

DEPARTMENT OF HISTORY

GRADUATE PROGRAMME IN HISTORY

MA by Research

STUDENT HANDBOOK

2012-2013

Please read this handbook now and refer to it throughout the year

This handbook is only available online

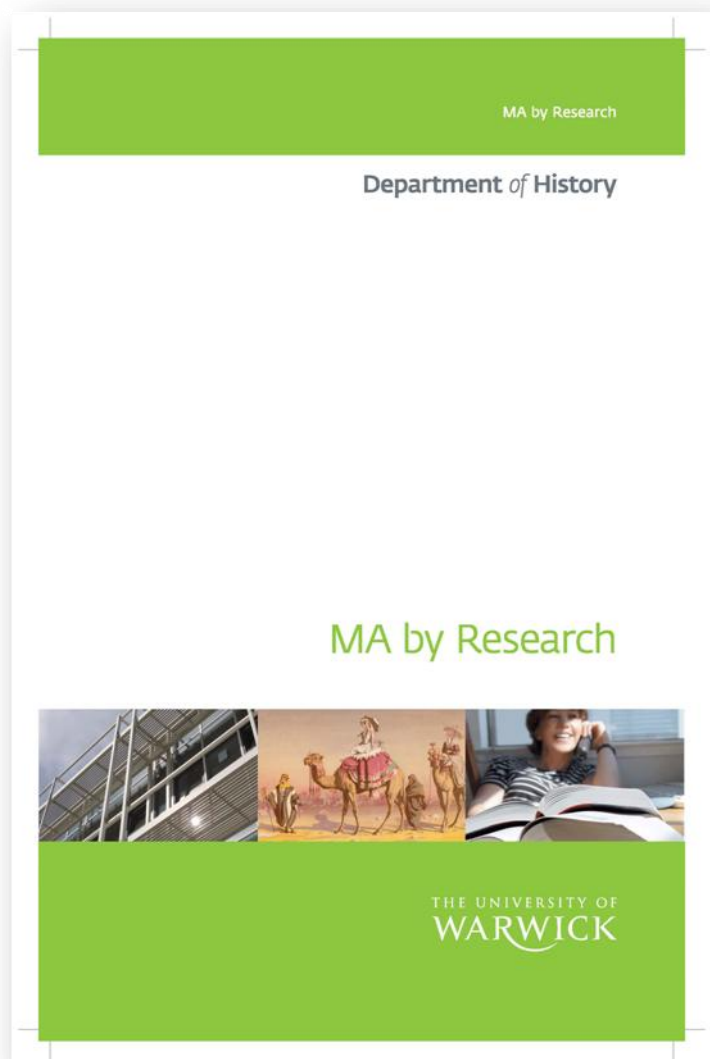


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MESSAGE FROM PROFESSOR MARIA LUDDY, CHAIR OF THE DEPARTMENT OF HISTORY

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

The Warwick History Department is a large and broadly-based research community with a high international reputation in British, European, Global and Comparative American history. The Department supports three major research centres: the Centres for Eighteenth-Century Studies, Global History and History of Medicine. Strong core research groups in British social history, women's history, and Renaissance and early modern British and European history complement the Department's other strengths in the modern history of Germany, Eastern Europe and Russia; we also have a strong cohort of historians of Asia. The Department includes a unique concentration of US, Caribbean and Latin American historians of a high international reputation, grouped together in the School for Comparative American Studies (or CAS).

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

The following members of staff are responsible for the Research Master's Programme; their contact details can be found on page 6:

Director of Graduate Studies
Postgraduate and Research Coordinator

Professor Rebecca Earle
Ms Paulina Hoyos

I look forward to meeting you at the Reception for new postgraduate students on Wednesday 3 October at 5.00pm in the Graduate Space.

Professor Maria Luddy
Chair, Department of History
University of Warwick

INTRODUCTION

This Handbook has been compiled to provide you with a range of essential and useful information relating to your studies in the History Department at Warwick.

We welcome comments on the Handbook. Do let us know how useful you find it and pass on any suggestions for further improvement.

You will also have access to the handbook for 'Historical Research: Theory, Skills and Methods' course, if you are following it.

This Handbook provides basic information aimed to orient you, some specific information on your course of studies, plus some more specialised information that you probably won't need now but may require at some future stage in your studies. So please hang on to it, both for now and for future reference.

ORIENTATION

Departmental Organisation

The History Department currently has approximately 40 full-time members of staff, making it the largest department in the Arts Faculty. It has an annual undergraduate intake of some 200 students. It runs MA courses in Religious, Social and Cultural History, 1500-1750; Modern History; Eighteenth-Century Studies; the History of Medicine; the History of Race in the Americas; and Global History. There is also a 'generic' MA in History for students wishing to take any of the MA option courses on offer. We welcome part-time students; students following an MA course on a part-time basis cover the material over two years. The Department also accepts postgraduate students for MAs by Research and for PhDs on both a full-time and part-time basis.

The School for Comparative American Studies (CAS) is located within the Department, and comprises ten staff. It runs its own undergraduate programme, and teaches the MA in the History of Race in the Americas.

Responsible Staff

A full staff list is provided later in the handbook. But the colleagues who have special responsibilities in the Graduate Programme are as follows:

Director of Graduate Studies	Professor Rebecca Earle Room H3.27; ext. 23466 Email: R.Earle@warwick.ac.uk
MA Director	Dr David Lambert Room H3.33; ext. 2331823408 Email: D.Lambert@warwick.ac.uk
Postgraduate and Research Coordinator	Ms Paulina Hoyos Room H3.40; ext. 23292 Email: Paulina.Hoyos@warwick.ac.uk
Course Director MA in Eighteenth-Century Studies	Professor Mark Knights Room H3.09; ext. 74690 Email: M.J.Knights@warwick.ac.uk
Course Director MA in Religious, Social and Cultural History: 1500-1750	Dr Gabriel Glickman Room H3.14; ext. 24914 Email: G.Glickman@warwick.ac.uk
Course Director MA in Comparative American Studies	Dr David Lambert Room H3.33; ext. 23408 Email: D.Lambert@warwick.ac.uk
Course Director MA in History and Film	Dr Jennifer Smyth Room H3.28; ext. 23457 Email: J.E.Smyth@warwick.ac.uk
Course Director MA in Modern History	Dr Laura Schwartz Room H3.29 ext. 23398 Email: L.Schwartz@warwick.ac.uk

Course Director MA in the History of Medicine	Dr Roberta Bivins Room H3.30 ext. 23440 Email: R.Bivins@warwick.ac.uk
Course Director MA in Global History	Dr Anne Gerritsen Room H0.18; ext. 23318 Email: A.T.Gerritsen@warwick.ac.uk
Course Director MA in History	Dr David Lambert Room H3.33; ext. 23408 Email: D.Lambert@warwick.ac.uk
Module Convenor Historical Research: Theory, Skill and Method	Dr Anne Gerritsen Room H0.18; ext. 23318 Email: A.T.Gerritsen@warwick.ac.uk

Please note that the above 5-digit telephone numbers are for use when dialling from a university phone on the internal system. If you are dialling from outside campus, you need to prefix each of them with 024765.

Communications

The atmosphere in the Department is friendly and informal and it is easy to see individual members of staff. All staff post 'office hours' on the doors of their rooms when they will certainly be available, and you can always set up appointments at other times by e-mailing them. If the individual you are seeking is not available, you may leave a message on his or her voicemail; phone again later; use email; or else contact the Postgraduate and Research Coordinator.

There are staff and student pigeonholes in which messages may be left. The Postgraduate and CAS staff pigeonholes are located on the third floor. History staff pigeonholes are located in H306. Please check your pigeonhole regularly. You should also check your Warwick e-mail address regularly since messages to students will mostly be delivered to your **University** email address.

Correspondence should be addressed to the Graduate Programme in History, Department of History, University of Warwick, Coventry CV4 7AL.

It is essential that we have up-to-date information on your address, phone number and email so that we can contact you at any time.

You **must** complete the relevant online registration form at 'Student Registration 12/13 via the web: <http://www2.warwick.ac.uk/fac/arts/history/postgraduate/researchreg> and deliver a copy of your submission and passport-sized photograph, to the Postgraduate and Research Coordinator.

Please inform her of any subsequent changes to correspondence information. **Please note: if you do not complete the registration form you will not be added to the departmental contact lists.**

Staff-Student Liaison Committee

The Department has a Postgraduate Staff-Student Liaison Committee (SSLC), for which Dr Anne Gerritsen, MA Director, acts as convenor. Membership of the Committee is as follows: one representative from each of the taught MA Programmes (including or plus one part-time student); one research student from each year of study (including or plus one part-time student); at least two members of staff; and Lynn Wright (ex-officio as Library representative).

Student representatives will be elected during the first week. A Chair and a Secretary will be elected by the Committee at the 'SSLC Election' meeting in Induction Week (Friday 7 October).

The Committee meets four or five times a year, to discuss matters of mutual interest and concern. It acts as a forum in which questions about your course of study, about teaching and learning, and about the running of the Graduate Programme can be raised, problems or complaints aired, and suggestions and remedies considered.

Minutes are kept of each meeting and are displayed on the SSLC Noticeboard outside H3.43. This is where the 'Notice of the next meeting' is also posted. Items for inclusion on the agenda can be left for the SSLC secretary in the dedicated Postgraduate SSLC pigeonhole on the third floor or by emailing any of the SSLC members. If you have any questions or concerns about the degree or your programme, do not hesitate to contact one of the SSLC members.

You should consult the University *SSLC Handbook 2011-12* for a fuller account of Warwick's SSLC system. This can also be consulted at <http://www2.warwick.ac.uk/sunion/sslc/>

The Postgraduate Committee

This Committee is appointed by the History Department Meeting, to which it is responsible. It consists of the Chair of the Department, the Director of Graduate Studies, the MA Director, all Taught Masters' Course Directors and a number of supervisors of research students. A member of the SSLC is also invited to be present at the meeting to discuss issues arising from the SSLC meetings. Normally meeting twice a term, its remit is to deal with all issues regarding the postgraduate side of the Department's activities. It receives the Minutes of the Postgraduate SSLC, and makes its own Report (after each meeting) to the History Department Meeting.

FACILITIES

Research and Work Accommodation

The Open Space ('The Graduate Space') on the fourth floor of Humanities provides a meeting place for postgraduate students. Adjacent to this is a postgraduate computing room with networked PCs available on a first-come, first-served basis. These facilities are shared with other graduate students in the Arts Faculty.

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.

Coventry House, finally, has a dedicated space set aside for postgraduate students. The 'Postgraduate Hub' has many facilities for MA students. Check here for details:

<http://www2.warwick.ac.uk/services/library/pghub>.

There are some lockers on the Graduate Space that can be booked; you will need to contact the Arts Faculty Secretary (K.J.Drakeley@warwick.ac.uk) for this. There are some further lockers available at the Students Union headquarters.

Common Room

Room H3.01 is the Departmental Common Room, shared by staff and postgraduate students. 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.

The Arts Faculty Common Room is a pleasant, open space located in H0.42, on the ground floor foyer at the Cafe Humanities end of the building. There is a seating area with newspapers and magazines. At the other end of the room there are 'hot desks' for general use. This room is open to all research students, and you are strongly urged to use it as much as possible! In addition, the room is bookable for use after 5pm, should you wish to hold meetings or other events in it. You can book it via Kerry Drakeley (K.J.Drakeley@warwick.ac.uk).

Study Space

There is a small amount of study-space in the Department for research student use; arrangements for allocation and use will be made early in the Autumn term. Priority for allocation will be given to final year PhD students (not in continuation), then 2nd year PhD, 1st year PhD, and research/taught MA students. Please note: previous key-holders who are found not to have used the room may not be allocated space for the next academic year. Application forms can be found in the relevant appendix.

Facilities and Equipment

If you wish to make a telephone call or fax a document on departmental business, you may do so by arrangement with the Postgraduate and Research Coordinator. They also have official stationery. Please respect the fact that the Office is often very busy; you may have to wait. The Department also has a microfilm reader, some laptops for use in outside libraries and archives, and a digital camera. See the Postgraduate and Research Coordinator for booking details. As well as copies of previous taught MA

dissertations in the History Graduate Office, there are also some useful books you might like to consult [please refer to the relevant appendix].

University Library

Your University card will give you access to the Library, where sophisticated systems are available for conducting literature information searches, which are invaluable for research students; you will be taken through these on the induction programme in the Autumn term. The Library Subject Specialist for History is Lynn Wright, whom you will meet early in the 'Theory, Skill and Method' course, if you are taking this course. You may also contact her or one of her colleagues by email with library questions. She is also a regular attendee at the Graduate Programme SSLC.

IT Induction Session for Postgraduates

A member of IT Services will give a presentation of IT facilities at a meeting on Monday 1 October 2012. For further information, please see Induction week plan via the web page

<http://www2.warwick.ac.uk/fac/arts/history/postgraduate>.

Research Student Skills Programme

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

In addition, Dr. Mihai Balanescu provides individual academic coaching sessions. You can use these to discuss work-related issues and receive one-to-one help and guidance. You are welcome simply to drop in to talk to Mihai. Alternatively, you may wish to email him first (including a brief description of your enquiry) and thus receive a confirmation for the best time for your visit, so that you do not have to wait for too long. Otherwise, please expect to have to wait if other students are present already. For more information, see

<http://www2.warwick.ac.uk/services/skills/rssp/activities/ac>.

Language Learning Facilities

The University's Language Centre is located in the Humanities Building, and offers a wide range of courses at every level. Fuller details will be available from the Centre. The Department's policy is to offer to pay for ONE language course, relevant to his/her degree, per graduate student, with two conditions.

1. The student commits to attend the course regularly and do the required work for it – failing this, we 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.) Please email Rebecca Earle, Director of Graduate Studies: R.Earle@warwick.ac.uk, if you wish to take up this offer.

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, Jayne Brown, on renaissance@warwick.ac.uk (office: H4.48b, near the Graduate Space).

Further information can also be found on the web page:

<http://www2.warwick.ac.uk/fac/arts/ren/postgradstudy/manuscripttoprint/>.

Health and Safety Policy

1. The Department of History considers that high standards of health and safety are of vital importance in enabling it to achieve its objectives.
2. The Department regards compliance with legal requirements as the minimum acceptable health and safety standard.
3. The Department is committed to updating its arrangements in accordance with the advice of the University Safety Officer in order to achieve a continual improvement in its standards of health and safety.
4. The Head of Department, Professor Maria Luddy, has overall responsibility for health and safety matters. She is assisted by the Departmental Health and Safety Officer (DHSO), Mrs Jean Noonan. These two officers convene the Department Health and Safety Committee which has oversight over planning, monitoring, review and development of health and safety policy.
5. All staff, students and other members of the Department (including visitors where appropriate) are entitled to a Personal Emergency Evacuation Plan (PEEP). If you believe that you will require evacuation assistance or would like to have an evacuation plan then please contact the DHSO, Mrs Jean Noonan
6. Mrs Jean Noonan (Room H3.21) is a qualified first aider. She also keeps records of accidents and other incidents.
7. Car Parks 8/8A are designated as safe evacuation areas (for Humanities, Claycroft and Tocil Residences and the Sports Centre) where people can go in the event of an emergency and are sufficiently far from the evacuated buildings so as not to be at risk.
8. All staff, students and other members of the Department (including visitors where appropriate) are expected to take a constructive attitude towards issues of health and safety and must:
 - a. comply with the appropriate legal requirements as laid down by the publications that make up Safety in the University (SITU Part 1);
 - b. take reasonable precautions for their own health and safety and for that of others involved in their activities;
 - c. inform the DHSO or deputy of any accidents, near misses and work-related ill health;
 - d. inform the DHSO or deputy of any situations that they consider could give rise to serious or imminent danger, or fall short of the standards expected.
9. The Department makes suitable arrangements for health and safety, as far as reasonably practicable.
10. All accidents and reported incidents will be investigated.

11. Information on health and safety is communicated to those working in the Department via the notice boards on the third floor and contained within the Handbook.

Postgraduate Research Fund

The Department administers a small Postgraduate Research Fund. All postgraduates are eligible to apply, but 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 from their research funding body. In the past expenditure has gone mainly on visits to archives and libraries, and (for research students) attendance at conferences. Funds are limited, and individuals will not normally receive more than £90. Please use the short application form, available online at

<http://www2.warwick.ac.uk/fac/arts/history/postgraduate/useful2012>.

The Kineton Hundred

Each year, funds permitting, the Kineton and District Local History Group offers a bursary of up to £100 to help meet costs incurred (travel, photocopying, microfilming) by a postgraduate student working in one of the local record offices on the history of Kineton or one of its neighbouring parishes. If you think you might be eligible please apply to the Director of Graduate Studies.

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/postgraduate/admissions/pgfunding/sources>.

Annual Bursary in Social History

A former History student has donated an annual bursary in memory of the late Dr Joan Lane, a former member of the History Department. Students will be invited to apply for this in March 2012.

Modern Records Centre Research Awards

The Modern Records Centre offers two awards per year to a maximum of £500 per award for MA by research students. The purpose of this award is to encourage the use of the holdings of the Modern Records Centre. To this end the awards may be used to cover the expense of photocopying documents in the MRC or related archives. The awards can also be used to travel to archives where relevant research work might be completed. A call for proposals via your email address will be made in March 2012.

Other Funding

- The Royal Historical Society provides grants for postgraduate students to attend conferences or training courses, and to meet the costs of visits to archives. For further details go to: <http://www.royalhistoricalsociety.org/postgraduates.htm>.
- The Economic History Society will consider applications for grants – normally of up to £500 – to assist postgraduate students with travel and subsistence expenses incurred in the undertaking of research into any aspect of economic and social history. Applications should be made, supported by a supervisor's statement, to the Honorary Secretary, via the administrative secretary. Closing dates for applications are on the first day of each of the following months: February, May, August and November. Please visit <http://www.ehs.org.uk/ehs/GrantsAwardsPrizes/PostGradTravelGrants.asp> for details.
- Limited funds are available on a competitive basis, for students working in the field of Renaissance/Early Modern studies (c.1500-1800) to attend selected seminars and workshops or to undertake research at the Newberry Library in Chicago, through Warwick's membership of the Newberry Renaissance Center Consortium. For further information, please visit <http://www.newberry.org/renaissance/consortium/ReimburseInfo.html>. Announcements of relevant activities and deadlines will be circulated, but we also welcome student-driven enquiries. Applications (which should always include a budget as well as a motivational statement) may be made in writing (e-mails are acceptable) to the Director of the Centre for the Study of the Renaissance, Dr Maude Vanhaelen [M.Vanhaelen@warwick.ac.uk], with a copy to renaissance@warwick.ac.uk. Please contact the Centre's secretary, Jayne Brown (renaissance@warwick.ac.uk) for deadlines or further information on the Warwick-Newberry collaboration.

For the most up-to-date information about available sources of funding, please visit http://www2.warwick.ac.uk/fac/arts/history/postgraduate/postgrad_life/funding.

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.

<http://www.go.warwick.ac.uk/hardshipfunds>

Car Parking

Car Parking is particularly difficult for students, for example part-time students, arriving after the early morning. It is usually possible to find spaces in fee-paying car parks. Students who face particular problems should contact University House Reception.

PERSONAL TUTORS AND PASTORAL CARE

In line with University Policy, all students are assigned a personal tutor; Professor Rebecca Earle, in her capacity as Director of Graduate Studies, is the personal tutor for all MA by Research students. If you have any queries or problems you may discuss these with your personal her or, alternatively, the Chair of Department.

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.
- Be sensitive to the need of students to discuss personal matters with members of staff of the same sex as the student, 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. We are all very pleased to help with all aspects of pastoral and academic care.

If you feel you have problems which are affecting your ability to work effectively, you may well wish to discuss them first with your personal tutor or supervisor. However, pastoral care within the Department is also backed up by the University's Counselling Service which is located in Westwood House. If you visit <http://www2.warwick.ac.uk/services/tutors/counselling/student/>, you will be able to find further information on this subject.

The Counselling Service also offers help with study skills problems, and with problems arising from conditions such as dyslexia. In addition, they will supply you with information concerning the University's guidelines on sexual and racial harassment. These Guidelines are also available at the University's Website: <http://www2.warwick.ac.uk/insite/topic/healthsafety/welfare/harassment/>. Details of the University's Complaints Procedure will also be found at <http://www2.warwick.ac.uk/services/aro/academiccomplaints/>

Here are some useful pastoral/welfare telephone numbers:

Stephen Lamb, Senior Tutor 024 7652 2761 (Internal 22761)
Email: seniortutor@warwick.ac.uk

Counselling 024 7652 3761 (Internal 23761)
Email: counselling@warwick.ac.uk

Disability Services 024 7615 0641 (Internal 50641)
Email: disability@warwick.ac.uk

Academic Office Financial Advice 024 7657 2952 (Internal 72952)
Email: V.Sykes@warwick.ac.uk

Students' Union Advice and Welfare Services
Email: advice@warwicksu.com

024 7657 2824 (Internal 72824)

Nightline (student-run listening service)
9:00 pm – 9:00 am

024 7641 7668 (Internal 22199)

Chaplaincy
Email: chaplaincywarwick.ac.uk

024 7652 3519 (Internal 23519)

INFORMATION FOR STUDENTS ON THE MA BY RESEARCH COURSE

The Research Student Skills Programme will be holding a postgraduate researcher one-day induction. There are several dates in which you could attend this session. To register into the one you find most convenient, please visit

<http://www2.warwick.ac.uk/services/skills/rssp/activities/effective/>.

As a research student, your closest contact will be with your supervisor(s), who will meet with you regularly to discuss your work, and agree a programme of reading, research and writing with you. We have high expectations of you as a writer (as well as a researcher), and consider that one of the causes for the Department's successful submission rate of research theses is that we encourage and expect students to start writing very early in their programme of study.

Whatever you write, and at however early a stage, your supervisor will expect it to conform to the guidelines in the Graduate Programme 'Style Guide', to be found in the appendices at the end of this handbook.

There are further requirements of a programme of study for a research degree as detailed below.

Dissertation

Maximum word-length for an MA (by Research): 40,000 words excluding footnotes, bibliography and appendices. Please note that the appendices should be no more than 5,000 words.

Guide to Examinations for Higher Degrees by Research

MA by Research students must consult the '**Graduate School's Guide to Examinations for Higher Degrees by Research**', which can be found at

http://www2.warwick.ac.uk/services/academicoffice/documents/guide_to_examinations_for_higher_degrees_by_research.pdf Part I: 'Guidance to Students on Submission and Examination of the Thesis', No. 4 'Presentation of The Thesis' (pp. 7-9) contains further vital information about the presentation of your dissertation.

Historical Research: Theory, Skill and Method (TSM)

This is the core methodology course offered in the History Department. Research students who do not already hold an MA in History (or other approved training) will normally be expected to attend TSM and submit the required two pieces of work. These will be read by their supervisor, rather than being submitted for assessment, and the material may be incorporated into the research thesis.

Attendance at TSM should be discussed with your supervisor and the Director of Graduate Studies. TSM offers valuable training for your historical work. If you wish to continue your studies to PhD level and want to apply for funding, the research councils require applicants to have followed an approved course of training (TSM is ESRC-recognised). Further details of the TSM course and its requirements are contained in the TSM handbook, which is available online.

Attendance at Departmental Seminars / Study Groups

A seminar will not always address a topic of obvious relation to your own project or period; however, this does not mean that it will be of no relevance. Papers on ostensibly different topics may contain useful

insights into how you might approach your own material or research questions. By attending seminars you can keep up to date with recent developments in historical thinking and historical writing, introduced by a range of historians. You can also gain insight into how—and how not—to present a paper, in preparation for your own presentation in June at the Graduate Conference. **Attendance of at least six of the departmental research seminars is therefore compulsory. Part-time students can fulfil this requirement over two years.**

Students will provide, as part of their Quarterly Supervisory Record of Progress [see relevant appendix], a list of at least six seminar talks and research papers that they have attended during the academic year.

The Graduate Research Forum

Being a research student can be a lonely business. One purpose of the Graduate Research Forum is to bring students together to share the joys and frustrations of doing research. The second purpose is to provide training in research and writing skills. Graduate Research Forum I (GRF1) is intended primarily for MA by Research and MPhil/PhD students in the first year of their research. It discusses practical issues of historical research, note-taking, thesis writing, making presentations and getting published.

Postgraduate Conference

In the summer term of each year the Graduate Programme holds a one- or two-day Conference at which postgraduate students make presentations of their research plans. The audience for the Conference is made up of your fellow graduate students, all staff in the Department (and anyone else who is interested!). The Conference has a dual purpose: to provide you with an opportunity to present your work to an audience larger than your MA seminar group, and to provide you with informed and interested feedback from other historians. All students are expected to attend the full conference.

Giving a paper at this Conference is compulsory for ALL (full-time and part-time) MA students, who often base their presentation on the Research Proposal that they have recently provided for their dissertation supervisor. Part-time students can present a paper either in their first or second year of study, and are welcome to attend the Conference in both years, whether they are presenting or not. Attendance at the Conference in their first year will give the part-time students a good sense of what will be expected of them in their second year! There will be a mandatory session included in the Basic Skills element of TSM that explains what students can expect and how to prepare for the conference presentations.

The 2012/13 Postgraduate Conference will take place on **Thursday 30 and Friday 31 May 2013**. *If you are presenting the deadline for submitting your conference paper title and abstract will be Friday 3 May 2013.* The Conference is organised by a panel of students, the MA Director and the Postgraduate and Research Coordinator.

Auditing Courses (optional)

You may wish to explore with your supervisor auditing a Masters module on offer either within or outside the Department. This would not normally entail any written work. You will also need the permission of the module tutor to audit the module.

Supervision

The supervisory relationship is at the heart of your research. The University lays down guidelines on the respective responsibilities of supervisors and research students, and you will be provided with an up-to-date copy at the beginning of your course of study. The complete set of guidelines can be found at <http://www2.warwick.ac.uk/services/academicoffice/gsp/current> but the most important are reproduced below.

Responsibilities of Supervisors

Supervisors are expected:

- a) To give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, attendance at taught courses or specialist training and the use of requisite techniques (including instruction where necessary) and to encourage students to keep aware of all relevant developments within the subject.
- b) To liaise with the Director of Graduate Studies as appropriate with regard to the progress of individual students and to report on each student's progress in line with departmental procedures for monitoring progress.
- c) To provide advice on writing up the work, requesting written work as appropriate and returning such work with constructive criticism and within reasonable time. To read through a complete draft of the thesis and provide detailed comments.
- d) To maintain contact with students through regular supervisory meetings and other types of structured communication as appropriate, to ensure that meetings are largely uninterrupted and of adequate length. The frequency of such contact should be agreed between the student and supervisor at the start of the project and should be reviewed throughout the period of study. It is expected that these arrangements will vary depending on the stage which the student has reached in their project and on the nature of the academic discipline. As a guide to frequency of interaction, one such contact per month throughout the academic year is a generally acceptable minimum for full-time students.

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

- e) To be accessible to students at other times by arrangement should advice on academic personal problems be required. To refer students to the Counselling Service, Advice and Welfare Services or other University support services as appropriate.
- f) To encourage the student to approach other workers in the field and appropriate academic bodies and societies.
- g) To agree with other supervisor(s) and with the student the respective responsibilities and roles of the different supervisors and to maintain good communication with the other supervisor(s) concerning the student's progress throughout the period of study.

Responsibilities of Research Students

As candidates for research degrees, students are expected:

- a) To discuss with their supervisor(s) the type of guidance and comment they find most helpful, and to agree from the outset of the project a schedule of meetings and other contact both during term-time and vacations for the prescribed period of study.
- b) To seek advice from their supervisor(s) in an active manner recognising that it is the student's responsibility to have their own topics to raise with the supervisor(s).
- c) To maintain the progress of the work in accordance with the stages agreed with the supervisor(s) and in accordance with departmental monitoring procedures, including in particular, the provision of well-presented written work within the agreed timescales for comment and discussion before proceeding to the next stage.
- d) To take note of the guidance and feedback on their work provided by their supervisor(s) and to recognise that the supervisor's role is to offer advice on the academic content of the work and its general presentation and not to provide detailed correction of written English.
- e) To contribute to the research environment of the department as appropriate by taking up opportunities to present work at departmental seminars etc and by engaging in discussion with other researchers.

A Supervisory Record of Progress should be completed quarterly (available online), and filed in the History Graduate Office.

If you are dissatisfied with any aspect of your work, including supervisory arrangements, you may approach either the Director of the Graduate Programme, Rebecca Earle, or the Chair of the Department, Maria Luddy.

It is important that you complete the Skills Baseline Data form at induction (Week 1) and Quarterly Skills Update Data forms on the rear of the Supervisory forms in Quarter 2 (end of March) and Quarter 4 (end of September). Forms included as appendices, but also available online from <http://www2.warwick.ac.uk/fac/arts/history/postgraduate/useful2012>.

The Progress Review Panel

All supervisors of research students in the Department meet together twice a year (in early January and in June), to compare notes, to discuss good practice in supervision, and to review the progress of all research students. This meeting discusses the practicalities of research supervision (the appointment of examiners for example) and also considers students' self-evaluations. (See below under Progress and Review Procedures.) Students will be informed by their supervisors of relevant outcomes from the meeting.

Ethics in research

The University requires departments to consider the ethical implications of the students' research. In most cases, there will be no ethical implications, but in cases where your research involves human participants, data or tissue, prior approval is required. We ask you to fill in the form [see relevant appendix], and submit it together with your dissertation proposal. It is the responsibility of your MA dissertation supervisor to alert the Director of Graduate Studies to any pertinent ethical issues arising from your work. In such cases, you will need to supply the DGS 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.

Progress and Review Procedures

- At the end of each quarter (December, March, June, September) we ask students to complete the relevant Supervisory Record of Progress which are read by the Director of Graduate Studies, who reports on them to the Postgraduate Committee, see p.8, and to the Progress Review Panel Meeting. The forms are then placed in your file in the Graduate Programme Office.
- In May/June, the University Graduate School will ask you to make a report on your progress. There is an opportunity here for you to make an assessment of supervisory arrangements, in complete confidence. These self-evaluation forms, which you return directly to the Graduate School, are read by its Chair and Secretary.
- If you are a part-time student, you will make a presentation to the Postgraduate Conference in **term 3** of either your first or second year of study.
- If you are a full-time student you will have a **Progress Review** early in **term 2** of your one year of study.
- If you are a part-time student your **Review** will take place early in **term 1** of your second year of study.
- It is the responsibility of your supervisor to arrange for two members of staff to read your submission, and your responsibility to ensure that those two members of staff receive it in good time before the interview.

You should prepare:

- i. a draft chapter of your thesis, at least 3,000 words in length;
- ii. a 1,500 Research Proposal, which will include a synopsis of your research project. (See pg. 22 for guidance of preparing a Research Proposal. A session of Graduate Research Forum I is also devoted to this topic.)
- iii. attached to this material should be a planned and detailed timetable for the completion of your thesis.
- iv. a bibliography of relevant secondary material.
- v. the History Department Research Degree Upgrade Ethics Review [see relevant appendix].

Your work is read by the two members of staff, who will discuss it jointly and separately with you and your supervisor. After you have read and signed their Report [see relevant appendix] it will be placed in your file. Sometimes an interview panel may suggest that you resubmit work, with a revised timetable for completion. More rarely, the interview panel and the student may decide that this is an appropriate moment at which to terminate the MA.

Failure to make satisfactory progress in other circumstances (not necessarily after an unsuccessful progress review) can lead to a recommendation from the Head of Department to the Continuation of Registration Committee that a research student be required to withdraw. In these unlikely circumstances, students will be notified and given the opportunity to make representations to the Head of Department before any such recommendation is made.

Research Proposal Guidance

You will submit a formal Research Proposal, with a working dissertation title, 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) your preliminary *chapter plan*; and
- 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 italicised topics as section headings in your writing. When your supervisor has read through the Research Proposal, you should go through it together before the Progress Review.

Plagiarism

When writing your dissertation, always identify your sources for specific information and, where appropriate, the ideas which you use. It is bad academic practice for a student to fail to do so, just as it would be for an author writing a book or learned article. Copying without acknowledgement from a printed source is as unacceptable as plagiarising another student's essay.

It is equally wrong to reproduce and present as your own work a passage from another person's writing to which minor changes have been made, e.g., random alteration of words or phrases, omission or rearrangement of occasional sentences or phrases within the passage. This remains plagiarism *even if the source is acknowledged in footnotes*.

Unacknowledged quotation, disguised borrowing, or near-copying will be treated as plagiarism and penalised according to its extent and gravity.

Your attention is drawn to Part B of the University's Regulation on *Essays, Dissertations, Reports and Other Assessed Work, not Undertaken under Examination Conditions as Laid Down in the University Regulations for the Invigilation of Examinations* (University of Warwick Calendar, Section 2; online at <http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/> and to the fact that, in extreme cases, the penalty for plagiarism is a grade of zero in the whole module. The History Department may use plagiarism software or other appropriate means to identify plagiarism in students' assessed and non-assessed work. In the last few years the University disciplinary machinery has imposed penalties in several cases on students who have been convicted of plagiarism in assessed work. **If you are uncertain about what constitutes plagiarism, please talk it over with either your module tutor, personal tutor, or the Director of Graduate Studies.**

Finally, it cannot be too often repeated that all assessed work should conform to the guidelines in the Graduate Programme 'Style Guide' (Appendix 5). Bad writing, inadequate proof-reading, and incoherent footnoting will lower your grades. Final dissertations may be referred for resubmission for the same reasons.

Appeals

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

<http://www2.warwick.ac.uk/services/academicoffice/ourservices/examinations/appeals/>

SEMINARS

The Department prides itself on the large number of research seminars which run in and on the margins of the Department. We also encourage informal work groups of every kind. There is a small amount of financial and other help (e.g. photocopying) for costs involved if you wish to create a new forum for discussion. You should consult with the Director of the Graduate Programme in this instance.

At present, the list of the main seminars is as follows:

- History Research Seminar
- Americas Research Seminar
- Global Workshop and Seminar
- Latin American History Reading Group
- History of Medicine Reading Group
- History of Medicine Seminar
- Early Modern Seminar
- Eighteenth-Century Seminar
- STVDIO: the Renaissance Reading Group
- Gender and Feminist Theory Reading Group

For details and up to date information on the Department of History's Research Seminars and Reading Groups please see our webpage:

http://www2.warwick.ac.uk/fac/arts/history/res_rec/seminars_readinggroups

APPENDICES

Research Interests of Current Staff

<p>For fuller details, see the Department's website http://www2.warwick.ac.uk/fac/arts/history/people/staff_index</p>	
<p>Professor Maxine Berg BA Simon Fraser, MA Sussex, DPhil Oxford, FRHistS FBA</p>	<p>Expertise: Global History, especially Asia and Europe in the early modern period; history of knowledge and technology; history of material culture, history of writing and historiography 1920s-60s.</p>
<p>Dr Roberta Bivins BA Columbia, PhD MIT</p>	<p>Expertise: History of technology and medicine in the 20th century; post-war immigration in the UK and US.</p>
<p>Dr Daniel Branch BA Sussex, MA London & DPhil Oxford <i>On research leave during 2012/2013</i></p>	<p>Expertise: Modern African history, especially the Mau Mau rebellion in Kenya during the 1950s.</p>
<p>Dr Alice Brook BA Cambridge, MSt DPhil Oxford</p>	<p>Expertise: Colonial Latin American literature; drama and religion; Early modern women's writing; contemporary Latin American poetry by women</p>
<p>Dr Howard Chiang BA University of Southern California MA Columbia, MA PhD Princeton</p>	<p>Expertise: Modern Chinese History and Cultural Studies; History of Science and Medicine; Gender, Sexuality, and the Body; Sinophone Postcolonial Studies; Critical Theory and Quantitative; Methodology in the Social Sciences</p>
<p>Dr Jonathan Davies BA PhD Liverpool</p>	<p>Expertise: History of the Italian states c.1300-c.1600; history of the elites; history of ritual; history of violence; history of universities</p>
<p>Professor Rebecca Earle BA Bryn Mawr, MSc MA PhD Warwick</p>	<p>Expertise: Colonial and nineteenth-century Spanish American history</p>
<p>Dr Bronwen Everill AB Harvard, MSt Oxford, PhD London</p>	<p>Expertise: Imperial networks and humanitarian movements in Africa.</p>
<p>Dr Roger Fagge BA London, PhD Cambridge</p>	<p>Expertise: US history since the Civil War; J.B. Priestley</p>
<p>Dr Anne Gerritsen MA Leiden, PhD Harvard</p>	<p>Expertise: Society and religion in early-modern China; women and gender in late imperial China; Ceramics in global history; Jiangxi local history</p>
<p>Dr Gabriel Glickman PhD Cambridge</p>	<p>Expertise: British politics and religion c.1660-1750, concentrating on the significance of the international context</p>
<p>Professor David Hardiman BA London PhD Sussex</p>	<p>Expertise: South Asia during the British colonial period; Indian nationalism; history of subordinate groups; environmental history</p>

Dr Sarah Hodges BA Brown PhD Chicago	Expertise: Modern South Asian history; gender history; history of modern science and medicine; history of international development
Professor Rainer Horn BA Minnesota ,PhD Michigan <i>On research leave during 2012/2013</i>	Expertise: Continental western European history, 1930s-1970s; transnational history; history of social movements and moments of transition
Professor John King MA Edinburgh, BPhil DPhil Oxford <i>On research leave during 2012/2013</i>	Expertise: Latin-American literature and cultural history; twentieth-century Argentinian history; Latin-American cinema; Caribbean literature
Professor Mark Knights MA DPhil Oxford	Expertise: political culture of early modern Britain; the role of print; interaction of politics, literature and ideas
Professor Beat Kümin MA Bern, PhD Cambridge <i>On research leave during 2012/2013</i>	Expertise: English and Central European social history, c.1450-c.1650; the history of inns and taverns; parish communities in the Age of the Reformation.
Dr David Lambert BA PhD Cambridge	Expertise: Caribbean and Atlantic histories, especially of slavery, resistance, abolition and their legacies; nineteenth-century British exploration and cartography; networked histories of modern empires and oceans; histories of Whiteness; the (ab)use of counterfactualism.
Dr Tim Lockley MA Edinburgh PhD Cambridge	Expertise: Colonial North America; southern history; slavery; Native Americans
Professor Maria Luddy BEd PhD NUI FRHistS	Expertise: Irish history, women's history, nineteenth and twentieth centuries
Professor Hilary Marland BA PhD Warwick	Expertise: Medical history; history of midwifery, childbirth, childhood, public health and insanity
Professor Peter Marshall MA DPhil Oxford FRHistS <i>On research leave during 2012/2013</i>	Expertise: Early modern English cultural and religious history, especially the Reformation and its impact
Dr Christoph Mick MA PhD Dr habil. Tübingen	Expertise: Modern German and Eastern European history, especially Poland, Russia, Ukraine; history of science and technology, memorial culture and nation building
Dr Adam Morton BA MA PhD York	Expertise: Visual culture and Anti-Catholicism in early modern England, from the Reformation to the Glorious Revolution
Professor Christopher Read BA Keele MPhil Glasgow PhD LSE FRHistS	Expertise: Russian Revolution; Russian intelligentsia 1900-1930; Communism and cultural revolution
Dr Sarah Richardson BA Manchester MA Hull PhD Leeds	Expertise: Historical computation; nineteenth-century British political history and electoral politics
Professor Giorgio Riello BA MA Università Ca' Foscari, PhD UCL	Expertise: Global History, 1400-1800 – history of design and material culture, history of fashion and textiles, small scale manufacturing in Europe

Dr Penny Roberts BA Birmingham, MA Warwick PhD Birmingham FRHistS <i>On research leave during 2012/2013</i>	Expertise: Sixteenth-century French history
Dr Rosa Salzberg BA(hons) MA Melbourne, PhD Queen Mary	Expertise: Italian Renaissance history; early print culture; migration history
Dr Laura Schwartz PhD UEL	Expertise: Modern British history, particularly feminism and domestic workers
Dr Jennifer Smyth BA Wellesley, MA MPhil PhD Yale	Expertise: Twentieth-century US cultural history and cinema
Professor Carolyn Steedman BA Sussex, MLitt PhD Cambridge	Expertise: British social and cultural history, eighteenth to twentieth centuries; history and literature of the self
Dr Claudia Stein MA Bonn, PhD Stuttgart <i>On research leave during 2012/2013</i>	Expertise: History of medicine in early-modern Germany; sexuality and gender in early-modern Europe
Dr Mathew Thomson BA London, DPhil Oxford	Expertise: British history, nineteenth and twentieth centuries; history of social policy; psychology and eugenics

Quarterly Supervisory Record of Progress



QUARTERLY SUPERVISORY RECORD OF PROGRESS

QUARTER (please circle as appropriate)	1 – October to December 3 – April to June	2 – January to March 4 – July to September
Name:		
Name of Supervisor:		
University ID Number:		
Degree: (Circle as appropriate)	MA by Research / MPhil / PhD	
Year of Study (Circle as appropriate)	Full Time - 1 st / 2 nd / 3 rd / Extension Part Time - 1 st / 2 nd / 3 rd / 4 th / 5 th / Extension	
Thesis Title:	If your thesis title has changed from your initial departmental registration please note below:	
Dates of Supervisory Meeting	Comments on work completed, or agreed for next supervision (optional)	
Student Comments:		
1. Briefly outline what you have achieved this quarter (e.g. fieldwork / written work / library work / conference attendance or organization)		
2. To what extent has this matched your plans?		
1.		
2.		
Supervisor Comments:		
Seminar Attendance:		
Please note any seminars you have attended within this quarter (inc. dates, seminar and title – e.g. 01/01/09 History Research Seminar - Title)		
Student Signature:		Date
Supervisor Signature		Date

Please note Q2 and Q4 forms will need to be accompanied by the Skills Update Data Form

Please complete this form, retain the original and return a copy to H3.40 when completed.

Skills Update Form



QUARTERLY– SKILLS UPDATE DATA FORM

Please complete this form in **Quarter 2 and 4**, providing one copy to the PG and Research Coordinator (H340) who will forward onto your supervisor/s, for discussion at a regularly scheduled supervision:

Please indicate below your agreement or disagreement (Y/N) with the following statements:

QUARTER (please circle as appropriate)	2 – January to March 4 – June - September	
Name:		
University ID Number:		
Statement		Y or N
My bibliographical skills allow me to identify relevant printed primary and secondary sources for my research project:		
My bibliographical skills allow me to identify relevant archival materials for my research project:		
My IT skills allow me to identify relevant electronic sources for my research project:		
My foreign language skills are sufficient for my research project:		
I have an appropriate system for note-taking and note-filing:		
I have a time-management schedule for my research project:		
I have the relevant quantitative skills to create datasets from my primary research if needed:		
I have a strategy for extracting data from my notes to prepare papers and chapters		
I am knowledgeable about relevant deadlines for external funding for my research:		
I am knowledgeable about workshop and conference opportunities outside Warwick, and how to make use of them		
I am knowledgeable about training opportunities outside Warwick:		
I am familiar with the considerations I should bear in mind and the steps that I should take to publish my work:		
Please indicate here any new research skills obtained in the past quarter not indicated above:		
Please indicate here any research skills you believe you will need to develop in the remainder of your degree, and the time-scale / manner in which this will be accomplished:		
Any other comments or suggestions		
Student Signature:		Date

Please complete this form, retain the original and return a copy to H3.40 when completed.

MA by Research – Progress Review Form



MA by RESEARCH – PROGRESS INTERVIEW AND REPORT 2011-12

This form should be filled in by all parties concerned following the research interview

Name of Student:			
Name of Supervisor/s:			
University ID Number:			
Registration Status:			
Research Topic: Please give dissertation if agreed			
REPORT of INTERVIEW COMMITTEE			
Date & Time of Meeting:			
Interviewers:			
Description of Work Reviewed:			
Comments: Continue on back of sheet if required			
Recommendations:			
Interviewers Signature		Date	
Interviewers Signature		Date	
Supervisor/s Signature		Date	
Supervisor/s Signature		Date	
Student Signature:		Date	

NB. Please return this form to the Postgraduate Co-ordinator, H3.40 following the interview.

MA by Research – Ethics Review Form



MA by RESEARCH - ETHICS REVIEW DOCUMENT

This form should be drafted before your Upgrade and circulated in advance to your supervisors and assessors with your other Upgrade materials. The form should be amended as needed and signed during the MA by Research Upgrade exercise by students, their supervisors, and members of the Upgrade committee. Please return the signed form to the PG and Research Coordinator upon completion of the Upgrade review.

The Department and the University are committed to ensuring high standards of postgraduate research. To ensure that research projects comply with the University's ethical guidelines, all students who wish to undertake research involving human participants, their data and/or tissue (this may also include research involving the data of deceased participants) must obtain appropriate ethical approval of their projects. Normally, successful completion of the Department's Ethics Review at the Upgrade exercise will confirm such approval. In some instances, however, additional approval must be sought for students' research. **Specifically** 1) any research involving NHS patients/staff/facilities/participants recruited through NHS resources must be approved by an NHS Local Research Ethics Committee or Multi-centre Research Ethics Committee; 2) research projects for which the funding body requires a full ethical review above and beyond the parameters of the normal Departmental review; 3) research projects of sufficiently high risk to participants or the student or outside the scope of the normal ethical expertise in the History Department (as determined by the Director of Graduate Studies or Head of Department).

1) Your Name:	
2) Title of Dissertation:	

3) Ethical considerations: briefly detail the ethical considerations entailed by this research project **and** the mechanisms that will be used to address them. This section of the form must **not** be left blank:

4) Risks to researcher: Please identify any risks to the researcher posed by the project, referring to the University Guidance on Ethical Practice for information on research risks (<http://www2.warwick.ac.uk/services/rss/services/ethics>) If risks are identified, indicate clearly how such risks will be minimised and/or monitored.

If your research project does **not** entail live human participants, please move directly to section 12. If your project **does** entail live human participants, please complete all remaining sections of the form.

5) Recruitment of Participants: Please a) specify how potential participants will be identified, b) identify your inclusion/exclusion criteria, explaining the purpose behind those criteria, and c) confirm that in advertising for participants, you will not overstress payments or other inducements to take part.

6) Informed consent: Except in the instance of questionnaires where returning a completed questionnaire is considered to signal consent, written informed consent from participants is required. This consent, which includes research participants involved in audio/visual recording, must conform to the University's Guidelines on Ethical Practice. Please indicate below the process by which you will ensure that fully informed consent is obtained, detailing when appropriate any additional assent procedures that will be used where children are involved and how informed consent will be secured where an influential relationship exists between the researcher/recruiter and his/her potential participant.

7) Vulnerable participants: If your research involves vulnerable participants, please note why their inclusion in your study is requisite and how you will protect these participants' rights.

8) Incentives/Compensation: If travel/out of pocket expenses will not be paid to participants, this circumstance must be explained clearly in advance to participants. Please note here any payments that will be made to

participants to reimburse for travel/out of pocket expenditure and fully justify any additional payments that will be made to participants.

9) Participant Benefit/risk: Please highlight any possible benefits to the participants and any potential harm/risks to participants that may ensue from participation in your study. Where potential risks/harm have been identified, please indicate what steps will be taken to minimise/monitor them.

10) Data protection: In accordance with the Data Protection Act, please specify how you will ensure the confidentiality of information that would identify particular participants, and what action may be taken should confidential information be discovered that would cause concern.

11) Data Storage: Please confirm that original data (including signed consent forms and copies of relevant documentation) will be kept in a secure location, accessible for inspection if required for at least 10 years after completion of your degree.

12) Overseas research travel: The department expects that students will inform the supervisors of the dates and itineraries of research travel. When appropriate, supervisors may ask students to complete the 'risk assessment for overseas travel' form.

The department expects all students to obtain the requisite visas (including research visas), to consult and abide by the information in the relevant FCO pages regarding travel warnings and to comply with local laws.

Upgrade Assessor Signature		Date	
Upgrade Assessor Signature		Date	
Supervisor/s Signature		Date	
Supervisor/s Signature		Date	
Student Signature:		Date	

NB Please return this form to the Postgraduate Co-ordinator, H3.40 following the interview.

Graduate Programme in History

The University of Warwick
 Coventry CV4 7AL United Kingdom
 Tel: 024 7652 3292
 Fax: 024 7652 4451
 Email: Paulina.Hoyos@warwick.ac.uk

Director: Professor Rebecca Earle
 Email: R.Earle@warwick.ac.uk

Books available for Consultation and Loan in H3.40

- Naomi Alsop, Steve Birks, Marc Bush, Lee Pinfold and Emma Vryenhoef, *Representations. Student Research in Visual Sociology and the Sociology of Story* (Coventry: University of Warwick. The Reinvention Centre for Undergraduate Research, 2006)
- John R. Davis, *Grants for History 2006. A guide to funding* (Institute of Historical Research, 2006, and 1997, 2005 edns)
- J. Everett, *Handlist of Electronic Teaching Resources for Teachers of History, Archaeology & Art History* (Centre for History, Archaeology and Art History, Univ. of Glasgow, 1996)
- Norman Graves and Ved Varma, *Working for a Doctorate* (Routledge, 1997)
- Patsy McCarthy and Caroline Hatcher, *Presentation Skills. The Essential Guide for Students* (Sage, 2002)
- Rowena Murray, *How to Write a Thesis* (Open University Press, 2002)
- R.J. Olney, *Manuscript Sources for British History. Their nature, location and use* (Institute of Historical Research, 1995)
- Estelle M. Phillips and D.S. Pugh, *How to Get a PhD. A handbook for students and their supervisors*, (Open University Press 2nd edn 1999)
- K. Schürer, S.J. Anderson and J.A. Duncan, *A guide to historical datafiles held in machine-readable form* (Association for History and Computing, 1996)
- Elaine Showalter, *Teaching Literature* (Blackwell, 2003)
- D.A.Spaeth, *A Guide to Software for Historians* [2 Copies] (Computers in Teaching Initiative for History with Archaeology and Art History, Univ. of Glasgow, 1991)
- Rebecca Stott, Tory Young and Cordelia Bryan, *Speaking your Mind. Oral Presentation and Seminar Skills* (Longman, 2001)
- Wendy Sykes, Martin Bulmer and Marleen Schwerzel, *Directory of Social Research Organisations in the United Kingdom* (Mansell, 1993)
- Geoff Timmins, Keith Vernon, Christine Kinealy, *Teaching and Learning History* (Sage, 2005)
- Jane Winters (ed.) *Teachers of History in the Universities of the United Kingdom*, (Institute of Historical Research, 2004, 2002, 2000, 1999, 1998, 1997)
- *The Edition XII Guide to Postgraduate Arts, Humanities and Social Sciences Programmes in Europe* (The Edition XII Publishing Company Limited, London, 1995)
- Institute of Historical Research, *Guide to the Institute of Historical Research* (Institute of Historical Research, 2000-2001)
- Institute of Commonwealth Studies, *Theses in Progress in Commonwealth Studies, 2002* ((Institute of Commonwealth Studies, Univ. of London, 2002)
- Institute of Commonwealth Studies, *Theses in Progress in Commonwealth Studies, 2003* (Institute of Commonwealth Studies, Univ. of London, 2003)
- Institute of Historical Research, *Theses in Progress 2004* (Institute of Historical Research, May 2004)
- Institute of Historical Research, *Theses in Progress 2005* (Institute of Historical Research, May 2006)
- Institute of Historical Research, *Theses in Progress 2009* (Institute of Historical Research, May 2010)
- Institute of Historical Research, *Theses Completed 2003* (Institute of Historical Research, May 2004)
- Institute of Historical Research, *Theses Completed 2004* (Institute of Historical Research, May 2005)
- Institute of Historical Research, *Theses Completed 2009* (Institute of Historical Research, May 2010)
- Institute of Historical Research, *Internet Resources for History* (Institute of Historical Research).
- Modern Humanities Research Association, *MHRA Style Guide. A handbook for authors, editors, and writers of theses* (Modern Humanities Research Association, 2002, & 1996).

SOME TAUGHT MA DISSERTATIONS SUBMITTED IN PREVIOUS YEARS CAN BE CONSULTED / LOANED.

Dates of Terms

2012-2013

Autumn Term	Monday 1 October 2012 - Saturday 8 December 2012
Spring Term	Monday 7 January 2013 - Saturday 16 March 2013
Summer Term	Monday 22 April 2013 - Saturday 29 June 2013

2013-2014

Autumn Term	Monday 30 September 2013 - Saturday 7 December 2013
Spring Term	Monday 6 January 2014 - Saturday 15 March 2014
Summer Term	Wednesday 23 April 2014 - Saturday 28 June 2014

The information contained in this Handbook is as accurate and up-to-date as we can make it. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices. However, the final arbiter of university policy is the university regulations, as laid down in the Calendar, the Course Regulations and the official timetable.