

DEPARTMENTAL HANDBOOK

2026/27

**GUIDE TO THE DEPARTMENT OF
CLASSICS AND ANCIENT HISTORY
FOR POSTGRADUATE RESEARCH STUDENTS**

Tel: (024) 7652 3023

Web: <http://www.warwick.ac.uk/fac/arts/classics>



Welcome/ Welcome Back

Welcome (back) to the department of Classics and Ancient History. We hope you are as delighted as we are that you have the opportunity to pursue postgraduate study, and as a department we look forward to working with you. Warwick has a vibrant research environment; make sure you make use of the reading groups, seminars, and training opportunities offered by the department and beyond.

This is the Department's Postgraduate Handbook for 2026-27. This is a mixture of regulations, guidance, and helpful advice to ensure that you get the best support during your research at Warwick. If you have further questions, please do ask any of us for help, especially myself, your Supervisor or Personal Tutor. It is designed to supplement, rather than replace, the information pack issued to you by the Doctoral College which should be consulted for detailed instructions on the presentation and submission of theses. For full details of the university's guidelines for Research degrees, consult the information provided by the Doctoral College (<https://warwick.ac.uk/services/dc/>). All of the information in this booklet is given in good faith, believed to be correct at the time of publication, September 2026. I look forward to meeting you soon.

Prof Zahra Newby (Director of Graduate Studies 2026-7)

1. DEPARTMENTAL INFORMATION

1.1 Department Contact Details

The Department is based on the second floor of the Faculty of Arts Building, where staff also have their offices.

- Tel: (02476) 523023
- Office: Faculty of Arts Building, Second Floor, Room FAB2.01; email classics@warwick.ac.uk.
- Office opening hours will be Mon-Friday 10-2.30. Outside these times please email classics@warwick.ac.uk to make an appointment. Please note that we will endeavour to keep the office open at these times, but depending on staff circumstances it may prove necessary to close it at short notice.
- Postal address: Department of Classics and Ancient History, Faculty of Arts Building, University of Warwick, University Road, Coventry, CV4 7EQ
- Teaching Rooms: interactive campus map online: <http://warwick.ac.uk/maps/interactive/>
- Emergency contact: email classics@warwick.ac.uk or leave voice mail on department phone (above); Community Safety for an emergency: (02476) 522222; <https://warwick.ac.uk/services/community-safety/>.
- Communication: **you must check your Warwick email addresses every day** – this is the official route for communications between dept/university/student. Do not rely on a personal email account: if you set up a forwarding system please be aware that emails may be diverted into the 'junk'/'clutter' folder. All Personal Tutors should

advertise their office hours for advice & feedback clearly on their [staff webpages](#); to see them at other times, please email. Please remember to keep your home/university address and telephone number up-to-date on Student Records Online.

1.2 Departmental Staff

<https://warwick.ac.uk/fac/arts/classics/intranets/staffrefresh/>

A principal aim of the department is to provide students with a friendly and open atmosphere in which to live and work. We pride ourselves on being accessible and ready to discuss things with students, and a sign of this is the use of first names between staff and students. To facilitate contact all members of staff advertise on their staff webpage their student drop-in hours when they guarantee to be available for advice & feedback. We offer a mix of online and in-person drop in hours. Please see staff pages for details. If you need to get in touch at other times, please make an appointment via e-mail. All offices are within the Department of Classics and Ancient History on the second floor of the Faculty of Arts building. You will need your university card to gain access.

Prof. David Fearn (FAB 2.13)

Head of Department.

As Head of Dept. (2023-), David is responsible for the smooth running of the department. Contact him for questions about teaching/ student experience, or to discuss any problems you are facing. His research focuses on the poetics, aesthetics, and socio-political contextualizability of archaic and classical Greek literature, with significant expertise in Greek lyric poetry. He is the Director of Warwick Classics Network, the engagement and outreach arm of the department. This year he is teaching Encounters with Greek Texts, contributing to Greek Literary texts, and Greek Lyric Poetry.

D.W.Fearn@warwick.ac.uk

Prof. Victoria Rimell (FAB 2.15)

Deputy Head of Department, Director of research & impact (on leave in Term 2).

Victoria is an internationally renowned Latinist and theorist, with research interests across a range of prose and verse texts, and in modern critical-theoretical approaches to literature and culture. She is currently working on Seneca the Younger. She is teaching The Question of Grief and Latin Literary Texts (Term 1) this year.

V.Rimell@warwick.ac.uk

Prof. Zahra Newby (FAB2.14)

Director of Graduate Studies, Deputy Head of Department in Term 2; PG SSLC co-ordinator

Zahra's research focuses on Roman art, the reception of Greek art and Greek myth in the Roman world; and on ancient festivals. This year she is convening Encounters with Material Culture and Art and Architecture in Asia Minor.

z.l.newby@warwick.ac.uk

Dr. Alex Antinou (FAB 2.09)

Teaching fellow in Roman history

Alex conducts research in Roman history, with a particular focus on aspects of Roman religion and its priesthoods. He will be teaching Augustus and Roman Culture and Society this year.

alex.a.antoniou@warwick.ac.uk

Dr Emmanuela Bakola (FAB 2.11)

Senior Tutor

Emmanuela is an expert in the performance culture of ancient Greek theatre and its intellectual context, with particular research interests in Aeschylus and in Greek Comedy. In 2026-7 she will be convening Ancient Greek Theatre and be contributing to Greek teaching. As Senior Tutor, she oversees the pastoral duties of the department, in charge of personal tutoring. If you experience serious personal or medical issues affecting your studies, please consult Emmanuela, along with your personal tutor

e.bakola@warwick.ac.uk

Dr Emily Clifford (FAB2.03)

Equality and Diversity Officer

Emily works on art and literature from the Graeco-Roman world with interest in the generative role played by cultural artefacts in processes of thought and imagination. In 2026-7 she will be teaching beginner's Greek and Greek Ecphrasis.

Emily.Clifford@warwick.ac.uk

Prof. James Davidson (FAB 2.19)

Exams Secretary, Director of Undergraduate Studies, Chair of the Academic Conduct Panel

James specialises in the study of Greek Culture. He is convener of modules in Greek Culture and Sex and Gender. As Exams Secretary he is in charge of the administration of exam papers and exam board processes.

James.Davidson@warwick.ac.uk

Dr Paul Grigsby (FAB 2.10)

Warwick Classics Network

Paul is the Warwick Classics Network Fellow and coordinates the Public Engagement module. He works closely with local schools to spread knowledge of Classics, and is always interested to hear from students wishing to help with this work. This year he is teaching Public Engagement and Introduction to Greek History.

Paul.Grigsby@warwick.ac.uk

Jack Nurpetlian (FAB 2.16)

Jack specialises in numismatics, with a particular focus on die studies. This year he is convening The Hellenistic World and the Coinage of Greece and Rome.

Jack.Nurpetlian@warwick.ac.uk

Chris Parr

Inclusive Education Officer

Chris is undertaking a PhD examining the experience of different social groups in Rome's fora. He is the department's inclusive education officer and will be offering academic support sessions for all students throughout the year.

Christopher.Parr@warwick.ac.uk

Prof. Caroline Petit (FAB 2.18)

On leave 26/27.

Caroline's interests lie in the textual transmission, translation, and interpretation of ancient medical texts; in the history of rhetoric; and in the long history of ancient medical texts and the many ways they have been appropriated up to modern times.

C.C.L.Petit@warwick.ac.uk

Dr. Robert Rohland (FAB 2.18)

Robert is an expert in ancient literature, particularly ancient poetry. This year he is convening beginner's Latin, Encounters with Latin texts and Ancient Thought.

Robert.A.Rohland@warwick.ac.uk

Prof. Clare Rowan

Director of Education

Clare specialises in Roman history and Roman coinage. This year she is teaching the Roman Everyday, Coinage of Greece and Rome and Introduction to Roman History. As Academic convenor of SSLC she works with students to discuss areas of mutual interest and benefit in relation to teaching and learning.

C.Rowan@warwick.ac.uk

Dr Trevor Van Damme (FAB 2.06)

Trevor is an archaeologist with ongoing research on three regions in Greece. As well as being dissertations co-ordinator, this year he is teaching the Archaeology of Athens and Thebes, as well as the fieldwork module.

Trevor.Van-Damme@warwick.ac.uk

Dr Joe Watson (FAB 2.12)

Joe will be convening the Poetless Poems in Terms 2 and 3.

joe.l.watson@warwick.ac.uk

Prof. Alison Cooley (FAB 2.04)

Alison is a Roman historian, specialising in Italy and the western provinces, Latin inscriptions, and the history of the Principate. She is currently director of the Institute of Advanced Study.

A.Cooley@warwick.ac.uk

Prof. Michael Scott (FAB 2.17 / University House)

Michael is currently Warwick's Pro-Vice-Chancellor for International. Michael's research covers Greek history, ancient global history and Greek religion.

M.C.Scott@warwick.ac.uk

Prof. Simon Swain (University House)

Simon is currently Warwick Vice-President for National and Regional Engagement and Vice-President for Research and Higher Education Policy at the British Academy. His research focuses upon the legacy of Greek thought among the Arabs.

S.C.R.Swain@warwick.ac.uk

We will also be joined by other sessional teachers throughout the year.

Administrative Staff (FAB 2.01)

- **Mrs Keri Husband** – Administrator
- **Miss Donna Davies** – Programmes Officer and Finance Assistant
- **Miss Melanie Price** - Programme Coordinator

Our administrative staff are based in FAB2.01. The office will be open Mon-Friday 10am - 2.30pm. Please use the email resource account to contact the office team: classics@warwick.ac.uk

2. POSTGRADUATE INDUCTION, SUPERVISION AND TRAINING

The Department offers MA, MPhil and PhD degrees by research as well as Taught MAs in Ancient Visual and Material Culture and Ancient Literature and Thought.

2.1. Induction and Research Training

Departmental inductions and research training details can be found at: <https://warwick.ac.uk/fac/arts/classics/intranets/postgrads/training>. During induction sessions students will receive details of departmental sessions in research techniques and methodology. These sessions are compulsory for MA research students and new PhD students, and some may be of interest for continuing research students. They are designed to help you make the transition to further research as well as to introduce you to the resources available for conducting research. Further sessions on particular topics are provided by the Arts Faculty as a whole and postgraduates in all departments are encouraged to attend those relating to their particular research interests. For full details see the [CADRE website](#). Please also familiarise yourselves with the University's [Researcher Development programme](#) which brings together the training offered across the university.

All PGR students are expected to complete the Research Integrity Essentials Online training: <https://warwick.ac.uk/services/ris/research-integrity/training/online-training/>

2.2. Supervision

All research students will be assigned one or more supervisor/s whose role is to help you to define and plan your research topic, suggest initial bibliography and material, and respond to drafts of your dissertation. As a research student you will be largely responsible for organising your own time and for arranging to meet your supervisor on a regular basis. You

have a right to expect regular meetings with your supervisor and to receive detailed feedback on submitted work. However, you will be expected to be proactive in arranging these meetings and asking for help when required. As a general guideline you would probably expect to see your supervisor within the first two weeks of term one and then at monthly intervals to report on progress.

You are required to keep a record of supervision meetings on Tabula (tabula.warwick.ac.uk).

The Department has a Graduate Progress Committee that reviews the progress of all postgraduate research students annually (see below).

The University's full guidelines on Research Supervision, including on students based away from the University, can be found [here](#).

If you feel that you are experiencing difficulties with supervision you should raise the matter with the Director of Graduate Studies, or, if the DGS is your supervisor, with either the Head of Department or your personal tutor, so that we can work together to settle the matter.

2.3 Personal Tutor

You will also be assigned a separate member of the Department as your personal tutor. He or she is available to offer general support and guidance, and in particular to advise you in the event of any medical or personal problems which you feel are affecting your work (see also below). You should also feel free to raise any problems with your academic work or supervision with your Personal Tutor. You should meet with your personal tutor soon after you begin at Warwick and then at least once a term.

2.4. Skills Training and Professional Development

You should discuss with your supervisor any additional skills training you require for the successful completion of your research project, or in order to progress onto further research in the future. In many cases the most useful extra training will be to further your knowledge of either Greek or Latin. If this is the case, you can join an undergraduate class in one of those languages at the appropriate level. Please note, however, that the decision to take part in such a class implies a commitment to completing all the requirements of the module, including regular attendance at classes and the submission of required work. For further information on the Department's skills training and induction session, see the training page.

2.5. Professional Development

All Warwick doctoral research students are required to engage with at least ten days professional development per year. Five of these days will be completed through professional development within an academic context, with an additional two days including conference attendance or seminar presentations. At least three days per full-time year must normally be spent on formal professional skills development, outside your academic discipline. You will be required to assess your needs and log your training via the Skillsforge platform. By fulfilling this requirement, you will develop a broad and flexible skill set that will complement your research and enhance your employability. Sessions concentrating on academic and generic skills are provided by CADRE and the University (the last are mostly advertised via the [Research Development Programme](#) of the Doctoral College, or via [Skills Forge](#)).

2.6. Seminars

The Department hosts a weekly work-in-progress seminar and well as one-off research days and an annual PG colloquium. All students reading for research degrees will be required to give a presentation on their research topic at the WiP seminar or colloquium. These seminars are designed to give you experience and confidence in presenting your research and to encourage discussion among the group as a whole.

Attendance at the Work in Progress (WiP) seminar is compulsory. It takes place on a weekly basis on Wednesdays, 2.00-3.30pm. The programme is available at <https://warwick.ac.uk/fac/arts/classics/research/seminars/wip/>

2.7. Teaching experience

Subject to availability, we will open to PhD students the opportunity to gain experience in undergraduate level teaching, as part of your professional development. We usually expect that PhD students will be at least in their second year of research, and will have completed the University training or an equivalent programme. All teaching will be paid, at the University's published rates.

2.8. PG Study Rooms

There is postgraduate study space provided in the library, the PG hub, and Wolfson Research Exchange. Further bookable spaces are available at https://warwick.ac.uk/fac/arts/cadre/current_students/hotdesks/. In the department postgraduate students are invited to use the academic studio space for quiet study, and may also make use of the lockers (please see the administrative office to obtain a locker key in exchange for a deposit).

2.9. Societies and Conferences

Societies: You may wish to consider becoming a student member of either the Hellenic or Roman Societies. Apart from receiving the relevant society's journal annually (Journal of Hellenic Studies or Journal of Roman Studies), you will also have access to their impressive joint library, which is housed with the library of the Institute of Classical Studies in London. They also have programmes of lectures both in London and around the country.

You are also encouraged to join the Classical Association and to attend its annual conference, which is a friendly forum to meet other students and scholars and to attend or give brief papers.

There are also specialist societies:

- § British Epigraphy Society
- § Royal Numismatic Society
- § Classical Reception Studies Network Conferences
- § Annual meeting for Postgraduates in Ancient History (AMPAH), usually held in March.
- § Annual meeting for Postgraduates in Ancient Literature (AMPAL)
- § Classical Association Annual Conference.

- § Roman Archaeology Conference (RAC)
- § Theoretical Roman Archaeology Conference (TRAC).
- § Any conferences relevant to your area of research (ancient medicine, textual criticism, Latin literature, numismatics, ...)

2.10. Publications

It is a good idea to try to get your work published. The Rosetta Journal (University of Birmingham) (<http://www.rosetta.bham.ac.uk/submissions.html>) accepts articles from postgraduate students. Publications in standard academic journals (not aimed at postgraduates) are of course possible and even more desirable. Discuss any ideas with your supervisor(s).

Blogs can be a good medium to showcase your research. In the department we have a dedicated numismatics blog (<https://blogs.warwick.ac.uk/numismatics/>, run by Clare Rowan) and a material culture blog (<https://blogs.warwick.ac.uk/materialmusings/>, run by Paul Grigsby and Jacqui Butler). Contact the organisers to discuss any ideas you may have.

2.11. Research funds

The Department has a small travel fund which is available to help postgraduate students to attend essential conferences or complete travel for research. Students without other research support funding are prioritised.

The criteria on which we judge applications are as follows, in order of importance:

- matched funding - if students are applying elsewhere and required to show a Dept contribution we will contribute to the costs
- personal financial need: students on the most generous scholarships, such as Chancellors, M4C or CADRE, are usually expected to meet expenses from the research allowance in their studentships, while self-funding students would be deemed to be in the greatest need of support.
- importance of the travel undertaken (prioritising papers at conferences, or essential research travel)
- how much students have already claimed from the Department in a given year.
- Generally the maximum available for an individual PhD student is £750 across their research degree.

If giving a paper at a Conference, you are encouraged instead to apply to the Humanities Research Fund, which usually funds a maximum of two conference across the course of a doctoral degree. The Department will provide the necessary contribution.

<https://warwick.ac.uk/services/ris/research-funding-opportunities/rdf/hrf/>

To apply for Departmental Funding, please download a travel funding request form (<https://warwick.ac.uk/fac/arts/classics/intranets/postgrads/handbook/>), which must be signed by your supervisor and then passed to the DGS. If successful, you will be required to fill in a claim form and submit it with original receipts no later than two months after the

travel was completed, and before the middle of July, for payment within the financial year ending each July. Please note that only a certain amount of money is available each year so early applications (from August onwards) are advised.

Other Sources of Funding:

Thomas Wiedemann Fund

This fund supports the costs of visits to universities, libraries, or museums in the UK, related to actual or planned research activities. Any student currently enrolled for a taught or research postgraduate course related to the ancient Greek or Roman world at any university in the UK is eligible to apply. For further information and to apply visit

<https://users.ox.ac.uk/~corp1223/twmf/>

Roman Society and Hellenic Society:

<https://www.romansociety.org/Grants-Prizes>

<https://www.hellenicsociety.org.uk/grants/>

2.12. Computers and IT

The University, through IT Services, provides a wide range of courses to impart or enhance IT skills. A full list of courses is available at <https://warwick.servicenow.com/itstraining/>. It is very much in the interest of students to take advantage of these opportunities. There are clusters of workstations in the University Library Building, and elsewhere on campus. It is however expected that research students work on their own laptops. Please make sure your machine is able to support Microsoft Teams, which is now widely used across the university.

2.13. Library and other Resources

The Library is the main academic resource for the department and makes purchases each year on material relevant to the classical world. However, because of the vast range of areas we cover, it is not possible to buy every work published, even though we do try to secure what will be of direct interest and use for students. As a research student you will also need to consult books that are not available in the Warwick Library. Book and articles can be ordered through inter-library loans (called 'Get it for me'), or you may need to arrange a visit to a research library elsewhere, perhaps in Oxford or London. Further information on postgraduate study and the library can be found here:

<https://warwick.ac.uk/services/library/students/postgraduates/> and

<https://warwick.ac.uk/services/library/pghub/>. Students can request books for purchase by emailing our Research Librarian, Andy Calvert (Andrew.Calvert@warwick.ac.uk), with your supervisor's agreement.

Sessions on using the Library for research and on IT resources will be held at the start of the Autumn Term

In addition to the main Library the department has a small collection of books and papers, as well as numismatics resources in the numismatics hub.

Other libraries:

Birmingham University Library

Access to the library is open to students registered at Warwick University and the library has a good range of classical material. It is worth checking here before you look further afield. Access is via the SCONUL access scheme, which also entitles you to access to other participating institutions. To join, you need to fill out a SCONUL application and submit it to Warwick library. See here for further details. For more details of Birmingham's opening hours see <http://www.library.bham.ac.uk/using/>

Institute of Classical Studies, London

The Institute of Classical Studies in London (based in Senate House, Malet Street) houses one of the major research collections for the study of the ancient world. Access is free for those conducting postgraduate research, providing a letter of introduction is produced. However, you may consider joining either the Society for Roman Studies or the Society for Hellenic Studies. This allows you free use of the library, the ability to borrow books, and receipt of the relevant Journal. For further details see <http://icls.sas.ac.uk/library/Home.htm>

Warburg Institute Library, London

Extensive collections in antiquity and its transmission/reception, and also houses the collection of the Royal Numismatic Society (<https://numismatics.org.uk/library/>). <https://warburg.sas.ac.uk/library-collections>

Wellcome library, London

Extensive collections in the history of medicine and more. Special collections include manuscripts, early printed books, visual material... <https://wellcomelibrary.org/>

British Library <https://www.bl.uk/>

Libraries in Oxford

Research students at British Universities can gain admission to the Bodleian, the Sackler (the main library for Archaeology, Art History and Classics) and other more specialised libraries like the Institute of Oriental Studies. The catalogue can be searched online - https://solo.bodleian.ox.ac.uk/primoexplore/search?vid=SOLO&lang=en_US. The main libraries for Classics research are the Bodleian or the Sackler library. College libraries are generally inaccessible to visitors.

More information about joining is available at <https://www.bodleian.ox.ac.uk/join-the-libraries/apply>.

Taught MA students are generally only allowed access during Oxford University vacations, but research postgraduates should be admitted at any time of year.

2.14. Advice, Support and Feedback

There are a variety of sources of support and advice available to students. For individual matters relating to the progress of your research, your supervisor will usually be the first

contact. However, if you are unwilling to raise the matter with your supervisor then you can approach the Director of Postgraduate Studies or (if this is your supervisor) the Head of Department. You will also be assigned from the Department a personal tutor whom you can approach concerning both academic and personal matters. In addition to this the University has a network of support services available to students.

2.15 Careers Service

The University provides a customer-focused careers service that offers careers education, information, advice, and guidance so that you can identify and achieve your career goals. A wide range of materials is available in the Careers Hub. The [website](#) gives you access to information on career planning, job seeking, and interview skills. Register online to receive personalised news, jobs and events information. Please also visit '[My Advantage](#)' and ensure you look at the extensive programme of events including skills development. The Careers Service [has bursaries available](#) to support students wishing to undertake voluntary/unpaid work. Making a good career decision involves thinking about your interests and qualities and also spending time researching possible occupations. **The Careers Adviser contact for Classics is Clare Halldron. She runs drop-in sessions in Classics each Wednesday in FAB 2.22.** To book a quick career advice appointment or longer guidance interview with her, please use the myadvantage website.

Remember to make full use of university life to broaden your outlook and develop your skills. Previous Classics postgraduates have pursued a diverse range of career opportunities including Academic jobs, Academic Administration, Museum Curatorship, Law, Journalism, Human Resources, Librarianship, Civil Service, and others.

The department is very interested in the career progression of its former students and appreciates regular updates. This is particularly important for the preparation of reference requests to employers and is useful to potential new students.

Your Supervisor, Personal Tutor, or another member of staff, will often be your first port-of-call for obtaining an academic reference for internships and job applications. Please would you always take the time to alert staff if they are to expect a request for a reference, and send a copy of your application and c.v. to them. Staff are very happy to support students by writing references, but you should be aware that composing a meaningful reference can take some time, and so it is in your interests to give at least a week's notice before a deadline.

3. PROGRESSION AND ATTENDANCE REQUIREMENTS

3.1. Attendance

Student progress and attendance are monitored in order to provide appropriate academic and pastoral support and identify where support outside the department is necessary. A list of formal monitoring points is available online:

<http://www2.warwick.ac.uk/fac/arts/classics/students/>

For postgraduate research students this includes regular (usually monthly) meetings with your supervisor, attendance at Work-in-Progress seminars, attendance at the PG colloquium in May, and reviews of progress, as outlined below.

The Department also implements Regulation 36 in cases of exceptionally bad attendance, which can lead to a student being required to withdraw from the course

<http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress>

If you have a valid reason for non-attendance, this should be reported as soon as possible. Absence due to illness lasting more than five working days requires a medical note which you should obtain from the Medical Centre. If you experience any problems which affect your research please discuss them with your Supervisor and the Director of Graduate Studies as soon as possible. A period of temporary withdrawal can be arranged if needed.

Postgraduate students are expected to work on their research for the full calendar year, with due allowance for annual leave. Please notify your supervisor when you are planning to take annual leave.

Annual leave:

It is important that students take time out from their studies for a break in order to maintain an appropriate work/life balance. Periods of study for research degrees are calculated with an allowance for periods of annual leave during the registration period, as such taking a period of annual leave does not alter the end date of research programmes.

Research students are expected to take active steps to manage their studies, to not take more than four weeks of leave at a time, and to take due consideration to the timing and management of any periods of leave to ensure that it does not impact on their studies or upon maintaining regular contact with their supervisory team. As such, absence for periods of leave must be discussed in advance with the supervisory team. Students must also ensure that they comply with any requirements of their funding body with regard to taking leave. Annual leave should be taken in the calendar year in which it is accrued.

- Full-time PGR students are expected to study at their normal place of work/study for 37-40 hours per week.
- Full-time PGR students are entitled to take a maximum of eight weeks/40 days holiday in the year ([incl. the statutory \(i.e. Bank Holidays\) and customary University holidays](#)). UKRI recommends a minimum of 30 days of annual leave per year. For part-time students annual leave will be pro rata.
- If a student is supported by a student visa, they must [refer to the Immigration Team for advice](#) prior to requesting a leave of absence as this may affect their visa.
- No single period of annual leave should exceed four weeks.
- Please notify the Department when planning annual leave by emailing your supervisor/s and classics@warwick.ac.uk.

International students should be aware of the consequences of missing formal monitoring points: the Academic Office is obliged to report to the Home Office UK Visa & Immigration if any Tier 4 students have been found not to be engaging with and attending their degree

course. This will normally lead to the curtailment of their visas. Immigration responsibilities for students are outlined [here](#).

Outgoing study abroad and co-tutelle students should, while abroad, regularly stay in touch with the Department, via their supervisor.

All students need to ensure their details remain up to date. Further information on this is available [here](#).

3.2. Progress Reviews

MA by Research Students: reviews of progress

Full-Time: In order to evaluate the progress of your research you will be formally contacted by the Director of Graduate Studies at the start of the spring term and invited to a meeting in February. You will be asked to comment on the progress of your research so far and your timetable for completion. You will also be given the opportunity to raise any matters of concern regarding either training or supervision.

The Director of Graduate Studies will also contact your supervisor at the same time for a report on your progress. There will be a further written review of progress in the summer term.

Part-Time: Review procedures will be carried out as above, in the summer term of years one and two of your research.

MPhil/PhD Students:

Upgrade Procedure:

Year 1 (or 2 for pt students): All PhD students are initially registered for a MPhil, and are only permitted to upgrade to full PhD registration following a successful Upgrade Interview. This usually takes place at the end of the first year (f-t), or end of second year (p-t), after a year's worth of full-time research, and consists of an interview with two academic members of the Department, on the basis of the materials submitted below

In order to prepare for the upgrade interview you are required to do the following:

- Present a draft chapter of your thesis. This should be between 5,000-10,000 words in length, and should be formatted and referenced as it would appear in the final thesis, with a full bibliography attached. You should discuss with your supervisor what form the chapter will take: it might be a methodological overview or a piece of research which will form a core part of the thesis.
- Write a research proposal of approx. 1000 words outlining the scope of your project and explaining how the sample chapter fits into this.
- Produce an outline timetable for the completion of your research within the given time-frame (3-4 years full-time, 5-7 years part-time), explaining what work has already been completed, and what remains to be done.

- Complete the annual report form: (<https://warwick.ac.uk/fac/arts/classics/intranets/postgrads/handbook/>). Confirming that you have also completed the [Research Integrity online training](#).

Please liaise closely with your supervisor in producing these materials. S/he will liaise with the Director of Graduate Studies to choose the members of the upgrade panel and fix a date for the upgrade meeting.

Following the meeting, the readers will then prepare a report which is passed to your supervisor who will discuss it with you. After you have read and signed this report it is placed in your file and we ask the Doctoral College to upgrade your registration. In some instances we may recommend that a second upgrade meeting is held after 3 months (6 months for p-t students), or a student may be advised to proceed to the degree of MPhil. For further details see <https://warwick.ac.uk/services/dc/policy/>.

Annual Reviews:

Following the upgrade in subsequent years you will have an annual review of progress during the summer term or vacation. During this you will meet with two members of academic staff, separate from your supervisor.

Prior to the meeting, you are required to complete the annual report form (available from <https://warwick.ac.uk/fac/arts/classics/intranets/postgrads/handbook/>) which includes the following

- A one-page account of the progress of your research over the last year, including (in year 2) reference to the upgrade interview held in year 1.
- A revised timetable for completion.
- a statement of 300 words reflecting on your professional development
- details of teaching, training and conferences undertaken
- You will also submit a piece of recent academic written work, up to 5000 words.

You will then discuss this material and your progress in general with the review panel, who will provide you and your supervisor with written feedback after the meeting.

Completion Review:

A few months before the end of your registration period, you will have an additional review, the format of which will follow that of the annual review, as outlined above. This helps to prepare you for the viva and identify any issues to address before submission.

University Annual Report Forms

In addition to the Department's annual review, the Doctoral College also sends out annual report forms to all postgraduate research students during the summer term. These have to be completed and returned by 30th June. As well as monitoring your progress, these forms also give you the opportunity to comment on the training or supervision you have received.

Unsatisfactory Progress (all research degrees)

If it becomes apparent that your work is being affected by ill health or personal problems, your supervisor will advise you of the possibility of requesting a suspension. If progress is

unsatisfactory and there do not appear to be any mitigating circumstances, your supervisor will raise the issue with you and inform the Director of Graduate Studies. You will develop a plan of action together with your supervisor, but if this does not show results within a clearly defined period, you might well be advised to withdraw from the degree. For further information see <https://warwick.ac.uk/services/dc/policy/>

4. EXAMINATION SCHEDULE

4.1 Examination Process including Nomination of Examiners

All Research students:

Your final submission date is the last date of your registration as shown on Tabula.

MAR students:

You will submit your thesis (Route A) or thesis and essays (Route B) as a single file to the doctoral college. For Route B students the language dossier is to be submitted to classics@warwick.ac.uk at the same time as your other work to be marked internally within the department. For advice on processes and formatting see <https://warwick.ac.uk/services/dc/submission/>

MPhil/PhD students:

Your thesis is submitted directly to the doctoral college. The full guide to the examination of higher degrees by research, including advice on processes and formatting can be found here <https://warwick.ac.uk/services/dc/submission/>.

All Research Students:

At least a month before you intend to submit your thesis you and your supervisor should complete a form for the nomination of examiners. This form will be sent to you by the Doctoral College and can also be found here: https://warwick.ac.uk/services/dc/submission/useful_forms/

Oral (viva) examinations will be held for PhDs and MPhils but are at the discretion of the examiners for MAs. After the examiners have sent in their final reports the Graduate Office will advise you of the result (thesis awarded, passed with minor corrections, passed with major corrections, request for the thesis to be resubmitted or fail). Theses are often awarded subject to minor corrections (eg correcting spelling or minor inaccuracies) so make sure you keep our files safe until after you have heard from the Doctoral College. Once the thesis is approved, you are required to submit a final correct copy to the Doctoral College which will be kept in the University library.

Deadlines/Extensions and Temporary Withdrawals:

All dissertations are due by the end of the period of study of which you will be notified by the Doctoral College. If you think you might go beyond these it is very important that you discuss it with the Director of Graduate Studies as soon as you can.

PhDs:

All new MPhil/PhD students will be registered for 4 years. Any thesis not submitted to the Doctoral College by the expected end date will be considered a late submission. Should you believe that you will submit late then you should discuss with your supervisor whether you need an extension to your registration, noting that extensions are only granted in extenuating circumstances. Failure to submit your thesis on time may result in you being permanently withdrawn from the University.

If you experience significant delays to your research during your period of registration (e.g. due to ill-health or personal problems), it is very important you discuss with your supervisor and the DGS at the time whether you should apply for a temporary suspension of studies.

4.2. Examination Criteria

Degree of Master by Research

A thesis submitted in fulfilment of the requirements of a degree of Master shall be clearly and concisely written, show evidence of originality in knowledge and interpretation, and shall also be judged on its scholarly presentation. In addition, it shall contain a full bibliography.

The thesis shall not exceed 40,000 words, exclusive of appendices, footnotes, tables and bibliography.

Candidates may also research and write a 25,000 word dissertation plus two 5,000 word essays. The topics of the essays and dissertation can be different from one another.

Degree of Master of Philosophy (MPhil)

A thesis submitted in fulfilment of the requirements of the degree of MPhil shall constitute an original contribution to knowledge. The thesis shall be clearly and concisely written, well argued, and shall show a satisfactory knowledge of both primary and secondary sources. In addition, it shall contain a full bibliography and, where appropriate, a description of methods and techniques used in the research.

The thesis shall not exceed 60,000 words, exclusive of appendices, footnotes, tables and bibliography.

An appendix may contain material that functions as data to supplement the main argument of the thesis, and may not contain material that is an integral part of the thesis. An appendix may not exceed 5,000 words in length unless permission to exceed this length is given by the Academic Director.

Degree of Doctor of Philosophy (PhD)

To satisfy the requirements for the degree of PhD, a thesis shall constitute a substantial original contribution to knowledge which is, in principle, worthy of peer-reviewed publication. The thesis shall be clearly and concisely written, well argued, and shall show a satisfactory knowledge of both primary and secondary sources. In addition, it shall contain a full bibliography and, where appropriate, a description of methods and techniques used in the research.

In addition, the Board of Graduate Studies has resolved that a thesis submitted for the degree of PhD should be an original investigation characterised by rigorous methodology and capable

of making a significant contribution to knowledge commensurate with the normal period of registration for a full-time or part-time student.

The thesis shall not exceed 80,000 words, exclusive of appendices, footnotes, tables and bibliography. Any requests to exceed the word limits set out above are subject to approval by the Academic Director.

An appendix may contain material that functions as data to supplement the main argument of the thesis, and may not contain material that is an essential or integral part of the thesis. The total length of all appendices may not exceed 5,000 words in length unless permission to exceed this length is given by the Academic Director.

4.3 Academic writing, plagiarism and proofreading policies

All drafts and final versions of thesis should be word-processed. If you lack the necessary skills, the university runs regular course on the basics of word-processing, as well as providing self-study courses. All work must be written in good English, with due attention given to spelling, punctuation, and grammar. When quoting foreign languages, eg Greek and Latin, take care to do so accurately. See the departmental style guide (<https://warwick.ac.uk/fac/arts/classics/intranets/students/essaywritingresources/stylguide.2015.docx>) for detailed advice on presentation of footnotes and bibliography.

Proofreading

The university has a proofreading policy that means you will be required to state whether or not you have used a proofreading service (paid or unpaid) when you submit your dissertation, and that you must ensure that any proofreader used follows the University policy on what is acceptable and unacceptable practice.

https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/v_proofreading/

Plagiarism

Plagiarism is the unacknowledged or slightly disguised quotation of material or opinions from other sources. Like copying another student's work, it is regarded as theft and a form of cheating. To avoid the charge of plagiarism, you should ensure that any passage being quoted is signalled as a quotation by the use of both inverted commas and a reference to the source in a footnote or endnote. This applies to sources in both paper form and taken from the web. Please be especially careful if you have used any form of generative AI in conducting your research. Written work should always be your own.

Paraphrased arguments should also be acknowledged through a reference to the source in a footnote or endnote. Research students are reminded that plagiarism is taken very seriously by the University. In the event that a piece of work suspected of plagiarism is submitted to an annual review or upgrade panel, it will be referred to the Head of Department who will investigate the case. The Head of Department may require the piece to be resubmitted, or may decide to refer the matter to the Academic Registrar for the attention of the Investigation Committee. If a piece of work suspected of plagiarism is submitted for examination, the

examination process will be stopped and the matter referred to the Academic Registrar. For full details of the procedures in these cases see University Regulation 11.

Please note that with effect from 16 November 2026 all theses will be screened using Turnitin. For more information see <https://warwick.ac.uk/services/dc/submission/gtehdr/>

Disclaimer

While every effort has been made to make this handbook as accurate as possible, the Regulations as set out by the University in the Calendar, course regulations and examination conventions have ultimate authority.

5. PASTORAL CARE AND WELFARE

5.1 Personal tutoring system

Your Personal Tutor is an academic member of staff who is assigned to you by your Department. They are your first point of contact for discussing your academic progress and development, and for seeking guidance around Departmental and University regulations and policies, and development opportunities. Personal Tutors can also signpost and refer you to central student support services (disability services, counselling services, and mental health and wellbeing). They will also talk through your Personal Development Plan with you and help you plan for your career progression.

In cases where you feel that the nature of a problem is such that you need to discuss it with someone other than your Personal Tutor, please approach the member of staff you feel most comfortable with, or Emmanuela Bakola (Senior Tutor), David Fearn (Head of Department), Victoria Rimell (Deputy Head of Dept) or Zahra Newby (Director Graduate Studies).

Over the course of your studies, it is likely that your personal tutor will change. Records, such as the personal development forms you upload to Tabula, will allow for continuity with your new personal tutor.

For further details visit:

<https://warwick.ac.uk/fac/arts/classics/students/guidance/personaltutors/>

5.2 Academic references

Please give your Supervisor or other member of academic staff plenty of time before a deadline in order for them to be able to write you a meaningful reference. It is courteous if you first ask a tutor for permission to name him/her on an application form (this applies equally once you've left too). It is in your interests to send a copy of your application form and a copy of your c.v. to your referee, and preferably to meet to discuss the position you are applying for. This way, your chances of obtaining a detailed letter of support are markedly increased.

5.3 University Student Support

The University offers a wide range of specialist support services, including wellbeing, mental health and counselling.

<https://warwick.ac.uk/services/wellbeing>

Other sources of help for students include the SSLC, Students' Union, Faculty Senior Tutor, Dean of Students, and the Chaplains. If you need support, please do reach out for help.

5.4 Disabilities

Students who have or suspect they have a disability are urged to discuss this with their Supervisor, Personal Tutor or the Senior Tutor, Emmanuela Bakola, so that appropriate measures can be taken to minimise their effect upon academic performance. Once you have seen an advisor in Disabilities Support, please give them permission to pass on to the Dept relevant information that will allow us to offer you appropriate support. See also

<https://warwick.ac.uk/services/wss/students/disability>

This broad term covers hearing and visual impairments, mental health difficulties, Specific Learning Differences such as dyslexia, mobility impairments, Autism Spectrum Conditions, ADHD, and 'unseen' disabilities such as asthma, epilepsy and diabetes and other chronic health conditions.

Departmental Quiet Space (FAB2.22): If you feel that you would benefit from access to a quiet space to use in the Department please contact classics@warwick.ac.uk or the Senior tutor, Emmanuela Bakola.

University Information

1. Community

At Warwick, we believe that every individual in our University community should be treated with dignity and respect and be part of a working and learning environment that is free from barriers, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity status.

We value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact.

We want to support our students and each other to become critical thinkers and collaborative yet independent learners – individuals with a global and sustainable outlook, who are able to make an active and positive contribution to society. At the same time, we are committed to working towards a supportive, accessible and inclusive environment.

We uphold the importance not only of free speech, but also in promoting free speech. We also support academic freedom, a component of free speech.

We place great importance on the responsible behaviour of both our students and staff at Warwick. It is important for you, as a student, to have an idea of Warwick's core values and an understanding of the primary expectations of student members of the Warwick community.

[Warwick Values](#) shaped by Warwick's community, our values represent the way we work together to deliver our strategy and ambitions.

[Our Dignity Principles](#) set out our expectations of how we behave as a community, both as individuals and as an institution, and inform our approach to taking appropriate action when these expectations are not met.

[Social Inclusion](#) sets the value we place on maintaining an inclusive environment where all can contribute and reach their full potential.

[University Strategy](#) sets our goals and vision as a world-class university committed to making a positive impact.

[Warwick Student Community Statement](#) sets out aims for the University as well as for students.

[University Calendar](#) includes the University's Charter, Statutes, Ordinances and Regulations for staff and students.

[Student Life](#) provides information and links to university regulations, policies and guidelines that govern what students can expect from the University, and what they would need to be aware of and adhere to as a registered student.

2.

a. [Feedback and Complaints](#)

While we are committed to providing high quality services to all our students throughout their University experience, if there is something that goes wrong and you want assistance to resolve, we have an accessible and clear procedure which you can use to make a complaint.

b. [Smoking Policy](#)

c. [Data Protection](#)

d. [Student Finance](#)

e. [Student IT Induction](#)

f. [Warwick Award](#)

The Warwick Award is open to all undergraduate and postgraduate students, as well as exchange and degree apprenticeships students.

g. [The Academic Manual](#) is a full directory of all academic regulations and policies in a single location. It is set out in chapters with guidance on the content of the manual and a search function for ease of use. [Academic Manual is a full directory of all academic regulations and policies in a single location. It is set out in chapters with guidance on the content of the manual and a search function for ease of use.](#)

h. Attendance and Study

- i. [Reg. 36 Student Registration, Attendance and Progress](#)
- ii. Local policy on how students should report absences and ask for leave
- iii. [Policy on Recording of Lectures by Students](#)
- iv. [Reg. 31 Information Management, Security and Records Management](#)
- v. [Reg. 23 Student Disciplinary Offences](#)
- vi. [Max Periods of Study](#)
- vii. [Rules for Award](#)
- viii. [Reg. 42 Governing Academic Appeals](#)

i. [Assessment](#)

The University publishes a number of regulations and policies about assessment which are designed to uphold the academic standards and the integrity of the courses studied at Warwick for all students.

- i. [Examination and Assessment Policies](#)

- ii. [Providing feedback to students on assessment](#)
- iii. [Reg. 10 Examination Regulations](#). For more information about examination rules and queries, please visit: [Information for Students](#).
- iv. [Reg. 11 Academic Integrity](#). Additional support on good academic conduct for students is available here: [Academic Integrity](#)
- v. [Reg. 12 Absence for Medical Reasons from a University Examination](#)
- vi. [Mitigating Circumstances](#)
- vii. [Right to Remedy Failure](#)

j. [HEAR and Transcripts](#)

3. Undergraduate students

- i) [Reg. 8 Regulations for First Degrees](#) and [Reg. 8 contd. Regulations for First Degrees](#). This regulation sets out at the highest level, requirements for progression and award for undergraduate degrees.

4. Postgraduate students

- a. [Reg. 37 Taught Postgraduate Courses](#). This regulation sets out at the highest level, requirements for progression and award for postgraduate taught degrees.

- b. [Warwick Postgraduate Spaces - Postgrad Hub](#)

The PG Hub is the heart of the Library postgraduate community. It is open to all postgraduate students at Warwick, and has facilities for independent and group study, presentations, meetings and workshops.

- c. Postgraduate Research

- i. [Reg. 38 Research Degrees](#)

This regulation sets out at the highest level, requirements for progression and award for postgraduate research degrees.

- ii. [Warwick Doctoral College](#)

Find out about how the Doctoral College can help you during your PhD journey. From scholarships and researcher development to networking events and guidance on supervision and thesis submission.

- iii. [Research & Impact Services](#)

- iv. [Warwick Postgraduate Spaces - Wolfson Research Exchange](#)

The Wolfson Research Exchange is a space for all Warwick researchers. It is accessible 24/7 for study and group work, and provides a forum for interdisciplinary collaboration.

- v. [APP PGR](#)

The Academic and Professional Pathway for Postgraduate Researchers supports PGR teachers with a programme that helps develop and

build confidence in those who have teaching roles alongside PhD/postdoctoral/early careers research commitments.

5. Learning Resources and Support

a. [The Library](#)

Whether you are an undergraduate or postgraduate student, you will find resources such as online journal articles and ebooks available wherever you are and services to help you develop your information skills or your use of multimedia. The Library also has a variety of study environments to suit your study needs.

b. Academic Essentials

Whether you're just starting your university journey or looking to refresh your academic skills, this resource is here to support you throughout your time at Warwick.

On these pages, you'll find essential information and practical advice from current students to help you navigate your academic experience with clarity and confidence.

c. [Student Opportunity](#)

Student Opportunity offers a wide range of face-to-face and online resources covering:

- Careers support
- Employability skills and personal development opportunities
- Intercultural training
- Student mobility opportunities
- Internships, placements and work experience
- Volunteering opportunities

d. [Together at Warwick](#)

Together at Warwick is about creating spaces where students can connect, celebrate, and make the most of their time at Warwick. Whether looking for something regular to be part of, big moments to celebrate, or surprise pop-ups, there's something for everyone.

e. [Student Visa Advice Service](#)

The Student Visa Advice Service provide international students with vital visa advice and support, and ensure Warwick is compliant with UK immigration rules and sponsor duties. The team supports all EU and international students

during their studies at Warwick and assists with immigration advice and practical support.

f. [Institute for Advanced Teaching and Learning \(IATL\)](#)

IATL offers optional interdisciplinary modules to all students with home department approval. The modules offer students the opportunity to put creativity, critical thinking, innovation and wellbeing at the centre of their learning experience.

IATL offers [skills sessions](#) to all students registered on an IATL module and undergraduate research opportunities and [project funding](#) for undergraduate students wishing to undertake research within or outside their own discipline or who wish to communicate and connect with students and staff through performance.

g. [The Language Centre](#)

The Language Centre is a dynamic and forward-thinking hub that offers comprehensive language learning opportunities to students across all departments providing a rich and inclusive environment for language acquisition.

h. [Wellbeing and Student Support](#)

The Wellbeing Support Team offer advice and support on a wide range of issues and work with students to develop the personal resources and skills needed to navigate the challenges and opportunities of student life.

i. [Dean of Students Office](#)

The Dean of Students Office plays an important role in the student learning experience at Warwick comprising of academic and professional services staff and students working in close partnership, with strategic leadership of academic support, through the personal tutoring system and the University's Inclusive Education approach.

j. [Personal Tutors](#)

Personal Tutors offer academic support during your studies and signpost to university support services and opportunities. Personal tutoring is a two-way conversation focused on your academic experience and development.

k. [Residential Community](#)

All students who have accommodation on campus have access to the Residential Community Team (RCT), a peer support service, consisting of current Warwick students.

l. [Living off-campus](#)

Advice and guidance to living off-campus co-created with Warwick students.

m. [The University of Warwick Health Centre](#)

The University Health Centre is situated in the heart of the campus serving students who live on campus or within the catchment area. Students must be registered in order to use the Health Centre services.

n. [The Chaplaincy](#)

If you need space to reflect in the midst of a busy academic life, you can find it at the Chaplaincy. It's a place of safety, care and encounter for anyone who would appreciate a quieter space and the support of the Chaplains.

o. [Warwick Students' Union Advice Centre](#)

Warwick Students' Union Advice Centre (WSUAC) offers free, independent, non-judgmental, impartial and confidential advice to Warwick students. The team of experienced advisors provide friendly, professional and practical advice and support or/and signposting on a range of enquiries.

p. [Student Funding Support](#)

The Student Funding Support team offers information, advice and guidance on all aspects of financial support. This includes government grants and loans, and undergraduate scholarships and bursaries provided directly by the University to students. The team administers a number of the University's hardship funds to students and can provide budgeting advice.

q. [Community Safety](#)

The Community Safety team works 24 hours a day, 365 days a year to support the University community by ensuring there is a safe, secure and friendly environment for students, staff and visitors.

Students should always call Community Safety for emergency response requirements. You can phone the Community Safety team on 024 7652 2083. In an emergency on campus, phone 024 7652 2222.

r. [The University Nursery](#)

Children of Warwick staff and students are eligible to attend the University Nursery. Parents interested in placing their child in the nursery should contact the nursery with regards to availability and complete an application form as early as possible.

6. Further Opportunities

- [Warwick Arts Centre](#);
- Seminars/conferences/special lectures hosted or given by the department;
- [Societies](#) which may be of interest to students in the department;
- [Gym, fitness, swim & more | Sports and Wellness Hub](#);
- [Centre for Lifelong Learning](#);
- [Warwick Volunteers](#);
- [Lord Rootes Fund](#);
- [URSS : Undergraduate Research Support Scheme](#);
- [University of Warwick | Music Centre](#);
- [WIHEA \(Warwick International Higher Education Academy\)](#).