

*Department of English
&
Creative Writing*



**MAs by Research
and
MPhil/PhD**



**Course Information
2011/12**

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WELCOME

Welcome to the Department of English and Creative Writing. This booklet is designed to give you all the practical information you should need during your postgraduate studies at Lancaster, including who we are, what we do and how we can be contacted, as well as course regulations and procedures. Please keep a copy for your own reference. Further copies can be obtained from the Postgraduate Secretary's office (B114, County).

Please also remember to keep your eye on the PG pages of the Departmental website where news, events and any changes in procedure or policy will first be posted. **Further, we would invite all new PGR students to write a short, personal profile for the website (see those of our present students for examples).** This site (managed by Dr Brian Baker) has been instrumental in making research synergies between staff and students in the Department visible, and it is in everyone's interest that we keep it as up to date as possible. Please contact Brian (b.baker@lancaster.ac.uk) regarding your profile or any other IT issues.

We hope you find your time at Lancaster to be both a stimulating and enjoyable experience.

ABOUT THE DEPARTMENT

English and Creative Writing is now one of the largest recruiters of postgraduate students in the Faculty of Arts and Social Sciences at Lancaster. In any given year, we have between approximately 40-50 research students on our books (this includes both full and part-time students) and approximately 70 students taking our various Masters degree programmes. This means we have the 'critical mass' necessary for a buoyant and stimulating postgraduate and research culture, and our Research Methodology and Work in Progress seminars ensure that there is a regular forum at which all our research students can meet, socialise and support one another.

The specialist research interests of staff within the Department is also shared, directly, with our postgraduate students through our Departmental seminars, and students with an interest in cultural theory and gender studies should request to be put on the mailing lists of the Lancaster Institute for Contemporary Arts (LICA) and Sociology Department respectively.

In the last few years our PGRs have, themselves, initiated a number of ventures – for example, the annual postgraduate conference and the on-line journal, *The Luminary*, which have helped put postgraduate studies in English and Creative Writing in Lancaster on the national and international map. Please see the PG pages of the Departmental website for further details.

We believe that the Department of English and Creative Writing at Lancaster is well-placed to offer a friendly, supportive and intellectually stimulating environment for all its postgraduate students and we hope this booklet will provide the practical information necessary for you to make the most of your time here.

CONTACTS AND INFORMATION

	Room	Extension	Email Address
<i>Director of Postgraduate Studies</i>			
Professor Lynne Pearce	B208	(5) 92235	l.pearce@lancaster.ac.uk
<i>Convenor of MA in English Literary Research</i>			
Professor Lynne Pearce	B208	(5) 92235	l.pearce@lancaster.ac.uk
<i>Convenor of MA in English Literary Studies</i>			
Dr Andrew Tate	B100	(5)92223	a.tate@lancaster.ac.uk
<i>Postgraduate Secretary</i>			
Mrs Leila Atkinson (Maternity Leave August 2011-May 2012)	B114	(5)93089	l.j.atkinson@lancaster.ac.uk englishpg@lancs.ac.uk
Mrs Janet Tyson (Maternity Cover August 2011-May 2012)	B114	(5)93089	j.tyson@lancaster.ac.uk englishpg@lancs.ac.uk
<i>Departmental Officer</i>			
Mrs Anne Stewart-Whalley	B109	(5)92129	a.stewart-whalley@lancs.ac.uk
<i>Head of Department</i>			
Prof John Schad	B99	(5)92234	j.schad@lancaster.ac.uk
<i>PG Student Representatives</i>			
To be appointed. Please see section on Student Representatives.			

THE DIRECTOR OF POSTGRADUATE STUDIES

The Director of Postgraduate Studies has overall responsibility for all postgraduate matters in the Department. You should contact the Director for advice about doing a research degree and with respect to any problems or complaints that arise in the course of your studies that cannot be resolved by your supervisor, if you are having problems with your supervisor, if you are thinking of suspending your studies for a while (intercalating), or if you need to extend your registration. Please also note that as well as PGRs (students enrolled to do an MPhil / PhD) the PG Director also looks after our MAs by Research [ELRs]. Questions concerning the taught MA pathways [ELS students] should, however, contact Andrew Tate in the first instance

THE POSTGRADUATE SECRETARY

The Postgraduate Secretary has special responsibility for graduate students and can help with general queries on all matters relating to postgraduate study. She should be the first port of call for all postgraduate enquiries.

LIBRARY

You must register with the library before you can use its facilities. This should be done at the same time as you officially register with the University during 'Intro Week'. The library also runs 'new user' guided tours which you should endeavour to attend.

If you would like to make any recommendations for the library holdings tell your supervisor who will sign a pink card and make the order for you. Should you wish to order a book or article from 'inter-library loans' please ask either your supervisor or MA tutor to sign the form. We warmly encourage you to improve the library by filling in 'holes' that you find.

POSTGRADUATE ACTIVITIES/SOCIAL EVENTS

It is our hope that students will get to know one another and socialise informally as a result of attending the various seminars, most of which include a coffee break where participants get a chance to chat with one another. In this respect, we would strongly encourage students to also sign up for some of the Faculty's 'Research Training Programme' courses (known as FASS RTP) since this will enable you to meet students from other Departments in the Humanities and Social Sciences. You should be given information about this year's programme at the Introductory talks at the start of the year but, if for any reason you should miss these, please contact the RTP secretary directly: michaela.scott@lancaster.ac.uk and / or check out the website through the FASS portal.

As noted above, English Department postgraduates should be aware of the extensive seminar/visiting speaker programmes and conferences provided by other Departments and Research Institutes. Religious Studies, History and the Department of European Languages and Cultures all hold seminars and conferences that may be of interest. In addition, the recently formed Centre for Transcultural Writing and Research (CTRW) (directed by Graham Mort from Creative Writing) will be holding a number of events in the Faculty throughout the year. Please see the CTWR website: <http://www.transculturalwriting.com/>

POSTGRADUATE SEMINARS

There are various seminars available to all MA by Research and MPhil/Ph.D students. . . These are:

- **FASS RTP Programme** (see above)
This programme of short courses runs throughout the year. The current PG Director, Lynne Pearce, teaches the course on several of these courses (thesis writing, conference papers, writing for publication) and research students are strongly encouraged to attend – not least in order to experience a wider, cross-disciplinary research environment. **Please see the FASS website for details of this year's programme and contact Michaela Scott if you wish to register (michaela.scott@lancaster.ac.uk).**
- **Work in Progress**
The fortnightly seminar is led/convened by the Director of Graduate Studies, and is open to both new and continuing research students (i.e. MPhil/Ph.D and MAs by Research). The mix of students at different stages of the writing process is especially productive here, so it is our hope that a substantive number of second, third and fourth year students will continue to attend the seminars in order that they can share their

experiences with incoming students. At the first session, the students and the PGR Director will discuss together what form they would like the seminars to take. The current Director, Lynne Pearce, has taught courses in research methods and 'thesis writing' for over 10 years and is happy to lead sessions on such topics as 'generating ideas', 'formulating a thesis', 'developing and argument' and 'writing for publication' as well as using the seminars as a forum in which students can present and discuss their own work. The seminars will be workshop-based and students will be encouraged to bring samples of their writing to the sessions.

During 2011/12 these seminars will take place on Wednesdays between 3pm-5pm once a fortnight and will run throughout the year (terms 1-3).

- **Terry Eagleton Lectures, Seminars and Individual Consultations**

The University recently appointed Terry Eagleton to a (part-time) post of Distinguished Professor in the Department. Most of you will have been acquainted with Professor Eagleton's work at some point in your studies, and his visits (terms 1 and 2) provide our research students with the opportunity to meet and confer with him in person. As well as a programme of lectures and seminars (some of them specifically directed to PG students), M/Phil/PhD students have the opportunity of discussing their own research with Professor Eagleton on a one-to-one basis. He sees 4 students for 30 minutes on each visit, and all those interested should contact the PG Director who will allocate slots on a first-come-first-served basis.

- **Departmental Seminar Series**

We also hold Departmental Seminars on a regular basis (programme to be confirmed for 2011/12) where staff, PGRs and visiting speakers present papers on their work. In 2011-12 Seminars will normally be held fortnightly on Wednesday afternoons at 5.00pm and postgraduate students are strongly encouraged to attend.

- **Ruskin Seminar**

The Ruskin Seminar meets throughout the year and is open to all those with an interest in the work of John Ruskin and his circle, and the nineteenth century in general. The group consists of staff and postgraduates from departments across the university and members of the public. Each term there are several visiting speakers and reading groups. Visits to the Ruskin Library exhibitions (on campus) and visits to Brantwood (Ruskin's former home in the Lake District) are usually included in the programme. The usual meeting time for this seminar is Thursday, 4pm-6pm (weeks 1-10 excluding week 6 in the Michaelmas and Lent terms, weeks 1-4 in the Summer term). For further information, contact the Administrator, Ruskin Research Centre (01524 510818) or visit the website on: www.lancs.ac.uk/fass/ruskin/index.php

You will receive further details of these seminars and their meeting times from the Director of Postgraduate Studies at the start of the year. All research students should endeavour to attend the Work in Progress course; the others are optional.

MA^s BY RESEARCH: STUDENT INFORMATION

MA IN ENGLISH LITERARY RESEARCH

(Literature, Drama and Society: Shakespeare to Behn; Nineteenth-Century Literary Research; Gender, Genre and Cultural Theory)

The MA in ELR and its variants are essentially research degrees. They function as training and preparation for a PhD or as a shorter, less demanding research project for students who do not wish to tackle a PhD but do want to develop their research skills beyond a BA. Unlike the PhD, originality and publishability are not necessary attributes of the 30–35,000 word dissertation that is the goal of the one year degree. Unlike a taught MA, these degrees allow students to concentrate on a single topic of their choice.

Learning and teaching are therefore conducted by means of fortnightly supervisory meetings, and also by attendance at the fortnightly departmental Work in Progress seminar. You should also attend the Research Methodology module run for the taught MA^s where you will mix with other MA students. All postgraduate students are welcome to participate in the departmental seminars. If there is a large cohort of ELR students in any given year we will also try to arrange a group meeting once a term.

Assessment is by a preliminary essay of 5,000 words (22%), a Research Methodology portfolio (6%) and a final 30–35,000 word dissertation (72%). A mark of 50% or over should be achieved in the essay to progress to the dissertation. To pass, an overall course mark of 50% should be achieved. For the award of a distinction, candidates should achieve a mark of 70% or above in the dissertation, and a weighted average of 65% across the scheme.

The **essay** allows for early feedback, and a test of progress, and is analogous to an upgrading piece for a PhD at an earlier stage. Newly acquired research skills can be tested out at this point, and the topic can begin to take shape. The essay should:

- a) survey the field and its associated secondary literature;
- b) define the topic (can take the form of a chapter of the proposed dissertation);
- c) give a select bibliography related to the topic.

The essay is double marked in the Department, with the supervisor as one marker. The agreed mark and the comments of both markers will be made available to the candidate. If the essay does not pass, the student will be given the opportunity to re-write it for a higher mark.

The final **dissertation** is expected to show, primarily, a grasp of research skills and methods in relation to the chosen topic. Presentation, referencing, a clear theoretical or critical approach, knowledge and citation of the relevant field of debate in the critical literature, and well-worked-out argumentation are the most important criteria. The dissertation is double marked in the Department, with the supervisor again acting as one of the markers. Both marks and reports, and an agreed mark, are then sent to the MA external examiner for moderation.

With the completed **dissertation**, students must also submit a brief (1,000 words) **report** on the methodological aspects of their research — i.e. what they feel they have learnt in terms of the research process, what aspect of the research was most difficult, etc. The external examiner has found such reports extremely useful in assessing the learning experience of

the project as a whole. This report can be based on material produced for the Faculty Research Methods seminar.

Deadlines: the dissertation is due by the beginning of September of your year of completion. The essay is due on the first day of the second term for full-time students, and the first day of the third term, for part-time students. Two copies of the essay must be given in to the Postgraduate Secretary, complete with coversheets, which can be found in the mixing bay in the Department.

PRESENTATION

Work must be typed (double-spaced) and presented in the style recommended in the *MHRA* or *MLA Style Books*. Copies for consultation are to be found in the library.

SUBMISSION AND BINDING OF DISSERTATION

Students are required to submit **two soft-bound copies** of their dissertation in the first instance to the Postgraduate Secretary (a complete coversheet must accompany each copy). Once it has been 'passed' by the external examiner and all corrections have been completed it must be hard-bound. We therefore suggest you leave a cheque (made payable to 'Brady Bookbinders') to cover the cost of hard-binding with the Postgraduate Secretary when you submit your soft-bound copies to the Department. The Postgraduate Secretary will then arrange for the hard-binding of both copies of your dissertation.

We would like to remind all MA by Research students that the hard-binding of dissertations is part of the contract they enter into when signing up to do a Higher Degree, and to make sure this happens we will advise the Postgraduate Studies Office to withhold the award of a degree until **two** hard-bound copies have been received by the Department.

MPHIL/PhD: STUDENT INFORMATION

THE STUDENT'S RESPONSIBILITIES

As a research student you have a number of responsibilities which include:

- Arranging and maintaining contact with your supervisor(s).
- Consulting your pigeonhole, email, and notice-boards regularly.
- Attending a research training programme as agreed with your supervisor each year.
- Alerting your supervisor(s) to any difficulties. In exceptional circumstances you may prefer to discuss the matter with the Director of Postgraduate Studies.
- Maintaining progress as laid down in the programme of work.
- Submitting written assignments on time.
- Keeping a written record of supervisions either by emailing a short report to your supervisor or by using the VLE *My PGR* site.
- Ensuring that written work is of an acceptable standard of literacy; please note that it is not the supervisor's responsibility to correct written work at the level of grammar / expression although s/he may do so on some occasions. If you are an overseas student whose first language isn't English, you may consider getting your work proof-read before submitting it to your supervisor.
- Participating in the annual (and interim) review process which is now conducted electronically via the Registry apart from the 'Annual Review Panel' (see below) which is organised and monitored by the Department.
- Agreeing with your supervisor(s) on when to submit the thesis bearing in mind the regulations governing minimum/maximum periods of study.
- Reporting any formal complaints to your supervisor(s), the Director of Postgraduate Studies or the Head of Department who will take action.

THE SUPERVISOR'S RESPONSIBILITIES

- To hold regular supervisions with their students (normally once every two or three weeks for full time students, or once a month for part-time Students).
- To discuss the student's training needs with them at the start of each new year and to talk through which FASS RTP courses (see above) they may wish to take or any other skills they may wish to develop.
- To ensure that contact is maintained during those periods when staff are away from the University (e.g., during the vacations or when they are on sabbatical). In the age of email, most supervisors are able to keep in touch with their students throughout the year and there is evidence to show that written communication between students and supervisors is sometimes more effective than face-to-face meetings in recording developments in the research and exploring new ideas. However, you should normally expect to see your supervisee in person once or twice during the long vacation.
- If a supervisor has a new PGR or ELR student starting while they are on sabbatical, arrangements must be put in place to ensure that the new student is not left to their own devices for the first term! Either the supervisor should offer to meet with the student a few times even though s/he is on sabbatical (and to keep in touch electronically) OR the Department should arrange a temporary replacement supervisor (for example, if the supervisor is working abroad). Please note that supervisors on maternity leave have to secure replacement supervisors for their students since they are

not legally allowed to visit the University during this period except in exceptional circumstances (i.e., they are no longer insured by the University during this period).

- After each supervision, the student should write a brief report on what was discussed in the meeting and send it to the supervisor for approval and comment. The supervisor should then print out a copy of the report and hand it over to the PG secretary to put on file. Alternatively, students and supervisors may wish to keep a record of their meetings on the VLE through *My PGR* (or whatever software replaces it). Also, if you find yourself in a situation where a lot of important discussion is taking place by email, it is a good idea to upload this onto your log at some point so that it becomes a permanent record of the PhD's development.
- The student can expect written work to be read and commented on by his/her supervisor within two weeks except in exceptional circumstances. (But please remember that during some periods, supervisors are very busy and may not be able to read a long chapter the night before the supervision!).
- The supervisor should advise the student if, in her/his opinion, they are falling behind with their work, or seem unlikely to reach the required standard. Likewise, she/he should tell you when she/he thinks you are ready to submit.
- Supervisors should, within reason, take a pastoral interest in the welfare of their students and support them during times of stress and hardship. However, the supervisor is not a trained counsellor and may therefore advise students to seek help advice elsewhere. The University runs an excellent counselling service that is regularly used by both staff and students (see below).

ANNUAL PANELS (including first year review)

Apart from the upgrading / conversion panel (see below), research students in the department undergo an annual review panel. The purpose of this panel is to monitor and record progress, to provide a fresh perspective on the work from someone other than the supervisor, and to serve as a rehearsal for the upgrading panel (and, later, the viva). Only **two** members of staff are required to be present for an annual panel, one of whom is the supervisor. Both student and supervisor should write a brief report on the panel and hand this over to the Postgraduate Secretary to put on file. If the timing of the upgrade/conversion panel is within six months of an annual review panel it is normally acceptable to waive the latter.

First year review – this panel normally occurs at the end of your first year (between June – September) for students beginning in October. You need to prepare:

- A month by month 'diary' of your research / writing throughout the year
- A revised 'Abstract' for the thesis as a whole (c.300 words)
- A provisional chapter plan
- A sample of writing (c.8,000- 10,000 words and typically in the form of a draft chapter)
- A plan of next year's work
- A Bibliography of your reading so far

N.B: An 'Annual Review Panel' of this kind should normally take place each year at a similar time except the year of your upgrading / 'confirmation' where it may be excused.

UPGRADE/ CONFIRMATION PANEL

At Lancaster, all research students are registered for a Preliminary PhD (formally MPhil) in the first instance, and will only be confirmed as a PhD if their project shows sufficient breadth, depth and originality. If the project fails to show these qualities the student will be entered for an MPhil qualification. On this point, we would like to emphasise that an MPhil is a substantial and important research qualification in its own right, and that students should not regard it as a failed PhD. Some topics are better suited to this qualification. (See below and University Guidelines for definitions of both degrees).

Confirmation normally takes place between 18–24 months into the research for full-time students and between 24–36 months for part-time students. (For AHRC-funded students, it must be no later than 18 months FTE.)

For the confirmation panel you are required to submit a portfolio of work to be agreed with yourself and your supervisor. The work must be substantial enough for us to get a clear picture of your progress to date and for the panel to be convinced that it can be completed as a PhD in the time remaining . The portfolio should normally include:

- A revised 'Abstract' for the thesis as a whole (c.300 words)
- A chapter plan (which is ideally annotated so that the panel have a clear idea of what is to be included in each chapter)

- A writing sample (normally in the form of TWO completed draft chapters – c. 16-20,000 words total)
- a diary/timeline of your progress to date
- an expected timetable for completion
- a Bibliography of your reading so far

This body of work will be reviewed by a panel consisting of **your supervisor** and **two** independent readers from the Department or cognate departments. If the Department is required to report on you to the AHRC, or a similar funding body, this review will be an essential component of the report. The committee, again in consultation with your supervisor, will also consider if the work submitted provides grounds for recommending the upgrading of your registration to that of PhD.

If the panel decides that it cannot recommend such an upgrading, students are free at any subsequent date during their registration to make a further submission. **But students should be aware that the University normally insists on a further minimum period of study (usually one year, full-time) after an upgrading is agreed before a thesis can be submitted.** It is therefore sensible to attend to the business of upgrading not later than September of your second year.

Please note that this Department believes strongly that MPhil students should not expect to upgrade to a PhD automatically and may, for many reasons, have a project more suited to an MPhil. Moreover, acceptance onto an MPhil/PhD programme does not, in any way, guarantee that the student will be awarded the qualification at the end of his or her registration period. Students must be aware that, in the UK, the PhD is the highest academic qualification available and that very rigorous standards of scholarship continue to apply.

Degree	Status	Minimum	Maximum	Status	Minimum	Maximum
M.Phil.	Full time	24 months	36 months	Part time	36 months	60 months
Ph.D.	Full time	36 months	48 months	Part time	48 months	84 months

SUBMISSION AND BINDING OF THESES

Candidates are required to submit **two soft-bound** copies of their thesis to the Postgraduate Studies Office, who will arrange for the theses to be sent to the examiners. After the viva, once the thesis has been examined and all corrections have been completed, it is a University regulation that students **must** arrange for **two hard-bound** copies of their thesis to be submitted to the University. **Please note that candidates will not be awarded their degree until proof of hard-binding has been received at the Postgraduate Studies Office.**

The Postgraduate Secretary has information about the current regulations for format, submission and binding of theses. Information can also be obtained from the Postgraduate Studies Office.

ASSESSMENT AND EXAMINATION

MPHIL

The MPhil is a piece of independent research of no more than 40,000 words in length. It is expected to demonstrate a high degree of skill and competence in research methods, critical evaluation and independent thought, but does not require quite the same evidence of originality or publishability as a PhD

MPhils are examined by thesis (two copies of which should be submitted soft-bound in the first instance). The work will be examined by two persons nominated by the Department, one internal and one external, but the student will not be expected to attend a *viva voce* examination unless the examiners especially require it.

PhD

The PhD is a piece of independent research of (normally) 80,000 words including footnotes and appendices but excluding the bibliography. Like the MPhil, it is expected to demonstrate high levels of scholarly competence and knowledge of the field, in addition to which it must display both originality and publishability (either in whole or in part).

PhDs are examined by thesis (two copies of which should be submitted soft-bound in the first instance). The work will be examined by **two** persons nominated by the Department, one **internal** and one **external**, and the student will be expected to defend the thesis at a *viva voce* examination in due course (sometimes up to 3 months after submission of the thesis).

Further information on the viva is provided in the appendix to this handbook, though students should be aware from the start that (in Humanities) vivas are still idiosyncratic events and each one needs to be individually prepared for with the help of the supervisor. The Director of Graduate Studies is also happy to give informal advice.

THE VIVA

Once the completed thesis has been submitted, the external and internal examiners will be asked to read it within approximately three months. An oral examination will then be scheduled at which the student will be expected to defend their thesis. All students should be offered a mock viva before the actual examination. Examiners are officially appointed by the Director of Postgraduate Studies in consultation with the student's supervisor; and although the student may be involved in discussions about who are appropriate examiners, they should, in no circumstances, approach these people themselves either formally or informally.

If the student has held a lectureship at Lancaster University then **two** externals should be appointed for the examination. If the supervisor does not believe the thesis is ready for submission but the student wishes to submit anyway, then the supervisor's views will be submitted in writing before the examination to the Director of Postgraduate Studies and the

Dean of Graduate Studies. We strongly recommend students to be guided by the judgment of their supervisor.

Vivas vary enormously depending on the combination of examiners and students. In general they last at least one and a half hours, though some may last a lot longer than that. It is always advisable for students to reread their work a couple of times before their viva and to be prepared to discuss its strengths and weaknesses. The questions range from the very general, looking at the remit and focus of the project, to the methodological and theoretical approaches employed, to the very detailed ('what did you mean when you wrote ...?'). **Please note that it is standard University policy not to inform students of the result of the viva until the end of the meeting: students will typically be asked to leave the room for a short time whilst the examiners consider their decision.** As it is impossible to predict the form of individual vivas, it is best to have a mock viva but not have too fixed an idea of what the actual viva will be like. Talking to previous students about their experience may be useful if they are still around, but your own viva may follow a different pattern.

Since 2003 it has also become a University requirement that all Lancaster vivas are either chaired or tape-recorded. This not only ensures that there is a 'witness' to the proceedings, but the presence of a Chair is also seen to improve the inter-personal dynamics of the exam room (even though s/he rarely intrudes into the actual viva discussion).

Students curious about the PhD examination process may like to take a look at the following publications (all Open University Press): Rowena Murray, *How to Survive your Viva* (2002); Lynne Pearce, *How to Examine a Thesis* (2005) [written primarily for the examiners, but still of interest to students!]; and Penny Tinkler and Carolyn Jackson's *The Doctoral Examination Process* (2004). We may also spend some time discussing the Viva in the Work in Progress sessions if students so wish!

Following the viva, examiners are asked to make one of the following recommendations:

The degree of PhD should be awarded:

- a) Forthwith
- b) Subject to corrections being made
(see (i) below)
- c) Subject to amendments being made
(see (ii) below)

and if b or c are required, is the external willing that these should be verified by the internal examiner only.

The degree of PhD should NOT be awarded:

- a) Permission should be given for the thesis to be revised and resubmitted within 12 months for the degree of PhD (see (iii) below)
- b) The degree of MPhil be awarded
- c) 12 months for the degree of MPhil (see (iii) below)

Notes

- (i) The term 'corrections' refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references, etc. Corrections should be made within 3 months from the notification of the result of the decision.
- (ii) The term 'amendments' refers to stated minor deficiencies, requiring some textual revisions. Amendments should be made within 6 months from the notification of the result of the decision.
- (iii) If resubmission is recommended please enclose your report, on a separate sheet, advice about modifications to the thesis which will be sent to the student within one month of the *viva voce* examination.

CHECKLISTS FOR RESEARCH STUDENTS

MA BY RESEARCH STUDENTS

By the end of your first term [full-time] students should:

- have met with your supervisor on a regular basis every 2-3 weeks
- have produced a number of short focussed pieces of work
- have begun to acquire a range of research skills
- have attended Research Methods and Work in Progress seminars
- be working towards a 5,000 word essay to submit at the start of Term 2

By the end of the year you should:

- have acquired a good sense of scholarship for your specialist topic
- have compiled a bibliography showing knowledge of this scholarship
- have written regular pieces of work and learnt how to work independently
- be working towards a final dissertation of 30-35,000 words

Remember to leave yourself enough time for thorough checking, proofreading and binding at the end!

FIRST YEAR PhD STUDENTS

By the end of your first year you should (as a full-time student):

- have met with your supervisor on a regular basis every 2-3 weeks
- have produced a number of short, preliminary pieces of work
- have produced a draft chapter for the First Year Annual Review Panel
- have acquired a good sense of the scholarship in your field
- have compiled a full bibliography of that scholarship
- have begun to have a sense of key approaches in your period
- have begun to think reflectively about your own writing style and practices and that of critical works
- have kept a Research Diary containing reflections/ references etc.
- have attended Work in Progress (and possibly Research Methodology) on a regular basis

SECOND YEAR PhD STUDENTS

By the end of your second year you should have:

- a number of chapters written up in a draft form which your supervisor has read and responded to
- a clear sense of what you have written, what remains to be written and how long it will take you
- a good sense of the strengths and weaknesses of your thesis and of where its originality lies
- a good sense of related work in the field and your engagement with it
- a developing methodology and awareness of your own approach
- increasing confidence to present your work to others

THIRD YEAR PhD STUDENTS / FOURTH YEAR WRITING UP

By the end of your third year you should:

- have completed most of the research and have written drafts of most chapters
- be preparing to write up the final full version of the PhD
- be thinking about rough drafting an introduction and constantly defining for yourself what the essence of your project is
- have a clear sense of your methodology and the strengths and weaknesses of your project
- identify areas which will need more or less revisiting at the writing up stage
- have a detailed timetable to completion for yourself
- start thinking about giving papers at conferences or publishing an article if the opportunity arises

When Writing Up

- remember that the PhD may only be the start of a much larger project. Be pragmatic, and remember that a good deal of the work you have started can be developed elsewhere later;
- decide what YOUR narrative is. There are many ways you could tell it, but this is the one you have chosen. Stick to it;
- make a realistic timetable and try to stick to it. Don't set yourself impossible deadlines that you won't be able to meet;
- minimise all other commitments and stay entirely focussed upon this task, especially in the run up to completion.

AHRC FUNDED STUDENTS

If you are an AHRC funded student you need to:

- ensure that you keep focused and stay on track
- have your First Year Review Panel by July of the first year
- have your Upgrade Panel within 18 months of your start date
- ensure that you COMPLETE WITHIN FOUR YEARS

Why does this matter? Because of:

Blacklisting

If an AHRC funded student does NOT complete within four years then the department is at risk of being blacklisted by the AHRC. This means that they will refuse to recognise the Department as an AHRC-fundable unit in the future.

If you realise that this is going to be a problem you MUST make your supervisor and the Director of Graduate Studies aware of it. Don't panic! The AHRC are very accommodating in genuinely difficult circumstances.

FINANCIAL INFORMATION

The following are the fees for Postgraduate Study 2011/12.

Home/European Union:

Full-time £4,460.00

Part-time £2,230.00

Overseas Students (from outside the EU):

Full-time £11,425.00

Part-time £5,713.00

Visiting Students:

EU students Pro-rata rates apply as above

Non EU students £9,870.00 per annum (pro-rata for a period of less than a year)

Self-funding students are expected to pay their fees on Registration Day. Otherwise accounts are issued for the full fee at the beginning of the year and must be settled immediately. Arrangements can be made for self-funding students to pay their fees by instalments. Enquiries about payment of fees and instalments should be directed to Credit Control in the Finance Office (ext. 92050).

FINANCIAL SUPPORT

Some University scholarships are available, but funds are limited and awards are normally made only to particularly well-qualified students. The Postgraduate Admissions Office produce a 'Funding for Postgraduate Study' booklet which has been written as a guidance for postgraduate students. Information is published on the University webpages: <http://www.lancs.ac.uk/pgfunding/>

Information on studentships/scholarships brought to the attention of members of staff will be made available to you via the postgraduate notice-boards and via e-mail.

For British and EU students, the principal national funding committee is the AHRC, and under new regulations (which commenced in academic year 2008/9) certain University Departments in the UK have been awarded AHRC status and allocated a number of studentships over a five-year period. Lancaster's Department of English & Creative Writing was fortunate enough to be awarded both PhD and MA funding for this period, **BUT PLEASE NOTE THAT ONLY ONE AWARD IS AVAILBLE EACH YEAR so competition is fierce**. Under the new system, applicants apply directly to the Department during the Lent term and, in May, a Departmental Committee meets to rank the candidates and forward their decision to a Faculty Committee which will make the final decision. Both the research proposal and the student's past academic record / results are taken into account during this very difficult process. In recent times some outstanding candidates have necessarily failed in their applications and students currently studying for MAs and hoping to do a PhD are advised to consider other providers as well as Lancaster. (Some English Departments in the UK have been awarded more studentships than us). Clearly, we hope that as many of you will choose to stay at Lancaster as possible but it is important that everyone is aware of the fact that we only have ONE award to give.

There will be a meeting on PhD applications / funding led by the PG Director in the Lent Term in which students will be advised of full-range of funding opportunities available at

Lancaster for the forthcoming academic year. PLEASE NOTE THAT AT THE PRESENT TIME WE ARE UNCLEAR ABOUT WHAT FUNDING WILL BE AVAILABLE FOR 2012/13 AS THE UNIVERSITY DECIDES WHAT FUNDS ARE AVAILABLE ON A YEAR TO YEAR BASIS. **All students should, however, be aware that once they have registered – whether this be in October or January – they will not be eligible for Faculty funding since this is used to encourage students to APPLY to Lancaster.** Once you are registered, the only funding (Home / EU students) can apply for is AHRC funding or the Peel Studentships Hardship Fund (see FASS Gradschool webpages for details of the latter and how to apply).

CONFERENCE / TRAVEL EXPENSES

The Department may be able to help with travel and conference expenses in connection with your research. However, please note that there is no University or AHRC-funding now dedicated to this purpose.

INTERNATIONAL STUDENTS

The International Student Advisor in Student Services co-ordinates a special introductory programme for international students in addition to the general programme designed to assist all students in getting to know the University. The programme includes meetings with an advisor, talks on all matters of particular concern, a civic reception and excursions to local places of interest. Further visits take place throughout the year. News of these and of social events, some involving local organisations, are given in a newsletter sent regularly to all international students and a display of material of interest is also available.

There are weekly social meetings for the partners of overseas students so that they have a chance to get to know each other, and English Language classes are provided, free of charge, for those partners who wish to acquire some knowledge of English while in Lancaster.

A very useful website specifically for international students has been set up, which you may like to visit: <http://www.lancs.ac.uk/sbs/international/>

COUNSELLING AND SUPPORT SERVICES

The Counselling Service offers a confidential and professional service to all members of the University. A number of our students have had occasion to use the Counselling Service, which they have found to be very helpful and worthwhile.

The Counselling Service is open five days a week throughout the year. One of the eight (part-time) counsellors can usually offer an appointment within a few days and this can be made by visiting the office, which is in The Base, A Floor, University House, or by phoning ext. 92690. An answer-phone is in operation when the office is closed.

The Counselling Service hopes to provide a welcoming and friendly environment where people can feel comfortable and, most crucially secure in the knowledge that whatever is said will be safeguarded by their strict standards of confidentiality.

STUDENT REPRESENTATIVES

Postgraduate Student Representatives will be appointed at the beginning of each new academic year (1 MA Rep. and 1 Research Rep.). Details of names and how to contact them will be displayed in the Department. Postgraduate Representatives will be entitled to attend, propose agenda items and vote in departmental meetings as well as the Postgraduate and Research Committee meetings which deal specifically with postgraduate matters. The Postgraduate and Research Committee meets once a term, whilst departmental meetings usually take place at the beginning and end of each term or at the discretion of the Head of Department. The Representatives will be kept informed of the times and agendas of meetings. The PG Director will consult the PG student body about how the representatives should be elected.

CURRENT STAFF AND RESEARCH INTERESTS

Ms Jenn Ashworth, MA (Cantab), MA (Manchester)

- Short fiction
- The novel
- First person and unreliable narrators
- Writing and place
- Writing and religion
- Memoir / life writing
- On-line storytelling and digital fictions

Professor Simon Bainbridge, BA (London), MA, PhD (York)

- Writing of the Romantic Period
- Literary and Cultural responses to Napoleon; Revolutionary and Napoleonic Wars
- Wordsworth
- Byron and Byronism
- Women's writing and Romanticism
- Mountaineering writing

Dr Brian Baker, BA (Warwick), MA (East Anglia), PhD (Liverpool)

- Representations of masculinities in fiction and in cinema
- Genre fiction
- Science fiction
- Contemporary British and / or American fiction
- The intersection of literature and cinema
- Twentieth-century literature and science

Dr Arthur Bradley, BA, Ph.D (Liverpool)

- Contemporary Literature
- Critical and Cultural Theory
- Continental Philosophy

Dr Sally Bushell, BA (London), MA (York), PGCE (Cambridge), PhD (Cambridge)

- Romantic poetics
- Manuscript work and textual editing of Romantic and Victorian texts
- Composition and poetic process
- The long poem in the eighteenth and nineteenth centuries.
- Spatial approaches to texts and manuscripts
- Wordsworth
- Tennyson
- Dickinson

Dr Jo Carruthers, BA, MA, Ph.D (Manchester)

- Englishness and national identities in literature
- Bible as/and literature; religious identities and writing
- Literature and place
- Victorian fiction

Dr Kamilla Elliott, BA (Colorado), ALM, PhD (Harvard)

- Interdisciplinary connections of nineteenth-century literature: painting, book illustration, film and television
- Victorian studies
- Intersections between British fiction and the rise of mass picture-identification
- Postmodern literature and film
- Musical theatre

Dr Helen Farish, BA (Durham), MA, PhD (Oxford)

- Gender and Poetry
- Contemporary American Poetry

Professor Paul Farley, BA (Chelsea School of Art)

- Contemporary poetry (in practice)
- Contemporary and recent British and Irish poetry (any aspect)

Professor Alison Findlay, BA (York), MA, PhD (Birmingham), Cert. Ed. (Leeds)

- Shakespearean drama (including women's drama)
- Critical editions of Elizabethan, Jacobean or Caroline plays
- Performance and theatre history

Dr Michael Greaney, BA (Oxford), MA (Newcastle), PhD (Lancaster)

- Joseph Conrad
- Modern/Contemporary fiction
- Theoretical fictions

Dr George Green, MA, PGCE, PhD (Lancaster)

- Irish Mythology
- Fantasy Writing
- The American West
- Genre Transgression

Professor Keith Hanley, MA, BLitt (Oxford), Ph.D (Lancaster)

- Wordsworth Studies
- Ruskin
- Romanticism

Dr Hilary Hinds, BA, PhD (Birmingham)

- Seventeenth-century writing and feminist criticism
- Women writers from the radical religious sects of the seventeenth century
- Early Quaker identity, place and gender
- Twentieth-century (particularly interwar) women's fiction
- Cultural studies of the domestic interior (19th and 20th centuries)

Dr Lindsey Moore, BA, MA (Canterbury-Christchurch), PhD (Sussex)

- Arab women's writing in English, French and translation
- Postcolonial women's writing and feminist theory
- South-Asian, British-Asian and African literatures
- Postcolonial theory
- Travel and expatriate writing, migrancy and diaspora

Professor Graham Mort, BA (Liverpool), PhD (Glamorgan), PGCE

- Poetry [composition]
- Short fiction [composition]
- Transcultural Writing
- Contemporary African Literature

Dr Liz Oakley-Brown, BA, MA, PhD (Cardiff), PGCT HE (Aberystwyth)

- Early Modern Writing
- The Cultural Politics of Translation in Early Modern England
- Fifteenth- and Sixteenth-Century Queenship
- The Politics and Poetics of Sixteenth-Century Space
- Early Modern Corporealities

Professor Lynne Pearce, BA (Hull), MA (Wales), PhD (Birmingham)

- Literary / cultural theory
- Reading / reception theory (including Bakhtin)
- Feminist and gender studies (including Queer Theory)
- Women's Writing (from C19th to the present)
- Romantic Fiction and related theories (classic, middle-brow and popular)
- Methodology, textual practice and epistemology
- Contemporary British diasporic writing
- Issues of national /regional identity

Mr Tony Pinkney, BA (Bristol), MA (Warwick), MLitt (Oxford)

- William Morris
- Victorian Science Fiction
- Nineteenth- and Twentieth-Century Literary Utopias
- T.S. Eliot and Modernist Poetry
- Modernist Fiction (Lawrence, Woolf, Joyce, Beckett, Forster)
- Theory of Utopianism
- Raymond Williams: Fiction and Theory

Professor John Chad, BA (York), PhD (Wales)

- Critical-creative writing
- Modernism
- The 1930s-1940s
- Religion and literature
- Literary theory
- Victorian writing

Dr Tony Sharpe, MA, PhD (Cambridge)

- Modernism and the poetry of T. S. Eliot
- Modernism and the poetry of Wallace Stevens
- W.H. Auden
- The use of place in modern and contemporary poetry in English

Dr Catherine Spooner, BA (Oxford), MA (London), PhD (London)

- Contemporary Gothic fiction
- Gothic in film, television and popular culture
- Victorian Gothic and Sensation fiction
- Fashion and dress in literature
- Youth subcultures in film and fiction

Dr Jayne Steel, BA, MA, PhD (Lancaster)

- Children and horror fiction
- Film scripts
- Screenwriting and contemporary literary theory
- Literature and film adaptation

Dr Andrew Tate, BA, MA, PhD (Lancaster)

- Postmodern Fiction and Theology
- Douglas Coupland
- Victorian Prose and Religion

FOR FURTHER DETAILS OF STAFF AND CURRENT RESEARCH STUDENTS PLEASE VISIT THE DEPARTMENT WEB SITE AT: <http://www.lancs.ac.uk/fass/english/>