Department of History
PGR Student Handbook
2018/19
Welcome to the History Department and to the Graduate Programme in History. We hope that your period of study in the Department will be rewarding, intellectually stimulating and happy. We are looking forward very much to working with you during your programme of study.

The Warwick History Department is a large and broadly-based research community with a high international reputation in British, European, Global and Comparative American history. The Department supports four major research centres: the Centres for Early Modern and Eighteenth-Century Studies, Global History and Culture, European History and History of Medicine. Strong core research groups in British social history, the history of gender and sexuality, science and technology, and Renaissance and early modern British and European history complement the Department’s other strengths in the modern history of Germany, Eastern Europe and Russia; we also have a strong cohort of historians of the Middle East, East and South Asia, and Africa. The Department includes a unique concentration of US, Caribbean and Latin American historians of a high international reputation.

The History Department provides a lively and friendly environment for graduate study. In addition to any formal programmes you are following, there is an array of research seminars and informal reading groups in the Department, and in the Faculties of Arts and Social Sciences, in which we hope you will participate. You can also avail yourself of opportunities for training and development in the Faculty of Arts and our Doctoral Training Centres. Your most direct contact with the staff is likely to be with your research supervisor, but please feel free to approach any member of staff who may be able to help you with your work. You will find a full list of staff and their research expertise at the back of this booklet.

Professor Daniel Branch

Chair, Department of History

University of Warwick
1. INTRODUCTION TO THE HISTORY DEPARTMENT

This Handbook has been compiled to provide you with a range of essential and useful information relating to your studies as a research student in the History Department at Warwick. It provides basic information about the Department, along with information specific to the doctoral degree in History, including details that you will need to know as you proceed through your studies over the next three to four years. It would be wise, therefore, to download this Handbook and keep a copy for reference.

1.1 KEY STAFF IN GRADUATE STUDIES

The Director of PGR Studies has oversight of the progress of all postgraduate research students (PGR). In addition to the guidance given by your research supervisor, the Director of PGR Studies is available to meet with graduate students by appointment. The following staff have specific responsibilities in the Graduate Programme:

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of PGR Studies</td>
<td>Dr Robert Fletcher</td>
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<td><a href="mailto:R.Fletcher.1@warwick.ac.uk">R.Fletcher.1@warwick.ac.uk</a></td>
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<tr>
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<td>Dr Laura Schwartz</td>
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<tr>
<td>Research Student &amp; Postdoctoral Teaching Mentor (for students and postdoctoral staff with UG teaching responsibilities)</td>
<td>Professor Rebecca Earle</td>
<td>H337 x23466</td>
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1.2 COMMUNICATION WITH THE DEPARTMENT

You research supervisor will be the member of staff with whom you have the most regular contact, but you may also consult at times with other members of staff. All staff have statutory ‘office hours’ and it is possible to see them at these times without a prior appointment, but as a research student you should contact any member of staff you wish to meet by email or in person in the first instance in order to arrange an appointment.

Messages may be left for staff in the pigeonholes, which are located in the mail room (H340) on the Third Floor of the Humanities Building. Your postgraduate student pigeonholes are also located on the Third Floor. Please check your pigeonhole regularly, as communications from administrative staff may often be left here for you. When contacting you by email, staff will ONLY use your Warwick email address.
address. You should therefore check this address regularly.
To update your address please do so via the student record online page. Sign in to this page as usual and select ‘Student Records’ from the ‘My Data’ link on the left had menu.

1.3 YOUR ROLE IN DEPARTMENTAL GOVERNANCE

The Department has a Postgraduate Staff-Student Liaison Committee (SSLC), for which the Director of PGT Studies acts as convenor. The SSLC is an elected body made up of student course representatives and academic members of staff to discuss any issues or concerns raised by students. The student representatives, including a Chair and a Secretary, will be elected by the Committee at the SSLC Election meeting held during the first week of term.

Issues raised during SSLC meetings are reported first to the Education Committee and then to the relevant staff committee where the issues can be addressed. The Committee meets four or five times a year, to discuss matters of mutual interest and concern. It acts as a forum where questions about your course of study, and about the running of the Graduate Programme can be raised. All responses are reported back to the SSLC. For more information about the SSLC and to find your course representative, please visit https://www.warwicksu.com/sslc/20246/
2. EXPECTATIONS

2.1 WARWICK COMMUNITY: OUR COMMUNITY VALUES AND EXPECTATIONS

The Department of History at Warwick has long prided itself on its diverse and inclusive culture. We are home to students and members of staff from across the globe and from every conceivable different background in terms of gender, sexuality, class and ethnicity. Our department has a strong tradition of feminist, queer, postcolonial, global and labour history and our teaching and research continues to emphasise these themes. It is for exactly this reason that we are such a highly respected department and attract excellent students and staff members.

The promotion of Equality, Diversity and Inclusion concerns all of us and is the responsibility of all members of the University’s community. As members of this community, it is expected that we will contribute to ensuring that the University of Warwick continues to be a safe and welcoming environment in which we can all flourish.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences. We understand that simply having diversity in our workforce and student body is not enough; we must create an inclusive environment where all people can contribute and reach their full potential.

Inclusion is engaging the uniqueness and talents, beliefs, backgrounds, capabilities and ways of working of all individuals, joined in a common endeavour, to create a culture of belonging, in which people feel valued and respected.

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

- The University of Warwick Equality, Diversity and Inclusion Policy is a declaration of the University’s commitment to develop a fully inclusive University community which recruits and retains talented staff and students from all sectors of society equally.

- What is expected of Students at Warwick which summarises key expectations for students and signposts to associated support - https://warwick.ac.uk/students/studentbehaviour

- Dignity at Warwick Policy, setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying - https://warwick.ac.uk/services/equalops/dignityatwarwick

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

- Warwick Student Community Statement sets out the mutual aspirations and expectations of members of the University in fostering a high quality experience and enhancing the vibrant, welcoming, and yet challenging, Warwick community to which we all belong - https://warwick.ac.uk/services/aro/dar/quality/categories/wscs
2.2 WHAT WE EXPECT FROM YOU

The University’s Regulation 36 governs students’ registration, attendance and progress. The following is an extract from the Regulation:

- Students are expected to engage fully with their course of study, take responsibility for their own learning and co-operate with their department and wider University as members of the University community. Students must comply with the requirements for their course as set out by the department.

- Students are expected to inform departments of any health problems, changes in circumstances or other difficulties that may affect their progress. If a student fails to inform the department, these circumstances cannot be taken into account.

- Students may be required by the Head of Department to meet with staff in the department. Students may also be required to meet with administrative staff in the wider University.

- If a student’s progress or behaviour persistently fails to meet the expectations set out in this Regulation and departmental course requirements, the Head of Department may recommend to a Continuation of Registration Committee that the student be required to withdraw (under section 36.4.4).

2.3 CYBER BULLYING AND THE USE OF SOCIAL NETWORKING SITES

Cyber bullying is a term used to refer to bullying through electronic media, usually via social networking sites, personal web pages, emails, Twitter, text messages, personal space provided by internet providers, and internet presence including social networking sites such as Facebook and Instagram, and all other social media whether private, personal or public. In using all social media or posting online all staff and students should consider the content, language and appropriateness of such communications.

The following guidance is relevant for both students and staff in relation to online behaviour:

- Avoid using language which would be deemed to be offensive, threatening or humiliating to others in a face-to-face setting as the impact on an individual may be much the same or worse as it may not be possible to delete online information
- Avoid forming or joining an online group that isolates or victimises fellow students or colleagues
- Ensure that social networking sites are not used to access or share illegal content
- Avoid defamatory comments in relation to employees, students, customers or suppliers of the University
- Do not share confidential information regarding a University employee, student, customer or supplier.
Staff and students are encouraged to report incidences of inappropriate online behaviour. If alleged cyber bullying or harassment is reported it will be dealt with in accordance with this policy and may lead to disciplinary action in the same way as incidents that take place in a face-to-face setting.

Staff and students should ensure they comply with the University’s regulations governing the use of University computing facilities at https://warwick.ac.uk/services/gov/calendar/section2/regulations/computing

2.4 STUDENT COMPLAINTS

If you feel you have grounds for complaint, you should initially raise your concerns within the Department, through discussion with your Course Director, SSLC, PGT/PGR Director, the Head of Department, or with the Students’ Union Education Officer. If this does not lead to a satisfactory outcome there is a formal academic complaints procedure, full details of which are provided on the University’s website at http://www2.warwick.ac.uk/services/feedbackcomplaints

Any students who do wish to make such a report can approach their personal tutor in the first instance or use the guidance available on the university’s website: https://warwick.ac.uk/services/supportservices/preventionandsupporthttps://warwick.ac.uk/services/supportservices/preventionandsupport
3. GRADUATE TRAINING IN HISTORY

3.1 RESEARCH SUPERVISION

The relationship with your supervisor will be at the heart of your training in history here at Warwick. Every research student has a supervisor assigned when they commence their studies, and in some cases joint supervisors may be appointed. It is the role of the supervisor to guide you in the design of your research, and to offer constructive advice and intellectual support as you move through each stage of your project right up to your final viva voce examination.

Your supervisor(s) will meet with you regularly to discuss your work, and agree a programme of reading, research and writing with you. Supervision meetings should normally take place every three to four weeks during your first year of study, but they may be more frequent if necessary. Students being jointly supervised may sometimes meet with both supervisors, but more often you will meet only with one. The planning of fieldwork, archival visits, and other aspects of your research design should be discussed in depth with your supervisor.

How often a student meets with a supervisor varies enormously from student to student, and is likely also to vary over time as your project reaches differing stages of development. However, there is a university requirement that supervisors meet with the research students for whom they are responsible at least once each month. It is therefore very important that you communicate regularly with your supervisor, and that you schedule regular meetings. Even if you are away from Warwick, undertaking fieldwork or archival research, it remains important to communicate regularly and report your progress to your Supervisor. These meetings must be recorded on Tabula.

You will agree an overall programme of study with your supervisor, and this is likely to include tasks for you to complete to agreed deadlines, including writing. We have high expectations of you as a writer (as well as a researcher), and consider that one of the factors in the successful submission rate of research theses in the Department, is that we encourage and expect students to start writing very early in their programme of study. Whatever you write, and at however early a stage, your supervisor will expect it to conform to the guidelines in the Graduate Programme ‘Style Guide’, which is online at http://www2.warwick.ac.uk/fac/arts/history/students/ma_studies/style_guide_12-13.pdf

The University lays down guidelines on the respective responsibilities of supervisors and research students, the details of which can be found at https://warwick.ac.uk/services/academicoffice/gsp

Here we have highlighted the most important responsibilities of both the supervisor and the student:

3.2 RESPONSIBILITIES OF SUPERVISORS

Supervisors are expected:

a) To give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, attendance at taught courses or specialist training and the use of requisite techniques (including instruction where necessary) and to encourage students to keep aware of all relevant developments within the subject.

b) To liaise with the Director of PGR Studies as appropriate with regard to the progress of individual students and to report on each student’s progress in line with departmental procedures for monitoring progress.
c) To provide advice on writing up the work, requesting written work as appropriate and returning such work with constructive criticism and within reasonable time. To read through a complete draft of the thesis and provide detailed comments.

d) To maintain contact with students through monthly supervisory meetings and other types of structured communication as appropriate, to ensure that meetings are largely uninterrupted and of adequate length. It is expected that these arrangements will vary depending on the stage which the student has reached in their project and on the nature of the academic discipline. As a guide to frequency of interaction, one such contact per month throughout the academic year is a generally acceptable minimum for full-time students.

Contact with part-time students will typically be less frequent than that with full-time students of the same discipline in proportion to the length of their period of study. Supervisors are expected to ensure that part-time students are aware of the frequency of supervisory contact and feedback that they can expect during their period of study.

e) To be accessible to students at other times by arrangement should advice on academic personal problems be required. To refer students to the Counselling Service, Advice and Welfare Services or other University support services as appropriate.

f) To encourage the student to approach other workers in the field and appropriate academic bodies and societies.

g) To agree with other supervisor(s) and with the student the respective responsibilities and roles of the different supervisors and to maintain good communication with the other supervisor(s) concerning the student’s progress throughout the period of study.

### 3.3 Responsibilities of Research Students

As candidates for research degrees, students are expected:

a) To discuss with their supervisor(s) the type of guidance and comment they find most helpful, and to agree from the outset of the project a schedule of meetings and other contact both during term-time and vacations for the prescribed period of study.

b) To seek advice from their supervisor(s) in an active manner recognising that it is the student’s responsibility to have their own topics to raise with the supervisor(s).

c) To maintain the progress of the work in accordance with the stages agreed with the supervisor(s) and in accordance with departmental monitoring procedures, including in particular, the provision of well-presented written work within the agreed timescales for comment and discussion before proceeding to the next stage.

d) To take note of the guidance and feedback on their work provided by their supervisor(s) and to recognise that the supervisor’s role is to offer advice on the academic content of the work and its general presentation and not to provide detailed correction of written English.

e) To contribute to the research environment of the department as appropriate by taking up opportunities to present work at departmental seminars etc. and by engaging in discussion with other researchers.

On rare occasions things can go wrong in the relationship between a Supervisor and a student. If you are dissatisfied with any aspect of your work, including supervisory arrangements, you should approach...
the Director of PGR Studies in the first instance – though students who would prefer to see another member of staff may also take their concerns to the Department’s Senior Tutor.

3.4 MONITORING YOUR ATTENDANCE

The University requires the History Department to provide evidence of research students’ engagement with their course by ensuring that students meet with their supervisor(s) on a monthly basis to review progress and set objectives. Attendance at these meetings is monitored up to the point at which students submit their theses; dates and brief details of meetings will be recorded on Tabula by students and then approved/amended by their supervisor(s). It is expected that most meetings between students and their supervisor will be held face-to-face, but contacts via telephone, email, or Skype will be accepted as demonstration of engagement where physical meetings are not possible. Failure to maintain monthly contact with supervisors may result in students being reported to the Academic Office for inadequate engagement For further details of the Department’s responsibilities in relation to monitoring research student attendance, see http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/

3.5 MONITORING YOUR PROGRESS

The University also requires that student progress is reviewed annually for all postgraduate research students. Each year this process requires the student to submit written work, and the supervisor and the student to complete a Progress Review Form. Students in their first year of study will be assessed for their upgrade to full doctoral status, whilst students in Years 2, 3 and 4 will be assessed by the Departmental Graduate Progress Review Panel. In the current academic year, this Panel will sit during the Summer Term.

All part-time students who have been upgraded to full doctoral status will be reviewed on an annual basis in the same way as their full-time equivalents (details below). Those at the MPhil stage will be assessed via their MPhil-PhD upgrade interview.

Progress Review forms are available at http://www2.warwick.ac.uk/fac/arts/history/students/useful. Completing this process annually is a requirement. Students who fail to submit their progress update forms when requested to do so, or who fail to attend a progress review interview without good reason, may be reported to the University’s Academic Office for inadequate engagement.

The Departmental Graduate Progress Review Panel takes place on dates that will be fixed in the calendar and notified to you well in advance. It is very important that you ensure you are available to attend the Panel meeting when requested.

The Progress Review requirements in each year of study are set out here:

YEAR ONE

All students reading for a PhD are initially registered for the degree of MPhil. Your progress is monitored over the first year, during which it is expected you will complete the upgrade to doctoral registration (Confirmation of Status).
By Term 2 students must begin the preparation of the written work that is required for the Upgrade (Confirmation of Status) Interview. Upgrade interviews will normally take place during the Summer Term, and it is a requirement that they be completed before the end of your first year of registration. Advice on preparing for the Upgrade may be found at: https://warwick.ac.uk/fac/arts/history/students/research/upgrade/

- For the Upgrade, you should submit the following:
  - draft chapter of 5,000 – 6,000 words in length;
  - 2,500 word Research Proposal, giving a synopsis of your research project.
  - planned and detailed timetable for the completion of your thesis.
  - bibliography of relevant secondary material.
  - completed History Ethics Review (See Appendix 3.6)

The Upgrade interview is organized by the supervisor, who appoints two assessors from amongst other permanent members of the History Department staff to read your work in preparation for an interview with you.

At the Upgrade interview you will be accompanied by your Supervisor, who is present as an observer. The two members of staff who have read the work you have submitted will conduct the interview. They will question you about what they have read, and may also ask you about the general framing of the project, your sources, and the prospects for satisfactory completion. As part of the interview process, they will speak with you alone regarding the conduct of your supervisions, and they will meet with your Supervisor alone to discuss any matters that s/he may wish to raise.

At the conclusion of the Upgrade Interview, your Assessors will draft a formal report making a recommendation. They may make one of four recommendations: (i) that you be upgraded to PhD registration; (ii) that you resubmit your work at a future date for a second Upgrade Interview, having made changes that they may advise in consultation with your supervisor; (iii) that you continue with your project to completion as an MPhil; (iv) that your registration as a research student should be discontinued, on the grounds that the planned project will not lead to a research degree.

It is our expectation that most students will be successful in their Upgrade interview at the first attempt.

If you are asked to resubmit your Upgrade, this may be with or without a further interview.

A resubmission may feel disappointing, but it is important that any weaknesses in your project are resolved in order to allow you to move forward to completion of the doctorate. Many excellent theses have been successfully completed after a second Upgrade Interview. If asked to resubmit, the points to address will be clearly set out by the Assessors in their report.

Failure to upgrade at the second attempt may lead to either: (i) proceeding to the degree of MPhil; or (ii) the student being required to withdraw their registration. Under University Regulations 13 and 16.3(1) students have the right to appeal against either of these decisions.

**YEAR TWO**

The progress of all students in Year 2 must be reviewed in the Summer Term, requiring an interview with the Departmental Graduate Progress Review Panel during May. In preparation for this interview, students are required to submit the following materials to their supervisor(s) in advance:
• A report on the progress of thesis research (covering their first 18 months of study.) This should not be longer than 3 pages;
• An outline work plan to completion of the thesis, in 2 pages;
• A chapter draft, or other piece of writing related to the thesis research, of between 5000 and 10000 words length (excluding bibliography).

These submissions are to be read by the supervisor, who will then provide a short report (no more than 1 page) to the Panel prior to the Review meeting, covering the progress made by the student during the year and highlighting any causes or concern. This report should be submitted to the Director of PGR Studies at least one week prior to the meeting of the Departmental Graduate Progress Review Panel. This means that students should submit the required paperwork to their supervisors during April.

The Departmental Graduate Progress Review Panel will be chaired by the Director of PGR Studies, and will comprise three other members of staff. Those serving on this Panel will usually be drawn from the members of the Departmental Postgraduate Committee.

The Departmental Graduate Progress Review Panel will question the student about their progress, paying particular attention to planning of the work ahead and to developing a clear strategy toward completion of the thesis.

Following the Panel interview, the Director of PGR Studies will prepare a short report on each student, to be sent to the supervisor and the student. It is expected that student progress will be deemed satisfactory in the vast majority of cases.

Should the Panel consider student progress to be “unsatisfactory” at a Review in Year 2, then the Director of PGR Studies will meet subsequently with the supervisor and the student to devise a programme of ameliorative measures that can be put in place to assist the student in reaching an acceptable level of progress. These measures will be documented, and the student’s progress will be reviewed again after six months. If progress remains unsatisfactory after this second meeting, and after providing support and guidance and after a sustained period of poor performance, then the Director of PGR Studies will discuss the options with the student and supervisor, and may consider proposing that the student be permanently withdrawn via a Continuation of Registration Committee.

YEAR THREE

The progress of all students in Year 3 must be reviewed in the Summer Term, requiring an interview with the Departmental Graduate Progress Review Panel. In preparation for this interview, students are required to submit the following materials to their supervisor(s) in advance:

• A report on the progress of thesis research (covering their first 30 months of study.) This should not be longer than 3 pages;
• An outline work plan to completion of the thesis, in 2 pages;
• A chapter draft, or other piece of writing related to the thesis research, of between 5000 and 10000 words length (excluding bibliography). This must not be the same work submitted for review in Year 2.

These submissions are to be read by the supervisor, who will then provide a short report (no more than 1 page) to the Panel prior to the Review meeting, covering the progress made by the student during the year and highlighting any causes or concern. This report should be submitted to the
Director of PGR Studies at least one week prior to the meeting of the Departmental Graduate Progress Review Panel. This means that students should submit the required paperwork to their supervisors during April.

The Departmental Graduate Progress Review Panel will be chaired by the Director of PGR Studies, and will comprise three other members of staff, usually including your supervisor. Those serving on this Panel will usually be drawn from the members of the Departmental Postgraduate Committee.

The Departmental Graduate Progress Review Panel will question the student about their progress, paying particular attention to planning of the work ahead and to developing a clear strategy toward completion of the thesis.

Following the Panel interview, they will prepare a short report on each student, to be sent to the supervisor and the student. It is expected that student progress will be deemed satisfactory in the vast majority of cases.

Should the Panel consider student progress to be “unsatisfactory” at a Review in Year 3, then the Director of PGR Studies will meet subsequently with the supervisor and the student to devise a programme of ameliorative measures that can be put in place to assist the student in reaching an acceptable level of progress. These measures will be documented, and the student’s progress will be reviewed again after six months. If progress remains unsatisfactory after this second meeting, and after providing support and guidance and after a sustained period of poor performance, then the Director of PGR Studies will discuss the options with the student and supervisor, and may consider proposing that the student be permanently withdrawn via a Continuation of Registration Committee.

**YEAR FOUR**

The progress of all students in Year 4 must be reviewed in the Summer Term, requiring an interview with the Departmental Graduate Progress Review Panel during May. In preparation for this interview, students are required to submit the following materials to their supervisor(s) in advance:

- An outline work plan to completion of the thesis, in 2 pages;

Supervisors are requested to comment on this plan, and to give a clear indication of the likelihood of successful completion of the thesis by September, and to highlight any potential difficulties that might delay submission. Supervisors must supply this brief report to the Panel at least one week before the appointed meeting.

The Departmental Graduate Progress Review Panel will be chaired by the Director of PGR Studies, and will comprise three other members of staff, usually including your supervisor. Those serving on this Panel will usually be drawn from the members of the Departmental Postgraduate Committee.

The Departmental Graduate Progress Review Panel will question the student about their progress, paying particular attention to planning of the work ahead and to developing a clear strategy toward completion of the thesis.

Following the Panel interview, the Director of PGR Studies will prepare a short report on each student, to be sent to the supervisor and the student. It is expected that student progress will be deemed satisfactory in the vast majority of cases.
Should the Panel consider student progress to be “unsatisfactory” at a Review in Year 4, then the Director of PGR Studies will meet subsequently with the supervisor and the student to devise a programme of ameliorative measures that can be put in place to assist the student in reaching an acceptable level of progress. These measures will be documented, and the student’s progress will be reviewed again after six months. If progress remains unsatisfactory after this second meeting, and after providing support and guidance and after a sustained period of poor performance, then the Director of PGR Studies will discuss the options with the student and supervisor, and may consider proposing that the student be permanently withdrawn via a Continuation of Registration Committee.

It is important to note that, although all MPhil/PhD students are now registered for four years, the University still expects them to submit within three years where possible. Any additional time required should be devoted solely to the process of ‘writing up’ their research. (Part-time students are normally expected to complete the thesis within six years, but may extend their writing up into a seventh year). Further information is available at:
https://warwick.ac.uk/services/academicoffice/gsp/guidingyouthrough/guidelines/studentprogress/4yphdextension/

3.6 YOUR THESIS

All of the regulations governing the preparation, submission, and examining of your thesis (both MPhil and PhD) can be found in the ‘Graduate School’s Guide to Examinations for Higher Degrees by Research’, which can be found at
http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/guide_to_examinations_for_higher_degrees_by_research.pdf

You should pay special attention to Part I: ‘Guidance to Students on Submission and Examination of the Thesis’, No. 4 ‘Presentation of The Thesis’ (pp. 7-9), which contains vital information about the presentation of your dissertation.

As it is essential that you conform to the presentational requirements set out in these guidelines when you submit your thesis, it is wise to adopt these practices from the very beginning of your studies. This is particularly important with regard to referencing systems, and the style and order of your bibliography. The choices you make about these presentational issues should be discussed and clarified with your Supervisor. Everything you write while a research student should conform to these guidelines. Remember, also, that your thesis MUST strictly conform to restrictions on word length. The maximum word-lengths allowed are:

- MPhil 60,000 words (excluding footnotes, bibliography and appendices)
- PhD 80,000 words (excluding footnotes, bibliography and appendices)

Appendices, if include, should be no more than 5,000 words in total.

History Department guidance on thesis submission, and links to the various forms you will need to complete the process, can be found at:
http://www2.warwick.ac.uk/fac/arts/history/students/research/viva/checklist/submission/

As you get closer to the submission of your finished thesis, your Supervisor will discuss with you the appointment of your Examiners. Two Examiners will be appointed, one an Internal Examiner who is usually a member of staff in the Warwick History Department, and an External Examiner, who will be based at another institution. The Internal Examiner may have been involved in your progress during
your studies, for example s/he may have been one of the Assessors for your Upgrade in Year 1, but the External Examiner will not normally have had any involvement in your work previously.

The nomination of your Examiners is ultimately the responsibility of your Supervisor, who makes the recommendation to the University’s Graduate School. It is the University, not the Department that ultimately appoints your Examiners. The viva voce examination normally takes place within 3 months of the submission of your thesis, but not usually in less than 6 weeks following submission (as Examiners need sufficient time to read and assess what you have written).

From the outset of your studies in Year 1, you should have a clear plan for the completion of your thesis, with a submission date that you are working towards. This plan needs to be regularly reviewed and revised, and must always be realistic and practical.

**Ethics in research**

In most historical research projects there will be no ethical implications, but in cases where your research involves human participants (perhaps involving interviews and the collection of oral histories), or confidential data (perhaps medical records might be among your sources), prior ethical approval will be required. We ask **ALL** students to complete an Ethics Review Form, to be submitted as part of the Upgrade process in Year 1.

Any concerns you have about the ethics of your research should be discussed with your Supervisor in the first instance, but you may also seek advice from the Director of PGR Studies.

**Plagiarism**

The University has clear and strictly enforced regulations governing plagiarism and these apply to all assessed work submitted by students, including research theses. It is important that you read and understand the definition of plagiarism set out in these regulations, which can be found here: [http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/](http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/)

Remember when writing your dissertation that you must always identify your sources for specific information and, where appropriate, the ideas that you use. It is bad academic practice for a student to fail to do so, just as it would be for an author writing a book or learned article. Copying without acknowledgement from a printed source is as unacceptable as plagiarising another student’s essay. It is equally wrong to reproduce and present as your own work a passage from another person’s writing to which minor changes have been made, e.g., random alteration of words or phrases, omission or rearrangement of occasional sentences or phrases within the passage. This remains plagiarism even if the source is acknowledged in footnotes. Unacknowledged quotation, disguised borrowing, or near-copying will be treated as plagiarism. If you are uncertain about what constitutes plagiarism, please talk it over with your supervisor, or if necessary the Director of PGR Studies.

### 3.7 THE GRADUATE RESEARCH FORUM

The Graduate Research Forum meets weekly during the Autumn and Spring Terms, on Monday evening between 5.00 and 7.00 pm. Attendance is **REQUIRED** for all research students in their first year of study. Students in other years of study may also attend the Graduate Research Forum, and many do so – especially when the topic to be considered relates directly to their own field of interest, or offers advice on skills and training that may be relevant.

The purpose of the GRF is to assist research students in the design and implementation of their research, aiming toward the successful confirmation of their DPhil status before the end of the first year, and to
provide guidance and advice on skills and strategies needed to develop their thesis work toward completion and dissemination (including publication).

**The 2018-19 GRF Programme**

Part I of the GRF offers three sessions designed to welcome you to the Department and to introduce you to some of the staff members and resources available to you to support your research here at Warwick. In Part II there are four sessions to prepare new doctoral students to develop their research ideas into more concrete project plans, and to share ideas about how we manage, assemble and present our evidence and arguments as historians. These sessions will be of assistance in preparing you for the upgrade process that takes place towards the end of your first year of full-time study.

In Part III (end of the Autumn Term, and into the Spring Term) we will be welcoming a number of guest speakers to the GRF, before new students make short presentations on their own research (so far!). We begin with a series of presentations in which members of the faculty will discuss their own personal 'research journeys'. Each of these events is focused around a recently-published book by a member of the Department, and will explore the evolution of research through the author's own experience with a specific project. This year we are focusing on books that emerged out of doctoral and early-career research projects. Each week will begin with a presentation, followed by discussion, and the sessions cover a broad range of historical topics. Students may be asked to read specific texts in preparation for these sessions. This Part of the GRF ends with three weeks of student presentations: a chance for you to learn more about each other's work, to get feedback on your projects thus far, and to prepare for the upgrade later in the year. Supervisors and other members of staff may be invited to attend these sessions, and will participate in the discussion.

Part IV of the GRF offers four sessions which relate to the later stages of the research process, dealing with writing, publishing and further research funding. We will be joined by Dr Lawrence Klein (Cambridge) to discuss the publication process, and by Dr Greg McInerny to discuss Interdisciplinarity and research work. Students in an advanced stage of thesis research will join us for these sessions, and may participate in the presentations.

In addition to the formal GRF programme, keep an eye out for supplementary sessions that bring together the larger body of our research community (including Teaching Fellows, Post-docs, and staff) on issues of career development. These will be notified to all research students by the Postgraduate Coordinator.

I look forward to welcoming you to the GRF, and learning more about your work.

Dr Robert Fletcher

Director of Postgraduate Research
# GRADUATE RESEARCH FORUM, 2018-19

**Mondays, 5-7pm**

Venue: Ramphal Building, R1.03 (Spring Term sessions week 1 & 2 will take place in room L5)

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<tr>
<th>PART 1 (OPEN TO ALL PGT AND 1ST YEAR PGR STUDENTS)</th>
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<th>PART II (SUITABLE FOR 1ST YEAR PGR STUDENTS ONLY)</th>
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<th>PART III (SUITABLE FOR ALL PGT AND 1ST YEAR PGR STUDENTS)</th>
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**PART IV (OPEN TO ALL PGR STUDENTS)**

| WEEK 7 | Interdisciplinarity (with the Centre for Interdisciplinary Methodologies) |
| WEEK 8 | Getting your research published: Dr Lawrence Klein |
| WEEK 9 | Writing Workshop: research statements and conference abstracts |
| WEEK 10 | Post-doc applications |

**SUMMER TERM**

| 9-10 May 2019 | Progress Review Panel interviews for PGR Years 2, 3 & 4 |
| PGR Year 1 | Upgrade interviews (date and time to be arranged with your supervisor) |
| 30-31 May 2019 | The Warwick Postgraduate Conference (all PGRs) |

**3.8 POSTGRADUATE HISTORY CONFERENCE**

The GRF will culminate each year in a Postgraduate History Conference, to be held in Week 5 or 6 of the Summer Term.

This is a two-day conference at which Warwick History postgraduate students make presentations of their own research. Both PGR and PGT students may present papers at the conference. Panels are organised to reflect the stage of research that the presenter has reached: some panels will deal with research outlines at a preliminary stage of development, whilst others will present research at a more advanced stage, perhaps by those nearing completion of their thesis.

The audience for the Conference is made up of fellow graduate students, staff in the Department and other academics and Warwick students who may be interested. The Conference has a dual purpose: to provide you with an opportunity to develop your presentational skills in a professional environment, and to enable you to receive informed feedback on your work from other historians.

The Conference will be organised by a small panel of 2 or 3 research students (normally drawn from Years 2 and 3). All research students are expected to present their work to at least one Conference during their time at Warwick, and many students will do so more frequently. All PGT and PGR students are normally expected to attend the conference.
3.9 RESEARCH STUDENT SKILLS PROGRAMME (RSSP)

The Research Student Skills Programme offers a wide range of training courses in skills ranging from constructing an e-portfolio to proofreading and voice training. For example, they offer a multi-session programme in academic writing. You can find details of their programme at http://www2.warwick.ac.uk/services/skills/pgr/programme/.

They also provide individual academic coaching sessions. You can use these to discuss work-related issues and receive one-to-one help and guidance. For more information, see: http://www2.warwick.ac.uk/services/skills/pgr/services

3.10 CADRE (THE CENTRE FOR ARTS DOCTORAL RESEARCH EXCELLENCE)

**CADRE (the Centre for Arts Doctoral Research Excellence)** is the Faculty of Arts doctoral training hub. As a PhD student in the Faculty you have automatic access to all CADRE events and resources. Year 1 students are expected to take part in the four week Introduction to Arts Doctoral Research programme. Students who are further on in their studies may wish to attend the more advanced sessions on offer. In particular, attendance at the four week Transition from Arts Doctoral Research programme is recommended for students in their penultimate and final year of study.

**Year 1: Introduction to Arts Doctoral Research**

This programme is recommended for all year 1 PGR students in the Faculty of Arts, but is open to all.

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<td><strong>Welcome afternoon tea.</strong></td>
<td>Open to first year PhD students in the Faculty of Arts. Join us for tea and cakes. This is a chance for new PhD students to meet each other and members of staff in an informal environment and to find out more about what support is available throughout the Faculty.</td>
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<td></td>
<td>Wednesday 3rd October 2018</td>
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<td>11am - 1pm</td>
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<td></td>
<td>Wolfson Research Exchange</td>
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<td>(Cakes and refreshments included)</td>
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<p>| <strong>PhD Survival Guide</strong>     | Aimed at PGR students in their first term of study. This session, led by Prof. Jenny Burns (Director of CADRE), will include discussion on how to build an effective working relationship with your supervisor. You will also be encouraged to consider key milestones for your year one research and have the chance to share some effective working practices with your peers. |
|                            | Wednesday 17th October 2018                                             |
|                            | 11am – 1pm                                                              |
|                            | Wolfson Research Exchange                                               |
|                            | (Lunch included)                                                        |</p>
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<tr>
<th><strong>Locating your sources: Libraries, archives and reference management</strong></th>
<th>Aimed at PGR students in their first term of study. During this session you will hear from academic support librarians, archivists and 2nd academics about their experiences of accessing and using source material. You will also have the opportunity to watch a demonstration of several different types of reference management tools, and discuss the advantages and disadvantages of each.</th>
<th>Wednesday 31&lt;sup&gt;st&lt;/sup&gt; October 2018 11am – 1pm. Wolfson Research Exchange. (Lunch included)</th>
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<td><strong>Developing a critical voice through academic writing and critical reading</strong></td>
<td>Run by Dr Yvette Hutchison this workshop is aimed at PGR students in their first term of study. During this session you will reflect on your own critical thinking. Learn some techniques to improve the way you interact with literature on your topic, and consider a range of academic writing tools.</td>
<td>Tuesday 13&lt;sup&gt;th&lt;/sup&gt; November 2018 11am – 1pm. Wolfson Research Exchange (Lunch included)</td>
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<tr>
<td><strong>Your Research in the Digital World</strong></td>
<td>Suitable for students in their first or second year. This session will cover social media, databases (bibliographic and otherwise), technology to assist in data visualisation, and ideas about how to communicate your research.</td>
<td>Wednesday 28&lt;sup&gt;th&lt;/sup&gt; November 2018 11am – 1pm Wolfson Research Exchange (Lunch included)</td>
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**Further CADRE provision for Year 1 students**

Throughout the year there will be additional CADRE workshops advertised on the CADRE website. www2.warwick.ac.uk/fac/arts/cadre/, or you can follow our twitter feed for the most up to date information @warwickCADRE

- Attend, or deliver a **Peer Development Exchange workshop**
- Present at your departmental conference during the **Festival of Postgraduate Research**

**Year 2: Advanced Arts Doctoral Research**

During year 2, students are encouraged to take part in a number of CADRE supported activities.

- **Deliver a Peer Development Exchange workshop**

  CADRE has ten £100 bursaries available for second and third year students who would like to share their expertise with other students in the Faculty via a seminar or workshop. This is not simply a conference presentation on your work to date. It is a development workshop for other PhD
students. Consider aspects of your work which may have wider appeal across the Faculty. See the CADRE website to view examples of previous workshops. Find out more.

<table>
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<tr>
<th>Organise your Departmental Postgraduate Conference</th>
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<tr>
<td>This is the perfect development opportunity for second and third years. All departments in the Faculty hold a student run PG conference or symposium in May. Join the organising committee to develop key skills in shortlisting abstracts, chairing conference sessions and running the event on the day. All departmental events are part of the CADRE Festival of Postgraduate Research, so look out for twilight development sessions offered as part of the programme.</td>
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<th>Take part in the RSSP poster competition or national 3 Minute Thesis competition</th>
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<td>During your second and third year you should be learning how to explain your research to a non-specialist audience. The RSSP programme offers you the opportunity to get some feedback on your poster design skills and also on your verbal presentation. Find out more.</td>
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### Year 3 and 4: Transition from Arts Doctoral Research

This programme is recommended for PGR students in their last year of doctoral study. However, students from any stage are welcome to attend.

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<th>Event</th>
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| Completing your PhD       | Find out how to prepare for your viva. Hear from experienced supervisors and post-doctoral students about how to successfully complete your thesis, and finish your doctorate. | Tuesday 15<sup>th</sup> January 2019  
1pm – 3pm  
Wolfson Research Exchange  
(includes light refreshments) |
| Getting published         | Workshop looking at how to develop a publication strategy with Yvonne Budden, Head of Scholarly Communications. Also advice and guidance from leading academics on turning your thesis into a publishable book, and getting published in journals. | Tuesday 29<sup>th</sup> January 2019  
1pm – 3pm  
Wolfson Research Exchange  
(includes light refreshments) |
### How to get Postdoctoral Research Funding

Attend this session to discover where to look for postdoctoral funding, how to write a successful application and how to make important connections. Delivered by Research & Impact Services

**Tuesday 12th February 2019**
1pm – 1pm
Wolfson Research Exchange
(includes light refreshments)

### Impact & Outreach

This workshop will address questions such as how to create, measure and evaluate impact and how to deal with the questions, problems and issues that might come up while working on delivering impact in your PhD.

**Tuesday 26th February 2019**
1pm – 3pm
Wolfson Research Exchange
(includes light refreshments)

### Developing Writing Confidence

Join Dr Rochelle Sibley, who is the co-ordinator of the Academic Writing Programme, as she shares her expertise and tips on how to develop your writing confidence and channel that prolific writer in you.

**Wednesday 13th March 2019**
1pm – 3pm
Wolfson Research Exchange
(includes light refreshments)

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Please note that we whilst we endeavour to run the workshops as advertised, occasionally speakers, content the schedule may have to be changed. Please check the [CADRE website](#) for up to date details.

**When bookings open workshops can be booked through Warwick’s [SkillsForge](#) platform.**

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**3.11 SKILLSFORGE PROGRAMME**

**PGR Professional Development Framework**

The Warwick Framework has been created to offer you an equitable and encouraging environment to support your Professional Development. It also recognises the broader skills base you will need to ensure you generate original research for publication, as well as being ready for your next steps, whether that be academia or otherwise. As such it requires all doctoral research students to engage with at least ten days professional development per (full-time) 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 networking and attending events e.g. conferences and research seminars. The remaining three days are to develop transferable skills outside of your academic discipline. By fulfilling this requirement and taking steps to identify and develop these skills, you will acquire the knowledge and expertise to achieve standards of excellence in your research complemented by a broad and flexible skill set that will 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:

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

**Warwick SkillsForge**

Our online portal, Warwick SkillsForge (skillsforge.warwick.ac.uk), a new platform launched to support your PGR development activities will allow you to complete a Development Needs Analysis (DNA), book onto training, record your own development activities (including personal reflection on what you’ve learned) and will allow you to see all development opportunities you have undertaken.

An FAQs page has been created via: [http://www2.warwick.ac.uk/services/academicoffice/gsp/professionaldevelopment/](http://www2.warwick.ac.uk/services/academicoffice/gsp/professionaldevelopment/) and you can also contact us at PGRdevelopment@warwick.ac.uk.

### 3. 12 TAUGHT COURSES IN HISTORY

When you first meet your Supervisor you will discuss your training needs, to identify any skills you may need to develop in order to successfully complete your research, or any gaps in your training that need to be addressed. Your Supervisor may accordingly recommend that you take one of the Core or Optional modules taught as part of the MA programmes in History. Full details of these modules can be found in the MA Handbook, located here: [http://www2.warwick.ac.uk/fac/arts/history/students/handbooks](http://www2.warwick.ac.uk/fac/arts/history/students/handbooks)

The module most commonly taken by research students in Year 1 is the Core module “Historical Research: Theory, Skills and Methods” (TSM). This is the core methodology course offered in the History Department for graduate students, designed as a component of our MA teaching. Research students who do not already hold an MA in History (or other approved training) will normally be expected to attend TSM and may be asked to submit the piece of assessed work required for this module. Further details of the TSM module can be found at:
It may be possible for Research students to audit MA Optional modules, in full or part, without completing the assessed work required. This is subject to the permission of the module convenor and availability. It is sometimes possible to audit MA modules offered by other Departments. If you wish to audit any MA module, then please discuss this in depth with your Supervisor before contacting the Director of PGT Studies.

3.13 SPECIALISED TRAINING PROGRAMMES

From Manuscript to Print
Historians with an interest in developing their research and palaeographical skills in Renaissance and Early Modern Europe are encouraged to participate in a series of classes and workshops organised by the Centre for the Study of the Renaissance. Students may choose to follow the skills programme throughout the year, or to focus on one particular term. Regular attendance is recommended. Historians may find of special use the material covered in Term 2, which emphasizes palaeography and textual editing. To register and/or further information contact the Renaissance Centre secretary on renaissance@warwick.ac.uk (office: H4.48b, near the Graduate Space).
Further information can also be found on the web page: http://www2.warwick.ac.uk/fac/arts/ren/postgradstudy/manuscripttoprint/.

Resources and Techniques for the Study of Renaissance and Early Modern Culture
Doctoral historians with an interest in developing specialist research training skills in Renaissance and Early Modern Europe should consult the ‘Warburg Institute – University of Warwick Research Training Programme’. Further information can also be found on the web page: http://www2.warwick.ac.uk/fac/arts/ren/warburgwarwick/.
4. RESEARCH SEMINARS

The History Department hosts a large number of research seminar programmes. These Seminars meet regularly throughout all three terms. As a research student, it is expected that you will attend the seminar most relevant to your own field of study. By attending seminars you keep up to date with recent developments in historical thinking and historical writing, you are introduced to a range of historians, and you see at first hand the skills required to present your work to a professional audience and experience the conduct of debate around historical questions.

The Departmental Research Seminar meets less frequently than other seminar series (not usually more than twice in a term), and it is expected that ALL research students will attend this Seminar when it meets. Your attendance at Seminars is monitored on the Progress Review report, which you must complete annually as part of either your MPhil-PhD upgrade or departmental progress interview.

The Department prides itself on the large number of research seminars that are offered at Warwick. Graduate students are strongly encouraged to attend and participate in these seminars. We also encourage informal working groups of many kinds, some of which are led by students. There is a small amount of financial and other help (e.g. photocopying) for costs involved if you wish to create a new forum for discussion. You should discuss any such proposal firstly with your supervisor, and then with the Director for Research (Professor Mark Philp).

Current seminars and reading groups are as follows:
- History Research Seminar (Department Seminar)
- Americas Research Seminar
- Global Workshop and Seminar
- Latin American History Reading Group
- History of Medicine Reading Group
- History of Medicine Seminar
- Early Modern Seminar
- Eighteenth-Century Seminar
- STVDIO: the Renaissance Reading Group
- Gender and Feminist Theory Reading Group

For information on History Department Research Seminars and Reading Groups for 2018/19, see: [http://www2.warwick.ac.uk/fac/arts/history/res_rec/seminars_readinggroups](http://www2.warwick.ac.uk/fac/arts/history/res_rec/seminars_readinggroups)

In addition to regular Research Seminars, the various Research Centres in the Department organize occasional workshops and conferences, sometimes in conjunction with Warwick’s Institute for Advanced Study. Members of staff also from time to time organize Study Groups or Reading Groups, addressing specific topics or texts. As a research student you are normally eligible to attend such workshops and groups, and should endeavour to do so whenever the topic relates to your own research. Occasional workshops and conferences are widely advertised in advance, and the Postgraduate Coordinator will ensure that all PGR students receive notification of such meetings.

5. WELFARE: PERSONAL TUTORS AND PASTORAL CARE
For the majority of research students, the relationship with a Supervisor provides both academic guidance and a degree of pastoral care. However, the PGR Director is assigned as Personal Tutor to all research students in the History Department. They are available to see students during office hours, but research students can also make appointments at other times via email.

Useful pastoral/welfare contacts on campus:

- Senior Tutor 024 7652 2761 seniortutor@warwick.ac.uk
- Counselling 024 7652 3761 counselling@warwick.ac.uk
- Disability Services 024 7615 0641 disability@warwick.ac.uk
- Financial Advice 024 7657 2952 V.Sykes@warwick.ac.uk
- Students’ Union 024 7657 2824 advice@warwicksu.com
- Nightline 024 7641 7668 (9:00 pm – 9:00 am)
- Chaplaincy 024 7652 3519 chaplaincy@warwick.ac.uk

A summary of the support services available to students across the University can be found at: https://warwick.ac.uk/services/supportservices

6. FUNDING TO SUPPORT YOUR RESEARCH ACTIVITIES

A number of small funds are available to support the work of research student in the Department. Full details of the various research funds available to students can be found online, and is updated regularly: https://warwick.ac.uk/fac/arts/history/students/postgrad_life/funding

6.1 HARDSHIP FUNDS

The University offers limited support for which research students are eligible through its Hardship Fund. A summary of the main funds is provided here.

Access to Learning Funds are allocated to the University by the Government to provide selective help to home undergraduate and home postgraduate students who have serious financial difficulties. Full- and part-time students paying home fees, and who have been ordinarily resident in the British Isles for the three years immediately before the start of their studies, are eligible to apply. Details are available at http://www.go.warwick.ac.uk/hardshipfunds

7. FACILITIES AVAILABLE TO RESEARCH STUDENTS

7.1 WORK SPACES

The Graduate Space, Humanities Building

The Graduate Space, on the fourth floor of Humanities Building, provides a meeting place for postgraduate students. Adjacent to this is an IT managed computing room, with networked PCs available to all History research students on a first-come, first-served basis. These facilities are shared with other students in the Arts Faculty. There are some lockers on the Graduate Space that can be booked; you will need to contact the Renaissance Centre Administrator (renaissance@warwick.ac.uk) for this. There are some further lockers available at the Students Union headquarters.

Faculty Study Space

The Faculty provides dedicated PGR study space within the Humanities building. 15 bookable hot desks for individual study will be available in rooms H4.06 and H2.05. Room H4.05 can be used by PGR students as a group working area, and will house a further two drop-in desks. To book a hot desk
please consult the CADRE website for further instructions.
http://www2.warwick.ac.uk/fac/arts/cadre/

**The Learning Grid, University Library**
The University Library and the Learning Grid also offer access to computers and flexible spaces to work. Opening times of the Library vary throughout the year, so please check the library website for details.

**Postgraduate Hub, Senate House**
Senate House has a dedicated space set aside for postgraduate students. The ‘Postgraduate Hub’ has many facilities for research students.

Check here for details: http://www2.warwick.ac.uk/services/library/pghub.

**History Department Rooms**
Some study-space will be made available in the Department for research student use, and this will be allocated by the Departmental Administrator at the start of the Autumn term. Priority for allocation will be given to doctoral students in Years 3 and 4 who are writing-up, but if space is available those in other years may be allocated desks.

7.1 **COMMON ROOM**

Room H3.01 is the History Departmental Common Room, shared by staff and postgraduate students. All research students are encouraged to use this room, where you can help yourself to tea and coffee during the working day. There is also a microwave oven, and a refrigerator.

7.2 **UNIVERSITY LIBRARY**

Your University card will give you access to the Library. Training sessions on the use of the general use of the library, and in the operation of specific databases relevant for historical research, are advertised early in the Autumn Term, and all research students are encouraged to sign up for these sessions. Full details of the Library’s services are available at http://www2.warwick.ac.uk/services/library/.

A comprehensive list of History-related Library resources available to students is available at http://www2.warwick.ac.uk/fac/arts/history/students/library_resource

7.3 **LANGUAGE LEARNING FACILITIES**

The University’s Language Centre is located in the Humanities Building, and offers a wide range of courses at every level. Details of courses provided by the Language Centre can be found at http://www2.warwick.ac.uk/fac/arts/languagecentre/

The History Department will contribute one term’s fees towards the cost of one language course for each graduate student, provided the course is demonstrably relevant to the student’s research project and the student commits to attend the full course and undertake all the required assignments.

Students wishing to take a language course should contact the Director of PGR Studies, explaining the relevance of the proposed language training to their programme of research. Confirmation of support from the Supervisor will be required.

7.4 **STUDENT CAREERS AND SKILLS**
The Student Careers and Skills Office works closely with the Department to provide advice and assistance to all students, including a designated Careers Consultant who acts as the first point of contact for all History students.

Please read through the Student Careers and Skills website at www.warwick.ac.uk/services/scs/, which includes Department-specific information at https://warwick.ac.uk/services/careers/options/departments/

If you need help finding material for your study, please contact the Academic Support Librarian for History.

For more information, please see the Library website at www.warwick.ac.uk/services/library/.

7.5 IT FACILITIES AND TRAINING

An overview of the University’s IT facilities and training courses will be provided as part of your Week 1 induction programme on Tuesday at 12pm in room H3.02. Please ensure that you attend this session.

PCs are available to students in many parts of the campus, notably the University House Learning Grid and the Student Computing Centre on the Library Road. The Library and Learning Grid also have network points for laptop computers. To make use of these facilities, you must register for an IT Services account at https://www.warwick.ac.uk/cgi-bin/secure/register.pl. If you have your own computer you will probably be able to access the University network from your own room on campus, and by connecting wirelessly at various points around campus, including the Library. For more details please see www.warwick.ac.uk/services/its/servicessupport/.

If you need any help accessing the website or registering with IT Services please contact the Help and Advisory desk in the Student Computer Centre, phone 73737, or by e-mail at helpdesk@warwick.ac.uk.

IT Services provide an extensive range of free training courses for students, full details of which can be found online at http://www2.warwick.ac.uk/services/its/servicessupport/training/a-zcourseindex/

8. OPPORTUNITIES TO GAIN TEACHING EXPERIENCE

It is one of the key features of graduate training in History at Warwick that we provide excellent opportunities for our research students to gain teaching experience on our undergraduate degrees.

Teaching requirements for the coming academic year are resolved before the end of the previous Summer Term, when the Department Academic Administrator will inform all PGR students and their supervisors of what teaching will be available. Students then apply, with the support of their Supervisor.

We predominantly select students in Years 3 and 4, but students in Year 2 are also sometimes given teaching. Selection of those to be given teaching is at the discretion of the Head of Department, who will be guided by the advice of Supervisors. In normal circumstances it is our intention to give teaching experience to all students during the course of their research studies at Warwick.

Postgraduate research students who undertake teaching in the Department must attend the Postgraduate Teaching Skills course organised by the Department of History (assisted by the Learning and Development Centre), and held prior to the start of the Autumn Term.

9. REGULATIONS AFFECTING OVERSEAS STUDENTS (TIER 4)
The History Department is required to notify the Graduate School of changes of study location lasting three months or more for research students who are Tier 4 visa holders. Overseas students should therefore ensure that they provide the Postgraduate Coordinator with details of any planned research trips, fieldwork etc. of this duration as soon as they are settled. We need to have full details of your departure and return dates, and your temporary address while away, and you must also provide a clear statement of the purpose of the trip. You should also ensure that your Supervisor has full details of your contact address when away from Warwick for your research. This applies to trips within and outside the UK.

Details of shorter trips undertaken by Tier 4 visa students should also be confirmed to the Postgraduate Coordinator prior to departure.

Please be aware that these are requirements of British law, which the History Department is obliged to monitor and report.

Please further information here: [https://warwick.ac.uk/study/international/immigration/tier4](https://warwick.ac.uk/study/international/immigration/tier4)

### 10. POSTDOCTORAL STUDIES

Throughout your period of postgraduate study at Warwick you will become clearer on whether you want to pursue a career as an academic. You should discuss the possibilities with your Supervisor, and with the Director of PGR Studies. The Director of Research can also give advice on postdoctoral funding applications. You should also become familiar with the funding possibilities for postdoctoral work. It is common for someone who has completed a doctorate to undertake some postdoctoral work before securing an academic position. To assist in searching out such opportunities you might investigate the following:

Grants for History: A Guide to Funding

[https://www.history.ac.uk/history-online/grants](https://www.history.ac.uk/history-online/grants)

Important sources for funding at postdoctoral level include:

- The British Academy [http://www.britac.ac.uk/](http://www.britac.ac.uk/)
- Arts and Humanities Research Council [http://www.ahrc.ac.uk](http://www.ahrc.ac.uk)
- Economic and Social Sciences Research Council [http://www.esrc.ac.uk](http://www.esrc.ac.uk)
- Wellcome Trust [http://www.wellcome.ac.uk](http://www.wellcome.ac.uk)
- Association of Commonwealth Universities [http://www.acu.ac.uk](http://www.acu.ac.uk)
11. TERM DATES

2018/2019
Autumn Term: Monday 1 October 2018 – Saturday 8 December 2018
Spring Term: Monday 7 January 2019 – Saturday 16 March 2019
Summer Term: Wednesday 24 April 2019 – Saturday 29 June 2019

2019/2020
Autumn Term: Monday 30 September 2019 – Saturday 7 December 2019
Spring Term: Monday 6 January 2020 – Saturday 14 March 2020
Summer Term: Monday 20 April 2020 – Saturday 27 June 2020

2020/2021
Autumn Term: Monday 5 October 2020 – Saturday 12 December 2020
Spring Term: Monday 6 January 2020 – Saturday 14 March 2020
Summer Term: Monday 20 April 2020 – Saturday 27 June 2020

2021/2022
Autumn Term: Monday 4 October 2021 – Saturday 11 December 2021
Spring Term: Monday 10 January 2022 – Saturday 19 March 2022
Summer Term: Monday 25 April 2022 – Saturday 2 July 2022

12. CAR PARKING

Car Park 8 is the most convenient for anyone working, studying in, or visiting the History Department. This multi-storey car park is opposite the Humanities Building on the other side of University Road, and is alongside the Sports Centre car park. Car Park 8 operates as a pay-and-display or permit car park during term time, and is free during vacations.