ac.uk)

Student Welfare Office

See page 40 for information on the support available through the Student Welfare Office.

9. FUNDING OPPORTUNITIES FOR STUDENTS

This section provides a brief summary of the studentships open to students registered in the Doctoral School and other sources of financial assistance available through the Institute. Applicants interested in any of these forms of support may contact the Doctoral School (Room 519) for further information. Details of other sources of funding can also be found on the Fees and Funding page of the website: www.ioe.ac.uk/funding/doctoral

In addition a guide on funding opportunities is also available on the Doctoral School NETWORK (<http://doctoralschool.ioe.ac.uk/>)

Arts and Humanities Research Council (AHRC)

The Institute has been successful in obtaining a Block Grant Partnership Capacity Building Award from the Arts and Humanities Research Council which enables us to offer a small number of AHRC studentships students paying fees at the Home/EU rate undertaking for masters and doctoral programmes in history, media, museum studies, philosophy and music.

For more details of the eligible programmes and studentships on offer each year as well as the criteria and application procedure, please visit our website: www.ioe.ac.uk/funding/doctoral

Bloomsbury Colleges PhD Studentships

The Institute is one of six University of London colleges which form the Bloomsbury Colleges consortium. The consortium will be offering a number of PhD studentships, each of three years duration, to start October 2011. The studentships encompass a wide range of topics, reflecting the diversity of disciplines represented in the consortium. They will cover course fees (at the usual level for UK and EU studentships) and a student stipend. Details of studentships where the Institute is the lead college will be announced through the Institute website and the Bloomsbury Colleges web page (<http://www.bloomsbury.ac.uk/studentships/>) normally in November or December.

Centenary Research Scholarships for Overseas Students

The Institute of Education has a small number of scholarships for self-financing, international students. The scholarships are awarded on the basis of academic merit. Subject to satisfactory academic progress, most are tenable for the standard duration of a student's programme of study. Please

see www.ioe.ac.uk/funding/doctoral for full details. These scholarships are not open to students currently registered on a research degree programme at the Institute.

Closing date for those applying for a place at the Institute with a view to applying for a scholarship: **1 March 2012.**

Director's Thesis Prize

The Director's prize celebrates outstanding post-graduate work at the Institute of Education. It is awarded to the author of the thesis who, in the opinion of the judges, best demonstrates originality, contributions to the field, clarity of argument and potential impact. A prize of £3,000 will be awarded to the winner. If the selection committee finds two of equal distinction, the prize will be shared. Institute of Education doctoral students who have graduated during the previous year will be invited to apply for this prize

Doctoral School Conference Attendance Fund

There is provision in the Doctoral School fund to help doctoral students with the cost of conference attendance in order to present a paper. Grants, up to a maximum of £300, are available to doctoral students who are self-financing or who hold scholarships, which do not include an allowance for conferences. Students normally receive only one grant towards the cost of conference attendance during their total period of registration at the Institute. Applications should include the abstract of the conference presentation and written confirmation that the paper has been accepted. Students will be expected to write a short report following the conference.

Application forms are available from the Doctoral School (Room 519). The completed form should be endorsed by your supervisor and then returned, together with any supporting documentation, to the Doctoral School for consideration. Please bear in mind that the funds available are limited and it may not be possible to consider a request for assistance if it is received after the sum allocated for the year has been exhausted.

Economic and Social Research Council (ESRC) Studentships and the Bloomsbury Doctoral Training Centre

The Institute leads a consortium of four University of London colleges in the Bloomsbury area, which has been awarded Doctoral Training Centre (DTC) status by the ESRC. Our partners in the consortium are Birkbeck College, the School of Oriental and African Studies (SOAS) and the London School of Hygiene and Tropical Medicine. As a DTC, the consortium is accredited to award ESRC studentships in specified areas of the social sciences.

The consortium has 26 quota studentships. They can be taken as full-time 1+3 (recognised masters plus 3 year doctorate), +3 doctoral programme (for students who already possess a recognised masters degree) or 4 year doctoral programme (allowing greater flexibility in the position and pacing of research training, but leading just to the award of a doctorate), or part-time equivalent.

The studentships offered by the Institute will be advertised through the DTC (www.bloomsburyledt.ac.uk and Institute web sites. Application forms will be available from the Doctoral School in the early in the new year. For details of closing dates and application procedures, please check our website (see www.ioe.ac.uk/funding/doctoral).

For more information on ESRC studentships and the DTC and DTU network, please visit the ESRC website: www.esrc.ac.uk

Erasmus Programme

Erasmus is a scheme of the European Commission (EC) to support students enrolled in one European University to go to study in another European University. The scheme offers a contribution towards the costs of study in the other University. There is no fee charged by the host university as the tuition fees to the home university have already been paid. In addition, a student receives a small bursary of some hundreds of euros per month (depending on country of destination) towards travel, accommodation and living expenses.

The scheme is open to all who are nationals of an EU country or are recognised by their country of residence as a refugee, stateless person or permanent resident but is not open to other nationals.

The scheme is reciprocal and the Institute has agreements with some 90 universities in Europe to receive their Erasmus students and reciprocally they receive Institute students. The minimum length of a visit is 3 months the maximum 10 months. A doctoral student undertaking field study or whose thesis would benefit from the experience of research in another EU country may well want to consider such an opportunity. Part-time students are eligible to participate providing they study full-time during their mobility period.

Please discuss your ideas with your supervisor and in the light of your supervisor's agreement contact the International Office to discuss possible host universities/country. As the IOE needs to make an approach to the funding scheme some months before the proposed travel date, do please begin to explore the opportunity as early as possible.

For further information please contact the International Office: internationaloffice@ioe.ac.uk or extension 6104 and visit our web site: <http://www.ioe.ac.uk/study/masters/104.html>

European Scholarship

The European Scholarship Trust was set up by a former doctoral student of the Institute of Education, Mr Ralph Smith, in order to encourage discussion and dissemination of ideas concerning the on-going inter-relationship of economic development, education and the maintenance and development of cultural diversity within the periphery of Europe.

The award is tenable at the Institute of Education for one year of full-time or part-time study and comprises a stipend of £4,000 which can be used towards the payment of tuition fees or other expenses subject to agreement of the Institute.

The scholarship competition is open to currently registered research students or new research applicants who will be registering in 2012-2013 at the Institute to undertake research which will further the understanding of the relationship between education, cultural diversity and economic development within the periphery of Europe.

Applicants wishing to be considered for this scholarship will be required to submit a research proposal of 2,000 words plus a supporting statement of 1,000 words indicating how their studies will assist them in their professional/career development. Candidates must also have been accepted to study at the Institute for a research degree.

Institute closing date for submission of an application to the Doctoral School (519) is **1 June 2012**.

Nicholas Hans Comparative Education Scholarship

Established in commemoration of Nicholas Hans, a distinguished scholar in Comparative Education at the University of London, this award is presented to one doctoral student working towards a PhD in Comparative Education at the Institute of Education. The scholarship is competitive and tenable for one year only. It will cover a substantial proportion of the full-time tuition fee at the Institute and is at present available only to registered Institute students. Any change in the entry criteria will be posted on the website (www.ioe.ac.uk)

Comparative education is defined as work that explicitly compares the historical or contemporary patterns of societies and their educational patterns in a way which (a) exemplifies (b) extends or (c) develops by critique the intellectual concerns of Nicholas Hans in comparative education. Normally such work will be informed by a strong and clear emphasis on historical or sociological theory. Work which is critical of the Hansian and historical tradition in comparative education can be submitted provided a comparative theory which draws on alternative historical or sociological theories is explicitly offered.

The Scholarship is competitive and is open to those who:

- a) are registered doctoral students in their first or second year of study at the Institute or are Master's degree graduates of the Institute of Education who have been accepted to register for a doctoral degree at the Institute starting in the academic year 2012-2013;
- b) are or will be undertaking a comparative education thesis;
- c) are non-United Kingdom residents studying in this country.

The scholarship alone will not cover the cost of a year's stay in England, so the successful candidate will also need to provide evidence that he/she can cover living expenses in order to take up the scholarship for the relevant academic year. Application forms for this scholarship are obtainable from the Doctoral School (Room 519), together with details of the qualifying essay.

Institute closing date for submission of essay to the Doctoral School Office (Room 519): **1 June 2012**

(subject to review – check our web site www.ioe.ac.uk/funding/doctoral).

10. ACTION IN AN EMERGENCY

If you discover a fire

Raise the alarm by dialling 5555 or breaking glass at nearest call point. Evacuate room, closing windows and doors.

If alarm bells ring

INTERMITTENT: Prepare to evacuate the building; close windows and doors; turn off any equipment that is unsafe to leave unattended.

CONTINUOUS: Leave the building immediately. Follow fire exit signs to your nearest exit; assemble in Woburn Square (if you are at Bedford Way), or Tavistock Square (if you are at Endsleigh Gardens); obey the instructions of Fire Marshals.

- Do not use lifts
- Do not return to halls or rooms to collect personal belongings
- Do not re-enter the building until authorised

If you are in charge of a group, ensure that they keep together and follow the above instructions.

If you find an unexplained package

Do not touch it. Contact Reception or dial 5555. Await instructions. If the decision is taken to evacuate, alarm bells will ring continuously (ie there will be no intermittent warning). Leave the building immediately. If easily accessible, take your belongings with you.

If you have an accident or require first aid

If a First Aider is not available, contact Reception or dial 5555. Ensure the accident is recorded.

Theft or possible intruder

Report details to Reception or dial 5555. Do not call the police.

Lost property

Lost property is held at Reception on Level 4. Contact Reception or phone 6136.

Associateship

Course of Study

The programme leading to the award 'Associate of the Institute of Education' provides an opportunity for experienced teachers and administrators to pursue an investigation of a selected topic in the field of education, under the direction of a tutor. Students are required to register for at least one academic year of full-time study or two academic years of part-time study. There is no prescribed course of study: each programme is planned individually and can include attendance at selected lecture/seminar courses taken from our research or further professional development programmes, reading, field work and visits relevant to the topic under investigation. Subject to approval of his/her tutor an Associateship student may spend one term on fieldwork abroad.

Requirements of the report

The report should be approximately 30,000 words in length and should include; (a) a statement of the student's reading and fieldwork during the session, and (b) a critical survey of the chosen field of study and conclusions drawn therefrom. Candidates will be expected to give evidence in the report of their capacity to relate the results of their investigation to the needs and conditions of their own work.

Two copies of the report should be submitted, one of which must be bound in the traditional manner.

Assessment

The assessment of the report is normally undertaken by your tutor(s) and by a second assessor.

The report is considered in terms of a candidate's increased knowledge, understanding, and, in the case of candidates from overseas, the capacity to interpret what they learn in terms of the needs and conditions of their own countries. Other criteria will inevitably emerge from the nature of the task that you and your tutor have agreed. The usual rules of academic acceptability e.g. presentation, respect for evidence, clarity of expression, and organisation of material are also considered. The investigation on which the report is based will often have involved a programme of visits calling for careful observation over a wide range of educational activities. In this respect, an Associateship report is quite different from a thesis or dissertation on a more narrowly defined topic. The report should comprise a critical survey of the fieldwork together with clearly drawn and well supported conclusions.

The recommendations of the assessors are reported to the Council of the Institute.

The bound copy of an approved report may be forwarded to the Institute's library for reference purposes.

Award of Title

If your report is approved for the award of the Associateship, you will be issued with a certificate of the Institute.

Dates of submission

Full-time students should submit their work *within fifteen months* of the last day of the session during which the study was carried out.

Part-time students and students registered for a combination of full and part-time study (for example, one term full-time and four terms part-time), should submit their reports *within thirty months* of the last day of the session during which the study was conducted.

An extension to the normal submission date may, on approval by the Institute, be granted on exceptional grounds.

Eligibility for the award of the Associateship will *lapse* if the report is not submitted within the periods specified above, or within the period of an agreed extension.

Re-submission

If a report is not accepted, the candidate may be granted permission to re-present the work within one year from the date when notification of the decision is received. The decision of the Council is final.

Publication

Permission must be obtained from the Institute if a student wishes subsequently to publish the report as work approved for the Associateship of the Institute. In such a case, the document must state clearly that the Institute takes no responsibility for the opinions expressed therein.

Award Presentation Ceremony

Successful candidates are sent details of the award ceremony, which is normally held three times a year in March.

APPENDIX 2

CHEST CODE OF CONDUCT USE OF COPYRIGHT SOFTWARE OR DATASETS

The following text is a transcription of the Chest Code of Conduct for the Use of Computer Software or Data. The Code was originally created with reference to the use of software in Higher Education and Research Council Establishments, but is also applicable when Further Education Institutions participate in Chest Agreements and Offers. The Code has been incorporated into the licence of all centrally-funded Eduserv Chest Agreements.

This Code of Conduct should be observed by all users of software and/or computer readable data, hereafter referred to as "Product" that has been issued or made available to them by the "Institution". This Code does not constitute a licence and, in all cases, users of Product should acquaint themselves with the provisions of the relevant licence when they obtain a copy and before putting the same to use.

The Code of Conduct is in three parts:

- a. The Code
- b. Definition of Educational Use
- c. Copyright Acknowledgement

THE CODE

Unless advised to the contrary it is to be assumed that Product is subject to Copyright Law and is provided for Educational Use, see "Definition of Educational Use".

The Institution will maintain a record, or require any Department which is in receipt of Product to maintain such a record, of each Product that is available for use in the Institution or, in the case of devolved responsibility, within the Department. In either case the record shall contain details of the licensing arrangements for each Product together with the names of any persons to whom a copy has been issued.

All employees and students of the Institution will be informed of this Code of Conduct and all users of Product will be advised of the conditions under which it may be used and will sign that they have been so advised. In the event that users, who are neither employees nor students of the Institution, are authorised access to Product they will be similarly advised and shall be required to sign that they have been so advised and will further sign that they will abide by the Code before being given access to Product. The responsibility for ensuring that such users are so informed may be devolved to the "home" Institution by prior agreement between the Institutions.

All employees and students of the Institution will be issued with a copy of the Copyright Acknowledgement.

The Institution will organise arrangements for back-up, copying and distribution of Product and Documentation subject to the conditions of the licence. Users shall not copy or distribute copies of the software unless permitted to do so under the terms of the licence.

Where it is a condition of supply of Product the Institution will organise a single point of contact for dealing with queries and support of Product. It is recommended that, unless special conditions pertain, this point of contact should be within the Computer Centre.

In the event of termination of the licence for a Product, the Institution will instruct the single point of contact to call in all copies of Product and, where appropriate, make arrangements for the safeguarding of the authorised archival copy.

The Institution shall not permit users to reverse engineer or decompile Products unless permitted so to do under the terms of the Copyright, Designs and Patents Act 1988 and associated Statutory Instruments or under the terms the licence.

The Institution will use its best endeavours to apply, administer and ensure compliance with this Code of Conduct.

DEFINITION OF EDUCATIONAL USE

Note 1

The following are the ground rules and any variation should be a matter for discussion either centrally, by the body negotiating the licence terms, or, where there is no community-wide negotiation, by an Institution BEFORE the form of licence is signed.

Note 2

The following is a full quotation from the "General Licence Conditions" which apply in Eduserv Chest centrally negotiated agreements and in the recommended "Form of Licence" for non-centrally negotiated offers.

Product may be used by any employee, student, or other persons authorised by the Licensee for the purposes of the normal business of the Licensee's organisation, whether or not they are located on the Licensee's premises. Such use of Product includes the following:

- a. Teaching
- b. Research
- c. Personal educational development
- d. Administration and management of the business of the Licensee's organisation.

- e. Development work associated with any of the above.

General Exclusions:

- i. Consultancy or services leading to commercial exploitation of Product
- ii. Work of direct benefit to the employer of students on industrial placement or part-time courses paid for by the student's employer.

In (i) and (ii) above the Licensor may allow such use in return for acknowledgement of use of Product and/or for an agreed fee.

Note "Commercial Exploitation" in the context of this Code is the use of Product for monetary gain either by the Institution or an individual. Where Product is so used this must be a matter for discussion between the Supplier and the Licensee.

No persons shall be excluded from use of Product for reasons of nationality or citizenship.

All persons who are provided by the licensee with copies of Product must have signed a declaration incorporating the Copyright Acknowledgement.

COPYRIGHT ACKNOWLEDGEMENT

I agree that my usage of any Software, Computer Readable Data or Courseware or other similar material, hereafter referred to as "the Product", issued or otherwise made available to me by the Institution to which I am a student or member of staff is subject to the following conditions:

1. I will ensure that all the requirements of the agreements, contracts and licences under which the Product is held by the Institution will be maintained. (Copies of the relevant agreements, contracts and licences may be seen by application to the School or Department which made Product available.)
2. I will adhere to the regulations governing the use of any service involved in the provision of access to the product whether these services are controlled by my own institution or by some other organisation.
3. I will not remove or alter the Copyright Statement on any copies of the Product used by me.
4. I will ensure the Security and Confidentiality of any copy released to me, and will not make any further copies from it or knowingly permit others to do so, unless permitted to do so under the relevant licence.
5. I will use the Product only for purposes defined, and only on computer systems covered, by the agreement, contract or licence.
6. I will only incorporate the Product, or part thereof, in any work, program or article produced by me, where this is permitted by the licence or by "Fair Dealing".

7. I will only incorporate some part or version of the Product in any work produced by me with the express permission of the Licensor or unless this is permitted under the Agreement.
8. I will not reverse engineer or decompile the software products or attempt to do so unless this is explicitly permitted within the terms of the Agreement for the use of the Product.
9. I will return or destroy all copies of the Product at the end of the course/year/period of employment or when requested to do so.
In signing this Copyright Acknowledgement Form I understand that the Institution reserves its right to take legal action against individuals who cause it to be involved in legal proceedings as a result of violation of its licensing agreements.

Research Student Rooms

Room	Location	Faculty
576	20 Bedford Way*	FPS
838	20 Bedford Way*	FCL
604	20 Bedford Way*	FCL
702	20 Bedford Way*	FPS
774	20 Bedford Way*	FCL
B4	25 Woburn Square	FCL
109	59 Gordon Square	FPS
TCRU	27-28 Woburn Square	FCL
Basement	18 Woburn Square	FCL
Top Floor	10 Woburn Square	FCL
B1	25 Woburn Square	FCL
B7	25 Woburn Square	FCL

*These rooms are access controlled. The Faculty Research Student Administrators (see below) will be able to provide you with the code to get into these rooms on production of your student enrolment card. In the case of rooms in Woburn Square and Gordon Square, the access control is on the main door to the house

Faculty of Children and Learning

Hazel Croft Room B4, 25 WS 020 7612 6511 h.croft@ioe.ac.uk

Pui Sin G4, 27-28 WS 020 7612 6957 p.sin@ioe.ac.uk

Faculty of Policy and Society

Neal Carr Room 806 020 7612 6820 n.carr@ioe.ac.uk

A large-print version of this document is available and alternative formats can be provided on request.

Please contact Disabilities Support for assistance.

Telephone: 020 7612 6641

E-mail: disabilityadmin@ioe.ac.uk