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WELCOME MESSAGE FROM DR LAURA SCHWARTZ, PGT DIRECTOR

It is with great pleasure that I welcome all MA students to the History Department.

Our MA cohort has grown in recent years, fostering a vibrant and supportive community. MA students are encouraged to see themselves as 'full' members of the Department, and are welcome to attend any of the research seminars organised by academic staff. All lecturers hold regular office hours (displayed on our office doors and our webpages), so feel free to drop in and introduce yourselves during these times.

Warwick is one of the largest history departments in the country and there is a huge array of research expertise, of a broad geographical and chronological scope, for you to benefit from. Whether you intend to pursue further postgraduate study or a career outside of academia, the Warwick postgraduate community is an ideal place in which to develop critical thinking, an understanding of the politics of knowledge production, and an approach to learning that connects you to the wider world.

Dr Laura Schwartz

*Director of Postgraduate Taught Studies, Department of History
University of Warwick*

INTRODUCTION

The Department endeavours to ensure that the information in this handbook 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, which can be found on the University Governance webpages (www.warwick.ac.uk/services/gov/).

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

1. GENERAL INFORMATION AND SUPPORT

1.1 REGISTRATION AND INDUCTION

The Academic Office will have sent you details of the University's enrolment procedures, which must be completed. Please ensure that you attend the History Department PG Induction on 1st October:

https://warwick.ac.uk/fac/arts/history/students/ma_studies/contents/pg_induction_programme_2018.pdf

1.2 DEPARTMENTAL ORGANISATION AND CONTACTS

A full list of departmental staff is available on the website: <https://warwick.ac.uk/fac/arts/history/people/>

Listed below are the staff with whom you are likely to have the most frequent contact:

Director of Postgraduate Research Studies (PGR)	Professor Robert Fletcher Room H008, x75536 R.Fletcher.1@warwick.ac.uk
Director of Postgraduate Taught Studies (PGT)	Dr Laura Schwartz Room H329 x 23398 L.Schwartz@warwick.ac.uk
Postgraduate and Research Coordinator	Ms Rowan MacGregor Room H341 x50495 PGHistoryOffice@warwick.ac.uk
Departmental Administrator	Mr Robert Horton Room H341, x72584 r.s.horton@warwick.ac.uk
Academic Administrator	Ms Jennifer Spalding Room H322 x23453 J.J.Spalding@warwick.ac.uk
Theory, Skills, Methods Convenor	Dr Laura Schwartz Room H329 x 23398 L.Schwartz@warwick.ac.uk
MA in Global and Comparative History Course Director	Professor David Lambert Room H333 x23408

	D.Lambert@warwick.ac.uk
MA in the History of Medicine Course Director	Professor Hilary Marland Room H315 x 22506 Hilary.Marland@warwick.ac.uk
MA in Early Modern History Course Director	Professor Beat Kumin Room H313 x 24915 B.Kumin@warwick.ac.uk
MA in Modern History Course Director	Dr Anna Ross Room H012 x 50853 Anna.ross.2@warwick.ac.uk

1.3 COMMUNICATION

The atmosphere in the Department is friendly and informal and it is usually very easy to meet with individual members of staff. All academic staff post their office hours on the doors of their offices and on their staff webpages. You can also set up appointments at other times by emailing them.

Students should note that the University & department will **ONLY** contact you via your University e-mail address. Please be sure to check your e-mails on a regular basis so that you do not miss any important communications.

Postgraduate students have pigeonholes located in the foyer outside room H342, where any mail addressed to you in the Department will be placed.

Academic members of staff have clear plastic pigeonholes located outside their offices where you will be able to leave notes and short essays.

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.

You can also keep up to date with what is happening the Department of History by following:

Facebook: www.facebook.com/WarwickHistory/

Twitter: <http://twitter.com/@warwickhistory>

1.5 PERSONAL TUTORS

In line with University Policy, all MA students in the Department are assigned the MA Director as their Personal Tutor. Under the University's Code of Good Practice, it is expected that a Personal Tutor will:

- Meet all students at least once a term for an individual review of general progress and general well-being.
- Set aside some fixed time or times (of at least one hour each week) when students may drop in.
- Give students advice about their academic progress and general academic advice about courses and options.
- Give students help and advice about non-academic matters as far as it is in their competence to do so, or advise them where further help can be obtained.
- Recognise that students may wish to discuss personal matters with a member of staff of a particular gender, and to make appropriate arrangements for this to happen.
- Advise students of the procedures to be adopted in the event of an emergency.
- Be prepared to act as referee for their students for job and other applications.
- Perform all the responsibilities conferred on Personal Tutors in the University Regulations.

Of course none of this prevents you from approaching any member of staff in the Department for assistance, and we are all very pleased to help with all aspects of pastoral and academic care.

The following contacts may also be of use:

- Director of PGT Studies – Dr Laura Schwartz L.Schwartz@warwick.ac.uk (for issues relating to the degree course and requests for essay extensions)
- Director of PGR Studies – Professor Robert Fletcher R.Fletcher.1@warwick.ac.uk (for general postgraduate issues)
- Head of Department - Professor Daniel Branch at D.P.Branch@warwick.ac.uk (for disciplinary and regulatory matters)
- Departmental Senior Tutor – Dr Roger Fagge at roger.fagge@warwick.ac.uk (departmental contact for pastoral or academic matters)
- University Senior Tutor's Office at www.warwick.ac.uk/services/tutors (for pastoral or academic matters)
- University Director of Student Support at www.warwick.ac.uk/services/student-support-services/student-support/ (for residential accommodation matters)
- University Student Counselling Service at www.warwick.ac.uk/services/tutors/counselling/student/ (for personal matters)
- University Disability Services Team at www.warwick.ac.uk/services/tutors/disability (for disability issues)

2. UNIVERSITY LIFE

2.1 STUDENT SUPPORT SERVICES

The University of Warwick is committed to providing a supportive and positive environment for all members of its community. There is a comprehensive support and welfare structure available to help with all kinds of different problems. For details, please consult the Student Support Services website at (<https://warwick.ac.uk/services/supportservices>)

Their services include:

- Director of Student Support
- Senior Tutor
- Personal Tutoring
- Residential Life
- Disability Services
- Mental Health
- Counselling Services
- Chaplaincy
- Security
- Students Union Advice Centre
- Student Funding
- Health Centre

If you don't find what you are looking for online, feel free to contact the Student Support Reception which is located on the ground floor of University House or telephone 024 76 575570 (internal extension 75570) or email studentsupport@warwick.ac.uk.

If you require out-of-hours emergency support, please contact the Campus Security Control Centre on 024 7652 2222 (internal extension 22222).

2.2 STUDENT STAFF LIAISON COMMITTEE (SSLC)

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/>

2.3 GRADUATION

All information regarding the University's degree ceremonies can be found on the Awards and Ceremonies website (<http://www2.warwick.ac.uk/services/academicoffice/congregation/>), including the dates of forthcoming graduation ceremonies.

2.4 SECURITY TEAM

If you need help in an emergency or have any concerns about safety on and off campus contact the Security Team.

Phone number: 024 7652 2083 or internal extension 22083

2.5 INTERNATIONAL STUDENTS OFFICE

At Warwick we place great emphasis on support for our international students. We work to make our campus a friendly and caring place in which our students can excel. Coming to study in a new country is a huge challenge, involving many difficulties and uncertainties, therefore at Warwick we have a comprehensive range of counselling and support services available, for free, to all our international students.

The International Student Office is a friendly team of experienced staff, here to support all EU and overseas students during their studies at the University of Warwick. You are encouraged to contact them if you have queries or difficulties about anything during your stay.

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

2.6 LANGUAGE CENTRE

The Language Centre supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students and staff across the University. The Language Centre (<http://warwick.ac.uk/languagecentre>) is located on the ground floor of the Humanities Building and can be contacted by email language.enquiries@warwick.ac.uk.

3. EXPECTATIONS

3.1 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 work force 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>
- [University Calendar](#), the main 'rule book' and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour.

3.2 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](#)).

3.3 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.

4.2. 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>

3.4 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/preventionandsupport><https://warwick.ac.uk/services/supportservices/preventionandsupport>

4. FACILITIES

4.1 RESEARCH AND WORK ACCOMMODATION

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.

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.

Senate House has a dedicated space set aside for postgraduate students, the 'Postgraduate Hub', which has many facilities available for MA students (<http://www2.warwick.ac.uk/services/library/pghub>).

4.2 DEPARTMENTAL COMMON ROOM

Room H301 is the Departmental Common Room, shared by staff and postgraduate students, where you can help yourself to tea and coffee. There is also a microwave oven for heating up food, and a fridge if you wish to store food.

4.3 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. Your dedicated consultant for 2017-18 will be Millie Tissut (M.Tissut@warwick.ac.uk) with whom you will meet during your first week with us.

Please read through the Student Careers and Skills website at www.warwick.ac.uk/services/scs/, which includes Department-specific information at <http://www2.warwick.ac.uk/services/careers/options/departments/>

4.4 THE LIBRARY

The University Library has about 1.2 million printed volumes and 13 kilometres of archives in its main building and Modern Records Centre. The Library has over 25,000 registered users and employs around 150 (c.90 full time equivalent) staff, including 20 academic-related librarians. Over 22,500 items are accessioned each year, adding 1.1 km of stock (700 metres of printed materials, 400 of archives). Over 30,000 electronic journals are currently received and more than 56,000 electronic books.

- Floor 1: General services and the Short Loan Collection, a collection of heavy-use material
- Floor 2: Sciences
- Floor 3: Arts
- Floor 4: Education, Law, Statistics and Official Publications
- Floor 5: Social Sciences

Special areas in the Library include two Silent Study Rooms, informal Group Study areas with open access PCs, Smart Boards and other interactive learning resources, the Wolfson Research Exchange, and the

Wolfson postgraduate-only PC cluster. All floors have study seating. A controlled entry policy operates, with turnstiles triggered by the University/Library Card, in order to give priority for use of facilities to members of the University.

To access Warwick Library e-resources, you can either follow the links from the Library website, Encore (<http://encore.lib.warwick.ac.uk>), or Library Catalogue (<http://webcat.warwick.ac.uk/>). These links will usually take you straight to the Warwick Web Sign-on or the Library Login screens where you will need to enter your Warwick username and password. You should then be taken straight to the e-resource you selected with access to Warwick subscribed content. Access will usually be the same whether you are on or off-campus.

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

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/.

4.5 IT FACILITIES AND TRAINING

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 <http://www2.warwick.ac.uk/services/its/servicessupport/accounts/register/>. 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/>

4.6 LANGUAGE LEARNING FACILITIES

The University's Language Centre is located on the ground floor of the Humanities Building, and offers a wide range of courses at every level. The Department will cover the cost of one term's Language Centre tuition per postgraduate student, subject to two conditions:

1. The student commits to attend the course regularly and do the required work for it. Failing this, the Department will require repayment of the course fee.
2. The student demonstrates willingness to make a good faith effort to use the studied language for their academic work. Thus, for example, normally we would expect that the research proposal submitted would include some work using the language (in the event that using the language subsequently proved unnecessary or not feasible, we would waive this second requirement so long as good faith had been demonstrated).

If you wish to take up this offer, please contact the Postgraduate Coordinator at pghistoryoffice@warwick.ac.uk in the first instance.

4.7 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. Only occasional attendance, especially in the case of Term 2, is not advisable. 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: H448b, near the Graduate Space). Further information is available at <http://www2.warwick.ac.uk/fac/arts/ren/postgradstudy/manuscripttoprint/>.

4.8 UNIVERSITY NURSERY

The University Nursery provides friendly and professional childcare for children of Warwick University members, including students. Details of the Nursery, including fees and opening hours, can be found on the University Nursery website (www.warwick.ac.uk/services/nursery).

4.9 INTERNATIONAL OFFICE

At Warwick we place great emphasis on support for our international students. We work to make our campus a friendly and caring place in which our students can excel. Coming to study in a new country is a huge challenge, involving many difficulties and uncertainties, therefore at Warwick we have a comprehensive range of counselling and support services available, for free, to all our international students.

Further information can be found here: <https://warwick.ac.uk/study/international>

4.10 THE HISTORY SOCIETY

The History Society (HistSoc) is a student social group open to everyone with an interest in History or anything Historical. In addition to a wide variety of social activities, the society also provides support for History students and careers advancement, and organises specialist historians to hold talks and discussions, allowing a more detailed insight into various topics. These events may be relevant to your modules and useful to your degree, or are perhaps something that you are generally interested in. More detail can be found on the History Society website at www.warwicksu.com/societies/historySoc/.

4.11 CAR PARKING

Car Parking is difficult. Students who face particular problems or for whom car use is essential should contact University House Reception.

Car parking at Warwick: <https://warwick.ac.uk/services/carparks>

Car share Scheme: https://warwick.ac.uk/services/estates/transport/car_sharing

5 FUNDING WHILST IN STUDY

For the most up-to-date information about available sources of funding available to PG students, please visit https://warwick.ac.uk/fac/arts/history/students/postgrad_life/funding/ Sources of assistance include:

5.1 POSTGRADUATE RESEARCH FUND

The Department administers a small Postgraduate Research Fund. All postgraduates are eligible to apply, however taught MA students may only apply for funds to help them with the **research** element of their course. The fund is available only to those who cannot claim for support with research-related costs from their funding body. In the past, expenditure has been used to fund visits to archives and libraries, and attendance at conferences. Funds are limited, and individuals will not normally receive more than £300 per year of study. Please use the application form available at

<https://warwick.ac.uk/fac/arts/history/students/useful/pgresearchfund>

5.2 THE CALLUM MACDONALD MEMORIAL BURSARY

The Callum MacDonald Memorial Bursary is intended to support postgraduate students in their research. It may be used either to fund a specific research project or to cover the costs of presenting a paper at a conference. Students may apply for up to £500.00.

Information on the Callum MacDonald Memorial Bursary can be found via the History funding pages:

http://www2.warwick.ac.uk/fac/arts/history/students/postgrad_life/funding

5.3 HARDSHIP FUNDS

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.

<https://warwick.ac.uk/services/academicoffice/funding/hardshipfunds>

6. THE COURSE

6.1 ATTENDANCE AND MONITORING

This is a demanding and intensive taught postgraduate course. Normally students are expected to devote the equivalent of a 37.5-hour week to each week of their studies, including during the summer vacation. (Part-time students would be expected to make a proportional time commitment.) This means that students may have difficulty meeting the attendance and reading requirements if they take on a significant amount of paid work whilst on the course. Students who live at great distance from the University campus may also struggle to complete the course successfully.

All departments are required by the University to monitor students' attendance to ensure they are engaging appropriately with their course, and to identify any personal or pastoral issues with which they may need help. Accordingly, it is compulsory for all taught Masters students to meet the monitoring points below:

Term 1	
Attendance at department induction event (1)	Week 1
Meeting with Personal Tutor (2)	Weeks 1-3
Attendance at Seminars (3-5)	Weeks 3, 7 & 9
Submission of assessed work (6)	Week 11 (TSM Core Module essay)
Term 2	
Attendance at Seminars (7-8)	Weeks 2 & 8
Attendance at Dissertation Research Design Seminar (9)	Weeks 1-5
Term 3	
Submission of assessed work (10)	Week 1 (optional module essay)
Meeting with dissertation supervisor (11)	Weeks 1-8
Summer	
Vacation meeting with dissertation supervisor(12)	By 31 st July 2019
Submission of dissertation/project/essay (13)	1 July to 6 September

You will not be penalised for failing to meet these requirements on account of ill-health or serious personal difficulty, provided you have made your seminar tutor or the Postgraduate Coordinator aware of your problem. In cases of extended absence we may require you to provide medical notes/supporting documentation. However, please note that the Department is obliged to report students who fail to attend without explanation. For further details of the University's policy on monitoring progress and attendance, please see

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

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 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 Tier 4 students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas. 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.

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

6.2 COURSE STRUCTURE

All MA students follow the 'Historical Research: Theory, Skill & Method' (TSM) course. Students following the MAs in Modern, Global and Comparative, and Early Modern History follow one course-specific core module and two optional modules, selected from an available list. Students on the MA in the History of Medicine are required to take two course-specific core modules and one optional module from the same list. All modules are delivered via nine two-hour seminars over one term.

6.3 MODULE REGISTRATION

MA optional modules run in the Spring term and must be formally chosen and registered for.

Your choices for the MA optional modules must be submitted by the online form here:

https://warwick.ac.uk/fac/arts/history/students/modules/nom_all/ma

This form must be submitted by midnight GMT on **Sunday 14th October 2018** (the end of week 2 of the Autumn term) and the results of the module allocation will be circulated to students by the end of week 4 of the Autumn term. Places are not allocated on a first-come first-served basis, but instead all students who submit their module nomination form by the relevant deadline are given due consideration. Students may resubmit the form with different nominations as often as they wish before the submission deadline; the last form submitted by each student will be used in the module allocation process. Those students who fail to submit a form by the deadline are required to wait until the module allocation process has been completed for those students who submit by the deadline, and then to make their choices from the reduced number of module places that still remain available.

The list of available modules can be found here:

<https://warwick.ac.uk/fac/arts/history/students/modules/ma>

6.4 TIMETABLES

You will be able to access your timetable through your [Tabula profile](#). You will be able to see the day, time and location of your lectures and classes that you are required to attend.

Please note some of your classes (e.g. some seminars, tutorial and lab classes) may not be arranged through the University's Central Timetabling Office. They are organised locally by the department concerned. This means that they will not appear in your personalised timetable. You will need to contact the department that is running the module in order to find out when these sessions are running, or to sign up to a seminar group.

If you have any issues with your timetable, for example if you think there is something missing or you have a clash, please contact PGHistoryOffice@warwick.ac.uk

6.5 PART-TIME STUDY

We generally recommend that part-time students follow the mandatory Theory, Skill, Method (TSM) module in the autumn term and one optional module in the spring term during their first year, to spread the workload as evenly as possible. This will mean that the course-specific core module and the second optional module are followed in the second year. (If students have external commitments which mean that a different structure is more appropriate, this can normally be accommodated.)

Work on part-time students' dissertations will be ongoing from the point at which they are assigned a supervisor, but will be concentrated during the summer terms and vacations, and they will be required to submit this in the September of their second year. Please see the Dissertation Timeline (Appendix IV) for further details

6.6 DISSERTATION

All taught MA students apart from those following the MA in History of Medicine write a dissertation of 15,000 words. History of Medicine students submit a dissertation of 20,000 words. (This word count **does not** include footnotes, appendices and bibliography).

The dissertation is the most important piece of work you will produce in the course. You should begin the course with a clear, if general, idea of your dissertation topic. You will request and be assigned a dissertation supervisor by the end of week 4 term 1. You are expected to meet with your supervisors during week 5, term 1. This is no different for part-time students.

6.7 ETHICS IN RESEARCH

The University requires departments to consider the ethical implications of the students' research. We will ask you to fill in a form and submit it together with your dissertation proposal. It is **not** acceptable to submit a blank form. If any ethical issues are identified, you will need to supply the PGT Director with an appropriate written description of the scope of the project, and a formal record of the decision to grant ethical approval will be kept in the departmental office.

6.8 RESEARCH SEMINAR ATTENDANCE

The Department hosts a lively research culture. Departmental seminars are ongoing and you will get the most out of your degree course if you attend them regularly. It is also a great way to interact informally with staff and students across the Department.

Details of seminar and workshops run or partly delivered by the department are at http://www2.warwick.ac.uk/fac/arts/history/research/seminars_readinggroups

By attending seminars you can keep up to date with recent developments in historical thinking and historical writing, introduced by a range of eminent historians.

6.9 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. Whilst the GRF is primarily aimed at PhD students, some of the sessions are open to PGT students and attendance is encouraged. Details below:

GRADUATE RESEARCH FORUM, 2018-19

Mondays, 5-7pm

Venue: Ramphal Building, R1.03

PART III (SUITABLE FOR ALL PGT AND 1ST YEAR PGR STUDENTS)	
WEEK 9	<i>Research Journeys: Dr Claire Shaw and 'Deaf in the USSR'</i>
WEEK 10	<i>Research Journeys: Dr Naomi Pullen and 'Female Friends and the Making of Transatlantic Quakerism'</i>
SPRING TERM (SUITABLE FOR ALL PGT AND 1ST YEAR PGR STUDENTS)	
WEEK 1	<i>Research Journeys: Dr Song-Chuan Chen and 'Merchants of War and Peace'</i>
WEEK 2	<i>Research Journeys: Dr Anna Ross and 'Beyond the Barricades'</i>

6.10 POSTGRADUATE CONFERENCE

This is a two-day conference at which Warwick History postgraduate students make presentations of their own research during late-May/early-June. Both PGT + PGR 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 research and taught MA are normally expected to attend the conference.

6.11 MA CONFERENCE

In the event MA students are willing to form an organising committee early in Term 1, the department will support an MA conference (normally in week 6 of term 2). Please feel free to approach the PGT Director with any ideas or themes for this year's conference. The PG Coordinator will be available to provide any administrative support required. This will be organised independently by the MA students.

7. SUBMISSION OF ASSESSED WORK

7.1 SUBMISSION DEADLINES AND PROVISION OF FEEDBACK

<p>Term 1 Course-specific Core Module essay (6000 words):</p> <p>HI907 - Themes in Medical History</p> <p>HI992 - Themes in Early Modern History</p> <p>HI997 - Themes in Global & Comparative History</p> <p>HI998 - Themes in Modern History</p> <p>HI991 – Matters of Life and Death: Topics in the Medical Humanities</p>	<p>Wednesday 5th December 2018 Term 1, Week 10</p>
<p>Feedback</p>	<p>20 working days after submission deadline</p>
<p>Theory, Skill & Method (Core Module) essay (6000 words):</p> <p>HI989</p>	<p>Wednesday 12th December 2018 Term 1, 'Week 11' (First week of Christmas vacation)</p>
<p>Feedback</p>	<p>20 working days after submission deadline</p>
<p>Term 2 Optional Module essays (6000 words):</p> <p>HI991 - Matters of Life and Death: Topics in the Medical Humanities</p> <p>HI993 - Themes and Approaches to the Historical Study of Religious Cultures</p> <p>HI994 - Themes and Approaches to the Historical Study of Consumption</p> <p>HI995 - Themes and Approaches to the Historical Study of Empire</p> <p>HI996 - Themes and Approaches to the Historical Study of Gender and Sexuality</p> <p>HI999 – Themes in the History of Science, Technology, Environment and Society</p>	<p>Wednesday 24th April 2019 Term 3, Week 1</p>
<p>Research Proposal (approx 3000 words, non-assessed)</p> <p>A completed Taught MA Ethics form must be submitted with your proposal, and will be forwarded to your supervisor and the PGT Director for amendment/approval.</p>	<p>Wednesday 20th February 2019 (for full-time students)</p> <p>Term 2, Week 7</p> <p>Wednesday 6th November 2019 (for part-time students)</p> <p>Year 2, Term 1, Week 6</p>

Dissertation (15000 words or 20000 words for History of Medicine students only)	Friday 6 th September 2019 (for full-time students and 2017/18 part-time students) Friday 4 th September 2020 (for 2018/19 part-time students)
Feedback	Friday 18 th October 2019

7.2 SUBMISSION PROCEDURE

Use <https://tabula.warwick.ac.uk/coursework/> to access Tabula and click on 'coursework management' which will enable you to submit your assessed work. You will be presented with a screen which lists all the essays you are due to submit this year under the heading 'Your assignments'. The list is annotated to show those essays which are due, those which you have already submitted and any which are over-due.

Click on 'individual assignments' to upload your essay. The system will ask you to provide an accurate word count. This should be entered as a number (with no commas or spaces), e.g. 4900. Please note that all word counts will be verified by markers, and that penalties will be imposed for work that is over-length (See 4.11 for details.)

After you've submitted your work, the system will send an email to your Warwick email account to confirm your submission.

7.3 FEEDBACK ON ASSESSED WORK

Students will be provided with detailed feedback from two internal markers on every piece of assessed work submitted on the dates listed above via the Tabula system. The comments are designed to be constructive, linked to the learning outcomes of the module in question and to inform your subsequent work. All feedback will be provided within **20 working days** of the deadline for each assignment and queries about the marks or the comments provided should be directed to the convenor of the module in question, who will be best placed to advise. **Please note that all internally agreed marks remain provisional until ratified by the PGT Exam Board in November.**

7.4 MARKING CRITERIA FOR TAUGHT MA ASSESSMENTS

Arts Faculty Marking Descriptors for Taught Masters

80+: (Distinction): Work which, over and above possessing all the qualities of the 70-79 mark range, indicates a fruitful new approach to the material studies, represents an advance in scholarship or is judged by examiners to be of a standard publishable in a peer-reviewed publication.

70-79 (Distinction): Methodologically sophisticated, intelligently argued, with some evidence of genuine originality in analysis or approach. Impressive command of the critical/historiographical/theoretical field,

and an ability to situate the topic within it, and to modify or challenge received interpretations where appropriate. Excellent deployment of a substantial body of primary material/texts to advance the argument. Well structured, very well written, with proper referencing and extensive bibliography.

60-69 (Merit): Well organised and effectively argued, analytical in approach, showing a sound grasp of the critical/historiographical/theoretical field. Demonstrates an ability to draw upon a fairly substantial body of primary material, and to relate this in an illuminating way to the issues under discussion. Generally well written, with a clear sequence of arguments, and satisfactory referencing and bibliography.

50-59: A lower level of attainment than work in the 60-69 range, but demonstrating some awareness of the general critical/historiographical/theoretical field. Mainly analytical, rather than descriptive or narrative in approach. An overall grasp of the subject matter, with, perhaps, a few areas of confusion or gaps in factual or conceptual understanding of the material. Demonstrates an ability to draw upon a reasonable range of primary material, and relate it accurately to the issues under discussion. Clearly written, with adequate referencing and bibliography.

40-49: (Fail/Diploma): This work is inadequate for an MA award, but may be acceptable for a Postgraduate Diploma [although some departments may wish to set the pass mark for a diploma at a higher level than this]. Significant elements of confusion in the framing and execution of the response to the question. Simple, coherent and solid answers, but mainly descriptive or narrative in approach. Relevant, but not extensive deployment of primary material in relation to the issues under discussion. Occasional tendency to derivativeness either by paraphrase or direct quotation of secondary sources. Some attempt to meet requirements for referencing and bibliography.

39- : (Fail): Work inadequate for an MA or Diploma award. Poorly argued, written and presented. Conceptual confusion throughout, and demonstrates no knowledge of the critical/historiographical/theoretical field. Failure to address the issues raised by the question, derivative, very insubstantial or very poor or limited deployment of primary material

History Department Assessment Criteria for PGT Modules (which includes the Arts Faculty Criteria but are more specific to the subject of History)

80+ (Distinction):

Knowledge and Understanding: Exceptional and/or outstanding comprehension of the implications of the question and sophisticated, creative and original, nuanced and critical understanding of the theoretical & methodological issues not only pertaining to the subject, but to the field as a whole. Technical vocabulary, where appropriate: accurate and exceptionally sophisticated usage. According to the judgement of the examiners may be of publishable standard in a peer-reviewed journal

Argument: A critical, analytical and sophisticated argument that is logically structured and extremely well-supported with elements of originality. Outstanding evidence throughout of independent thought and ability to 'see beyond the question', suggesting a thorough grasp of the broader field and wider concepts. Evidence of reading exceptionally widely beyond the prescribed reading list and creative use of evidence to enhance the overall argument; demonstrates the ability to synthesise appropriate principles by reference, where appropriate, to primary sources and knowledge at the forefront of the discipline.

Presentation: Exceptionally well presented: no grammatical or spelling errors; written in a fluent and engaging style; exemplary referencing and bibliographic formatting. Very extensive and detailed knowledge

with impressive conceptual understanding and analytical skills. Extensive evidence of coherence, creativity, originality, autonomy, imagination and the ability to deal with complexity, contradictions or gaps in the knowledge base and ability to synthesise appropriate principles by reference to primary sources and knowledge at the forefront of the discipline.

70-79 (Distinction):

Knowledge and Understanding: Excellent comprehension of the implications of the question and critical understanding of the theoretical & methodological issues. Technical vocabulary, where appropriate: accurate and sophisticated usage.

Argument: A critical, analytical and sophisticated argument that is logically structured and well-supported. Evidence of independent thought and ability to 'see beyond the immediate question', suggesting a burgeoning grasp of the broader field and wider concepts. Evidence of reading widely beyond the prescribed reading list and creative use of evidence to enhance the overall argument; demonstrates the ability to synthesise appropriate principles by reference, where appropriate, to primary sources and perhaps some knowledge at the forefront of the discipline

Presentation: Extremely well presented: minimal grammatical or spelling errors if any; written in a fluent and engaging style; exemplary referencing and bibliographic formatting.

60-69 (Merit):

Knowledge and Understanding: Generally well written, with a clear sequence of arguments, and satisfactory referencing and bibliography. Very good comprehension of the implications of the question and fairly extensive and accurate knowledge and understanding, showing a sound grasp of the critical/historiographical/theoretical field, well organised and effectively argued, analytical in approach. Technical vocabulary, where appropriate: used with reasonable ease and success.

Argument: Demonstrates an ability to draw upon a fairly substantial body of primary material, and to relate this in an illuminating way to the issues under discussion. Very good awareness of underlying theoretical and methodological issues, though not always displaying an understanding of how they link to the question. A generally critical, analytical argument, which shows attempts at independent thinking and is sensibly structured and generally well-supported. Clear and generally critical knowledge of relevant literature; use of works beyond the prescribed reading list; demonstrating the ability to be selective in the range of material used, and the capacity to synthesise rather than describe

Presentation: Very well presented: no significant grammatical or spelling errors; written clearly and concisely; fairly consistent and satisfactory referencing and bibliographic formatting

50-59 (merit):

Knowledge and Understanding: Generally clear and accurate knowledge, though there may be some errors and/or gaps and some awareness of underlying theoretical/methodological issues with limited understanding of how they relate to the question. Technical vocabulary, where appropriate: attempted use, but not always successful, not always a full understanding of concepts/theory/method used.

Argument: Demonstrates an ability to draw upon a reasonable range of primary material, and relate it accurately to the issues under discussion. Some attempt at analysis but a tendency to be descriptive rather than critical and analytical. Tendency to assert/state opinion, view or 'feeling' rather than argue on the basis of reasoned arguments and evidence; arguments not sustained by choice of evidence; structure may not be entirely clear or logical. Some attempt to go beyond or criticise the 'essential reading' for the unit; but displaying limited capacity to discern between relevant and non-relevant material.

Presentation: Adequately presented: writing style conveys meaning but is sometimes awkward; some

significant grammatical and spelling errors; inconsistent referencing, but generally accurate bibliography; bibliography may be too short.

40-49 (Fail):

Knowledge and Understanding: Work inadequate for an MA or PG Diploma award. Limited knowledge and understanding with significant errors and omissions and generally ignorant or confused awareness of key theoretical/ methodological issues. Technical vocabulary, where appropriate: attempts use, but only with partial understanding and/or success.

Argument: Largely misses the point of the question, asserts rather than argues a case; underdeveloped or chaotic structure; evidence mentioned but used inappropriately or incorrectly. Relevant, but not extensive deployment of primary material in relation to the issues under discussion. Very little attempt at analysis or synthesis, tending towards excessive description. Limited, uncritical and generally confused account of a narrow range of sources

Presentation: Poorly presented: not always easy to follow; frequent grammatical and spelling errors; limited attempt at providing references (e.g. only referencing direct quotations) and containing bibliographic omissions.

39- (Fail):

Knowledge and Understanding: Work inadequate for an MA or PG Diploma award. Unsatisfactory level of knowledge and understanding of subject; limited or no understanding of theoretical/methodological issues. Technical vocabulary, where appropriate: little and/or inaccurate usage

Argument: Very little comprehension of the implications of the question and lacking a coherent structure. Lacking any attempt at analysis and critical engagement with issues, based on description or opinion. Little use of sources and what is used reflects a very narrow range or is irrelevant and/or misunderstood

Presentation: Unsatisfactory presentation: difficult to follow; very limited attempt at providing references (e.g. only referencing direct quotations) and containing bibliographic omissions.

7.5 WORD LENGTH OF ASSESSED WORK

A published maximum word-length has the force of a University Regulation. All assessed work submitted for a Master's degree must conform to the word-lengths given in this Handbook, and published elsewhere. You will be asked to provide a word count of your essays and dissertation, to be noted on the title page and confirmed on Tabula. Please note that the word count **excludes** the bibliography, title pages and footnotes.

Essays and dissertations that are above the word limit will be deducted as follows:

- **Any assessed work over 4,500 words: 1 mark off for each 100 words (or part thereof)**
- **Any assessed work up to 4,500 words: 1 mark off for each 50 words (or part thereof) over the specified limit**

The word limits are strict upper limits, and marks will be deducted if the assessment is over-length.

You will not be penalised for producing underlength work, provided quality is not sacrificed to brevity. Learning to write to a limit is one of the skills the degree is designed to encourage you to cultivate.

7.6 PLAGIARISM

Plagiarism is a serious offence and if proven leads to action under University Regulation 11B, 'Procedure to be Adopted in the Event of Suspected Cheating'

(<http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating>).

Plagiarism takes a number of forms and the following are considered to fall under Regulation 11B:

- **Plagiarism.** This includes copying without acknowledgement from a printed source; copying another student's essay; reproducing 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 even if the source is identified in footnotes; unacknowledged quotation; disguised borrowing and near-copying.
- **Self-Plagiarism.** You may not copy work that you have already presented for a summative essay or dissertation in another piece of work.
- **Contract Cheating.** You may not purchase or ask another person to complete an essay or sit an exam in your place. Always acknowledge any third party assistance (beyond that of your tutor), for example with proof reading or providing references. If you are unclear whether any third party assistance is acceptable please discuss with your academic or personal tutor in advance of submitting the piece of work.
- **Collusion.** If you allow another student to copy some or all of your work, even if you consider this is helping them, you may be considered to have cheated alongside the student who copied the work. Whilst the Department encourages students to work together and read each other's essays, all work submitted should be the student's own.
- **Deliberate attempts to mask plagiarism.** The Department may ask for work to be presented in other formats if it suspects students are deliberately trying to mask one of the forms of plagiarism identified above.

Students should always identify sources for specific information and, where appropriate, the ideas used in assessed essays. 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. Poor, sloppy or negligent practice may not result in action under Regulation 11B but will receive lower marks in line with the marking and classification criteria. The Department uses plagiarism software or other appropriate means to identify plagiarism in students' assessed and non-assessed work. This also highlights cases of self-plagiarism.

Process if plagiarism or poor academic practice is suspected

- All student work is subject to scrutiny by online plagiarism detection software which may signal problems with the work.
- The first marker/module convenor checks the work and identifies it as a suspected case of plagiarism/poor academic practice.
- Markers may also identify work they consider plagiarism or poor academic practice independently of the plagiarism detection software.

- All submitted work by a student suspected of plagiarism/poor academic practice is then checked and for joint degree students, their sister department is informed.
- The case is referred to an investigation panel and the student is invited to attend along with their personal tutor.
- The panel uses academic judgement to decide whether the case is not proven; poor academic practice; or plagiarism.
- The outcomes of the panel are as follows:
 - **Not proven.** The investigation considers the piece of work is neither poor practice nor plagiarism and therefore the work is marked anonymously as usual.
 - **Poor academic practice.** The investigation concludes the work is not plagiarised but a case of poor academic practice. The work is marked in line with marking and classification criteria taking into consideration the poor practice.
 - **Plagiarism.** The work is considered to be plagiarism. Regulation 11B is invoked and the Head of Department imposes a penalty commensurate with the seriousness of the plagiarism. This could include a penalty of '0' for the piece of work; or a resubmission with the resubmitted piece capped at a mark of 40%; or referral to an Investigation Committee of Senate. In such cases the student has ten days to appeal against the decision of the Head of Department.

7.7 UNIVERSITY POLICY ON PLAGIARISM (USEFUL LINKS)

Please familiarise yourself with the University policy on plagiarism, which is covered in the following links:

- The [main plagiarism web page](#) which includes all the below information and links to documentation
- The updated [Guidance for Dealing with Cheating in Assessed Work](#) provides information for students on good academic writing and referencing; use of source matching software; formative assignments; procedure for investigating cases of suspected cheating and reporting of cheating cases.
- In line with the new policy, the revised guidance [Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test](#) has been updated.
- Part B of the University's Regulation on Essays, Dissertations, Reports and Other Assessed Work, not Undertaken under Examination Condition. This can be found at [University Regulations for the Invigilation of Examinations](#).
- [Referencing and Avoiding Plagiarism Skills Tutorial](#)

7.8 PROCEDURE FOR DEALING WITH CASES OF PLAGIARISM

1. Work is submitted by the student for marking. If the marker has a concern with the work and suspects there is a case for plagiarism, he or she will refer this to the Department Academic Conduct Panel (two experienced academic staff) for investigation.

2. The Department Academic Conduct Panel will consider the case to identify if a) this is a case of poor academic practice or b) a case of plagiarism.

3. If the work is found to demonstrate poor academic practice and there is no evidence of cheating, the work will be returned to the marker for their outcome (the work will be marked as normal taking into account poor academic practice)

3. If the work is found to represent a case of plagiarism, the student will be invited to make a statement arguing their case to the panel. If after the student's statement the Academic Conduct Panel decides that the case is one of poor academic practice, or that there is no case to answer, the work is returned to the Module Leader to provide an appropriate mark.

4. If the Academic Conduct Panel decides that there is evidence of cheating, it should refer the matter to the Head of Department. If there is evidence of a serious case of cheating, the Head of Department may refer the case to an Investigating Committee of the Senate. If the plagiarism is not considered severe enough to merit a referral to the Investigating Committee of the Senate, the Head of Department should provide the student with the opportunity to attend a meeting to put forward their case, before determining whether an offence has occurred. In the event that an offence has occurred, the Head of Department will decide on and confirm the penalty to the student. The student has a right to appeal to the Investigating Committee of the Senate against the decision. If the student accepts the penalty, the matter ends and the outcome is reported to the Examination Board. If the student appeals, the procedure relating to an Investigating Committee of the Senate is invoked. The case is now closed.

8 PROGRESS ON TAUGHT MASTER'S COURSES

Tutors and markers are also pleased to provide you with verbal feedback on your performance and progress. If you would like to receive this please visit in their office hours.

8.1 PERMISSION TO PROCEED TO WRITING A DISSERTATION

After Term 3 (around mid/late June), when all your taught module coursework has been submitted, an Examination Board (consisting at this stage of internal members) will be held to review all marks and individual student progress. Provided you have achieved a Pass mark (a mark of 50 or above) in 90 CATS' worth of assessed work (including all core modules) and at least 40 in the remaining module, you will normally be allowed to proceed to writing your dissertation. This is a just formal designation: work on your dissertation should be quite advanced by this stage! If you have not achieved this, you will have the opportunity to resubmit failed assessments worth up to 60 CATS in total (see appendices II and III for details).

This Examination Board will also recommend that students following the taught MA part-time should be allowed to proceed to his/her second year, provided that the assessed work submitted so far has reached the required level.

8.2 THE POSTGRADUATE DIPLOMA

A Postgraduate Diploma may be awarded to:

- Students who have completed all assessed work satisfactorily, but have failed to produce a satisfactory dissertation, as determined by the Final MA Exam Board in November.
- Students unable to proceed to writing a dissertation following completion of coursework, as determined by the Interim MA Exam Board in June.

8.3 MARKING AND EXAMINATION CONVENTIONS

The pass mark is 50. Marks between 60 and 69 will be awarded to work of merit level, and marks of 70 and above to work of distinction standard. Where dissertations have not met the required standard, candidates may be asked by the November Exam Board to resubmit within a specified time limit.

8.4 MODULE FEEDBACK

At the end of the autumn and spring terms you will be asked to complete a course module review for each element of your MA programme (including TSM). Your response to the content and teaching of the various courses you have taken is extremely valuable, especially in planning for the future, and will be anonymised before it is forwarded to the MA Module Tutors, and the TSM Module Convenor.

8.5 EDUCATION COMMITTEE (EDCOM)

Taught Masters teaching and learning matters will be addressed by this Committee. Membership will include all key staff and SSLC reps. Normally meeting twice a term, its remit is to deal with all issues regarding the Department's pedagogic activities. It receives the Minutes of the Postgraduate SSLC, and makes its own Report (after each meeting) to the History Academic Staff Meeting.

8.6 ILLNESS AND ABSENCES (PLEASE ALSO REFER TO SECTION ON ATTENDANCE MONITORING ABOVE)

Attendance at lectures and seminars is compulsory for all students taking a History Department module. Seminar attendance is monitored, and all absences, other than those for which there is a solid reason backed by evidence, will be reported to the Academic Office. Illness of five days or less can be self-certified, but illness of longer than five days requires a doctor's note.

Tier 4 sponsored students should ensure that the PG Coordinator is informed of any overseas research trips (see SECTION 1.3 above)

8.7 EXTENSIONS TO DEADLINES

Extensions to assessed work deadlines may be granted only in exceptional circumstances such as ill health and/or extreme personal issues. **All extension requests must be made two working days in advance of the published assessment deadline.** Working days are defined as Monday to Friday (inclusive).

Extensions will not be granted for last-minute illnesses or technical problems (including problems with Tabula, laptops, etc.). You should plan to submit your work well in advance of the deadline to avoid potential problems. We recommend submitting at least twelve hours (or one working day) in advance of the assessment deadline to avoid last-minute difficulties. Retrospective requests for extensions will not be granted. If serious circumstances prevent you from requesting an extension ahead of time, you should meet with your personal tutor to discuss an application to the Mitigating Circumstances Committee to be taken into consideration. This must be done as soon as possible.

Requests for extensions should be made via Tabula (remember to do this for each separate assessment, if you have multiple assessments due around the same time). You will need to state the reasons for your request and upload supporting evidence. Please note that you may be invited to meet with the Director of Undergraduate Studies before a decision can be made. If such a meeting is not deemed necessary, you will receive an email to advise whether or not an extension has been granted.

PLEASE NOTE: Extensions will not be granted for computer or technical problems. Please ensure you leave enough time to deal with potential last-minute problems when you submit your assessment.

8.8 APPEALS

The University has agreed appeals procedures. If you wish to consult them, you should approach the Graduate School, or consult:

<https://warwick.ac.uk/services/academicoffice/gsp/guidingyouthrough/reg42appeals/>

8.9 MITIGATING CIRCUMSTANCES

[Mitigating Circumstances online form](#)

Extenuating or mitigating circumstances are those events which have had a detrimental effect on your study. It is in your interest to draw the department's attention to them and ask for them to be considered in mitigation of underperformance. Such circumstances include (but are not limited to) illness, both physical and emotional; the severe illness or death of a close family member; a shocking or traumatic personal experience. In addition, sudden, unexpected changes in family circumstances might affect your

ability to make academic progress as a consequence of their demonstrable emotional impact upon you, and may also be considered as mitigation.

The Department understands that for many students it may be difficult to disclose the details of these kinds of circumstances to those outside their family. However, the department and the University are fully supportive of students in difficult circumstances and want to assist if at all possible. All information received is treated confidentially. If you feel inhibited from talking to a personal tutor or other member of staff in the first instance, you may also consider talking to a member of the SSLC, the Students' Union, or a counsellor for initial, informal advice.

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

If you believe that your examination performance may be affected by medical or other difficult personal circumstances you have experienced, this may be taken into consideration at examination boards. Your degree classification; and/or your right to sit the examination again/at a different time; and/or a decision to waive lateness penalties if assessed work is submitted without prior consent for an extension may be affected by such information. Such information is, however, subject to the Data Protection Act and we may therefore only take it into consideration at examination boards if you have explicitly authorised us to do so. In order to give us the required permission, you **MUST** complete the '[Mitigating Circumstances Form](#)'. If you submit the 'Mitigating Circumstances Form', please make sure that your Personal Tutor (or the Exams Secretary or other member of staff) is informed of your reasons for doing so in case s/he is needed to represent your interests. Members of staff may also put forward evidence to the Special Considerations Panel, but they will need your consent to do so. Students must present the form, along with any relevant evidence, within a timely period following medical diagnosis, medical treatment or other incident for which the student is seeking special consideration. **There is no formal deadline for submitting this form, but PG students who fail to do so in time for the exam board in November may not have their cases considered.** Please note also that we may only consider such circumstances if you provide such evidence as may reasonably be expected for the difficulties you have experienced.

Further guidance on the University Mitigation Policy can be found [here](#).

If you have any questions, please contact:

Director of PGT Studies: [Dr Laura Schwartz](#)

APPENDIX II: EXAMINATION OF TAUGHT MASTER'S DEGREES IN THE DEPARTMENT OF HISTORY

Please note that the information below should be read in conjunction with the University-wide 'Requirements for Taught Postgraduate Awards', which follow below (appendix III).

MARKING

- I. The Pass mark is 50. A mark between 60.0 and 69.0 will be awarded to work adjudged to be of merit standard and of 70.0 and above to work of Distinction standard.
- II. All work submitted for assessment will be double-marked. A supervisor will not normally be one of the two markers of a dissertation. Markers are normally drawn from History Department staff. Supervisors may discuss the dissertation with the markers, if they have information relevant to the marking process to impart. Supervisors will be consulted by the markers if a mark cannot be agreed, or in the case of a Fail mark being considered by the markers.
- III. Work submitted for assessment will be moderated by the external examiner, who monitors the Department's examination processes.
- IV. Students who take outside modules will have their work in that module wholly examined by the department in which the module is taken.

Appendix A: Tabulated Summary of Credit Requirements for Awards

Qualification	Total Minimum Credit to be Taken	Total Minimum Credit to be Passed: including all core modules	Highest Level of Credit	Minimum Credit to be Passed at Highest Level
Master (PGT)	180	150*	7	150
PG Dip	120	90**	7	90
PG Cert	60	60	7	60

* The award of Master may be made where a student has obtained 150 credits providing the student has obtained a mark of at least 40 in the failed module(s).

** The award of Postgraduate Diploma may be made where a student has obtained 90 credits providing the student has obtained a mark of at least 40 in the failed module(s).

Appendix B: Tabulated Summary of Credit Requirements for Exit Awards

Qualification	Total minimum credit to be taken	Total minimum credit to be passed	Highest level of credit	Minimum credit to be passed at the highest level
CertHE	120	90	4	90
DipHE	240	180	5	90

'Exit' awards have been developed in order to recognise the achievement of students where it was not possible to award the highest qualification for which they are registered, this includes students as follows:

- Who have not met progression requirements
- Who withdraw due to personal or medical reasons
- Who are restarting on another degree programme

There is an expectation that Boards of Examiners will make a recommendation to allow a student to remedy failure (e.g. resit, resit without residence as appropriate), wherever possible, to allow students an opportunity to progress, and only recommend an exit qualification where these possibilities have been exhausted (or are not available).

SUBMISSION OF ASSESSED WORK BY STUDENTS

- I. The assessment scheme approved for a module shall apply to all students taking the module. Students taking option modules outside their own department shall be examined on those modules according to the conventions of the department setting the examination (Senate 151c/76-77). The adoption of two different credit tariffs by departments at Warwick means that there cannot always be direct interchangeability of modules between departments using different tariffs. Those students taking a module from a department using a different tariff will find that they will either:

Accumulate more credit than actually required e.g. by taking a module rated at 30 credits where they only require 24 credits, or

Need to undertake additional assessed work where they require 30 credits but where the module is typically offered at 24 credits.

- II. All work submitted for assessment (assessed work) must be submitted in accordance with the instructions and the deadlines published in this handbook, and elsewhere. Lateness of submission on compassionate grounds, or on account of illness and/or injury, must be explained as soon as possible, to the MA Course Director or supervisor. Applications for any extension of submission date must be completed via Tabula. A request for an extension on medical grounds should be supported by a medical certificate or a doctor's note.
- III. Where an extension has not been granted, a penalty of 3 marks per day will be imposed for the late submission of assessed work for all taught postgraduate courses.
- IV. All work submitted for assessment shall conform to the word-limits published in this handbook, and elsewhere. Students must provide a word count of each essay and the dissertation submitted, and declare its word-length on the cover sheet. They should also keep an electronic copy of the work available. This electronic copy will be checked to ascertain an accurate word count. Students are advised that the Examination Board may enforce penalties for work that is judged to be over-length. **All words** in submitted assignments count towards the word limit. This includes the essay title, any footnotes, essay bibliography, as well as graphs, tables and appendices. Students will not be penalised for producing underlength work, provided quality is not sacrificed to brevity.

EXAMINATION PROCEDURES

- I. In June, the internal members of the Examination Board will meet to receive reports from the External Examiners. Any candidate whose performance is such that it is unlikely to be redeemed by

the Dissertation will not be allowed to proceed to Dissertation. All candidates will be informed of their progress after this meeting.

- II. In November, the full Examination Board will be convened, comprising all examiners of assessed work, MA Course Directors, and the External Examiners. This meeting will be chaired by the Director of Graduate Studies and its Secretary will be the MA Director. Students will be asked to provide evidence of any previously undeclared mitigating circumstances which may have had an adverse effect on their work around a month prior to the meeting.

- III. The individual units are weighted as follows:

Option One 17%30 CATS

Option Two 17% 30 CATS

TSM –17% 30 CATS

Course-specific Core Module 17% 30 CATS

Dissertation 32% 60 CATS

- IV. Students are normally required to obtain a Pass mark in modules worth at least 150 CATS in total (which necessarily includes the dissertation), providing that a mark of at least 40 is obtained in a failed module, in order for the Examination Board to recommend the award of a Masters Degree. However, there is provision for some remedy of Fail marks. (See Section 4. below.)
- V. A Pass with Distinction will normally be awarded when the overall (weighted) average is at least 70.0%. Students who attain an overall weighted average of between 60% and 69.9% will normally be awarded a Pass with Merit.
- VI. A Postgraduate Diploma will normally be awarded to a student who either does not proceed to a dissertation (as determined by the June Exam Board), or whose dissertation is adjudged a Fail, providing that all taught components have received marks of 50 or above.
- VII. Where all course work has been passed, but the Dissertation has been awarded a Fail mark, the Examination Board will normally ask a candidate to resubmit the Dissertation, by a deadline to be determined by the Board.
- VIII. *Viva voce* examinations may be held, for dissertations only, at the discretion of the Board of Examiners, the examination panel comprising the external examiner, the Chair of Department or Director of Graduate Studies, the Secretary to the Board and at least one other member of staff.

APPENDIX III: REQUIREMENTS FOR TAUGHT POSTGRADUATE AWARDS

PRINCIPLES

- (a) The University has a single set of rules for the award of taught postgraduate qualifications which are not otherwise constrained by accreditation requirements.
- (b) The classification system for the award of merit and distinction is based on averaging.
- (c) These arrangements are consistent with the QAA Framework for Higher Education Qualifications and take account of module and course learning outcomes.
- (d) The system is designed to be transparent, clear and comprehensible for students and staff.
- (e) In arriving at decisions for an award, a fail mark for a module may not be condoned and a module may not be passed by compensation. The award of Master will normally be made on successful completion of 150 credits at M-level, providing that a mark of at least 40 is obtained in the failed module(s).
- (f) It is the responsibility of examination boards to act in accordance with these rules. Where professional, statutory or regulatory bodies specify requirements for accreditation which are inconsistent with these rules, departments must propose alternative arrangements which must be approved by Academic Quality and Standards Committee. No additional conventions may be specified by departments.

MARKING

- (a) All marks should be given on a 0-100 scale.
- (b) The minimum pass mark for all postgraduate modules is 50.
- (c) Departments must specify in module proposals and in information supplied to students whether students must pass all elements of the assessment on a module in order to be awarded a pass mark. In the event that departments do not do so, students will be awarded a pass in the module if they attain an average mark, weighted according to the percentage of the individual elements of the assessment, which is not lower than 50.

RE-EXAMINATION

- (a) Students on taught postgraduate degrees should normally be allowed one opportunity to remedy failure in initial assessment in modules that equate with no more than one half of the total credits awarded in the taught element of the course. Only one re-examination will be permitted for each module except as set out in (f) below. Students obtaining a mark of 30 or less in the dissertation/project carrying a credit weighting of more than 60 credits will only be permitted to submit a re-worked submission for examination against different learning outcomes, the achievement of which would enable them to be considered for the award of a Postgraduate Diploma, except as set out in (f) below.
- (b) Where the failure on an initial assessment in a taught module, dissertation or similar piece of independent project work is the result of penalties for late submission, the student should normally not be allowed to revise or resubmit the same assessment in order to remedy that failure but should be required to undertake a new assessment, dissertation or project. Where it is impracticable for the department to allow the student to undertake a new assessment, dissertation or project that has failed due to penalties for late submission, the initial failure should be allowed to stand [and the matter referred to the Board of Examiners for their consideration of all the circumstances relevant to the case.]
- (c) Where a failure results from a finding of cheating under University regulations, it should be for the Head of the department (or his or her authorised deputy), the University Investigating Committee or the Board of Examiners to determine whether the student should be allowed to remedy that failure.

(d) Where a student has failed to reach the minimum pass mark for a module which contains more than one element of assessment the student shall normally be required to be re-examined only in the element(s) of the assessment which has (have) not met the minimum pass mark, noting that the appropriate method of reassessment should be determined by the Board of Examiners.

(e) The maximum pass mark which may be awarded for a module on re-examination is 50, irrespective of the mark(s) which have been given for other elements of the assessment for that module, except as set out in (f) below. A resubmitted dissertation is also normally capped at 50.

(f) Where there is evidence of serious medical or personal problems disclosed to, and discussed by, the relevant departmental Special Cases Committee, that committee may make recommendations to the relevant Examination Board as to the extent to which these special circumstances should be taken into account in offering to the student an opportunity to be examined as a first attempt or offered a further opportunity for re-examination. Any discretionary consideration should be clearly minuted by Examination Boards. The Examination Board should not amend a module mark or the mark for any element of assessment as a result of special circumstances being taken into account except that where there are a number of elements to the assessment the Examination Board may recalculate a module mark based on the elements of the assessment which have attained a pass mark and which were not affected by the special circumstances.

FAILURES AS A RESULT OF LATE SUBMISSION OR CHEATING

- I. Where a failure is the result of penalties for late submission, the student will normally be required to submit an entirely new assessment, rather than to revise the penalised assessment.
- II. Where a failure results from cheating, the Head of the department (or the authorised deputy), the University Investigating Committee or the Board of Examiners will determine whether the student should be allowed to remedy that failure by any of the above methods.

APPENDIX IV: TAUGHT MA DISSERTATIONS

AIMS AND OBJECTIVES

This Code of Practice is intended to inform you about how the Department deals with the framing, supervision and examination of your dissertation. It is aimed to focus your thinking about the choice of topic, how you will conduct the research, and the ways in which you will timetable research and writing.

WHAT IS A DISSERTATION?

The dissertation is a piece of academic writing about 15,000 words long (or about 20,000 for History of Medicine students) - roughly the length of two academic articles or book chapters - and you will need to identify a topic which can be dealt with within that length whilst showing originality. It is not a book, nor an essay. You should view it mainly as an opportunity to develop research techniques and methodologies and to present the research in an appropriate format. You will need to follow the Postgraduate Style Guide and the Graduate School's conventions for presentation, and make sure you have these documents at all times. The Graduate School's conventions are to be found in the 'Guide to Examinations for Higher Degrees by Research' at:

http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/guide_to_examinations_for_higher_degrees_by_research.pdf

THOUGHTS ON ORIGINALITY

A dissertation is normally expected to show a measure of originality. It may be helpful to think of originality as residing either in a *source-base* (when a dissertation is based on the analysis of a set of usually primary sources which have not been analysed from a particular angle before), or in *treatment* (when you are offering a novel view of historiographical problems and topics), or in *writing* (the 'voice' will be your own - and total unoriginality, i.e. plagiarism, is obviously to be avoided). Your supervisor will be able to give you guidance the originality of your work at all levels, but it is something you will want to think about from the very beginning.

THE DISSERTATION TIMELINE: A SEVEN-POINT PLAN

I. YOUR SUPERVISOR (TERM 1, WEEK 4; PART-TIME: YEAR 1, TERM 2, WEEK 9)

You will be assigned a supervisor by the end of Week 4, Term 1 (or Year 1, Term 2, Week 9 if you are a part-time student). The Dissertations lead will lead a session on 'Finding a Supervisor' in Week 2. You are advised to review the staff webpages in the department and identify and speak to potential supervisors as soon as possible after term begins. Ask these faculty members if they are willing, in principle, to serve as your dissertation supervisor. Once you have had this conversation, email the PGT Director with the name of your supervisor. If you are having difficulty with this task, please contact the PGT Director for guidance. We always do our best to ensure that students get their first choice of supervisor but in some cases this cannot be guaranteed.

II. FINDING A TOPIC (TERM 1, WEEK 5, PART-TIME: YEAR 1, TERM 3, WEEK 3)

Your first supervision will take the form of a session in which you talk over possible topics, and angles on those topics. Before this meeting you should conduct a brief library search to see if anything has been directly published on your topic already. Keyword search in the British Library catalogue and various online

bibliographies that the library subscribes to, will be a very useful first step. Previous MA dissertations can be consulted via the History Graduate Office (H343). The supervisor(s) will point you in the direction of the most relevant bodies of literature and sources for you to investigate. You will follow this up, searching copyright libraries and journals' databases to build up a working bibliography.

III. FIRING UP YOUR TOPIC (TERM 1 WEEK 7; PART-TIME: YEAR 1, TERM 3, WEEK 9)

In this session you will present your working bibliography to your supervisor, with a view to assessing the current state of the debate. Your topic can now be firmed up, and your supervisor(s) will agree a topic and timespan (and if possible a working dissertation title) and suggest new directions for further work within the topic.

IV. RESEARCH PROPOSAL (TERM 2, WEEK 7; PART-TIME: YEAR 2, TERM 1, WEEK 8)

You will submit a formal Research Proposal, with a working dissertation title, via Tabula, based on what you have done thus far. This will be approximately 2,500 words long, and contain as an appendix a full Bibliography of works and research materials to be consulted. The Research Proposal will help you to clarify a number of considerations crucial to the design of a successful research project. (It is essentially the first draft of your dissertation introduction.) You will need to show:

- a. awareness of the existing *secondary literature* and gaps within it;
- b. central *research questions* you plan to address and what kinds of answer you are looking for;
- c. what *methods* you plan to use, including any theories you wish to apply;
- d. what your *source-base* will be (printed primary sources, major secondary works, manuscripts, etc.);
- e. where you will be consulting these materials (this may involve letters or reconnaissance trips to relevant *archives* in advance);
- f. a preliminary *chapter plan*;
- g. a detailed *timetable* for the research and writing up.

Try to cover as many of these areas as possible in your proposal. You will find it useful to use these topics as section headings in your writing. When your supervisor has read through the Research Proposal, you should go through it together not later than the end of the Spring Term.

VI. SUPERVISORY CONTACTS AND AVAILABILITY (Spring Term/Summer Term/Vacation)

You are **required** to meet with your supervisor between weeks **1 and 6 in Term 2** (weeks 1-6 in Term 1 of Year 2 for part-time students) to discuss your research proposal and again between weeks 1 and 8 in Term 3 (of Year 2 for part-time students) to discuss the progress of your research. It is important to understand that, unlike previous assessed coursework, it is expected that your supervisor will read a draft of your research work in advance and offer editorial support. Supervisors can be expected to read an outline of your dissertation (perhaps taken from your draft introduction) and one draft of each chapter, provided this material is submitted to the supervisor by 31 July, or another date agreed between you and your supervisor. The supervisor does not read the final draft of the dissertation. Any material submitted after this date will not be read, nor should you ask your supervisor to read multiple drafts of the same chapter. You may not be able to meet your supervisor in person over the summer break, but you can expect them to respond to a reasonable number of email queries. It is not expected that drafts will be perfect or complete – that is why they are called drafts! - but before you get it right, you have to get it written. Your supervisor

will also be trying to keep the scope of your research realistic, to encourage you to contextualise your research findings, and to raise the sorts of questions which the eventual markers may raise. Normally, however, your supervisor is one of the dissertation markers.

VII. PRESENTATION OF DISSERTATION

The deadline date is not negotiable, as extensions are not normally given. If there are special circumstances which affect your ability to present your work at this time, this will need to be explained to the PGT Director well in advance of the deadline.

The dissertation is submitted via Tabula in electronic copy only. No hard copy is required.

VIII. FORMATTING & SUBMISSION OF DISSERTATION

Further guidance on formatting and final submission of the dissertation are available here:

https://warwick.ac.uk/fac/arts/history/students/ma_studies/dissertation/

