

Departmental Handbook for Postgraduates

2018-19

A Guide to the Department of Classics and Ancient History
for Postgraduate Students

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Contents:

1. Introduction
2. Members of Staff
3. Postgrad courses
4. Induction and Research Training
5. Supervision
6. Personal Tutor
7. Skills Training and Personal Development
8. Seminars
9. Teaching experience
10. PG Study Rooms
11. Societies and Conferences
12. Publications
13. Travel Assistance
14. Computers
15. Library
16. Advice, Support and Feedback
17. Careers
18. SSLC
19. Feedback, Surveys and Complaints
20. Information for Taught MA Students
21. Information for Research Students
22. Academic Writing, Proofreading and Plagiarism policies (and new examination guidelines)
23. Attendance and Monitoring
24. Term Dates and Study Hours
25. University Information

1. Introduction

This handbook is designed to provide a reference guide to postgraduate study in the Department of Classics and Ancient History. It includes details of how to get in touch with members of the Department as well as your rights and responsibilities as a postgraduate student here. It is designed to supplement, rather than replace, the information pack issued to you by the Graduate School 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 [Graduate School](#). For further information for Taught Masters students, consult the Taught Masters Handbook.

The information in this handbook is as accurate and up-to-date as we can make it. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices, but they do not replace entries in university regulations. In the event of uncertainty regulations take precedence. Full links to University policies and sources of support can be found at the bottom of the handbook.

Departmental Organisation

The Department is based along the 2nd floor corridor in the Humanities Building, which is where most (but not all) staff have their offices.

- Tel: 02476 523023
- Office: Humanities Room 222/224
- Postal address: Dept of Classics and Ancient History, University of Warwick, Gibbet Hill, Coventry CV7 4AL
- Student Common Room: Humanities Room 236

Pigeon Holes, Notice Boards and Emails

Contact between members of staff and students or between students themselves is regularly done through email. 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.

Members of the Department and the Graduate School also communicate with students via the pigeon holes in the Classics Dept Office (222/224). Please ensure that you check these regularly. In the Common Room are departmental notice boards, one for each year, postgraduates, jobs and general notices. You should check these as often as possible. Other notice boards in the Common Room are for use by the Staff-Student Liaison Committee and the Classical Society. A more general notice board exists in the corridor for posters advertising outside lectures and courses, and sources of funding for student projects.

Please log your home/university address and telephone number with the Dept Programmes Officer and update this as necessary.

- Cancellation of classes/meetings: in cases where this is unavoidable, a notice will be posted outside the dept office + you will receive an email.

2. Members of Staff:

A prime 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 ready use of first names between staff and students. To facilitate contact all members of staff advertise on their office doors hours when they guarantee to be available for advice & feedback. If you need to get in touch at other times, either knock or make an appointment via e-mail.

- **Prof. Alison Cooley (Room 226)** A.Cooley@warwick.ac.uk; ext 24918.
On leave 2018/19
Alison is a Roman historian, specialising in Italy and the western provinces, Latin inscriptions, and the history of the Principate. She is also currently leading a project re-editing the Latin inscriptions in the Ashmolean Museum.
- **Dr Caroline Petit (Room 235)** C.C.L.Petit@warwick.ac.uk – tel ext. 23107
Director of Graduate Studies
Your first port of call for all postgraduate matters in the Department. Caroline's research interests lie in the field of ancient medicine, textual transmission of ancient texts and rhetoric.
- **Prof. Suzanne Frey-Kupper (Room 233)** S.Frey-Kupper@warwick.ac.uk, ext. 50677
Convenor of Taught MA, Study Abroad co-ordinator, Dept Senior Tutor (Autumn 2017). Suzanne works on the archaeology of the western Mediterranean and on Greek, Punic, and Roman coinage. She is involved with projects in Sicily, Rome, Carthage, and Malta. She is happy to help students to identify opportunities to gain experience in archaeological fieldwork
- **Dr Emmanuela Bakola (Room 228)** e.bakola@warwick.ac.uk; ext. 75739
On leave term 1 (2018/19)
Outreach Coordinator. Emmanuela specialises in the study of Greek drama.
- **Prof. Kevin Butcher (Room 220)** Kevin.Butcher@warwick.ac.uk, ext. 22067
On leave 2018/19
Kevin's research interests lie in the field of Roman coinage and the economy, as well as Roman Syria.
- **Prof. James Davidson (Room 231)** James.Davidson@warwick.ac.uk, ext. 22134.
Exams Secretary. James specialises in the study of Greek history and culture, in particular Greek democracy, ancient sexuality and food and drink.
- **Dr David Fearn (Room 230)** D.W.Fearn@warwick.ac.uk, ext. 22006
Dept Senior tutor (Terms 2 and 3)/ David works on the socio-political contexts of archaic and classical Greek literature, and of lyric poetry in particular.
- **Dr. Elena Giusti (room 238)**
Chair of the WiP seminar
Elena is a specialist of Latin literature and is particularly interested in poetry of the Augustan age.
- **Dr Abigail Graham (Room 227)** Abigail.Graham@warwick.ac.uk – tel. ext. 24210
Abigail works on the epigraphy and monuments of the Roman Greek East. She is available in the dept part-time.
- **Mr. Clive Letchford (Room 221)** C.A.Letchford@warwick.ac.uk - tel. ext. 22002
Language Tutor/ Disabilities Coordinator/ Mentor for part-time students. Clive is a specialist language tutor, teaching first- and second-stage Latin and Greek modules. He is also Disabilities Coordinator, so please ensure that you inform the dept., via Clive, of any extra help you may need to take account of disabilities (eg to get permission to record lectures/ request handouts in advance/ arrange special exam

conditions). He will also help you to liaise with Disabilities Services. He is the first point of contact for mature/ part-time students.

- **Prof Zahra Newby (Room 229)** Zahra.Newby@warwick.ac.uk, ext. 22367
Head of Department. Zahra's research interests lie in the field of Roman art and culture, particularly Greek culture under Rome, Roman funerary art, ancient athletics and festivals, myth in art.
- **Dr Clare Rowan (Room 232)** C.Rowan@warwick.ac.uk, ext. 50407 IT/ webpages.
Clare specialises in Roman coinage and is leading an ERC-project investigating ancient tokens. She organises the dept's webpages and is ready to help with questions about submitting essays via Tabula. She also edits the Dept's coin of the month blog: do contact her if you'd like to submit a piece.
- **Prof Victoria Rimell (Room 237)** V.Rimell@warwick.ac.uk – tel. 024 76175103
Director of Research. Victoria's research, which spans many different authors and genres, engages critically with major themes in Roman literature and culture and aims to promote dialogue between classical philology and modern philosophical and political thought. Her main focus is Latin literature from the first century BCE to the second century CE, and she has published books on Petronius' Satyricon, Martial's Epigrams and Ovid's erotic poetry. Her latest book is *The Closure of Space in Roman Poetics* (Cambridge, 2015). Victoria has also edited volumes on the ancient novel, and on imagining imperial space in Greek and Latin texts. She is currently working on Ovid's *Remedia Amoris* and on Senecan philosophy.
- **Prof Michael Scott (Room 234)** M.C.Scott@warwick.ac.uk - tel. ext. 50408
Director of Undergraduate Studies. Michael works on the history and material culture of the Greek and Roman worlds, and is currently researching ancient global history.
- **Prof. Simon Swain (University House)** S.C.R.Swain@warwick.ac.uk
Pro-Vice Chancellor External Engagement Simon oversees regional, national and international partnerships across the Higher Education, private and public sectors. His research focuses upon the legacy of Greek thought among the Arabs.
- **Dr Conor Trainor (Room 227)** C.Trainor@warwick.ac.uk – tel. ext. 24210
Research Fellow in Hellenistic Culture and Society, Conor is module coordinator for Hellenistic World. Conor is experienced in archaeological fieldwork, and is willing to help students find opportunities to find fieldwork opportunities.
- **Dr Maude Vanhaelen (Room 419)** M.Vanhaelen@warwick.ac.uk - tel. ext. 50638
On research leave in 2017-18 (back in January 2019). Maude is a member of both Italian and Classics departments. She works on Classical Humanism in Italy. She is coordinator of the module Latin Humanism.
- **Dr Bobby Xinyue (Room 231)** B.Xinyue@warwick.ac.uk – tel. ext. 24210
Research fellow (Renaissance centre). Bobby's research primarily focuses on the topic of deification in Latin poetry, especially in the works of Vergil and Horace. He is also interested in Hellenistic poetry, Neo-Latin literature, and the reception of ancient Rome in modern Chinese culture.

Administrative Staff (H222. tel 02476 523023)

- Mrs Susan Doughty (Room 222) – Administrator, part-time, Mon 10-4; Tues 10-5; Thurs 10-4.45 - tel. ext. 23023
- Miss Donna Davies (Room 222) (Part-time, Mon-Wed 9.30-1.30)

- Miss Kymberley O'Hagan (room 222) Programme Coordinator/ Finance Assistant
- Our administrative staff are based in H222/4. When the office closes for meetings, an email will usually be sent to students and a note posted on the door. To contact the admin team please email classics@warwick.ac.uk
(For academic staff profiles see [individual staff pages](#))

3. Postgraduate Courses

The Department offers MA, MPhil and PhD degrees by research. We also offer Taught [MA](#)s [in Ancient Visual and Material Culture](#), including two streams specifically focussed on either Greece or Rome.

4. Induction and Research Training

The Departmental welcome meeting will be held:

For all postgraduate students (MAT, MAR & MPhil/Phd) **Tuesday 2 October 2018 at 1pm in H060**, followed by a **party at 2pm**.

For taught students (MAT) there will be an additional session **Tuesday 2 October 2018 in S2.73 at 3pm**, following the **welcome party and for new research students a session in H204 at 3pm**.

At this meeting you 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 Professional Development [website](#) which brings together the training offered across the university.

5. Supervision

All research students will be assigned a supervisor 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 intervals of every few weeks to report on progress. You are **required** to keep a record of supervision meetings on Tabula (tabula.warwick.ac.uk). Training will be offered on this in week 1; instructions are also posted to the right of this page. The Department has a Graduate Progress Committee that reviews the progress of all postgraduate research students annually. The University's full guidelines on Research Supervision, including on students based away from the University, can be found to the right of this page.

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.

Students on the taught MA courses are expected to attend all classes for their two core module sessions and their two optional modules. You too will be assigned a supervisor to help you with your dissertation. You should meet with your supervisor on a regular basis and discuss your work and progress. As with full research students, students on the taught MA are expected to be responsible for organising their own time and arranging meetings with their supervisor when working on their dissertations. For more information on the taught MA, see [Information for Taught MA Students](#).

6. 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.

7. 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](#). Sessions concentrating on academic and generic skills are also provided by [CADRE](#) and the [University](#).

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](#), which went live in Sept 2017.** By fulfilling this requirement, you will develop a broad and flexible skill set that will complement your research and enhance your employability. Please familiarise yourselves with the University's Professional Development [website](#) which brings together the training offered across the university.

8. Seminars

The Department hosts a weekly work-in-progress seminar and well as one-off research days. All students reading for research degrees will be required to give a presentation on their research topic at the WIP seminar. These seminars are designed to give you experience and confidence in presenting your research and to encourage discussion among the group as a whole. A **postgraduate colloquium** will also be held in the summer term at which all PhD

students give presentations on their research. You should attend these seminars in order to broaden your appreciation of intellectual approaches to the study of the ancient world.

Attendance at the Work in Progress (WiP) seminar is **compulsory** and part of your monitoring points (see below). In 2018/19, seminars are run by David Swan and take place on a weekly basis on Wednesdays 3.30-4.30pm in OC.1.02 (mind the variable start times on the online programme).

9. 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's one-day [Introduction to Teaching and Learning in Higher Education](#) or an equivalent programme. All teaching will be paid, at the University's published rates. For full details of the Dept's policy on PG teaching, which aligns with the [University's policy](#), please see the full Classics [PG teaching policy](#).

10. PG Study Rooms

In addition to the study space provided by the University in the Library, PG Hub, and Wolfson Research Exchange, there are also now pre-bookable spaces available in the Humanities Building. Bookable hot desks for individual PGR study are available in rooms H4.06 and H2.05, while room H4.05 can be used by PGR students as a group working area. For further details and to book please visit the [CADRE website](#).

The Departmental Seminar Room, H204, is also available for use by research students when it is not being used for Departmental teaching or meetings (a timetable can be found in the corridor outside H222/4). Students are allowed to sign out a key on payment of a £10 refundable deposit. As H204 also contains the Departmental collection it is IMPERATIVE that the room is kept locked when not in use. Students are welcome to store books in the room, provided that they are shelved and not left on the tables.

The Numismatics Hub can be found in room H206. The room houses the ERC Token Communities Project and can also be used by numismatic postgraduates who need the resources within it. If you want a key please speak to Clare Rowan.

11. 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. Postgraduates may be nominated by the Department for

bursaries to help defray the costs of attending this conference. Please contact the DGS for further details in the autumn term.

There are also specialist societies:

- [British Epigraphy Society](#)
- [Royal Numismatic Society](#)
- [Classical Reception Studies Network](#)

You might also want to check out [PANKUR](#), 'a forum or an agora for research postgraduates writing dissertations or theses on any classical subject in the UK or Eire'.

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. Bursaries to help fund attendance are regularly available.
- Roman Archaeology Conference ([RAC](#))
- Theoretical Roman Archaeology Conference (TRAC).

12. Publications

It is a good idea to try to get your work published. The following journals accept articles from postgraduate students - see their websites for information on the subject areas they cover.

[The Rosetta Journal](#) (University of Birmingham)

[Eisodos - Journal of Ancient Literature and Theory](#)

[Neo](#) <http://www.neojournal.co.uk/>

The Department's Own '[Coin of the Month](#)' series is also open to postgraduates. Please contact Clare Rowan to discuss any ideas you have.

13. Travel Assistance

The Department has a small travel fund which is available to help postgraduate students to attend essential conferences or complete travel for research. In all instances you are required to look for [other sources of funding](#) first.

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 Wolfson scholarships, 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

To apply, please download an application form from the link to the right, 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.

14. Computers

The University, through IT Services, provides a wide range of courses to impart or enhance IT skills. 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, and the Department has a small number of machines for use by its students in the common room. The Departmental Web page has links to some Web sites; others are recorded in the Department. Students, though, should be aware of the great variability in Web sites and not presuppose automatic quality. Verbatim use of Web material constitutes plagiarism.

15. Library and other Resources

The Library is the main academic resource for the department and spends c. £8,000 a 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, or you may need to arrange a visit to a research library elsewhere, perhaps in Oxford or London. Information about these libraries will be given at the welcome meeting. Sessions on using the Library for research and on IT resources will also be held at the start of the Autumn Term.

The Classics subject librarian is Chris Vernon, who can be consulted on request to the Library's General Enquiry Desk, or via email. She can also offer advice on e-resources. In addition to the main Library the department has a small collection of books and papers kept in Room 225, as well as numismatics resources in the numismatics hub. Students who wish to borrow books from the departmental collection must sign for them in the Dept office H222 and should return books there for cancellation. Books may not be borrowed for more than 48 hours.

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>

Wellcome library, London

Extensive collections in the **history of medicine** and more. Special collections include manuscripts, early printed books, visual material...

Contact the library! free reader's pass.

Libraries in Oxford

Take advantage of the proximity of the 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 libraries in Oxford possess a vast amount of relevant research material. The [catalogue can be searched online](#). The main libraries for Classics research are the Bodleian (texts and commentaries etc. are available on open shelves in the Lower Reading Room of the Old Bodleian, other works can be ordered from the stacks via OLIS, once you have a reader's card) or the Sackler library (especially good for history, art and archaeology). College libraries are generally inaccessible to visitors.

To register you need to fill in a [form](#) and present this at the Bodleian reader's office along with proof of identity and proof of your status as a postgraduate student at Warwick, including dates of registration. Taught MA students are generally only allowed access during Oxford University vacations, but research postgraduates should be admitted at any time of year. This card will give you access to the Bodleian. If you require access to the [Sackler library](#) you need to acquire a Bodleian card first and present it at the Sackler.

16. 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.

Problems affecting your Research

If you have any personal or medical problems which are affecting your work it is imperative that you let us know before the situation escalates. There are a variety of ways in which we may be able to help or offer support. Your supervisor or personal tutor is usually the first port of call, but you can also talk to the Director of Graduate Studies (Caroline) or the Head of Department (Zahra).

Confidential advice on academic issues is also provided by the Senior Tutor's Office (University House; ext. 22761, external 024 7652 2761). In serious cases, we can apply to the Graduate School for a suspension of studies until the problem is resolved. In such cases we would require documentation to support the request, usually a medical note or a report from the Senior Tutor.

Matters relating to the organisation of the degree or aspects of training can also be raised directly with the Director of Postgraduate Studies or through the Postgraduate Staff-Student Liaison Committee.

University Guidance on Extenuating/Mitigating Circumstances

Extenuating or mitigating circumstances are those events which have had a detrimental effect on your study, to the point that it is in your interest to draw your department's attention to them and ask for them to be considered in mitigation of poor performance. Such circumstances include (but are not limited to) illness, both bodily and emotional; the severe illness or death of a close family member; a shocking or traumatic personal experience. In addition, sudden, unexpected changes in family circumstances might affect your ability to make academic progress as a consequence of their demonstrable emotional impact upon you, and may also be considered as mitigation.

The University is aware that in some cultures it is considered shameful or embarrassing to disclose the details of these kinds of circumstances to those outside one's family. This is not the case in the prevailing UK culture and you should be aware that your department and the University are fully supportive of students in difficult circumstances and want to assist if at all possible. If you feel inhibited from talking to a tutor or other member of staff in the first instance, you may also consider talking to a member of your SSLC, the Students' Union, or student Support for initial, informal advice.

Clearly, though, in order for your circumstances to be considered as mitigating by your department, they must be conveyed formally to someone in your department (a tutor, the Director of Graduate/Undergraduate Studies, a course/module convenor, for instance).

The University expects that you will discuss your circumstances before Exam Boards meet, so that they may be taken into account in good time. You should be aware that, in the event you feel you need to appeal the outcome of an Exam Board, offering extenuating or mitigating circumstances at that point will need to be accompanied by a good reason why you withheld the information earlier. Without wanting to invade your privacy, the University does expect that you bring such circumstances to your department's attention in a timely manner, despite the discomfort you might feel in so doing. Failure to disclose such circumstances at a time when you could have done so may subsequently be problematic. Your department will do all it can to support you in difficult situations. For further advice on claiming mitigating circumstances for Taught MA students, please see the MAT Handbook.

New mitigations and reasonable adjustment policy (2018):

-Mitigating circumstances are defined as:

Situations that the student could not have predicted and had no control over (e.g. serious illness, death of someone close, being the victim of crime, family difficulties and financial hardship); Situations with negative impact on the student's ability to undertake assessments/examinations which are independently evidenced in a timely fashion; (e.g. doctor's note during illness showing duration and level of negative impact); Situations that are acute or short term, the timing of which are relevant to the impact on study (normally within three weeks of the relevant assessment event deadline). Mitigating Circumstances must be submitted to your Department using the University's Mitigating Circumstances Form as soon as possible.

DEADLINES: For extension requests as soon as possible and definitely before the submission deadline. For all other mitigating circumstances that might be relevant to a Board of Examiners by the Departmental Deadline provided in the Student Handbook.

NOTE: Long term chronic conditions (normally greater than a term in duration and that are likely to continue) and disabilities are dealt with under the reasonable adjustments (RA's) policy which can be found at: (<https://warwick.ac.uk/services/disability/howwecanhelp>)

- **What is Reasonable Adjustment?**

- Long term chronic conditions (normally greater than a term in duration and that are likely to continue) and disabilities are dealt with under the reasonable adjustments policy.
- Students who have long term chronic conditions or disabilities and who believe they are entitled to reasonable adjustments should in the first instance contact [Disability Services](#) or [Mental Health and Wellbeing](#) and request an appointment to discuss their support requirements.
- A reasonable adjustment may be unique to the individual and could include special examination arrangements, delayed deadlines but also alternative methods of assessments.
- Any reasonable adjustments made are evidence based; students are required to supply appropriate and recent medical evidence, or, in the case of a specific learning difference such as dyslexia or dyspraxia, a full diagnostic assessment. The type of appropriate evidence required can be discussed with Disability Services or Mental Health and Wellbeing.
- Once a student has met with Wellbeing Support Services, the adviser will contact the student's department and the Examinations Office (with their permission) to recommend any specific adjustments.
- Reasonable adjustment recommendations for examinations must be made before the annual deadlines as set out by the Examinations Office on the [Disability Services website](#). Recommendations that are made AFTER these deadlines will be handled under the Mitigating Circumstance Policy.
- However a significant deterioration of a chronic condition or disability already reported and covered by reasonable adjustments, is classed as a mitigating circumstance. In which case, students should apply via the Mitigating Circumstances Form below.
- In addition, if you have an official recommendation from Disabilities that reasonable adjustment for your condition includes considering flexible deadlines for essays you should apply for these in advance of the deadline (see also above **5.2. Extensions**), using the Mitigating Circumstances below (if applying via Reasonable Adjustment further evidence of your condition is not required).

General Tips

A research degree requires a great deal of self-organisation on your part. In consultation with your supervisor you should draw up a realistic timetable outlining when you intend to have completed various chapters of your thesis. Writing as you research is preferable to leaving all your writing-up until the end, when writer's block is more likely to strike! Further details of the specific attainment expected of you will be found below, under Progress and Review Procedures.

17. Careers Advice

The university provides a helpful and efficient Careers Service which is situated in University House. Sessions on careers for postgraduate students are also run as part of the Graduate

School Training Programme and the CADRE Programme. Our Departmental careers advisor, Clare Halldron, can also be contacted for advice (CdotMdotHalldronat warwickdotacdotuk).

18. Staff-Student Liaison Committee (SSLC)

This is an official committee made up of representatives from the departmental staff and postgraduate students. It meets around four times a year and its function is to provide an official forum for the discussion of issues raised by either side that have a bearing on the running of the department and its courses. The committee is convened initially by a member of staff, who thereafter oversees its smooth running. Students appoint representatives from the following groups: MA by research students, Taught MA students, MPhil and PhD students, part-time students. The committee's Chair and Secretary are elected at the first meeting. The Chair's duties include calling meetings, preparing the agenda, presiding at meetings, and reporting to Admin. on the year's business via an Annual Report form. The duties of the Secretary are to take the minutes of meetings, arrange their publication, with help when necessary from the departmental secretary. The Chair or Secretary also reports decisions of the SSLC to Staff Meetings, provides a student representative at Staff Meetings and reports back to SSLC meetings on the business of Staff Meetings. To facilitate communication there is an SSLC notice-board in the common-room.

19. Feedback, surveys and complaints

We welcome your feedback on your experience of the Dept and encourage you to provide feedback (both compliments and concerns) so that, where possible, student experience can be improved. The SSLC is a particularly useful forum for this. If you feel that there is a problem with some aspect of the teaching, administration, or student experience within the dept., please discuss it with your supervisor, personal tutor, Zahra or Caroline. Many problems can be simply resolved by talking through the issues. If you raise a problem and feel that a satisfactory resolution has not been forthcoming, please then make sure to approach Caroline as DGS or Zahra as Head of Dept, if you have not already done so. If you are not able to find a resolution for a particular problem, or do not know who to go to, please seek advice via the range of services available to help you (e.g. your Personal Tutor and/or your Student Staff Liaison Committee representative within your academic department or Student Support Services (including Disability Services), the University Dean of Students, or the Students' Union Advice Centre). Should your issue or concern not be resolved through available methods, the University has a clear three-stage Student Complaints Resolution Pathway for all types of informal and formal concerns or complaints.

Further information, advice and guidance is available on the following webpage:
<http://www2.warwick.ac.uk/services/aro/studentfeedbackandcomplaints>

You will also be invited to take part in the following student experience surveys, as relevant to your course: the Postgraduate Taught Experience Survey (PTES), the Postgraduate Research Experience Survey (PRES; biennial) and the (International) Student Barometer (I/SB). Please do complete these surveys in order to ensure that the results accurately reflect the views of the majority of students. The results of these surveys are discussed by both the Department and the University and action is planned to address any issues which

arise; information on the results of and actions following surveys is provided at SSLC meetings.

20. Information for Taught MA Students

For full advice on examination conventions, marking criteria and assessment, please see the **MA handbook**.

21. Information for Research Students

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 again during the course of the summer term. 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. In the event of any concerns about your progress (expressed by yourself or your supervisor) you may be required to attend a meeting with the Director of Graduate Studies to discuss matters.

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: Reviews and Upgrade Procedure

Upgrade: Year 1/2:

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.

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. It is reasonable for students to expect that this will fall within six weeks from the final submission of upgrade materials.

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 Graduate School to upgrade your registration. In some instances we may recommend that upgrade be deferred until a student is ready to proceed to the PhD; or a student may be advised to proceed to the degree of MPhil.

Annual Reviews (updated for 2017-18 following revisions to University Guidelines):

An annual review of progress will be carried out during the summer term or vacation (in year one for full-time students this will be the upgrade panel). 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, which consists of 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, usually the paper presented at the Annual PG colloquium, or an equivalent piece.

Your supervisor will also submit a statement about your progress.

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.

Part-time students will complete review forms and report on their progress at the end of each year of research. The Upgrade Interview will be held at the end of two years of part-time research.

Completion Review:

Six 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.

University Annual Report Forms

In addition to the Department's annual review, the Graduate School 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.

Examination Schedule

A couple of months before you intend to submit your thesis you and your supervisor will complete a form for the nomination of examiners. This form will be sent to you by the Graduate School. You must submit 2 copies of your thesis, soft bound, as well as 2 cds with copies of the thesis as pdf documents to the Graduate School reception in University House. It will be sent to your examiners. They are obliged to read and report on it within 2 (for MA) or 4 (for MPhil, PhD) months of receiving it.

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 everything on disc until after you have heard from the Graduate School. Once the thesis is approved, you are required to submit a final, hard-bound copy to the Graduate School which will be kept in the University library, as well as a CD Rom.

Submission Deadlines/Extensions and Temporary Withdrawals:

All theses are due by the end of the period of study of which you will be notified by the Graduate School. 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.

MA by Research degrees are due in after one full year (f-t) or 2 full years (p-t), ie usually by 31st September, but you will automatically be given an optional extra 3 months for completion (until 31st Dec). Any extension beyond that must be applied for. See Graduate School website for [guidance on extensions](#).

PhDs: Since the 2011/12 intake, all new PhD students will be registered for 4 years, which is the maximum. There are no possibilities to seek extensions beyond this. This is not the same as the expected submission date, which varies from student to student dependent on their funding and can usually be any time within the final year. You will have received a letter that clearly states your intended submission and funding end-dates to make sure you plan according to this timeline. Progress monitoring points are adjusted accordingly. Note that the Graduate School is enforcing the rule that students must submit within 4 years rigorously. Students will be withdrawn from the course if they cross this line even by a day. Exceptions to this require truly exceptional circumstances.

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](#). The University Regulations for the Award of Research Degrees in the Faculty of Arts specify the following requirements:

MA by Research

The thesis will be clearly and concisely written, show evidence of originality in knowledge and interpretation, and will also be judged on its scholarly presentation. In addition, it will contain a full bibliography. It will 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.

MPhil

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

It will not exceed 60,000 words, exclusive of appendices, footnotes, tables and bibliography (there are further details on appendices).

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.

The thesis shall not exceed 80,000 words in the Faculties of Arts, Medicine and Social Sciences. This limit shall be exclusive of appendices, footnotes, tables and bibliography. Any requests to exceed the word limits set out above are subject to approval by the Chair of the Board of Graduate Studies.

In the Faculty of Arts and Social Sciences 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 Chair of the Board of Graduate Studies.

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 fulltime or part-time student.

Full details of the timetable for submission of theses and regulations concerning presentation can be found on the [Graduate School Website](#). See also their [advice for students](#) and **follow it carefully when preparing the final version of your thesis.**

More information on examining, including the procedure for appeals can be found at <http://www2.warwick.ac.uk/services/academicoffice/gsp/guidingyouthrough/guidelines/>

22. Academic writing, plagiarism and proofreading policies (+ new “major corrections” recommendation)

Conventions of Academic Writing

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 essays 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 [departmental style guide](#) for detailed advice on presentation of footnotes and bibliography.

Proofreading

From **October 2017**, the University has instituted a **new 'proofreading policy'**: please note that 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.

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. 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 Dept 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](#).

Assessment Criteria

When reading your work, your supervisor and, later, examiners, will be looking for the following qualities:

- clarity of analysis
- construction of a logical argument
- critical use of the relevant evidence, both ancient and modern
- originality and sophistication
- awareness of methodological issues
- clarity of presentation (including correct English and accuracy in quoting foreign languages)
- correct use of referencing conventions

Web Sites: Students are advised to be very careful when using material from websites in their research, especially at advanced level. In using a web site you should first gauge the overall intended audience and whether the material provided is suitable for the level of work you are undertaking, checking carefully the credentials of the authors. See further <http://www2.warwick.ac.uk/fac/arts/classics/students/modules/dissertations/it>

New "Major Corrections Recommendation" for PG research degrees

From 2017/18 an additional category of **"major" corrections will be introduced for research degree examinations**. The Board of Graduate Studies was conscious that examiners may have been reluctant to recommend resubmission in the event of "minor" corrections involving a significant amount of time to complete. Many other peer institutions

allow examiners to differentiate between "minor" and "major" corrections/amendments and the Board therefore developed proposals for this additional category. The recommendations were approved by the Senate at its meeting in July and the updated version of Regulation 38, which will apply from October 2017, is available here.

It should be noted:

1. That minor corrections should be re-defined to refer to typographical amendments minor errors of logic or referencing only, noting that a new category of major corrections be introduced where a candidate is required to make amendments that do not entail a significant amount of further research or analysis;
2. That candidates be permitted a period of up to a maximum of six months to make major corrections, noting that there would be no changes to the period allowed for minor corrections (three months) and resubmission (12 months), and that these limits apply equally to full and part-time students;
3. That the recommendation of major corrections not be available to examiners of resubmitted theses;
4. That the satisfactory completion of major corrections be assessed by at least one examiner, usually the internal.

23. Attendance Requirements and Monitoring Points

Postgraduate students are required to attend all teaching sessions, induction events and supervisions provided by the Department. The department is required to keep a formal record of attendance at such sessions and to communicate to the University the names of students who miss specified monitoring points (see below). International students in particular should be aware of the consequences of missing Contact Points: the Academic Office is obliged to report to the home Office UK Visas and Immigration (formerly the UK Border Agency) 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. If you are facing difficulties which affect your ability to engage in your studies, please do approach us to see how we can help (see Support, above).

Students who miss 3 formal monitoring points in one academic year will be required to meet with their Personal Tutor and will receive an email from the Academic Office. Students missing 6 monitoring points will normally be referred to the Continuation of Registration Committee as set out in University Regulation 36.

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

- (a) If a student fails to enrol within five weeks of being asked to do so.
- (b) If a student is absent from classes for five weeks without a reasonable explanation or excuse.
- (c) If a student misses eight departmental monitoring points without a reasonable explanation or excuse.

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

Regulation 36.3: Attendance at classes and seminars is compulsory, as is the submission of prescribed course-work. Failure to do this may result in a student being required to submit additional assessed work, or to sit a written examination in place of submitting course-work, or in the student being required to withdraw from his/her course of study.

If you have a valid reason for non-attendance, this should be reported to the module convenor 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 are having difficulty coping with a module, this should first be discussed with the module tutor. If this fails to resolve the problem, the Personal Tutor, Director of Undergraduate Studies, or Head of Department should be approached. If your illness or other personal circumstances affect your ability to complete assessed work on time and to the best of your ability, it is essential that you produce documentation to place on file, for consideration by the Examination Mitigations Committee. Without documentation, no allowances can be made.

Taught Postgraduate Students:

You are required to attend all taught module sessions and research seminars. You must submit all required assessed work, and also meet regularly with your personal tutor: List of Monitoring Points: [Full-time/Part-time](#)

Research Students (MA by Research and MPhil/PhD)

You are required to meet regularly with your supervisor, at least monthly, and to keep a record of those meetings on Tabula. You are also required to attend work-in-progress meetings, upgrade interviews and meetings with personal tutors. Monitoring Points: [PhD/MA by Research](#)

24. Term Dates and Study Hours

Both taught and research postgraduate students are expected to be in attendance throughout each term, and to take holidays only in vacation periods. Students may undertake part-time work during term-time only if this does not interfere with class attendance. Part-time students should discuss their working hours with the DGS if they experience problems balancing their commitments.

Students should expect to work for 1,800 hours per annum, if enrolled on a full-time postgraduate research degree, or a full-time taught Masters degree, and a proportion thereof, if enrolled part-time.

- Autumn Term 2018: Mon 1 Oct – Sat 8 Dec 2018
- Spring Term 2019: Mon 7 Jan – Sat 16 Mar 2019
- Summer Term 2019: Wed 24 Apr – Sat 29 June 2019

Procedures for students based away from the University are outlined in the Guidelines for the Supervision of Research Students, available to the right of this page.

25. General University Information

a. Warwick Student Community Statement:
<http://warwick.ac.uk/quality/categories/wscs>

b. Study Hours Statement:
<http://warwick.ac.uk/quality/categories/studyhours/>

c. University Calendar
<http://warwick.ac.uk/calendar/>

+ links to essential regulations:

- i. Regulation 10 Examination Regulations <http://warwick.ac.uk/regulation10>

- ii. Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test <http://warwick.ac.uk/regulation11>
- iii. Regulation 23 Student Disciplinary Offences
<http://warwick.ac.uk/calendar/section2/regulations/disciplinary/>
- iv. Regulation 31 Regulations governing the use of University Computing Facilities
<http://warwick.ac.uk/regulation31>
- v. Regulation 36 Regulations Governing Student Registration, Attendance and Progress <http://warwick.ac.uk/regulation36>

d. University Community Values and Expectations

At Warwick, we value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact. We nurture intellectual challenge and rational, rigorous debate. 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 within which all members of our community can successfully learn, work, live and socialise. We uphold the importance not only of freedom of thought and expression, but also the significance of academic and personal integrity, equality and diversity, and mutual respect and consideration for the rights, safety and dignity of all. 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.

Take a look at the following to help you understand what this means for you:

warwick.ac.uk/studentbehaviour/ What's Expected of Students at Warwick which summarises key expectations for students and signposts to associated support

warwick.ac.uk/equalops/ Equal Opportunities Statement, setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential

warwick.ac.uk/dignity/ Dignity at Warwick Policy, setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying

Warwick.ac.uk/strategy/ University Strategy, which sets our vision as a world-class university and our values

warwick.ac.uk/wscs/ Warwick Student Community Statement which sets out aims for the University as well as for students

warwick.ac.uk/calendar/ University Calendar, the main 'rule book' and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour

e. Feedback and Complaints

We want you to be able to let us know when things are going well or there is something that you particular like, but also if there is a problem that you don't feel you can resolve yourself. As part of this, we have a Student Feedback and Complaints Resolution Pathway and actively encourage feedback on all aspects of the student experience. 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 (<http://warwick.ac.uk/studentfeedbackandcomplaints/>).

f. Health, Safety and Wellbeing Policy Statement

http://warwick.ac.uk/services/healthsafetywellbeing/university_health_and_safety_policy_statement_as_approved_by_council_dec_2012.pdf

g. Equal Opportunities Statement <http://warwick.ac.uk/equalops>

“The University of Warwick, recognizing the value of sustaining and advancing a safe and welcoming environment, strives to treat both employees and students with dignity and respect, to treat them fairly with regards to all assessments, choices and procedures, and to give them encouragement to reach their full potential. The University aims to eliminate unjustifiable discrimination on the grounds of gender, gender reassignment, pregnancy and maternity, marriage and civil partnership, sexual orientation, race, nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, age, spent criminal convictions or any other personal protected characteristics.”

h. Dignity at Warwick Policy <http://warwick.ac.uk/equalops/dignityatwarwick>

i. Policy on Recording Lectures by Students <http://warwick.ac.uk/quality/recordinglectures/>

j. Smoking Policy

<http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy>

k. Policy on the Timing of the Provision of Feedback to Students on Assessed Work

<http://warwick.ac.uk/quality/categories/examinations/goodpractice/assessment/timeliness>

l. Moderation guidance <http://warwick.ac.uk/quality/categories/examinations/moderation>

m. University assessment strategy

<http://warwick.ac.uk/quality/categories/examinations/assessmentstrat>

Postgraduate Students

a. Warwick Graduate School

The Graduate School at Warwick is responsible for enhancing postgraduate student experience and upholding the high standards of graduate educational provision across the University. The Graduate School provides support to students to ensure timely progress, academic success and appropriate preparation for careers, and is available as a source of information and support beyond students' departments.

To meet the needs of the University's postgraduate students, the Graduate School:

- works to ensure that postgraduate students are provided with appropriate facilities and take advantage of the wider student experience offered by the University environment, for example the Wolfson Research Exchange and the PG Hub
- supports and delivers a series of activities and events to provide postgraduates with opportunities for networking and socialising beyond their departments
- administers student feedback mechanisms, for example, research students' Annual Reports and the Postgraduate Research and Taught Student Experience Surveys
- provides information and support to students applying for internal and external bursaries and scholarships
- offers impartial advice on the University's regulatory framework
- supports the conduct of formal appeals and complaints processes and other investigations.

For the latest information on how the Graduate School can support you in your studies please visit <http://warwick.ac.uk/graduateschool>

b. PG Hub (Ground floor, Senate House (card access, postgraduate-only))

PG Hub is a peer-led collaborative community space that brings together postgraduates from across Warwick.

At PG Hub you can:

- Book meeting rooms for group-work and collaborative study, as well as find first-come-first-served study and meeting space
- Ask any questions you might have about your postgraduate life at Warwick
- Access support for your dissertation through Dissertation Station
- Find mentorship to take you to the next level
- Get actively involved in cultural events, which last year included Hallowe'en, the Burns Poetry Competition, Chinese New Year and a Nowruz Celebration
- Locate support for your studies and future career plans through events and drop-ins
- Share your postgraduate life through our competitions and social media

We recognise that postgraduate life is about more than just work. The PG Hub exists to make your time at the University more productive and enjoyable, so we welcome your ideas on things you want to see as a Warwick postgraduate.

Currently open: 09:00 – 20:00 (see website for holiday opening)

For more information:

<http://warwick.ac.uk/pghub>

#WarwickPGHub

pghub@warwick.ac.uk

c. Postgraduate Taught

i. Regulation 37 Regulations Governing Taught Postgraduate Courses

<http://warwick.ac.uk/regulation37>

ii. Requirements for Taught Postgraduate Awards (harmonised PGT conventions), including any approved exemptions and specific departmental requirements:

<http://warwick.ac.uk/quality/categories/examinations/conventions/pgt/>

iii. Masters Skills Programme

Use the Masters Skills Programme to develop your academic, personal and professional skills whilst at Warwick.

Our range of workshops, events and online resources will help you adjust to postgraduate study, boost your employability and enhance your research skills.

Selected highlights:

- Warwick Skills Portfolio Award: Tailored by you, to meet your personal development needs, this award encourages you to work towards your own goals and reflect on your learning experiences.
- Leadership Scheme: This scheme runs during the spring term and is designed to support students in developing their leadership skills whilst at Warwick.

There are plenty of opportunities to meet other students and you can gain recognition for your efforts through the Warwick Skills Portfolio Award.

Find out more:

Web: warwick.ac.uk/maskills | Email: skills@warwick.ac.uk | Twitter: [@warwickskills](https://twitter.com/warwickskills)

d. Postgraduate Research

i. Regulation 38 Governing Research Degrees <http://warwick.ac.uk/regulation38>

ii. Guide to Examinations for Higher Degrees

http://warwick.ac.uk/graduateschool/aboutus/formslibrary/guide_to_examinations_for_higher_degrees_by_research_-_july_2013.pdf

iii. Guideline on the Use of Postgraduate Students for Teaching

http://warwick.ac.uk/graduateschool/aboutus/formslibrary/bgs.86.08-09_guideline_on_use_of_pgr_for_teaching.pdf

iv. Guidelines on the Supervision of Students Based Away from the University

http://warwick.ac.uk/graduateschool/aboutus/formslibrary/guidelines_on_supervision_and_monitoring.pdf

v. Guidelines on Monitoring and Supervision of Research Degree Students

http://warwick.ac.uk/graduateschool/aboutus/formslibrary/guidelines_on_supervision_and_monitoring.pdf

vi. Warwick Graduate School Charter

<http://warwick.ac.uk/graduateschool/aboutus/charter/>

vii. Wolfson Research Exchange (Third floor extension (across the bridge), Main Library (card access, PhD-only))

Wolfson Research Exchange is a dedicated collaborative workspace for MPhils, PhDs, and academic staff. It supports dynamic networking for Warwick researchers, both within its physical home in the Library and online.

At Wolfson Research Exchange you can:

- Find others in different departments who share your research interests meeting in the Research Exchange or through our online matching service Piirus [<https://www.piirus.com/>]

- Share tips and experiences, including through the PhD Life Blog
- Attend training to improve your research skills (including the Research Student Skills Programme run by Student Careers and Skills and staff-focused events of the Learning and Development Centre)
- Book seminar rooms for your own interdisciplinary academic events, conferences and networks

Normal Opening: 08:30–00:00 (see website for holiday opening)

For more information, see:

<http://warwick.ac.uk/researchexchange>

#ResearchEx

research_exchange@warwick.ac.uk

viii. PGR Development

In addition to the discipline-specific skills you need to execute your research, you need to develop a range of transferable skills. 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 by developing discipline-specific academic skills through your research. A further two days will be satisfied by conferences and seminars. The remaining three days must be used to develop transferable skills outside your academic discipline. By fulfilling this requirement, you will develop a broad and flexible skill set that will complement your research and enhance your employability. Warwick has a diverse range of professional development opportunities facilitated by a range of expert trainings. These include workshops, events and accredited programmes. For your convenience our provision has been categorised under six themes:

- Academic Skills
- Personal Effectiveness
- Research Ethics and Governance
- Developing Your Academic Profile
- Impact and Public Engagement
- Career Development

Our online portal, www.warwick.ac.uk/pgrdevelopment, allows you to choose the right professional development opportunities for you by theme, the specific skills they enhance or your stage of study. You can also contact us at PGRdevelopment@warwick.ac.uk.

ix. Research Student Skills Programme (RSSP) [Preferred version]

In addition to the technical skills you need to execute your research in your discipline, you need to develop a range of transferable skills. At Warwick a diverse range of training, research seminars and conferences is offered by academic departments, faculties and doctoral training centres. The University-level Research Student Skills Programme is designed to support the personal and professional development of all postgraduate researchers at Warwick. Every researcher's journey is different, so whether you want to learn to navigate the challenges of your research degree, develop your skills, build your academic profile or prepare for your next career step, the RSSP offers a wide range of training, events and resources to help.

Selected highlights from the RSSP:

- How to Be an Effective Researcher: essential 1-day workshop for new research students (warwick.ac.uk/effectiveresearcher)

- Academic Writing series: 20 thesis-writing workshops, from syntax to structure to literature reviews
 - Café Academique: a regular informal evening of dinner, drinks and research presentations
 - Research Postgraduate Poster Showcase: annual poster exhibition and competition
 - ePortfolio: your public research profile on the Warwick website (warwick.ac.uk/eportfolios)
 - Researcher careers events and 1:1 career guidance from the Student Careers & Skills team
- All services are free of charge. We also offer individual coaching and advice on academic-related issues; email pgresearchskills@warwick.ac.uk to request an appointment.

Find out more

Web: warwick.ac.uk/pgskills

Email: pgresearchskills@warwick.ac.uk

Twitter: [@warwickrssp](https://twitter.com/warwickrssp)

In person: Student Careers & Skills helpdesk, Learning Grid, University House

Phone: +44 (0) 24 76524748

4. Learning resources and Student Support

a. Library

The Library has a designated Academic Support Librarian (ASL) for each academic department. The Academic Support Librarians are able to provide advice about Library services and resources for staff who are putting together course materials and module websites. They work with academic colleagues to embed information skills throughout the curriculum with the Student as Researcher programme. The ASLs can also provide discipline-specific text about the Library for student handbooks. These include:

- General information about accessing and using the Library, Learning Grids, and Modern Records Centre
- Information sources for your subject
- Developing information and research skills
- Sources of help and advice

Students can be directed to the Library website at <http://warwick.ac.uk/library> for general information and to their subject web pages at <http://warwick.ac.uk/library/tealea/> for support in starting research in their subject area.

b. Student Careers and Skills

The Student Careers & Skills team offers a wide range of online resources, workshops, 1:1 advice, employer presentations, careers fairs and a student helpdesk accessible in person, by email and phone and can help students:

- Settle into life at Warwick and discover all the University has to offer;
- Understand what's important to them, what their strengths and career goals are;
- Succeed in their studies and get help with academic writing, revision, note-taking and seminar presentations;
- Recognise and develop transferrable skills employers look for, including communication, leadership, enterprise and team-working;
- Research employers, gain work or volunteering experience and find a job for after graduation, including by searching thousands of employer vacancies.

Each academic department has designated a Careers Consultant who can provide discipline-specific support for students and information for departmental handbooks and websites. This can include, for example, 1:1 advice in the department, support for alumni events, and discipline-specific information sessions (e.g. 'What can I do with my degree in Sociology?'). Students can also be referred to the Careers & Skills website for more information (<http://warwick.ac.uk/careers>).

c. IT Services

IT Services provide the essential resources and support necessary to give all members of the University access to information technology for research, teaching, learning and administration purposes. If students have problems using the facilities or systems provided by IT Services, they can go to the Helpdesk located on the ground floor of the Library building, telephone 024 765 73737 or email helpdesk@warwick.ac.uk.

Every student and member of staff, with the exception of those students on courses at partner institutions which are validated by the University, is entitled to register to use the services provided by IT Services, which can be accessed from anywhere on campus. Information on setting up an account, accessing the network from on and off campus, printing and purchasing computers is available on-line at <http://warwick.ac.uk/its>. IT Services also produce information on acceptable use of University IT facilities for students and staff: <http://warwick.ac.uk/regulation31>.

d. Language Centre

The Language Centre supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students and staff across the University. It is equipped with digital language classrooms and seminar rooms, with data projection and electronic whiteboards. There is also a multi-media open access suite with satellite TV, computer-based learning, and DVD players. There are a number of choices available for acquiring a new foreign language or brushing up language skills:

i. Modules for credits on the academic programme

These can usually be taken as part of an undergraduate degree course, but this must be agreed with student's home department before enrolling. More information available online from: <http://warwick.ac.uk/languagecentre/academic/>

ii. Academic modules not for credit

The same modules as those available for academic credit are also available to take in addition to degree studies. A fee applies to these modules. Further information is available from the Centre's website.

iii. Lifelong Language Learning (LLL) Courses

A programme of language courses for students, members of staff and the public. More information is available from: <http://warwick.ac.uk/languagecentre/lifelonglearning/>.

The Language Centre (<http://warwick.ac.uk/languagecentre>) is located on the ground floor of the Humanities Building and can be contacted by email language.enquiries@warwick.ac.uk.

e. Student Support Services

Student Support Services (<http://warwick.ac.uk/supportservices>) offer a comprehensive support structure available to help with all kinds of different problems, including personal, health, financial, problems connected with the law and University regulations, problems involving the provision of facilities for students with disabilities, or harassment of any sort. Students may consult the services of their own accord, or may be referred to them by personal tutors/supervisors. There may be more than one option available to students in difficult situations. Support services available to students through the University comprise the following:

- Student Support (<http://www2.warwick.ac.uk/services/studentsupport>)
- Personal Tutors System (<http://warwick.ac.uk/personaltutors>)
- University Dean of Students (<http://warwick.ac.uk/seniortutor>)
- Residential Life Team
- Office for Global Engagement (<http://warwick.ac.uk/services/international>)
- Counselling Service (www.warwick.ac.uk/counselling)
- Disability Services (<http://warwick.ac.uk/disability>)
- Mental Health Team (<http://warwick.ac.uk/mentalhealth>)
- Student Wellbeing Advisor/Practitioner (<http://warwick.ac.uk/mentalhealth>)
- University Health Centre (www.uhhc.org.uk)
- Chaplaincy (<http://warwick.ac.uk/chaplaincy>)
- Student Advice Centre (an independent, free and confidential Students' Union service)
- Student Funding (<http://warwick.ac.uk/services/academicoffice/funding/>)
- Security Services (<http://warwick.ac.uk/security>)

Student Support Services, located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on studentsupport@warwick.ac.uk

Students' guide to Student Support Services entitled *Need Help Finding Your Way?* (available online from <http://warwick.ac.uk/supportservices/student-support-services-brochure.pdf>) offers the following information on services provided:

f. Student Support

The Head of Student Support and the Student Support Team work closely with the University Dean of Students to help students in times of need, and lead on the development of policy and practice in the area of student support across the University. They advise students on non-academic issues, including: personal or family problems; financial difficulties, accommodation problems; and in situations where students are unsure who to go to or where to get help.

The Student Support team provide support and pastoral care and helps foster a sense of community amongst students; give advice and practical help to students on a daily or more long term basis; and manage emergency and crisis situations which impact on students. Student Support Services, located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on studentsupport@warwick.ac.uk

g. Personal Tutors

Personal Tutors are academic members of staff based in academic departments, assigned to each student on arrival at Warwick. The role of a personal tutor is to provide academic advice to personal tutees on their academic and personal development including feedback on their academic progress; to give students help and advice about pastoral/non-academic

matters and signpost students to Student Support Services for further professional assistance; and to assist students with induction into university life. Personal tutors are the first point of contact for help with concerns about academic progress; study problems; enquiries about course changes; general concerns about university life; and financial issues. Departments have a Senior Tutor with whom students can also discuss issues. On occasion your personal tutor may refer you to the Senior Tutor.

h. University Dean of Students

The University Dean of Students works closely with the Head of Student Support to help students in times of need by promoting the academic support of students, individually and collectively. The Dean of Students is an experienced member of academic staff whom students can turn to in confidence for support regarding difficulties with their studies. The University Dean of Students is responsible for the personal tutor system. The University Dean of Students has no disciplinary function. Issues typically dealt with by the University Dean of Students include: academic course issues such as change of course, advice on temporary withdrawal, appeals against academic decisions; academic complaints; difficulties in getting on with a personal tutor, course tutors or supervisors; and problems with termination of registration proceedings.

The University Dean of Students can be contacted via email seniortutor@warwick.ac.uk or telephone 024 765 22761.

i. Residential Life Team

All students who have accommodation on campus, or in some off-campus properties in the surrounding area, have access to an excellent network of support called the Residential Life Team. The Residential Life Team works and lives alongside students within the Halls of Residence and is a key part of the University's support network.

Resident Tutors are there to help with a wide range of matters including: personal or family problems; feeling lonely or homesick; problems with accommodation – e.g. noisy neighbours, trouble settling in etc.; and when students are not sure where to get help or who to talk to. Resident Tutors in students' accommodation are their primary point of contact; if unavailable, students are advised to contact the Student Support Office.

j. Office for Global Engagement(Immigration Team)

The Office for Global Engagement supports all EU and international students during their studies at Warwick and is able to assist with immigration advice (a free and confidential service advising on issues including visa extensions, dependant visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK; Police registration; providing letters to prove student status for visa purposes; banking) and the International Student Experience (Welcome to Warwick programme and a programme of ongoing induction events; social events and trips for international students and their families; and the opportunity to take part in a HOST visit).

The Office for Global Engagement, located on the first floor of University House, can be contacted by telephone on 024 765 23706 or email Internationalsupport@warwick.ac.uk or immigrationservice@warwick.ac.uk.

Immigration Advice for Students

Advice on immigration can only be obtained via authorised staff who are deemed to meet the Immigration Services Commissioner's Code of Standard and Guidance. Students should

be directed to the Immigration Team within the Office for Global Engagement (immigrationservice@warwick.ac.uk) or the Students' Union Advice Centre (advice@warwicksu.com) in the first instance for immigration advice. It is also worth noting that changes in a student's enrolment status, for instance, temporary withdrawal, can have implications for their ability to hold a visa to remain in the UK and students may wish to seek advice accordingly.

k. Counselling Service

The University Counselling Service provides an opportunity for all students at any level and at any time of study at the University of Warwick to access professional therapeutic counselling so that they may better develop and fulfil their personal, academic and professional potential. There are a wide variety of services, including individual counselling, group sessions, workshops and email counselling.

Students may wish to visit the Counselling Service if they are: suffering from depression; experiencing stress/anxiety; having problems with self/identity; having problems with relationships; having issues from the past or present that may hinder their capacity to function – abuse, self harm, eating disorders, loss.

The University Counselling Service is located in Westwood House and can be contacted by telephone on 024 765 23761 or email counselling@warwick.ac.uk.

l. Disability Services

Disability Services offer advice, guidance and support to students with Specific Learning Differences/Dyslexia or other, hearing and visual impairments, physical disabilities, mobility difficulties, Asperger's, unseen/medical conditions, mental health difficulties and any other impairment or condition that is likely to have an impact on their studies and life at University. The services provided are tailored to the individual and aim at enabling students to manage their support and studies independently.

Students should visit Disability Services to discuss individual support requirements; for advice on the Disabled Student Allowance (DSA); if they think they might be dyslexic or have any other Special Learning Difference; if they require exam arrangements, note taking, mentoring, specialist study skills support etc.; for information about accessible campus accommodation, parking, resources and assistive technology; and for information about external agencies that also provide support.

Disability Services are located on the ground floor of University House and can be contacted by telephone on 024 761 50641 or email disability@warwick.ac.uk.

m. Mental Health Team

The University Mental Health Team provides advice, information and support as to facilitate academic work and participation in University life. Their main aims are to promote mental health and wellbeing throughout the University; to identify support needs; to discuss strategies for managing mental health difficulties; to provide short-term or ongoing support, which may include mental health mentoring for students in receipt of Disabled Students Allowances; to provide information and if needed, access to other services within the University and local mental health services.

Students should contact the Mental Health Team if they are struggling to manage a mental health difficulty; if they, or other people, have become concerned about their mental health

recently; and if they would like to discuss strategies which may help them to cope with university life.

The University Mental Health Team is located on the ground floor of University House and can be contacted by telephone on 024 761 50226/51629 or email mentalhealth@warwick.ac.uk.

n. Student Wellbeing Advisor/Practitioner

The Wellbeing service is based within Student Support. As well as working institutionally to promote positive wellbeing, there is also an opportunity for students to meet with an adviser if they have concerns about their wellbeing or would like to make changes to their lifestyles in order to improve their wellbeing, e.g. healthy lifestyle, work life balance, managing stress, relationships with others, etc.

o. University Health Centre

Students resident on campus and in some local areas should register with the University Health Centre. Students must be registered in order to use the Health Centre, although the Centre may be able to assist non-registered people in emergencies.

The Health Centre provides primary health care GP services to registered patients; two medical practices with both male and female doctors; nurse practitioners and Practice Nurses; sexual health clinics; travel clinics and immunisation facilities; physiotherapy sessions.

Students should visit the Health Centre if they require a consultation with a doctor or nurse; an emergency appointment; emergency contraception; vaccinations or advice on vaccinations; sickness certification.

Students living off-campus, who are not able to register with the health centre, can locate your nearest GP by visiting www.nhs.uk

The University Health Centre is located on Health Centre Road and can be contacted by telephone on 024 765 24888.

p. Chaplaincy

The Chaplaincy is the focus of spiritual life on campus; it provides a meeting place for Christian, Jewish and Muslim prayer and worship. It is a focal point for different faith groups and student societies and offers a safe, supportive space at the centre of campus where people can 'learn to live well together'. Students of all faiths and none can come and find a friendly place to chat and eat. A chapel, three kitchens, meeting rooms and an Islamic prayer hall make the Chaplaincy an inclusive, spiritual and social space that welcomes the whole University community.

Students can visit the Chaplaincy with personal issues – stress, debt, relationships, loneliness; vocational issues; theological issues; enquiries about using the Chaplaincy for religious and social functions.

The Chaplaincy is located by the Arts Centre and can be contacted by telephone on 024 765 23519 or email chaplaincy@warwick.ac.uk.

q. Student Funding

The Student Funding team offers advice and guidance on all aspects of financial support. This includes government grants and loans, and scholarships and bursaries provided directly

by the University. The team can provide budgeting advice to help make students' money go further and also administers University hardship funds.

Students should visit Student Funding if they want to know what financial support they may be entitled to; want to know more about the scholarships and bursaries; are having difficulty paying for your day-to-day living expenses; or have additional financial needs because they care for a child or have a disability.

The Student Funding team is located on the ground floor of Senate House and can be contacted by telephone on 024 761 50096 or email studentfunding@warwick.ac.uk.

r. Security

The University Security Team works 24 hours a day to support the University's overall aims by ensuring there is a safe, secure and friendly environment for students, staff and visitors.

The University also has a campus policeman who is located on the University campus, is available Monday to Friday (9am – 5pm) and can be contacted by telephone on 024 765 22083 or email security@warwick.ac.uk. For an emergency on campus phone 22222 or 024 765 22222 and in an emergency off-campus phone 999.

Students should call the security team about emergency response requirements – Doctor/Ambulance/Fire; safety and security issues on and off campus; assistance – pastoral care, directions and facility support; outdoor event applications and entertainment support.

s. Students' Union Advice Centre

The Students' Union Advice Centre (<http://www.warwicksu.com/advice/>) is an independent Warwick Students' Union-run service for all students. It offers free, confidential, non-judgmental advice and support on a whole range of issues.

Students can contact the Advice Centre if they have academic problems and difficulties with, for example, exams, change of course, academic appeals and complaints; have a housing problem with their accommodation on or off campus; have immigration problems such as entry clearance, family members and working in the UK; have money or legal difficulties, or are simply not sure who to talk to or where to get help.

The Advice Centre is on the second floor of SU HQ next to the lift. It will see students usually by appointment or can be reached by telephone on 024 765 72824 or email advice@warwicksu.com

t. Nursery

Some students, especially postgraduate or mature, may need information about child care provision on campus. The University Nursery (<http://warwick.ac.uk/nursery>) is open to children of staff and students.

5. Academic Office

a. Examination Office <http://warwick.ac.uk/services/academicoffice/examinations>

b. Student Records <http://warwick.ac.uk/studentrecords>

c. Awards and Ceremonies <http://warwick.ac.uk/congregation>

d. Student Finance <http://warwick.ac.uk/services/academicoffice/finance>

e. Student Funding <http://warwick.ac.uk/services/academicoffice/funding>

f. Graduate School <http://warwick.ac.uk/graduateschool>

6. Academic Registrar's Office

a. The Office for Global Engagement

b. Teaching Quality <http://warwick.ac.uk/quality>

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Forms and links:

Department:

[Taught MA Handbook](#)

[MA by Research \(Spring\)](#)

[Annual Report for Research students \(MPhil/PhD/MA by research\)](#)

[PDP planning form](#)

[Annual Review Report form \(for staff\)](#)

[Upgrade Report Form \(for staff\)](#)

[Record of training](#)

[Travel Funding request form](#)

University:

[Graduate School Guidance](#)

[University Guidelines of Research Supervision \(updated for 216-17\)](#)

[FAQs about Research Degree Examinations](#)

[Guide to Examinations for Higher Degrees by Research](#)