

Student Handbook

Department of History

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Section 1. Departmental Information

1. Welcome

Welcome to the Department of History. This Handbook has been prepared to help you with the formal aspects of your study, and should be read in conjunction with the information on the History Student Hub. In addition to general information about the department and its undergraduate programmes, it contains important information about administrative and regulatory issues. We hope that this Handbook, together with information that you will receive from the University, will provide a thorough introduction to the arrangements for study at Warwick.

Note: If you are a History joint honours student and your home department is not History, please see your home department's handbook and website for further details.

2. Communicating with Students

The History Department is located on the Third Floor of the [Faculty of Arts Building](#) (FAB). There are three clusters of staff offices:

- Cluster A: FAB3.05 – FAB3.21, including the History Undergraduate Office (FAB3.14)
- Cluster B: FAB3.64 – FAB3.80
- Cluster C: FAB3.38 – FAB3.55

You can find an individual staff member's room number and contact information on their [staff page](#).

History Office Contact Information

- In-person: FAB3.14
- Email:
 - o Undergraduates: HistoryOffice@warwick.ac.uk
 - o Postgraduates: PGHistoryOffice@warwick.ac.uk
- Telephone: 024 761 51580

The History Office is open between 9am and 3pm Monday-Friday. You can expect a response to your email within 3 working days.

Email is the primary way in which you will receive information from the department. You should make sure you check your Warwick email address regularly (at least once per day) to ensure that you do not miss any important information. Please note that we will communicate with you via your Warwick email only (and not a personal email address), so it is important that you check it regularly.

You should ensure that your [personal and contact details are kept up to date](#).

History Student Hub

<https://warwick.ac.uk/fac/arts/history/studenthub/>

The History Student Hub has been designed to provide all the information you need about studying in the History Department. The Hub explains what will be expected of you, and what you can expect from the department, so you are encouraged to read through everything carefully. Please make sure you check the Hub regularly to hear about any important updates and new opportunities available to you.

Cancellation of Lectures or Seminars

In the unfortunate event that we have to cancel a seminar or lecture you will be notified by email. Every effort will be made to find an alternative time and date to replace the cancelled class.

IT Support Systems

Further information about the University IT systems and support, together with details of the training courses offered by the University can be found in the [Student IT Induction](#).

All students are expected to follow departmental instructions for coursework submission. Assessed work in the department is submitted using [Tabula](#).

3. Departmental Staff

A full list of departmental staff, including their contact information, office hours, modules taught, and research interests, can be found on the department's [People](#) pages.

4. Roles within the Department

The Department has a number of administrative roles that are assigned to academic staff. Which staff are assigned which post may change from year to year and listed below are the key admin roles relating to students for this year.

- Head of Department: Dr Pierre Purseigle
- Director of Teaching and Learning: Professor Lydia Plath
- PGR Director: Dr James Poskett
- PGT Director: Dr Claudia Stein
- First Year Director: Dr Tom Simpson
- Second Year Director: Dr Camillia Cowling
- Final Year Director: Dr Anca Cretu
- Director of Joint Honours Programmes: Dr Claire Shaw
- First Year Senior Tutor and Department Senior Tutor: Dr Katayoun Shafiee
- Second Year Senior Tutor: Dr Song-Chuan Chen
- Final Year Senior Tutor: Professor Mathew Thomson
- Disabled Student Champion: Mrs Jennifer Whittam
- Student Voice Lead: Dr Simon Peplow

Full details of how to contact these and other staff can be found on the [History Student Hub](#).

5. Disclaimer

The Department endeavours to ensure that the information in this handbook and on the History Student Hub is as accurate and up to date as possible. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices. However, the final arbiter of policy and procedure is the University Regulations as laid down in the [University Calendar](#).

The History Student Hub will be updated regularly as the department seeks to improve our processes and practices for students. A list of recent updates are available on the History Student Hub. Any significant changes to the practices and procedures detailed in this handbook will be notified to students by email and the electronic copy of the handbook available from the History Student Hub will be updated accordingly.

6. Attendance Requirements and Monitoring

Undergraduate and Postgraduate Taught Students: You are **required** to attend all formal teaching sessions (lectures, seminars, workshops and field trips). A register will be taken at each seminar and workshop session. Attendance will be registered and recorded in Tabula. You should prepare fully for each scheduled session by following the instructions provided by your module tutor.

For further information about attendance, please see the [History Student Hub](#).

Postgraduate Research Students: You are **required** to meet with your supervisor in person at least once per month.

Regulation 36

The University's [Regulation 36](#) governs students' registration, attendance and progress. Students who do not engage with their studies may be withdrawn under Regulation 36.

Monitoring Points

To help us to gauge how successfully you are engaging with your course, identify any problems which you may be experiencing and offer support to help you, the department has a number of check points throughout the year. If you miss any of the points, this might indicate that you are having problems with the course and need additional support. These monitoring points are available to see on Tabula.

It is extremely important that you meet the requirements of each point as failure to do so could result in a letter being sent to you from Student Records reminding you of your obligations as a student.

International students should be aware of their [immigration responsibilities](#), and should be particularly 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 student visa holders have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.

Please speak to your Personal Tutor if you feel you might be at risk of not meeting these critical requirements at any point during your University career.

Section 2. Course Information

8. Additional Course Costs

As well as tuition fees and living expenses, there are likely to be some extra things you will pay for whilst studying for your degree. Some of these will be optional (e.g. a book you wish to buy), and some will be compulsory (e.g. a trip that is part of the course). Some of these costs may become apparent during the course of your degree. Wherever possible, the History Department is committed to minimising costs to students.

9. Course Specification, Syllabi and Modules

Undergraduate Students: Full details of the course specifications, syllabi, and modules for History, History and Politics, History and Sociology, and History and Philosophy can be found on the [History Student Hub](#).

If you are a History joint honours student and your home department is not History, please see your home departments handbook and website for further details.

Postgraduate Taught Students: Full details of the course specification, syllabi, and modules for history postgraduate degrees can be found on the [History Student Hub](#).

10. Academic Calendar

Undergraduate and Postgraduate Taught Students: All department teaching takes place within university [term dates](#). Assessment may fall outside of these dates. Students are required to be in attendance for the entire term, except for week 6 in Terms 1 and 2 which is designated as a Reading Week.

A list of other key dates can be found on the [History Student Hub](#).

Your timetable and all assessment submission deadlines can be found on Tabula.

Postgraduate Research Students: Supervision is required throughout the year, not just during term time. Information about supervision and monitoring can be found on the [History Student Hub](#).

11. Assessment, Progression and Examination

Undergraduate and Postgraduate Taught Students: Full details of assessment in the department can be found on the [History Student Hub](#). This includes instructions and guidance about:

- different assessment methods, including essays, take-home assessments, dissertations, and seminar contribution, participation and engagement;
- academic integrity, referencing, and the use of generative AI tools;

- coursework submission instructions, extension requests, and penalties for late submission;
- marking criteria and feedback;
- Board of Examiners procedures, appeals, and reassessment.

The [History Student Hub](#) also provides guidance on mitigating circumstances, deferral of assessments, and temporary and permanent withdrawal, as well as on our [support for disabled students](#), including information about reasonable adjustments.

Postgraduate Research Students: Full details regarding progression and examination can be found on the [History Student Hub](#). This includes instructions and guidance about:

- Ethics and research integrity;
- Annual reviews and upgrades;
- Submission and vivas.

Academic Manual

All university academic regulations and policies can be found in the [Academic Manual](#), also known as the Directory of Academic Regulation and Policy. It is set out in chapters with guidance on the content of the manual and a search function for ease of use.

Assessment Conventions

Undergraduate and Postgraduate Taught Students should be aware of the University [assessment conventions](#) which describe the requirements for progression, award and classification. The set of assessment conventions that applies depends on the student's year of entry to their course.

The assessment conventions for students entering in 21/22 or later are described in the [Rules for Award](#).

All entry year versions of Rules for Award were reworded for the 25/26 academic year to make the requirements clearer and easier to find. The rewording does not change the principles and is intended to be non-detrimental. However, the original wording is available to view and any student who believes that they have been negatively impacted by the change should contact their home department.

Maximum Period of Study

The [Maximum Period of Study Policy](#) applies to all students starting from the academic year 2022/23.

12. Pastoral Care and Support

Undergraduate and Postgraduate Taught Students: All students in the department will be allocated a Personal Tutor, whose role is to be an accessible and approachable departmental point of contact. You can find details of your Personal Tutor on Tabula.

Postgraduate Research Students: Your supervisor will be able to give you pastoral as well as academic advice. You can find details of your supervisor on Tabula. You can also speak to the PGR Director about any pastoral or support needs that you may have.

Further details of the Department's approach to pastoral care, as well as links to a range of resources for support, can be found on the [History Student Hub](#).

Beyond the department, you can also access the following sources of support:

- [Dean of Students Office](#)
- [Student Information Centre](#)
- [Wellbeing and Student Support](#) for reasonable adjustments and specialist disability support.
- [Warwick Students' Union](#)
Warwick Students' Union (SU) is a democratically run, student-led charity and a separate organisation from the University of Warwick. Every student automatically becomes a member of the SU upon enrolment and has access to the range of services they provide, including democracy, academic representation, student activities, welfare and entertainment.
- [The Chaplaincy](#)
- The [Report + Support](#) online portal allows students, to disclose incidents of bullying and harassment, discrimination, relationship abuse, hate crimes/incidents or sexual misconduct, carried out by a student or member of staff of the University of Warwick. This support includes emotional support, academic support, financial support, and support accessing emergency or alternative accommodation.
- [International Student Support](#): specific transitional support for international students

13. Student Voice

We actively seek feedback from our students about how we are doing. We encourage an honest and open dialogue so that we can work together to create a vibrant and inclusive community. If you have comments or suggestions on how to improve any element of student experience in the Department, we encourage you to let us know.

Undergraduate Students: The undergraduate Student-Staff Liaison Committee (SSLC) is a body made up of all undergraduate students based in the History department, convened by the Student Voice Lead in conjunction with the department's undergraduate Student Voice Ambassadors. It is a space in which students can discuss any general issues or concerns about their course, as well as work with academic staff to improve the History department for all students.

For further details about how you can give feedback to the department, attend the SSLC or contact the Student Voice Ambassadors, see the [History Student Hub](#).

Postgraduate Taught Students: The PGT Student-Staff Liaison Committee (SSLC) is a body made up of all postgraduate taught students based in the History department, convened by the PGT Director in conjunction with the postgraduate Student Voice Ambassador. It is a space in which students can discuss any general issues or concerns about their course, as well as work with academic staff to improve the History department for all students.

For further details about how you can give feedback to the department, attend the SSLC or contact the Student Voice Ambassadors, see the [History Student Hub](#).

Postgraduate Research Students: One or more Student Representatives will be chosen at the start of each academic year, and will sit on the Department's Research Committee. They can

feed your thoughts (from the drop-ins or through other contact with you) to the History Department via the Research Committee, and report back to you about departmental plans.

Complaints

Students have the right to raise a complaint over any of the following issues and are encouraged to do so in a timely and constructive manner:

- the quality and standard of service provided by the University, including teaching and learning provision;
- failure to provide a service; unsuitable facilities or learning resources;
- inappropriate behaviour or treatment by a staff member, student or individual associated with the University (including contravening the University's [Dignity at Warwick Policy, which includes harassment, bullying, and discrimination](#));
- failure of the University to follow an appropriate administrative or academic process.

The History Department and the University aim to resolve straightforward complaints as quickly as possible using local resolution. Students are encouraged to raise their complaints directly with the member of staff concerned and should expect that member of staff to respond to the complaint politely and respectfully.

However, should an informal process not resolve matters, or if the nature of the complaint is such that you feel you cannot approach the member of staff directly, then a formal approach may be required. You may wish to seek support from your personal tutor during this process.

For full details of the complaints procedure and information on how to file a complaint, please see the [History Student Hub](#).

14. Joint Degrees

Please see the [History Student Hub](#) for detailed information for Joint Degree Students, including contact information for the other department.

Section 3. University Information

15. Community

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

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

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

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

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

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

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

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

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

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

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

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

16. University Policies and Further Information

[Feedback and Complaints](#)

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

[Smoking Policy](#)

[Data Protection](#)

[Student Finance](#)

[Student IT Induction](#)

[Warwick Award](#)

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

[Academic Manual](#)

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

Policies relating to Attendance and Study

- [Reg. 36 Student Registration, Attendance and Progress](#)
- [Policy on Recording of Lectures by Students](#)
- [Reg. 31 Information Management, Security and Records Management](#)
- [Reg. 23 Student Disciplinary Offences](#)
- [Max Periods of Study](#)
- [Rules for Award](#)
- [Reg. 42 Governing Academic Appeals](#)

[Policies relating to Assessment](#)

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

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

Degree Regulations

Undergraduate students

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

Postgraduate students

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

Postgraduate Research

[Reg. 38 Research Degrees](#)

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

[Warwick Doctoral College](#)

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

[Research & Impact Services](#)

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

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

[APP PGR](#)

The Academic and Professional Pathway for Postgraduate Researchers supports PGR teachers with a programme that helps develop and build confidence in those who have teaching roles alongside PhD/postdoctoral/early careers research commitments.

Section 4. Learning Resources and Support

[The Library](#)

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

[Warwick Postgraduate Spaces - Postgrad Hub](#)

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

[Academic Essentials](#)

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

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

[Student Opportunity](#)

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

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

[Together at Warwick](#)

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

[Student Visa Advice Service](#)

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

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

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

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

[The Language Centre](#)

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

[Wellbeing and Student Support](#)

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

[Dean of Students Office](#)

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

[Personal Tutors](#)

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

[Residential Community](#)

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

[Living off-campus](#)

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

[The University of Warwick Health Centre](#)

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

[The Chaplaincy](#)

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

[Warwick Students' Union Advice Centre](#)

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

[Student Funding Support](#)

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

[Community Safety](#)

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

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

[The University Nursery](#)

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

Section 5. Further Opportunities

[Warwick Arts Centre](#)

[Societies](#)

[Gym, fitness, swim & more | Sports and Wellness Hub](#)

[Centre for Lifelong Learning](#)

[Warwick Volunteers](#)

[Lord Rootes Fund](#)

[URSS : Undergraduate Research Support Scheme](#)

[University of Warwick | Music Centre](#)

[WIHEA \(Warwick International Higher Education Academy\)](#)