



DEPARTMENT OF LANGUAGES, LITERATURES & CULTURES

APPENDIX TO THE MPhil/PHD DEGREE STUDENT HANDBOOK 2023/24

This appendix should be read in conjunction with the [core MPhil/PhD student handbook 2023/24](#)

The Department of Languages, Literatures and Cultures sits within the School of Humanities, which covers the following disciplines: Classics, English, History and Languages, Literatures and Cultures.

Welcome to your department

Welcome to the Department of Languages, Literatures and Cultures (LLC), which brings together the five major subject areas of French, German, Hispanic Studies, Italian, and Comparative Literature and Culture, alongside two minor degree programmes, International Film and History of Art and Visual Cultures. The school also hosts the university-wide Liberal Arts programme. LLC staff produce internationally recognised research and offer a wide range of teaching expertise. The department is committed to offering a university education of the very highest quality to its undergraduates and postgraduates alike.

We very much look forward to the year ahead in the knowledge that we have attracted some of the most able students in the country. We warmly welcome the contribution that you will make to our learning community and we are confident that you will enjoy every success in your studies.

A wealth of other information can also be found on our [web pages](#), so be sure to have a look at them and then to check them again every so often. You can also follow us on Twitter to receive regular news from the School: [@LLC_RHUL](#)

Finally, on behalf of all my colleagues in the department, I would like once again to welcome you most warmly to LLC and to wish you the greatest possible success and enjoyment in your studies over the year ahead!

Dr Ruth Hemus, Head of Department

The Department of Languages, Literatures and Cultures is in the [International Building](#).

Key contacts

Role	Name	Email	Phone	Room
Executive Dean	Professor Giuliana Pieri	G.Pieri@rhul.ac.uk	01784 443234	INTER124

Head of Department	Dr Ruth Hemus	Ruth.Hemus@rhul.ac.uk	01784 443199	INTER125
School Director of PGR Education	Professor Andrew Jotischky	Andrew.Jotischky@rhul.ac.uk	01784 443305	INTER 01A
Dept. PGR Lead	Dr Fabrizio De Donno	Fabrizio.DeDonno@rhul.ac.uk	01784 443255	INTER 164
School helpdesk*		Humanities-school@rhul.ac.uk	01784 276882	INTER 149

* For the majority of your non-academic related issues, please contact the Doctoral School. However, for queries about teaching contracts, expenses and study space within the school, please contact the School of Humanities helpdesk.

Staff

[List of staff in the Department of Languages, Literatures and Cultures](#)

Research areas

[Research within the Department of Languages, Literatures and Cultures](#)

Student committees

The School of Humanities' PGR Staff-Student Action Meeting meets once a term and contributes to the organisation of the PG Colloquium. Please get in touch with the School Director of PGR Education if you would like to join. If you would like to raise an issue to be discussed there, please contact the [Doctoral School](#).

Research Skills Training and Research Expenses

The School of Humanities runs a research skills training programme aimed at equipping PGRs across the School with the skills they need to successfully complete their studies. Students in their First Year are strongly encouraged to attend as many sessions as possible. For 2022/3, all sessions will be run online via MS Teams. Details can be found on the School of Humanities PGR Moodle page. PhD students are eligible to apply to a contribution towards research expenses (such as conference fees, travel for archival visits etc.) each year. Further details and the form template are available on the Moodle page. The completed form should be submitted to Prof. Andrew Jotischky (Andrew.Jotischky@rhul.ac.uk).

Annual reviews and upgrade

Although you will meet with your supervisor regularly during the academic year, your academic progress is formally reviewed at least once every twelve months, regardless of whether you are studying full or part time.

- [Core annual review details](#)
- [Annual reviews in the Department of Languages, Literatures and Cultures](#)

All MPhil / PhD students start their programme on the MPhil and have to pass the upgrade review meeting in order to be eligible to submit for the PhD.

- [Core upgrade details](#)
- [Upgrades in the Department of Languages, Literatures and Cultures](#)

Preparation for your viva

Viva preparation is something that starts the moment you begin your research. The annual review, the papers that you will deliver at the postgraduate research forum, and the upgrade are all ways of improving your presentation and defense of your work. You should also attend relevant training sessions offered by the Researcher Development Programme and by the School of Humanities. Please get in touch with your supervisor or the Director of PGR Education if you would like to have a mock viva.