

**Department of Anglo-Saxon, Norse and Celtic**  
**Advisory System for Graduates working towards the M.Litt. or Ph.D.**

1. For each graduate student beginning to work towards the M.Litt. or Ph.D., an Advisor will be appointed by the Graduate Sub-Committee in addition to a Supervisor. The normal expectation is that the Advisor will be appointed for the term of a student's PhD candidature; a change may occasionally be made in the event of an Advisor taking an extended period of leave.
2. A meeting of student, Supervisor and Advisor will be arranged in Michaelmas term with the purpose of discussing the student's training needs (in the light of referees' comments on AHRC-applications, if appropriate) and establishing the regular use of the training logbook. The Advisor will be one of the two Assessors appointed by the Graduate Sub-Committee for a first-year student's Registration for the PhD (see the ASNC PhD Registration document).
3. Formal advisory meetings will be held in Easter term for students in their second and third years (and in any subsequent year of study should ten terms be exceeded). If the Advisor is on leave, a temporary replacement Advisor will be appointed by the GSC. These meetings are intended above all to be helpful to the student – to enable the student to describe the subject of research to a Senior Member not closely connected with the student's work, to have sympathetic but probing discussion of the conceptualisation and progress of the dissertation, and to hear about any particular academic difficulties which the student may be encountering. In addition, students may approach their Advisors for guidance on any academic matter at any point in the year.
4. In preparation for Easter-term advisory meetings, students are asked to present
  - (i) a dissertation plan summarising work completed;
  - (ii) a timetable for the completion of each chapter;
  - (iii) a statement of training completed and planned;as a basis for discussion of the student's individual training programme. Conference presentations, teaching experience, publications and career plans generally will also be addressed in the meeting. The student's log should be updated to record both the meeting and the discussion of training completed and planned. The Advisor should also make a brief report on the meeting, show it to the student and then forward it to the Director of Graduate Studies in time for all the reports to be discussed in the final GSC meeting of Easter term.

If the progress of a student in the second or third year of study is giving cause for concern, this will be formally communicated by the Supervisor to the Graduate Sub-Committee before the division of the Lent term. In that case, the student may be asked to submit additional work for the Easter term Advisory meeting, at which the Supervisor will also be present. This will consist of a piece of writing of 10,000 words in length (which may not replicate work submitted for Registration the previous year). This will be discussed by the student, Advisor and Supervisor at the Easter term meeting, in addition to the other items submitted, as outlined in the previous paragraph.

5. The meeting held in the winter of the second year after Registration (normally the third year of Ph.D. study) will involve a further procedure. At this meeting the student will be required to produce, in consultation with the Supervisor and Advisor, a reasonably detailed schedule of the work remaining to be done and a timetable for completion. The supervisor will forward the timetable to the Director of Graduate Studies, who will refer to it in case of any subsequent application for permission to defer the date of submission. (Such an application has to be made if the student has not submitted by the end of the tenth term after the date of admission to the course.)
6. Advisors are eligible to act as examiners of the dissertation and may act as replacement Supervisors.

1 October 2007