



Heythrop College

The Specialist Philosophy and Theology College
of the University of London

Research Student Handbook

2013/14

Updated 13 September 2013

This Handbook is a source of general information for all research students at Heythrop College. DTP students should read it in conjunction with the **DTP Programme Handbook**, which gives information specific to your course. There is also more detailed information about the practicalities of daily life as a Heythrop student on the Heythrop website, some of which may be particularly relevant to new students.

All research students will also need to consult the [Code of Practice for Research Degrees](#) for detailed information regarding the conduct of the research degree programmes, and the [Heythrop Regulations for Research Examinations](#) for details about preparing your thesis for final examination. The Code of Practice for Research Degrees has been mapped against the [QAA Quality Code](#) and [QAA Chapter B11: Research Degrees](#), so meets national expectations.

This handbook contains information on study skills and academic arrangements in and outside the College. All information was compiled in the Summer 2013; you will be informed of relevant changes occurring during the year.

Please keep this handbook throughout the year as a source of reference.

Further information can be obtained from the following sources:

College Website: www.heythrop.ac.uk

[HELIOS](#) – College Learning & Resource Portal (intranet).

<http://helios.heythrop.ac.uk> (you will receive your login and password on enrolment, and you will need them to access the intranet).

Other Handbooks and Guides which can be found on [HELIOS](#) in the 'Student Information' section or on the Research Students' page:

- Code of Practice for Research Degrees
- Ethics Sub-Committee Code of Practice
- Heythrop Research Training Framework
- Heythrop College Library and Learning Resources
- Student Computing Guide
- Student Guide to HELIOS
- Student Support and Development
- Guide for Students with Disabilities

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PART A: ACADEMIC AND RESEARCH INFORMATION

KEY CONTACTS

Academic Staff

Your primary contact is your 1st supervisor, and you will also be allocated a 2nd supervisor whose responsibilities will complement those of the 1st supervisor and who will provide cover if your 1st supervisor is on leave.

You will be given your supervisors' contact details before you start, but be aware that all staff contact details are available on the website at: [Staff contact details](#)

Dean of Research Students

The Dean of Research Students is Professor Michael Barnes. He has an overview of all matters related to research students, and is available to help and advise if required.

Professor Barnes is also the Chair of the Research Degrees Monitoring Group, which is responsible for matters relating to research students.

Email: m.barnes@heythrop.ac.uk

Phone: 020 7795 4217

Director of Learning, Teaching and Assessment

Dr Jonathan Loose is the Director of Learning, Teaching and Assessment and Chair of the Learning, Teaching and Assessment Committee, to which the Research Degrees Monitoring Group reports.

Administrative Staff

Research and Policy Administrator

The Research and Policy Administrator, Ms Frith Hooton, is available to advise and help you with admin-related issues.

Email: f.hooton@heythrop.ac.uk

Tel 020 7795 4162

The Research and Policy Administrator is situated in the Student Services Centre (main building, 1st floor, via lift or the Alban Staircase). The Student Services Centre has restricted opening hours, but research students are welcome to phone/email the Research and Policy Administrator to make an appointment at any time between 09.30 and 17.30. On request the Research and Policy Administrator can supply a letter to certify that you are a student (for council tax, accommodation, bank account, visa purposes, etc).

Other members of the administrative staff are also located in the Student Services Centre, and the Finance Office is next door.

Finance Office (for queries relating to fees)

Administrator: [Ms Martina Jelinkova](#)

Click the link to email Martina.

Academic staff may be available during vacations but it should not be assumed that they will be, particularly during the months of July and August. If you need to speak to someone during that period it is advisable to phone or email ahead to make sure.

CODE OF PRACTICE FOR RESEARCH DEGREES

It is **essential** that you read the [Code of Practice for Research Degrees](#) alongside this Handbook, and DTP students also need to familiarise themselves with the [DTP Programme Handbook](#). The main purpose of these handbooks is to ensure that Research students at Heythrop College are informed about all aspects of study and supervision so that the full potential of their research may be achieved as rapidly as the nature of their research and other commitments permit. The other aim is to ensure that the standard of research degrees meets the requirements of the national [Framework for Higher Education Qualifications](#).

The Code contains details of policy and procedure and practical information about the timescale for the various stages of your degree, plus the forms required for these stages (eg Annual Reviews, Change of Mode of Studies, Transfer from MPhil to PhD or from DTP Phases A and B to Phase C, Transfer to writing-up status etc). Please refer to the Code, also, if you want to remind yourself about your responsibilities as a student and the responsibilities of your supervisor towards you.

You will be provided with the Code together with the handbooks, and all are also available from the Research and Policy Administrator and via the Heythrop College virtual learning environment, [HELIOS](#), on the Research Students' page.

RESEARCH SUPERVISION

Research Students are **required to meet with their supervisors at least twice a term** in the case of full time students or the equivalent for part time students. Your supervisor will talk to you about your written work and give you advice on your academic progress. Most supervisors expect their students to hand in written work before each meeting.

Annual Reviews

The Annual Review system is of primary importance to your study and is, indeed, the central structure around which your supervision will be based and your progress monitored. Full details are available in the Code of Practice for Research Degrees, and it is important that you familiarise yourself with these. In brief, each research student **must** successfully undergo a formal Annual Review of his/her progress before he/she is allowed to continue with the following year of study.

Your supervisor will be your main contact, and will arrange your supervision meetings. Other members of the academic staff will see students without appointment if they can, and will let you know of times when they expect usually to be in the office, but it is normally necessary to arrange a specific date and time. This can be done in person, by phone, by email or by leaving a note at Reception.

You should keep your supervisor informed of things which will affect your academic work or your attendance – including illness, the illness of other members of your family, or significant domestic/workplace problems.

Please consult the list of staff contact details on the Heythrop website (see link below) and ensure that you know how to contact your 1st and 2nd supervisors, who together with the supporting staff mentioned above constitute your 'supervision team':

<http://web.heythrop.ac.uk/about-us/college-staff/academic-staff.html>

Academic staff may be available during vacations but it should not be assumed that they will be in College, particularly during the months of July and August. Try to anticipate any issues you think may arise during these months and ensure that you contact staff in good time.

Meeting Staff and meeting one another

You are warmly invited to attend the three social events which take place during the year at which you can meet your supervisors and other staff members, and have a chance to meet and discuss your research with one another whilst enjoying some refreshments. These will take place on:

Michaelmas Term: Wednesday 02 Oct 2013

(The social originally scheduled for this date has now been replaced by the opportunity to attend the special lecture given by Professor Sarah Coakley, about which you have been notified separately. However a further social will be arranged a little later in the term, to welcome new research students. You will be informed about this in due course.)

Lent Term: Wednesday 08 Jan 2014

Summer Term: Wednesday 18 Jun 2014

(Further details are provided in the Research Students' Events list, which will be sent to you and updated regularly.)

RESEARCH PRESENTATION OPPORTUNITIES

Students are expected to offer presentations on the themes of their research. **It is normally a condition of transfer from MPhil to PhD** that you have presented a paper, so if you are approaching this stage of your studies make sure your name is included in the programme for one of the events described below.

Research Presentation Days and Philosophy Research Seminars

There will be three research presentations days this year, on

Michaelmas Term: Friday 06 Dec 2013, 10.00-16.00

Lent Term: Friday 21 Mar 2014, 10.00-16.00

Summer Term: Friday 30 May 2014, 10.00-16.00

These are organized by the Dean of Research Students and presentations are given by students from the Theology and Pastoral & Social Studies Departments.

The Philosophy Department holds a Research Students' Seminar **every Wednesday during term-time**, from 11.30-13.00, in the Dorothy Bell Room.

Themed Postgraduate Research Conference

Every second year you have an opportunity not only to participate in the Postgraduate Research Conference but may also be able to offer a short paper if it is in keeping with the conference theme. This conference is an exciting academic event, planned and organised by research students. It brings together MA students, research students and academics UK-wide. Keynote papers are usually presented by senior academics of international standing. The next conference is due to run in **May 2015, date to be confirmed**.

Regular College Research Seminars

Research students are expected to attend and to take an active role in seminars and other research activities regularly. There are seminar series for Theology and Pastoral Studies, Philosophy, Interreligious Dialogue, and Psychology in Dialogue. You can keep an eye out for these on the Heythrop website, at: [News and Events](#).

A list of regular events for research students will be handed out on the Induction day, and made available on the College website and HELIOS, and reminders/notifications of new events will be emailed to you by the Research and Policy Administrator throughout the year. **Please check your Heythrop email inbox regularly**. The speakers at the seminars are members of College's academic community (including research students) and distinguished guests from other institutions.

Seminars and Study events outside the College

There is a rich programme of seminars, colloquia, study days and conferences within University of London and in other Universities both in the UK and abroad, so keep an eye on the websites of any which interest you.

Research students are encouraged to present papers at external events, and may apply for **financial assistance** to attend those at which they are making a presentation. An application form including guidelines is available on request from the Research and Policy Administrator, and should be completed, signed by your supervisor, and sent to f.hooton@heythrop.ac.uk.

Staff Publications and Research Directory

You are encouraged to make use of the link on the Research Students' page on HELIOS to the [Staff Publications Directory](#) to acquaint yourself with staff research interests, specialities and publications

RESEARCH SKILLS TRAINING

Induction

At registration, all students receive a copy of the Code of Practice for Research Degrees, this Research Student Handbook, and if applicable the DTP Programme Handbook. You are encouraged to make use of the Research Students' Forum on HELIOS to exchange ideas and information with one another.

'Transferrable Skills' Training

The College publishes a [Research Training Framework](#), which can be found on the main College website.

At your first supervision meeting you will agree with your supervisor a skills training plan to complement your academic research. This will equip you with such 'life skills' as project

management, presentation skills, academic writing skills and the like. This 'menu' will be updated at each of your Annual Reviews, is intended to serve as a record of 'Personal Development', ie generic skills you acquire throughout your study period which will be of use after the formal period of study at Heythrop.

Skills Training Sessions are held at the beginning of the Michaelmas and Lent Terms and are compulsory for all new research students. A series of sessions will run on **Monday evenings** from **18.00-20.00** normally starting in the second week of term. Some will be in the Computer Suite and some in the Hughes Room, so be sure to consult your **Research Students' Events List**, issued separately from this Handbook.

Careers Advice

Careers Advice sessions can be arranged as required. Please contact the Research and Policy Administrator if you would like to attend one of these.

Fiona Richardson, Careers Advisor, is on site at Heythrop one afternoon a week from October through to the end of the Lent term. Fiona is based in the Rahner Room, and drop-in sessions can be booked by contacting careers@heythrop.ac.uk, or through the Research and Policy Administrator at: f.hooton@heythrop.ac.uk. In between the on-site sessions, you can use all the resources available on-line or by calling in person to the University of London Specialist Institutions' Careers Service [SICS], 1st Floor, Stewart House, 32 Russell Square, London WC1B 5DN. Tel: 020 7863 6030; email: sics@careers.lon.ac.uk.

You can sign up for Alert, an email system which means you will be notified of jobs of the kind in which you are interested. Students can also use the very extensive careers library in The Careers Group's central office. For details see www.careers.lon.ac.uk.

Useful information and training sessions can be found on the [Vitae](http://www.vitae.ac.uk) website, and you are encouraged to explore this to see if there is anything there that would be helpful to you. If necessary, the College will consider making available Research Committee funding to support you in this endeavour. Guidelines and an application form can be found in Appendix D of the [Code of Practice for Research Degrees](#).

Tutorial Assistant training

All research students are invited to attend tutorial assistant training, and dates will be emailed to you as soon as they are available. The College will, wherever possible, offer research students the opportunity to assist with the conduct of classes for undergraduate or MA Students or to act as tutorial assistants; such opportunities will be advertised on HELIOS as they arise. You must have successfully completed the training before you can commence any form of teaching.

Conference Organising skills

Students are invited to volunteer to assist with the organisation of the annual Postgraduate Research Conference, in order to benefit from the experience of organising an academic event and chairing presentation sessions.

Consultation, how you make your views heard

There are three Research Students' Consultancy Meetings in the course of the year which you are strongly encouraged to attend to give us feedback on your experience as a research student at Heythrop. We very much hope to hear from you, as this is an

opportunity for us to improve the service we offer you. During 2013/14 these meetings will take place on:

Michaelmas Term: Weds 02 Oct 2013 from 16.30-17.30 (compulsory for all research students)

Lent Term: Weds 08 Jan 2014

Summer Term: Weds 18 Jun 2014

A **Research Student Experience Questionnaire** will be circulated in the Michaelmas Term, and this is another opportunity for you to let us know if there is more we can do to make your time here happy and profitable, so please do take advantage of this.

Research Students' Representatives

The student representative on the Learning, Teaching and Assessment Committee in 2013/14 is tba. You are welcome to contact him/her to ask that any matters of concern to you are raised at the Research Degrees Monitoring Group and if necessary brought to the Learning, Teaching and Assessment Committee. He/she can be contacted at: tba.

There are also research student representatives on the three **Departmental Boards**, which meet as follows in 2012/13:

| Term | Department | Date | Res Stud Rep |
|-------------|-------------------|-----------------|---------------------|
| Michaelmas | All Departments | Wed 27 Nov 2013 | tba |
| Lent | All Departments | Wed 29 Jan 2014 | tba |
| Summer | All Departments | Wed 21 May 2014 | tba |

Heythrop Student Union

The President of the Heythrop Student Union also sits on the Research Committee, and you are encouraged to raise with him/her any matters you would like brought to the Committee's attention. The HSU President in 2013/14 is Mr Peter O'Neill, phone 0207 795 4215, Email: president@heythropcollege.ac.uk, Web: heythropstudentsunion.co.uk.

Research Ethics Policy and Ethics Code of Practice

Heythrop College believes that all academic research involving human participants undertaken in its name (for example carrying out a survey using a questionnaire, interviewing individuals or running a discussion group) must meet the highest professional standards and sector-wide good practice. The development of the Ethics Code of Practice has been informed by best practice in other HEIs, and by the expectations of academic professional bodies, the Research Councils and others.

The full **Research Ethics Code Of Practice** is available on the Research Students' page of [HELIOS](#), together with the forms that need to be completed if you wish to carry out research involving human participants.

WRITING THE THESIS

What Postgraduate Research is about

The distinguishing mark of postgraduate research is *an original contribution to knowledge*. The PhD thesis is a formal document whose sole purpose is to prove that you have made an original contribution to knowledge. Failure to prove that you have made such a

contribution leads to failure. The MPhil thesis needs to be a comprehensive account of the field you are researching and contain an independent, critical assessment of ideas in the literature.

How to Organize your Thesis

Because the purpose of the thesis is to prove that you have made an original and useful contribution to knowledge (PhD thesis) or that you have critically handled your subject (MPhil), the examiners will read your thesis to find the answers to the following questions:

- What is this student's research question or argument?
- Is it a good question or argument?
- Has the student made a persuasive enough argument to convince me?
- If it is a PhD thesis, has the student made an adequate contribution to knowledge?
- In phrasing your argument or question you should take into account the following points:
 - ❖ What is the conclusion that is being argued for (what is the author trying to persuade the reader to believe)?
 - ❖ What is the argument by means of which the author is trying to persuade the reader?

The introduction to the thesis should explain the background to the conclusion and argument, and offer some signposts to the direction that the argument will take. This is essentially what you say. It is a slightly different way of expressing it.

A plain and unambiguous statement of the question/argument is essential to proving that you have made an original and worthwhile contribution to knowledge. To prove the originality and value of your contribution, you must be aware of the literature on the subject and take a critical attitude to it. Describing how you answered the question is usually easier to do, since you have been intimately involved in the details over the course of your research.

If your thesis does not provide adequate answers to the few questions listed above, you are likely to be faced with a requirement for major revisions or you may fail your *viva-voce* examination. For this reason, the generic thesis structure given below is designed to underpin the answers to those questions with appropriate thesis organization and section titles. The generic structure can be used for any thesis. While some supervisors may prefer a different organization, the essential elements in any thesis will be the same.

Always remember that a thesis is a *formal* document: every item must be in the appropriate place, and repetition of material in different places should be eliminated.

A Generic Thesis Structure

1. Introduction

This is a *general* introduction to what the thesis is all about -- it is *not* just a description of the contents of each section. Briefly *summarize* the question (you will be stating the question in detail later), some of the reasons why it is a worthwhile question, and perhaps give an overview of your main results. This is a birds-eye view of the answers to the main questions answered in the thesis (see above).

You can dedicate a brief section to giving background information about your thesis, especially if your work spans two or more traditional fields. That means that your readers may not have any experience with some of the material needed to follow your thesis, so you need to give it to them.

Literature Review - here you review the state of the art relevant to your thesis. The idea is to *present* (critical analysis comes a little bit later) the major ideas in the state of the art right up to, but not including, your own personal (great) ideas.

You organize this section *by idea*, and not by author or by publication.

Then you can move more constructively to your Research Question or Problem Statement. This section has three main parts:

- a concise statement of the question that your thesis tackles
- justification, by direct reference to section 3, that your question is previously unanswered
- discussion of why it is worthwhile to answer this question.

2. Describing How You Solved the Problem or Answered the Question: Parts, Chapters, Sections, etc

This part of the thesis is much more free-form. It may have one or several parts, chapters, sections and subsections. But it all has only one purpose: to convince the examiners that you answered the question or solved the problem that you set for yourself in the thesis. So show what you did that is *relevant* to answering the question or solving the problem: if there were blind alleys and dead ends, do *not* include these, unless specifically relevant to the demonstration that you answered the thesis question.

3. Summaries and Conclusions

You generally cover three things in the Conclusions section, and each of these usually merits a separate subsection:

1. Conclusions
2. Summary of Contributions
3. Future Research

Conclusions are *not* a rambling summary of the thesis: they are *short, concise* statements of the inferences that you have made because of your work. All conclusions should be directly related to the research question stated at the beginning of the thesis. The Future Research subsection is included so that researchers picking up this work in future have the benefit of the ideas that you generated while you were working on the project.

4. References (Footnotes or Endnotes) and Bibliography

It is best to decide before you start writing which style you are going to follow. Both footnoting and endnoting are permitted. There is a useful on-line tutorial on referencing and bibliography offered by University of London Research Library Services at <http://www.ulrls.lon.ac.uk/tutorial/reference/citing1.asp> which takes approx 30 minutes.

In general at Heythrop the preferred style is referencing by footnote, with the bibliography in alphabetical order. The referencing system is as published in Chapter 11 in the Modern Humanities Research Association (MHRA) Style Guide, which is a standard guide in academic research and publication in the humanities. Before you submit your work for

assessment you are strongly advised to check carefully that the guidelines have been consistently followed. Please refer to the MHRA website where you can always access the latest version of the Style Guide. The link is:
<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>.

5. Appendices

What goes in the appendices? Any material which impedes the smooth development of your presentation, but which is important to justify the results of a thesis. Generally it is material that is of too nitty-gritty a level of detail for inclusion in the main body of the thesis, but which should be available for glance by the examiners to convince them sufficiently. Examples include program listings, immense tables of data, essential texts, etc.

❖ Getting Started

The best way to get started on your thesis is to prepare an extended outline. You begin by making up the Table of Contents, listing each section and subsection that you propose to include. For each section and subsection, write a brief point-form description of the contents of that section. The entire outline might be 2 to 5 pages long. Your first task to undertake with your supervisor is to settle on a research plan.

❖ How Long Does it Take to Write a Thesis?

Longer than you think. Start in the first term of your course. When you write your thesis:

Always keep the reader's background in mind. Who is your audience? How much can you reasonably expect them to know about the subject before picking up your thesis? Usually they are pretty knowledgeable about the general problem, but they haven't been intimately involved with the details over the last couple of years like you have: spell difficult new concepts out clearly. It sometimes helps to mentally picture a real person that you know who has the appropriate background, and to imagine that you are explaining your ideas directly to that person.

Don't make the readers work too hard! This is fundamentally important. You know what few questions the examiners need answers for (see above). Choose section titles and wordings to clearly give them this information. The harder they have to work to search out your problem, your defence of the problem, your answer to the problem, your conclusions and contributions, the worse mood they will be in, and the more likely that your thesis will need major revisions.

A result of the above: *it's impossible to be too clear!* Spell things out carefully, highlight important parts by appropriate titles etc. There's a huge amount of information in a thesis: make sure you direct the readers to the answers to the important questions.

Remember that *a thesis is not a story*: it usually doesn't follow the chronology of things that you tried. It's a formal document designed to answer only a few major questions.

Avoid using phrases like "Clearly, this is the case..." or "Obviously, it follows that ..."; these imply that, if the readers don't understand, then they must be stupid. They might not have understood because you explained it poorly. Avoid *red flags*, claims (like "software is the most important part of a computer system") that are really only your personal opinion and not substantiated by the literature or the solution you have presented.

❖ Master's or PhD Thesis?

There are different expectations for Master's theses and for Doctoral theses. This difference is not in format but in the significance and level of discovery as evidenced by the problem to be solved, the summary of contributions and originality of thesis; a doctoral thesis necessarily requires a more difficult problem to be solved, and consequently more substantial contributions. The originality of a non-PhD thesis can be expressed in the way the existing literature is summarized.

The contribution to knowledge of a Master's thesis can be in the nature of an incremental improvement in an area of knowledge, or the application of known techniques in a new area. The PhD must be a substantial and innovative contribution to knowledge.

Guidelines on how to prepare and submit a thesis can be found on [HELIOS](#) in the Research Students' page or on request from the Research and Policy Administrator.

PART B: GENERAL AND PRACTICAL INFORMATION

Dates and Opening Hours

Term Dates this Academic Year - 2013/14:

| Term | Begins | Reading Week | Ends |
|-------------|-----------------|---------------------|-----------------|
| Michaelmas | Mon 23 Sep 2013 | Mon 04 - Fri 08 Nov | Fri 13 Dec 2013 |
| Lent | Mon 06 Jan 2014 | Mon 10 - Fri 14 Feb | Fri 28 Mar 2014 |
| Summer | Mon 28 Apr 2014 | n/a | Fri 06 Jun 2014 |

Student Services Centre Opening Hours

Please note that, although the Student Services Centre has restricted opening hours, research students can contact the Research and Policy Administrator by email or phone, at f.hooton@heythrop.ac.uk, or 020 7795 4162, and make an appointment at any time between 09.30 and 5.30.

Finance Office Opening Hours

Please check on the door of the Finance Office, just opposite the lift on the 1st Floor, where the Finance Office opening hours are displayed; they may change depending on the time of year.

Reception Opening Hours

Reception is staffed 24 hours a day, seven days a week.

Theology And Philosophy Library Opening Hours

See [Heythrop College Library and Learning Resources](#)

Social Space

There is a common room for Research Students and Visiting Research Fellows, Room W20 on the 2nd Floor of the Copleston Wing. The room may be locked, in which case a key can be obtained from Reception.

COMMUNICATION

During your time as a student the College will need to communicate with you, outside class time, about important things – for example, seminar and conference notifications or room changes, Annual Review dates and examination arrangements. There is also information about you which we need to keep up-to-date in order to provide you with a proper service. Potential problems can often be averted if communication works, in both directions, and promptly.

Email

Email is the primary means of communication within the College. New students will receive an email address at induction plus an initial password. Most students also have a personal e-mail address, and we keep a record of this, but **the College will use only the allocated Heythrop email address.**

Change of address or other contact details

When we write to you, we use one of the addresses on the Student Records database. For all students we have a record of a term-time address and a permanent address (often both the same). We use the term-time address to write to you in term-time, and the permanent address if we write to you in the vacation. It is also possible to store additional short term addresses, with dates.

If you move, it is essential to complete a **Change of Personal Details Form** and send it to the Research and Policy Administrator. The College accepts no responsibility if you do not receive essential information because you have not notified a change of address. The form can be provided by the Research and Policy Administrator on request.

You should use the same form if you change your personal email address or your telephone number, or if your name changes (in which case documentary proof is required).

Internal post

Students' post will be delivered to the student pigeonholes on the lower ground floor in the main building, opposite the lift. Please check here if you are expecting mail.

HEALTH AND WELLBEING, MEDICAL AND PERSONAL PROBLEMS

It is important to keep your supervisor informed of any illness or other personal difficulty, such as bereavement or family crisis, which might affect your attendance at supervisions, annual reviews or level of academic achievement. If there is a risk that personal circumstances might affect your registration, for example to make it difficult for you to continue with full-time study, or need to take a period of suspended study, please discuss it with your supervisor at an early stage, and also notify the Research and Policy Administrator so he/she can send you the necessary forms.

Registering with a Doctor

If you have left home in order to come to Heythrop College, you should register promptly with a doctor (known in the UK as a General Practitioner, normally abbreviated to GP). This is vital to ensure you get the most suitable treatment if you should become unwell while you are here.

You are advised to register with a practice that is close to where you live. The easiest way to find a doctor is to search the NHS website www.nhs.uk. When you visit this site click on

'Choose a Service' and select 'GP Surgeries'. Type in your full postcode then click 'Go' to see a list of GP surgeries in your area. You can also search this website for details of dentists, opticians, hospitals and pharmacies. Alternatively call NHS Healthline on 0800 66 55 44.

The Accident and Emergency Units nearest to College are:

| | | |
|--------------------------------|-------------------------|---------------|
| Chelsea & Westminster Hospital | Fulham Rd, London SW10 | 020 8746 8080 |
| St Mary's Hospital | Praed Street, London W2 | 020 7886 7330 |

Disability

Heythrop College is committed to making the adjustments needed to ensure that students with disabilities are fully included in the life of the College.

The term disability refers to conditions such as:

- visual or hearing impairment
- mobility or dexterity limitations
- mental health difficulties
- chronic illness or other conditions such as epilepsy or Asperger's Syndrome
- dyslexia (please see more on this below), and
- any other condition which has a significant effect on your ability to study.

Whatever your needs, please let your supervisor and the Research and Policy Administrator know about them as soon as possible so that arrangements can be made to assist you.

A booklet, **Guide for Students with Disabilities**, is available from the Research and Policy Administrator, or can be found in HELIOS in the Student Information section. Click on [HELIOS](#), log in, then click on Student Services 2012/13.

Mental health and wellbeing

We hope that you will find your time at Heythrop College a rewarding and exciting experience. However it is only natural that taking up a place as a research student can also lead to uncertainties, as you are presented with challenges and stresses that may be new to you. Any of us may face emotional or psychological disturbance for a variety of reasons at any time. Please do not hesitate to consult your supervisor, or, if circumstances indicate that independent advice is more appropriate, Professor Michael Barnes, the Dean of Research Students, at m.barnes@heythrop.ac.uk.

On occasion pressures can lead to a level of personal difficulty which feels unmanageable. If you find yourself struggling in this way, a counsellor can help you to try to make sense of what is happening. The College counsellor Daisy Hayes is available on Monday and Wednesday afternoons during Michaelmas and Lent Terms. Daisy is keen to help if you think personal problems are affecting your ability to study. Procrastination, panic attacks and anxiety for example can be symptoms of other difficulties. Short term counselling is offered in a safe and confidential space where you can begin to understand problems and get some control over them. Often just one or two meetings can be enough to help you gain perspective and find solutions.

If you would like a full course of counselling you can be referred on to the Gower Street Practice, where all Heythrop students are eligible to receive free psychological treatment. For further information about student counselling generally please see www.student.counselling.co.uk To access the service at Heythrop please contact Daisy Hayes, College Counsellor counselling@heythrop.ac.uk , or Dominic McLoughlin, the Student Development Manager. Alternatively you can contact Gower Street Practice directly at www.gowerstreetpractice.org.uk.

- Specific Learning Difficulties (e.g. Dyslexia)

In some cases a disability is identified for the first time when someone returns to study after an interval. This is particularly the case with disabilities which affect your work such as dyslexia. If you suspect that you may have a disability, take advice from your programme convenor or the student support staff. There is a Dyslexia Teaching Centre on the same site as the College, and you can be referred for diagnosis. The fee for a dyslexia assessment can in many cases be reclaimed through the Access to Learning Fund. There is more information about this in the guidance booklet on disability, available from the Student Services Centre or on the website.

Accidents and First Aid

There is an accident book at Reception. All accidents which require the attention of a first aider should be recorded in it. There is a list of first aiders at Reception. First Aid Boxes are kept in several locations, including Reception, Alban Hall Student Residence, Student Services Centre and with the Student Development Manager.

ACCOMMODATION

Heythrop is unfortunately not able to provide accommodation on campus for research students. If you need accommodation you may find it helpful to begin with the website of the University of London Accommodation Office at www.housing.lon.ac.uk.

DATA PROTECTION and COPYRIGHT COMPLIANCE

Student data will be stored and used in accordance with current legislation, and will remain confidential within the terms of such legislation, only being used by those members of staff of the College or University who need such information to undertake their proper duties. Overviews, including statistical evidence, relating to research students will be considered by College and University committees, and submitted to external bodies in line with prevailing requirements, but individual students will not be identified in such overviews.

Students who wish to obtain more information on the College's information policy and data storage should contact the Head of Student Services. Contact details are on the College website. Confidentiality

The College does not reveal personal information about students to third parties – see 'Data Protection' below. If you give a member of staff confidential information about your circumstances, he or she will not pass that information on to others without your consent except in emergency, where you are at risk or unable to give consent. Sometimes, however, it may be impossible to take action to help with a problem unless you are willing to disclose the situation to others who need to know.

Data protection

When you apply, and when you register as a student, the College collects some information about you which is held on a secure database. Some of that information is necessary for routine administration and to communicate effectively with you. Some of the personal information is used to generate statistics in anonymous form. For example the College is required by law to monitor the fairness of its arrangements in relation to disability and racial equality. Although the statistics are anonymous, the information has to be recorded on an individual basis in order to monitor whether any categories of people have been unintentionally disadvantaged. The College sends statistical information – like all other UK Universities - to the Higher Education Statistical Agency (HESA), which produces such statistics nationally. HESA does not receive your contact details.

Copyright and photocopying

There are notices close to each photocopier, summarising what you are permitted to copy under the rules set by the Copyright Licensing Agency. With a few exceptions, you can normally copy, for your personal use, a chapter from a book, or an article from a journal. You are specifically not allowed to copy a whole book, magazine or journal.

Copiers for student use are available in both libraries.

FIRE EVACUATION PROCEDURE

Read this section carefully: don't wait for a fire before you read it!

Throughout the building there are fire exit direction signs, and also red notices, which show the location of the nearest fire assembly point. You should familiarise yourself with these early in your time at the College.

Action to take in the event of fire

a) If you discover a fire and there is no member of staff present:

1. Operate one of the break-glass alarm buttons.
2. Inform the Fire Brigade of the location and extent of the fire; this can be done by telephoning them directly (**999**) or by informing Reception (**020 7795 4136**), which will ring the Fire Brigade.
3. Only operate a fire extinguisher if you are absolutely certain that you know the right sort of extinguisher to use, and how to use it.
4. Leave the building and go to one of the designated fire assembly points. Do not re-enter the building until instructed to do so by the College's Fire Officer.

b) If you hear the fire alarm:

1. Closing the door behind you, leave the building in a quiet and orderly manner. Follow any instructions from Fire Marshals (wearing fluorescent yellow waistcoats).
2. Go to the nearest fire assembly point.
3. Do not re-enter the building until instructed to do so by the College's Fire Officer.

c) If you are in a room with a mobility-, vision- or hearing-impaired colleague:

Normally, mobility-impaired members of College are advised to remain in the room until help arrives. If the location is such that it possible to leave the building without using the lifts or ramps, and the route is clear, the wheelchair user may leave. Please take care not to obstruct the disabled person's path to the assembly point, but on no account put either yourself or the other person at risk.

COMPUTING AND INFORMATION TECHNOLOGY

HELIOS

[HELIOS](#) is the College's online e-learning system. You will need your College username and password to log on. These are the same as those you use to access the College computers. Your username is your Student ID as printed on the front of your ID/Library card.

For all you need to know about HELIOS please see the Student Guide to HELIOS, to be found in the [Student Information](#) section on HELIOS

Accessing College computers

You have access to the College's computers in the libraries, in the Computer Suite on the first floor of the main building and in the common room for Research Students and Visiting Research Fellows (Room W20 on the 2nd Floor of the Copleston Wing). Most College buildings are also equipped for wireless internet access if you prefer to use your own laptop.

Increasingly, ability to make basic use of computers is an essential skill, both while you are at university and subsequently. An introductory session on the College's computing facilities is included in the induction programme. At that session you will be given a copy of the Student Computing Guide and it is important that you acquaint yourself with, and abide by, the **Computing Regulations**.

College IT Services

The use of College IT services is subject to the Computing Regulations (and this has legal implications in relation to copyright law) so please ensure that you familiarize yourself with these.

- The College supports the Joint Academic Network (JANET) acceptable use policy applied in most UK Universities and is also bound by legislation associated with the internet.
- The College provides students with a College email address and with internet access. Although these facilities are primarily to help with your studies, you are free to use them also for personal communication and investigation.
- Priority is always given to those needing the facilities for academic work.
- You must not use the facilities to access or transmit material which is offensive, indecent or defamatory (which may be illegal), or to conduct a commercial business using the College's resources.
- The College is also able to help with hardware or software problems encountered during normal use of standard computer applications on College computers in the course of your work. However, the College cannot provide full training for novice users, and cannot help you solve problems with your home computer or laptop (except where

support for your laptop computer has been agreed on the basis of your disability needs statement).

CODES OF BEHAVIOUR

Heythrop is a small College which is usually able to place a good deal of faith in the common sense and civility of its staff and students. There are not many detailed codes of behaviour, beyond the expectations outlined in this Handbook.

Historically the College's mission includes service to the Christian community, and in some regards to the Catholic community in particular. The College also has a long-standing commitment to be open to students and staff of other traditions or religions and of none. You are expected to treat with respect opinions which differ from your own.

Alcohol and drugs

Whilst moderate social drinking is entirely acceptable, the College may prevent you from attending seminars/events or working on site if you appear to be under the influence of alcohol. Anti-social behaviour resulting from alcohol or drug use is unacceptable, and could lead to disciplinary action. It would be against the law for the College knowingly to permit possession or supply of controlled drugs on its premises. Possession of illegal drugs or misuse of legal or prescribed drugs may cause you to be excluded from the College.

SERVICES FOR STUDENTS – INFORMATION, ADVICE AND HELP

Student Support

The Student Development Manager brings together a range of support services. These include: careers, student finance guidance, study skills, health and wellbeing, counselling, and disability including dyslexia.

The Student Development Office is an important part of the College and can be a first base contact for all students with needs which are not specific to their academic discipline. Sometimes it is a useful first port of call to discuss matters of concern, and the staff have the training professional capacity to refer students on to special agencies in cases of need. In short, the aim is to be available to ensure the welfare of each and every student and to offer appropriate support which can prevent a problem becoming a crisis.

In the first instance please contact Dr Dominic McLoughlin, Student Development Manager, in the Student Development Office on the ground floor of the main building (opposite the lift), or by email at d.mcloughlin@heythrop.ac.uk, or telephone 020 7795 4145.

Heythrop Students' Union Welfare Officers

If you prefer first to talk to another student, you can contact the Heythrop Students' Union Welfare Officers, please see the [HSU website](#). Where appropriate, the HSU can work with the student support and chaplaincy service and with other relevant academic and admin staff.

Heythrop College Chaplaincy

For many students the Christian faith is an important factor in their lives and in their studies. The chaplaincy provides support for all members of the Heythrop community. This includes people from all religious backgrounds. We seek to make the college a safe and

welcoming place for staff and students to share their faith if they wish to do so. One way to do this is to come together and enrich each other in prayer and worship as well as on other occasions to share the best of our religious experience. If you wish to get involved with any aspects of chaplaincy including ecumenical and interfaith activities please contact the chaplains directly:

Fr David Stewart SJ (d.stewart@heythrop.ac.uk) whose office is on the ground floor of the Copleston Wing. He can also be contacted on 020 7795 4171.

(New chaplain to be appointed) whose office is opposite the lift on the ground floor of the main building and he can be contacted on 020 7795 4138.

We are grateful to the Religious of the Assumption who allow us to use their Convent Chapel for the College Mass.

Daily Mass is celebrated in the chapel on Monday, Tuesday, Wednesday & Friday at 1.30pm in the chapel. College Mass is celebrated on Thursday at 1.00 in the chapel.

There is also a dedicated Muslim Prayer Room situated on the lower ground floor of the main building.

University of London Chaplaincy

The Chaplaincy serves the University community by offering pastoral counselling, and support and guidance in matters of faith and spiritual development for all students and staff of the Christian and Jewish traditions, and also those with no religious background. The Chaplains can also provide information about the Islamic, Buddhist and other faith communities.

You can find further details of the work of the University of London Chaplaincy on the University website, see <http://www.london.ac.uk/chaplaincy.html>. The University Chaplaincy arranges open meetings, lectures, workshops and weekends away as well as support and guidance for individuals.

ERASMUS STUDY EXCHANGE SCHEME

The College ERASMUS Co-ordinator is Dr Gemma Simmonds. ERASMUS funding is available to support all registered students who wish to spend time studying in a partner institution in Europe. Heythrop has bilateral partnerships with a large number of such institutions, please see <http://www.heythrop.ac.uk/outreach/erasmus.html>. If interested in availing yourself of this scheme please contact Dr Simmonds on extension 4216 or by email at g.simmonds@heythrop.ac.uk.

COMPLAINTS PROCEDURE

Research Student Complaints Procedure

Heythrop aims to provide academically high quality programmes of study in an environment which will help students to achieve the aims of those programmes. The Code of Practice for Research Degrees and this Handbook are the main sources of information about what you should expect whilst studying for a research degree at Heythrop.

The College encourages students to comment on what is provided, and uses feedback to make improvements. Nevertheless, there may be times when a student has a legitimate complaint about what the College provides.

The complaints procedure for research students is fully described in the Code of Practice for Research Degrees. If you do not have your copy to hand, please go to the Research Students' page on [HELIOS](#) to access the Code.

Appeals procedure

The College has a procedure for consideration of appeals against examiners' decisions by candidates for research degrees. This can also be found on [HELIOS](#) and is available from the Research and Policy Administrator on request.

HARASSMENT AND DISCRIMINATION – GUIDELINES FOR STUDENTS

Equal Opportunities and tolerance

The College is committed to treating all its staff, students, and visitors with dignity and respect, regardless of colour, race, nationality, ethnic or national origin, religion, politics or gender. Students are required to cooperate in this and to remember that most aspects of equal opportunity are matters of law, and not just of College policy. The College works with the University of London Equal Opportunities Policy, which undertakes that the University 'will not discriminate against any person on the grounds of colour, race, nationality, ethnic or national origin, religion, politics or sex'. You can find the [College Equality Statement and Policy](#) on the main College website.

The College will provide a safe, supportive and welcoming environment for staff, students and visitors. The College aims to ensure that its students are given the best opportunity to succeed. All members of staff and students therefore share a responsibility to work to create an environment in which academic goals may be pursued without fear or intimidation.

The College will not tolerate any form of harassment, bullying or victimisation. It aims to create an environment which is free of intimidation and fear. Staff and students are therefore expected to conduct their affairs at the College in a manner which is conducive to working, teaching, learning and carrying out research.

The College has put in place procedures to ensure that incidents relating to harassment or bullying are dealt with promptly and efficiently.

If you think you are being subjected to discrimination or harassment in any form, either by a fellow student or a member of staff, you do not have to tolerate it. This guidance note is to help you deal with such a situation.

- If you feel able to make it clear to the person causing you offence that his or her behaviour is unacceptable to you, this may sometimes be enough to stop it. If you do this, try yourself to remain calm and polite.
- If you are not able to tackle the person concerned, this does not constitute consent to the harassment, nor will it prejudice any complaint you bring. You may seek help and advice, confidentially if you wish. You can do this if you are concerned about an incident of harassment or discrimination, however large or small it was, and even if it has occurred only once.
 - ❖ Talk about the problem with friends, or with any of the individuals or organisations listed here:
 - ❖ Your 1st or 2nd supervisor

- ❖ Dean of Research Students, [Professor Michael Barnes](#)
 - ❖ Heythrop Students' Union Welfare Officers, [HSU](#)
 - ❖ Student Development Manager, [Dr Dominic McLoughlin](#)
 - ❖ Chaplains, [Heythrop College Chaplaincy](#)
- They may be able to suggest a way of resolving the problem. Discussions will be confidential and further action involving you will not normally be taken without your express permission. In particular, the person about whom you are complaining will not be given your name as a complainant without your express permission, unless there are over-riding reasons for disclosure, which will be explained to you, because it may not be possible to deal with the matter adequately if permission is withheld.

If the harassment continues or is too serious to be dealt with by the means described in (3) above, you are advised to request a confidential interview with one of the people named above, with the Dean of Undergraduate/Postgraduate Studies or the Director of Research. You may be accompanied by a friend at the interview. The purpose is to discuss the nature of the problem and to arrive at a solution which is acceptable to all parties. This may, for example, involve calling the person about whom you have complained to an interview about his or her alleged behaviour.

If the problem is serious or has not been resolved by the above means, you (or someone acting on your behalf, with your consent) may make a formal complaint, which will lead to the beginning of disciplinary proceedings into the conduct of the person you have complained about. The disciplinary procedures can be applied even if harassment by a member of staff or another student did not happen on Heythrop or other University premises. If you make a formal complaint, it will normally be useful to have a note of the details of the incidents which have distressed you, including a note of the ways in which the incidents have caused you to change the pattern of your work or social life.

If you have been attacked or are the victim of a sexual or racial assault, seek help immediately. Any of the people lists above will provide support. You should report the matter to the police. If you decide to do this, it will not be necessary for you to go alone, unless you so wish.

If you have been sexually assaulted or raped, seek medical advice and help immediately. Any of the people named above can help you find information about locally available help for females and males who are the victims of sexual assault or rape.

Although the final paragraphs of this note are about the more extreme forms of harassment, where physical violence may be involved, remember that the College's commitment to treating people with dignity and respect – and also the law - applies also to less dramatic forms of harassment, the majority of which may be mainly verbal. These guidelines relate to all forms of harassment and discrimination.

PLAGIARISM

DEFINITION OF PLAGIARISM: the theft or expropriation of someone else's work without proper acknowledgement or the presentation of another author's material as if it were one's own. Students who are found to have plagiarised work will be subject to academic penalties.

Even at research degree level, it is worth making the point clearly that students are responsible for ensuring that the work they submit is their own. Care needs to be taken that, when the work of other researchers is used, this is clearly acknowledged. Especial vigilance needs to be exercised to ensure that it does not happen, even inadvertently, which is why these guidelines are given.

Plagiarism is judged to have taken place:

- if a student lifts verbatim written material from books and articles (either from published material or from the Internet) without acknowledging their source;
- if passages from books and articles are re-written without acknowledgement of the source;
- if a student submits work which is a re-written version of someone else's work;
- if a student submits for assessment their own work which they have submitted on a previous occasion or which they are submitting for assessment at the same time for another module (auto-plagiarism).

The College and the University of London regard plagiarism as a serious breach of ethics and punishes it severely. A research student may fail his or her degree completely if found guilty of plagiarism. Please see the academic conduct section of the Regulations.

THE CAMPUS

It can be confusing trying to locate some of our rooms, so please use this quick guide.

The staircases are named (Alban Staircase - near lift; Mathew Staircase - near Reception; Whitaker Staircase - near Chapel) and the instructions given represent the quickest route to any given location - there are usually several.

The lift in the main building will only go from the basement to the 2nd floor. When entering/leaving the College, please use the College entrance and not the back gate. The guide only describes how to get to rooms used by the College and not all rooms on campus.

| Room name/number | Location |
|-----------------------------------|--------------------------------------------------|
| Main Building | |
| Callaghan Room | 3rd floor, Mathew Staircase |
| Campion Room | ground floor, near Alban Staircase |
| Chapel | ground floor, near Mathew Staircase |
| Chaplaincy | ground floor, opposite lift (Rocco Viviano) |
| Computer Suite | 1st floor, Mathew Staircase |
| Conference & Accommodation Office | just before you exit to the garden, on the right |

| Room name/number | Location |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Den | 1st floor, Whitaker Staircase |
| Dining Room | ground floor, near Mathew Staircase |
| Finance Office | 1st floor, Alban Staircase (or via lift, opposite lift) |
| Goodall Room | 2nd floor, Mathew Staircase (or via lift, exit to the left) |
| HSU (incl. Executive Office, Lounge, Quiet Room, Other Room, TV Room) | basement, Alban Staircase (or via lift, exit to the left) |
| Laishley Room | 3rd floor, Alban Staircase |
| Lighthouse (Computer Suite) | basement, Alban Staircase (or via lift, exit to the left) |
| Loyola Hall | lower ground floor, near Alban Staircase (down steps) |
| Muslim Prayer Room | basement, Alban Staircase (or via lift, exit to the left) |
| Newman Room | ground floor, near Alban Staircase |
| Philosophy Library | 1st floor, Alban Staircase (or via lift, exit to the right) |
| Rahner Room | ground floor, near Alban Staircase/lift |
| Student Services Centre | 1st floor, Alban Staircase (or via lift, exit to the left) |
| Student Development | ground floor, opposite lift |
| Walker Room | 2nd floor, Alban Staircase (or via lift, exit to the right) |
| Copleston Wing | This is outside in the garden and is to the right of the tennis court. Please note wheelchair access to the 2 nd floor is via the Alban Hall. |
| Brinkman Room | Copleston Wing, 2 nd floor |
| Chaplain | Copleston Wing, ground floor (Dave Stewart) |
| Hopkins Room | Copleston Wing, 2 nd floor |
| Hughes Room | Copleston Wing, 2 nd floor |
| W4 | Copleston Wing, ground floor |
| W6 | Copleston Wing, ground floor |
| W20 (Research Students' Commonroom) | Copleston Wing, 1 st floor |
| Mary Ward Centre | This is outside in the garden and is to the left of the tennis court. Please note that there is no wheelchair access to the Charwood Room or MW2. |
| Dorothy Bell Room | Mary Ward Centre, ground floor (to the right) |
| Julian of Norwich Room | Mary Ward Centre, ground floor (to the left) |
| Marie Eugenie Room | Mary Ward Centre, ground floor (to the left) |
| MW1 | Mary Ward Centre, ground floor (to the left) |
| MW2 | Mary Ward Centre, 1 st floor (to the left) |
| Theology Library | outside across the garden, to the right of the tennis court |

The Campus is open to all students from 7am until 11pm, but after this time you are not permitted on campus unless you are resident in the Alban Hall.

Please remember that you are required to carry your Heythrop ID card at all times.

