

Centre for the Study of the Renaissance
Post Graduate Research
Student Handbook 2016-17



Including MA by Research, MPhil, PhD

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INTRODUCTION

The Centre for the Study of the Renaissance has had a long and distinguished history, partly because the University of Warwick has, over time, attracted many eminent scholars in the field, including John Hale, Martin Lowry, Michael Mallett, Nicholas Mann and Peter Mack. Well over thirty academic staff, associate fellows and postdoctoral research fellows participate in the Centre's activities, which in addition to teaching include national and international research projects and a lively seminar series (STVDIO).

Several features have made the Centre a success in the past: its truly interdisciplinary character (staff and students join us from around Warwick's Faculty of Arts, in particular from English, History, History of Art, Theatre Studies, Classics and Modern Languages), its international connections, and its character as an intellectual community. We hope to build on these in the future, by strengthening our connections with other universities and research centres and engaging even more strongly in collaborative research programmes. We trust that you, as postgraduates within the Centre, will take advantage of the opportunities offered to you. Bear in mind, for example, that UK and EU postgraduates have the opportunity, via the Centre's ERASMUS exchange, to spend 3 months at the **University of Venice**. Postgraduates should also explore the possibility of doing research at the **Newberry Library in Chicago** or at the **Folger Institute**.

We also hope that you, as postgraduates, will very much feel like full members, ready to take the initiative in organising conferences or branching out in new directions, or in general by contributing fresh ideas.

Paul Botley
Director of Graduate Studies (2015-16)

N.B. This handbook is a supplement to the Postgraduate Student Guide, the Guidelines on the Supervision of Research Students, and the Guide to Examinations for Higher Degrees by Research and should be read in conjunction with them. See the Graduate School website:
<http://www2.warwick.ac.uk/services/academicoffice/gsp/>

I. ORIENTATION

1.1 The Centre's Office

The Centre's Office is H448b on the fourth floor of the Humanities Building Extension Block.

1.2 Responsible Staff for 2016-17

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

Prof. Ingrid De Smet (Director of the Centre)

Office: H437 Tel: 23017

Email: I.de-Smet@warwick.ac.uk

Dr. Sarah Wood (Director of Graduate Studies)

Office: H5.12; Tel: 23271

Email: Sarah.Wood@warwick.ac.uk

Ms Jayne Brown (Administrator)

Office: H448b Tel: 24587

Email: renaissance@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, you need to prefix it with (024) 765.

1.3 Areas of Responsibility

The Director of the Centre (hereafter known as 'DGS') has ultimate oversight for the Centre's planning and management, including issues of financial control, and represents the Centre at meetings of other Heads of Department and at the Faculty of Arts. He or she also spearheads the Centre's research activities and nurtures relationships with other institutions.

The DGS is responsible for the smooth running of the taught MA, and the overall management of procedures relating to both taught and research students. He or she also functions as Secretary for the Exams Board, communicates with the external examiner, and supplies students with feedback on their marks and performance on the course. In addition the DGS is in charge of student recruitment.

The Centre's administrator will be your first port of call in many instances. She receives essays, is able to direct students to the appropriate staff if they have queries, keeps track of bookings for the Centre's study/work space (H4.50), communicates with secretaries of other departments, and is in constant communication with the director of the Centre and the DGS, in addition to performing many other tasks related to grant management and the administration of the Centre.

1.4 Communications

The atmosphere in the Centre 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 mutually-convenient times by emailing them. If you are unable to reach a member of staff and the matter is urgent, you might contact the secretaries of the appropriate department or the Centre's administrator on 24587. There are student pigeonholes in which messages may be left. These are located in the Graduate Space on the fourth floor of the Humanities Extension Block. You should check your Warwick email account regularly. **Official communications to students will only be delivered to their University email address.**

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 will be sent a Student Record form, which should be completed with your personal details, and returned it to the Centre's administrator. Remember to keep your information up-to-date, both locally within the Centre itself and also within the University's Student's Record System.

General graduate information will be posted on the notice board of the Centre which is located in the Centre's work/study space, H4.50. Please check the notice board regularly for information about modules, guest seminars, conferences, social activities, etc. Other faculty graduate occasions will be advertised on the notice boards in the Graduate Space.

1.5 Facilities

The **Graduate Space** on the fourth floor of the Humanities Extension Block provides a meeting place for students. Adjacent to this is a computing room (H4.47) with networked PCs available on a first-come, first-served basis. These facilities are shared with other graduate students in the Arts Faculty. Students may see the regulations governing the use of University Computing Facilities here: <http://warwick.ac.uk/regulation31>

The Centre's students have their own **work/study space**, H4.50, which is in the Graduate Space on the fourth floor of the Humanities Extension Block. This houses the Centre's own collection of books on the Renaissance, and the Centre's DVD library of performances of early drama. Students are reminded that this is not a lending library and books or DVDs should not be removed from this room. There are facilities to view items from the DVD collection in the room. It is also possible to book this room for student meetings, seminars, presentations, group study etc; please see Centre Administrator for availability or check calendar at:

http://www2.warwick.ac.uk/fac/arts/ren/news_and_events/resources_room_calendar/

The Faculty also provides dedicated PGR study space within the Humanities building. From October 2015, 10 bookable hot desks for individual study will be available in rooms H4.06 and H2.05, with an additional 5 available from January 2016. Room H4.05 can be used by PGR students as a group working area, and will house a further two drop-in desks. To book a hot desk please consult the CADRE website for further instructions:

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

Students are welcome to use the **Postgraduate Hub** on the ground floor of Senate House (card access). This is a space that brings together postgraduates from across Warwick. At the PG Hub you can:

- Find meeting rooms for group-work and collaborative study. Some of these spaces can be booked and some are available on a first-come first-served basis
- Ask any questions you might have about your postgraduate life at Warwick
- Find support for your dissertation through the Dissertation Station
- Find support for your studies and future career plans through events and drop-ins

The PG Hub exists to make your time at the University more productive and enjoyable. It is currently open 9am to midnight (see website for holiday opening). For more information go to: http://www2.warwick.ac.uk/services/library/pghub/postgraduate_hub/ or follow them on Twitter at @WarwickPgHub

Research students may also make use of the **Wolfson Research Exchange** in the University Library (third floor extension, card access). The Wolfson Research Exchange is a space dedicated to MPhils, PhDs, and academic staff. At the Exchange you can:

- Find others in different departments who share your research interests
- Attend training to improve your research skills, including the Research Student Skills Programme: <http://www2.warwick.ac.uk/services/scs/pgr>
- Book seminar rooms for your own interdisciplinary academic events, conferences and networks

Normal opening hours are, Mon-Sun: 08:30-00:00. Staffed Mon-Fri: 09:00-16:00. See the website for holiday opening hours. For more information, go to <http://warwick.ac.uk/researchexchange> or email: research_exchange@warwick.ac.uk

1.6 Health and Safety

The Centre maintains a register of staff and students with physical or medical problems which may require an emergency response from tutors or others. Listing is entirely voluntary. Individuals wishing their names to be included should make this known to the administrator in Room H448b. The registers will include information on what to do and whom to contact in cases of emergency. Students may read the University's statement on health and safety here:

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

1.7 Car Parking and Public Transport

Car-parking spaces are limited and the University strongly encourages the use of public transport. The University has good bus links with other locations in Coventry and with Kenilworth and Leamington. The University is located around 15 minutes by bus from Coventry railway station, which has a fast connection to London, Euston Station. Regular trains to London, Marylebone Station, run from Leamington Spa.

II. GENERAL ACADEMIC INFORMATION FOR POSTGRADUATES

2.1 Induction Events

Both the University and the Arts Faculty provide separate induction events which you are strongly encouraged to attend. Information on university events can be found at <http://www2.warwick.ac.uk/study/welcome/postgraduates/>.

New postgraduate students also attend various induction events held by the Centre including a lunch which will be hosted by the Director and the DGS and will usually take place at or just before the beginning of Term 1 (details to be provided separately). At this event, you will meet fellow new students and other students of the Centre, and you will be provided with practical information and details of forthcoming events at the Centre. There is usually another Centre social event at the beginning of term 2 (January), to welcome back staff and PGT students from their term in Venice.

2.2 Skills and Further Development

Postgraduates should take advantage of opportunities for deepening their knowledge or sharpening their skills in a variety of areas, in the Centre, in the Arts faculty and/or in the University at large. These skills will be reflected in a Skills Development Portfolio. In addition to the Centre's skills sessions, which run alongside the taught MA's core module, the following possibilities should be kept in mind.

2.2.1 CADRE

CADRE (the Centre for Arts Doctoral Research Excellence) is the Faculty of Arts doctoral training hub. As a PhD student in the Faculty you have automatic access to all CADRE events and resources. Year 1 students are expected to take part in the Introduction to Arts Doctoral Research programme. Students who are further on in their studies may wish to attend the more advanced sessions on offer. In particular, attendance at the four week Transition from Arts Doctoral Research programme is recommended for students in their penultimate and final year of study. Contact CADRE: Prof. Penny Roberts (Director) at Penny.Roberts@warwick.ac.uk and Sharron Wilson (Administrator) Sharron.Wilson@warwick.ac.uk. Office location: H0.42 (Humanities Building)

Research students at Warwick should receive a booklet outlining a number of skills sessions run by the Graduate School, from academic writing and time management to tips on writing job applications. Request a booklet from the Graduate School or the DGS. Also see the information at <http://www2.warwick.ac.uk/services/scs/pgr/rssp>

2.2.2 The Warwick–Warburg Doctoral Training Programme

On four days a year (typically in early summer), Warwick teams up with the Warburg Institute in London to offer practical training workshops to doctoral students in Renaissance Studies. The programme (Resources and Techniques for the Study of Renaissance and Early Modern Culture) is described on the website of the Centre, and PhD students (or MA students planning on doing a PhD) with relevant interests are very much encouraged to participate: for further information, see <http://www2.warwick.ac.uk/fac/arts/ren/warburgwarwick/>

2.2.3 Languages

Language skills are particularly important at postgraduate level: they enable you to read primary sources in the original and make you better aware of the historiography and critical literature in countries outside the Anglophone world. Students are therefore strongly encouraged to develop or improve proficiency at least in Latin and one modern foreign language (French, Italian, German, or Spanish). The Centre will cover each student's costs for one language course taken through a department, not through the Language Centre. (Note, however, that failure to attend a course fully will lead to the Centre withdrawing its subsidy.) Students whose native language is not **English** can avail themselves of Warwick's Centre for Applied Linguistics, which runs courses to improve research students' command of written English: see <http://www2.warwick.ac.uk/fac/soc/al>

The **Classics Department** offers beginners' instruction in **Latin** and **Greek** (contact the secretary in Classics, on the second floor of the Humanities Building). The Renaissance Centre runs a weekly seminar on '**Latin for Research in the Humanities**', intended for Warwick students and staff who already have a basic knowledge of the language (typically: GCSE Latin, or who have completed the Classics Department's Beginners' course) and wish to brush up on, or maintain, these Latin language skills. It is also intended for researchers who, having had some training in classical Latin, wish to develop proficiency in medieval, early modern, or modern Latin. For further details, please contact **Bryan Brazeau** (b.brazeau@warwick.ac.uk) and see the course outline on the Centre's website:

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

Instruction in **Italian** (whether at beginners', intermediate, or advanced level) is best taken in the School of Modern Languages. For advice and placement information, contact the language coordinator, **Dr Caterina Sinibaldi** (H4.14). Students intending to take the Italian palaeography (subject to availability) classes in the second term are required to have studied, or to be studying, Italian.

Students with no previous knowledge of **French, German or Spanish** will do best to contact the University's **Language Centre**. The Language Centre offers a wide range of courses at every level. It is equipped with digital language classrooms and seminar rooms, with data projection and electronic whiteboards. There is also a multi-media open access suite with satellite TV, computer-based learning, and DVD players. There are a number of choices available for acquiring a new foreign language or brushing up language skills. 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

If you have advanced (post A-level) knowledge of French or German, you could enquire with the School of Modern Languages about further instruction.

2.2.4 Auditing Other Modules (optional)

You may wish to discuss with your supervisor auditing an MA module on offer in the Arts Faculty. This would not normally entail any written work. You will need to have the consent of the module's convenor.

2.2.5 Renaissance Seminars (STVDIO)

The Centre hosts a Research Seminar (STVDIO series) which usually meets on Tuesday or Wednesday evenings at 17:00. Papers are given by visiting speakers as well as by Warwick staff and students. **All postgraduate students are expected to attend and participate.** For a list of events, see: http://www2.warwick.ac.uk/fac/arts/ren/news_and_events/seminars/stvdio

Students are also encouraged to attend **seminars organised across the Faculty of Arts**, such as the Medieval Seminar, the History Department's Early Modern Seminar and the Eighteenth-Century Studies group, the History of Medicine group, and the research seminars offered by the departments of Classics, English and Comparative Literary Studies, French Studies, History of Art, and Italian. The Centre notice board and the Arts Faculty calendar have further details.

2.3 Research Projects in the Centre

Several research programmes (some with PhD students or postdoctoral research fellows attached to them) are running in the Centre at present. These provide a unique opportunity for Centre students to develop relationships and interests outside of their specific subfield as well as potentially giving them a sense of what it is like to be engaged in research after the PhD. In the case of international projects, it is also an opportunity to gain insights into what is happening outside of the UK. For more information, and a sense of the programme, see <http://www2.warwick.ac.uk/fac/arts/ren/projects/>

2.4 The Centre's Teaching Committee

The Teaching Committee consists of the Director of the Centre, the DGS, tutors of the MA core and optional modules, and supervisors of research students. It meets once a term.

2.5 Student–Staff Liaison Committee (SSLC)

The Centre has a Postgraduate Student–Staff Liaison Committee (SSLC), which is convened by the student chair of the Committee. Membership of the Committee is as follows: one or more MA students; two research students; the DGS; and a Library representative. The chair of the SSLC is a student. The student representatives (a chair and a secretary) should be elected as soon as possible in Term 1 and should be present at the first meeting of the SSLC/Teaching Committee, towards the end of Term 1.

The SSLC/Teaching Committee meets once each term to discuss matters of mutual interest and concern. It acts as a forum in which questions about the 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. It is the responsibility of the chair and/or the Centre's Administrator to contact the other SSLC members to arrange meetings.

2.6 Library

All students should register as users of the Library as soon as possible. Sophisticated systems are available in the Library for conducting literature information searches, which are invaluable for research students and you will be taken through these on the induction programme. The Library Subject Specialist for the Centre is **Lynn Wright** (lynn.wright@warwick.ac.uk) who is also a member of the Postgraduate SSLC.

Students should be aware of special library facilities, such as the **Wolfson Research Exchange** (a dedicated space for research students <http://www2.warwick.ac.uk/services/library/using/libspaces/research-exchange/>), the **Learning Grid** (available twenty-four-hours a day in a development occupying a space of about 1350 square metres on two floors in University House, with capacity for approximately 300 students) and of the special set of **library resources** dedicated to Renaissance Studies. For these resources, see: <http://www2.warwick.ac.uk/services/library/subjects/arts/renaissance/>

2.7 Exchange Opportunities

2.7.1 ERASMUS Programme (Venice and Paris)

An ERASMUS programme, linking the Centre with the University of Venice (Ca' Foscari) and the University of Paris (Sorbonne) brings postgraduate students from these two universities to the Centre for the spring term in each academic year. It also permits MA and research students of the Centre to attend the Sorbonne or the University of Venice for 3 months as part of their degree. Registered students can obtain (modest) support towards the costs of residence abroad within the ERASMUS programme. For further details, and to register your interest in participating, contact the DGS early on in Term one.

2.7.2 Newberry Library and Folger Institute

Postgraduate students working in relevant areas may apply for funding to undertake research or attend graduate training seminars at the Newberry Library in Chicago (<http://www.newberry.org/>), through the Centre for the Study of the Renaissance. The Newberry Library's own Center for Renaissance Studies (founded in 1979) serves an international public of scholars through the use of the library's internationally renowned collections in the late medieval and early modern periods, through to the Napoleonic age.

The Center is organised as an international consortium of 49 universities that contribute to its administration and the planning of a range of research and advanced (graduate and post-doctoral) skills training programmes. For further information and details, see the Newberry's website at <http://www.newberry.org/center-renaissance-studies> Warwick is currently one of three UK institutions to be a member of the Consortium of the Newberry Library's Center for Renaissance Studies.

Postgraduate students at Consortium institutions can apply for funds (known as '**Newberry Renaissance Consortium Grants**') to participate in Center for Renaissance Studies programmes or to conduct research on medieval, Renaissance, or early modern topics at the Newberry Library.

Thanks to a reciprocal arrangement, funds may also be available for programmes and research at the Folger Institute in Washington, DC ('Newberry Renaissance Consortium Grant for seminar participation/research at the Folger Institute').

Applications go through the faculty representative in the Consortium institution; in Warwick, you should write the Director of the Centre for the Study of the Renaissance. Postgraduate applicants should first discuss their plans with their supervisors.

2.8 Postgraduate Research Fund

The Centre administers a small Postgraduate Research Fund and all research postgraduates are eligible to apply. The fund is aimed mainly at supporting visits to archives and libraries, and attendance at conferences. Funds are limited, and are only available to those who cannot claim from a research body supporting their course of study. Individuals will not normally receive more than £90 per year. For further information, contact the DGS.

Other sources of funding for research, conference attendance, etc. are hosted on the Centre's web pages for current students. See:

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

2.8.1 Humanities Research Fund

Another source of funding for conference expenses is the university's Humanities Research Fund, which is administered by Research Support Services. You can download an application form from their website: <http://www2.warwick.ac.uk/services/rss/funding/opportunities/rdf/hrf>

Decisions are normally made within 4 weeks. This allowance may also be used to support other relevant research activity such as the acquisition or improvement of a language essential to your research, at the discretion of the DGS.

2.8.2 HRC Doctoral Fellowships

The **Humanities Research Centre** (HRC) runs a doctoral fellowship competition. Each fellow receives a research budget and funds to organise an interdisciplinary conference of their choice. It is open to full and part-time PhD students who have completed at least one but not more than two years of study. Applications are usually submitted in term 2. Consult their website: <http://www2.warwick.ac.uk/fac/arts/hrc/irf/dfc> or visit their office in the fourth floor extension of

the Humanities building (H4.52). You should discuss your proposal with your supervisor before applying for this award and ensure that it will not disrupt your research.

Other sources of funding for research, conference attendance, etc. are hosted on the Centre's web pages for current students.

2.9 Personal Tutors and Pastoral Care

In line with University policy all taught MA students are assigned a personal tutor, drawn from a list of all staff in the Centre who are involved in the Graduate Programme by either teaching or supervision. Research students however, do not normally have a personal tutor, as their supervisor (or first supervisor) acts in a pastoral as well as an academic capacity. They should, however, feel free to talk to the DGS, the Director of the Centre (indeed, to any member of staff they feel they can trust) about personal and academic matters that they do not wish to raise with their supervisor. Under the University's Code of Good Practice, it is expected that a supervisor 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 the responsibilities conferred on Personal Tutors in the University Regulations. More information at <http://www2.warwick.ac.uk/fac/arts/ren/postgradstudy/currentstudents/pastoralcare/>

Of course, none of this prevents you from approaching any member of staff in the Centre. 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 Centre is also supported by the University's Senior Tutor, Mr Stephen Lamb, and his team of professional counsellors in University House. The Counselling Service also offers help with study skills problems, and with problems arising from dyslexia. In addition, they will supply you with information concerning the University's guidelines on sexual, racial, and personal harassment. See: <http://www2.warwick.ac.uk/services/tutors/counselling/student/>

2.10 Special Circumstances

2.10.1 Disabilities

Students suffering from conditions which are likely to affect their academic performance or the ability to meet deadlines should speak in confidence to the DGS as soon as possible.

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

Students should visit Disability Services to discuss individual support requirements; for advice on the Disabled Student Allowance (DSA); if they think they might be dyslexic or have any other Special

Learning needs; if they require mentoring or specialist study skills support for example; for information about accessible campus accommodation, parking, resources and assistive technology; and for information about external agencies that also provide support.

For Disability Services, see <http://www2.warwick.ac.uk/services/tutors/disability> They are located on the ground floor of University House and can be contacted by telephone on 024 761 50641 or email disability@warwick.ac.uk

The Centre for the Study of the Renaissance will have due regard to such conditions. It is important that up-to-date medical evidence be provided, and that it is as specific as possible as to how it is likely to affect a student's work.

2.10.2 Illness and Absences

If, for any reason, you are not able to study for a period of more than two or three weeks, it is essential that you contact your supervisor or personal tutor, and ask about the advisability of applying for a Suspension of Study. If he/she thinks this is advisable, both you and your supervisor should notify the DGS in writing about your needs and your reasons for seeking a suspension of study. You should also supply medical evidence where appropriate. He/she will then forward your letter, along with a covering letter indicating the Centre's support of your need for a suspension of study, to the Chair of the Warwick Graduate School. If you do not hear within a reasonable period of time, ask the DGS to contact the Graduate School on your behalf.

2.11 Cheating and Plagiarism

This note is intended to draw your attention to what the University defines as cheating in assessed work (including dissertations and theses); the procedures which are adopted in suspected cases; and your rights under those procedures.

2.11.1 Definition (University Regulation 11)

In these Regulations 'Cheating' means an attempt to benefit oneself, or another, by deceit or fraud. This shall include deliberately reproducing the work of another person or persons without acknowledgement. A significant amount of unacknowledged copying shall be deemed to constitute *prima facie* evidence of deliberation, and in such cases the burden of establishing otherwise shall rest with the candidate against whom the allegation was made.

In the context of assessed work you must avoid plagiarism, that is, copying out other people's writings word-for-word without quotation marks or acknowledgement, or paraphrasing their ideas or arguments by changing the wording – again, without acknowledging the source.

The safest way to avoid problems associated with plagiarism is to use inverted commas (quotation marks) to identify any word-for-word reproduction of other people's writings (whether in print or on the web) and to be very rigorous about citing the source from which you have quoted. **Always specify your sources, by including footnotes and a bibliography with your written work.** For details of the procedures under Regulation 11, see <http://warwick.ac.uk/regulation11>

2.11.2 Appeals

The University has agreed appeals procedures. Further details are available from the Graduate School and on the university's website at: <http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/disciplinary/>

2.12 Problems and Complaints

What do you do if you have an anxiety or complaint about any aspect of the Graduate Programme? You could take up specific issues with the DGS or with one of your option tutors. You might first want to discuss the problem with your Student-Staff Liaison Committee representative, or ask him/her to raise it at an SSLC meeting. You could ask your SSLC representative (or someone else who has taken the module with you) to be with you when you discuss matters with a member of staff. You may feel that this approach is not possible or that it will be unproductive. You may prefer instead to approach the Director of the Centre for the Study of the Renaissance.

Should your issue or concern not be resolved through these channels, the University has a clear three-stage Student Complaints Resolution Pathway for all types of informal and formal concerns or complaints. Further information, advice and guidance is available on the following University webpage: www.warwick.ac.uk/studentfeedbackandcomplaints/

You may wish to have a look at these pages before you decide how to proceed.

You should not feel anxious about airing problems and grievances in this way. We expect students to be open and frank in discussing their experience of the Graduate Programme, and believe that the only way to plan for improvement is by being alerted to current students' experiences.

2.13 Guidance on Extenuating/Mitigating Circumstances

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

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

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

Note: The University's Examination and Degree Conventions (J10 (c)) state that, 'All mitigating evidence, whether directly from a candidate or from a personal tutor or other member of University staff on behalf of a candidate, should be communicated in writing to the Secretary of the Board of Examiners in advance of the Board meeting to ensure clarity of information and that a proper record exists and can be subsequently kept'.

III. ACADEMIC STAFF WITH RENAISSANCE INTERESTS

Dr Jennifer Alexander (History of Art)

Interests and expertise: Medieval Art and Architecture especially the study of medieval and early modern buildings, their construction and use.

Office: F47, Millburn House; Tel: 23005; Email: jennifer.alexander@warwick.ac.uk

Professor Catherine Bates (English and Comparative Literature) on research leave

Interests and expertise: Literature and culture of the Renaissance period with a special interest in sixteenth-century courtly poetry; psychoanalysis, and epic.

Office: H5.03; Tel: 23345; Email: c.t.bates@warwick.ac.uk

Dr Paul Botley (English and Comparative Literature)

Interests and expertise: Renaissance letters; Neo-Latin literature; the history of the Bible; education; translation; the Greek diaspora in renaissance Europe; editorial method; the history of scholarship.

Office: H5.13; Tel: 23341; Email: paul.botley@warwick.ac.uk

Dr Louise Bourdua (History of Art)

Interests and expertise: Medieval and Renaissance Art.

Office: F47, Millburn House; Tel: 50653; Email: l.bourdua@warwick.ac.uk

Dr Emma Campbell (Modern Languages, French)

Interests and expertise: Old French literature; manuscript studies; translation; modern philosophy and critical theory

Office: H4.31; Tel: 23332; Email: emma.campbell@warwick.ac.uk

Professor Emeritus Bernard Capp (History)

Interests and expertise: Radical movements in seventeenth-century England; popular beliefs and popular culture; the family and gender in early modern England.

Office: H3.18; Tel: 23410; Email: b.s.capp@warwick.ac.uk

Professor Elizabeth Clarke (English and Comparative Literature)

Interests and expertise: seventeenth-century religious poetry, particularly by nonconformists and women; director, the Perdita Project; project director, John Nichols.

Office: H5.41; Tel: 23327; Email: e.r.clarke@warwick.ac.uk

Professor Alison Cooley (Classics & Ancient History)

Interests and expertise: All aspects of the Roman world - social, cultural, economic, and political.

Tel: 24918; Email: A.Cooley@warwick.ac.uk

Dr Jonathan Davies (History, Venice Coordinator) in Venice during Term 1

Interests and expertise: History of the Italian states c-1300-c.1600; elites; ritual; violence; universities.

Office: H3.20; Tel: 23420 ; Email: j.d.davies@warwick.ac.uk

Professor Ingrid De Smet, (Modern Languages, French and Neo-Latin) Director of the Renaissance Centre

Interests and expertise: Satire and polemics; the Classical tradition and humanism; Neo-Latin literature and intellectual culture in France, the Low Countries, and Italy (1550-1650); writers of the Reformation and Counter-Reformation.

Office: H4.37; Tel: 23017; Email: I.de-Smet@warwick.ac.uk

Dr Aysu Dincer Hadjianastasis (History)

Interests and expertise: History of Venice; Social and economic history of early medieval England; England and Scotland in the fifteenth century

Email: A.Dincer@warwick.ac.uk

Professor Rebecca Earle (Comparative American Studies)

Interests and expertise: Spanish American history: late colonial and early national Colombia; letters, print and modernity

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Dr John T. Gilmore (English and Comparative Literary Studies)

Interests and expertise: Neo-Latin verse, especially in the long eighteenth century; the history of translation into Latin verse as a means of introducing European readers to non-European literatures.

Office: H5.33; Tel: 28171; Email: j.t.gilmore@warwick.ac.uk

Professor Simon Gilson (Modern Languages, Italian)

Interests and expertise: Dante; the relationship between literature and science; the status of the arts in the Renaissance.

Office: H4.08; Tel: 73095; Email: s.gilson@warwick.ac.uk

Dr Teresa Grant (English and Comparative Literature)

Interests and expertise: Medieval and Renaissance drama, especially issues surrounding staging; Renaissance literature and culture.

Office: H5.16; Tel: 23664; Email: T.Grant@warwick.ac.uk

Dr Clive Gray (Centre for Cultural Policy Studies)

Interests and expertise: analysing structure and agency in the museums and galleries sector; ontology, epistemology and methodology in cultural policy research.

Office: G.41; Millburn House. Tel: 24912; Email: C.J.Gray@warwick.ac.uk

Professor Mark Knights (History)

Interests and expertise: the political culture of early modern Britain c.1500-c.1800, with particular interests in the integration of political and social history, the nature of public discourse, the role of print, and the interaction of politics, literature and ideas.

Office: H3.09; Tel: 74690; Email: m.j.knights@warwick.ac.uk

Professor Beat Kumin (History) on research leave 2016-17

Interests and expertise: English and Central European religious and social history, c.1450-c.1750; the history of parishes and public houses; spatial approaches to the past.

Office: H3.13; Tel: 24915; Email: b.kumin@warwick.ac.uk

Dr Marie-Louise Lillywhite (History of Art)

Interests and expertise: The influence of the Counter Reformation on 16C Venetian art

Office: F44, Millburn House; Tel: 23007; Email: M.Lillywhite.1@warwick.ac.uk

Dr Mathew Lockwood (History)

Interests and expertise: Early Modern British History

Email: M.Lockwood.1@warwick.ac.uk

Dr David Lines (Modern Languages, Italian) on research leave 2105-16

Interests and expertise: ancient thought (especially Aristotelianism) in Renaissance Italy; Renaissance ethics, politics and science; institutions of culture and learning; libraries and history of the book.

Office: H4.10; Tel: 23250; Email: D.A.Lines@warwick.ac.uk

Professor Peter Mack (English and Comparative Literature) on research leave 2016-17

Interests and expertise: include Medieval and Renaissance European intellectual, cultural and literary history, and especially rhetoric.

Office: H5.09; Tel: 23663; Email: p.w.d.mack@warwick.ac.uk

Professor Peter Marshall (History)

Interests and expertise: Sixteenth-century English religious history, especially the Reformation and its impact.

Office: H3.17; Tel: 23452; Email: p.marshall@warwick.ac.uk

Dr Julia McClure (History)

Research interests: Global Middle Ages; the history of Spain; the early trans-Atlantic world; the history of poverty. Centres and Networks: Global History and Culture Centre

Office: H011; Tel: 75537; Email: J.McClure@warwick.ac.uk

Dr Celeste McNamara (History, Venice Coordinator) in Venice during Term 1

Interests and expertise: Renaissance history, Catholic Reform, Italian history, cultural and social history

Office: H321; Tel: 75534; Email: C.McNamara@warwick.ac.uk

Dr Marco Nievergelt (English and Comparative Literature)

Interests and expertise: tbc

Office: H5.20; Tel: 24994; Email: M.Nievergelt@warwick.ac.uk

Dr Luigi Pascali (Economics)

Interests and expertise: Jewish Communities in the Italian Renaissance, Growth and Development

Office: S0.80; Tel: 28268; Email: L.Pascali@warwick.ac.uk

Dr Lorenzo Pericolo (History of Art)

Interests and expertise: sixteenth- and seventeenth-century art.

Office: F49, Millburn House, Tel: 28339; Email: l.pericolo@warwick.ac.uk

Dr Caroline Petit (Classics, Wellcome Trust Senior Research Fellow)

Interests and expertise: The textual transmission, translation and interpretation of ancient medical texts, especially Galen and the Galenic corpus.

Office: H2.35; Tel: 23107; Email: C.C.L.Petit@warwick.ac.uk

Dr Paul Prescott (English and Comparative Literature) on research leave in term 2

Interests and expertise: Shakespeare in performance; theatre history; the theory and practice of arts criticism; schools and undergraduate pedagogy.

Office: H5.14; Tel: 23322; Email: p.prescott@warwick.ac.uk

Dr Victoria Rimell (Classics & Ancient History)

Interests and expertise: Latin literature from the first century BCE to the second century CE

Office: H2.37; Tel: 75103; Email: V.Rimell@warwick.ac.uk

Professor Penny Roberts (History/Director of Post-Doctoral Training Centre)

Interests and expertise: Sixteenth-century French history.

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Professor Carol Rutter (English and Comparative Literature) on research leave in term 3

Interests and expertise: Renaissance theatre and performance; the dialogue between performance and culture; Shakespeare and his contemporaries on his stage and on ours; film and poetry.

Office: H5.30; Tel: 23649; Email: c.rutter@warwick.ac.uk

Dr Rosa Salzberg (History). Seconded to the European Institute in Florence until the end of 2016/17

Interests and expertise: Italian Renaissance history; early print culture; migration history.

Office: H3.07; Tel: 23487; Email: R.Salzberg@warwick.ac.uk

Dr Margaret Shewring (Theatre Studies)

Interests and expertise: Court and Civic Festivals of the European Renaissance, Theatre of the Renaissance and Restoration periods; and Shakespeare on the Contemporary Stage both in Britain and abroad.

Tel: 07341 972381; Email: m.e.shewring@warwick.ac.uk

Dr Giorgio Tagliaferro (History of Art) on research leave for 2016-17
Interests and expertise: 'Renaissance and Early Modern Italian Art, especially Venice'
Office: F44, Millburn House; Tel: 23007; Email: G.Tagliaferro@warwick.ac.uk

Dr Maude Vanhaelen (Classics and Italian)
Interests and expertise: Greek and Latin languages and literatures; Reception of Platonism in Quattrocento Florence; Humanistic translations and commentaries; Neoplatonism and Hermetism; *Prisca Theologia*.
Office: H4.15; Tel: 50638; Email: M.Vanhaelen@warwick.ac.uk

Dr Christiania Whitehead (English and Comparative Literature) on research leave 2016-19
Interests and expertise: religious literature of the medieval period, including allegorical narratives, the medieval mystics, Middle English translations of Latin scholastic and devotional writing
Office: H5.20; Tel: 24994; Email: c.a.whitehead@warwick.ac.uk

Dr Sarah Wood (English and Comparative Literature) Director of Graduate Studies, CSR
Interests and expertise: Research interests include Piers Plowman, late medieval religious literature, allegory, alliterative poetry, authorial revision, and the history of the book
Office: H5.12; Tel: 23271; Email: Sarah.Wood@warwick.ac.uk

Dr Bobby Xinyue (Classics & Ancient History)
Interests and expertise: The reception of Ovid's *Fasti* in Renaissance Neo-Latin poetry
Office: H2.27; Tel: 24210; Email: B.Xinyue@warwick.ac.uk

RESEARCH / TEACHING FELLOWS

Dr Bryan Brazeau (Modern Languages, Italian)
Interests and expertise: Italian renaissance epic (Boiardo, Ariosto, Tasso), Poetics of the sacred, Sixteenth-Century Christian Epic (Latin and Italian), Counter-Reformation culture, Dante reception, Digital Humanities
Office: H4.21; Tel: 28490; Email: B.Brazeau@warwick.ac.uk

Dr Adrianna Catena (History), Leverhulme Early Career Fellow, for the project "The Hatters' Blues: A Microglobal History of New World Dyes in Early Modern Spain" for 2016-2019
Email: tbc

Dr Alessio Cotugno (Modern Languages, Italian)
Interests and expertise: Sperone Speroni and his *Legacy* (1500-1588). Literature, Philosophy and the Vernacular
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Dr Serena Dyer (IAS Early Career Fellow/ part-time Teaching Fellow in Early Modern European History)
Interests and expertise: (tbc)
Email: Serena.Dyer@warwick.ac.uk

Dr Catherine Hampton (Modern Languages, French, Principal Teaching Fellow)
Interests and expertise: Sixteenth-century literature; French Renaissance court society and culture.
Office: H4.32; Tel: 23328; Email: c.m.hampton@warwick.ac.uk

Dr Ann Haughton (History of Art, Visiting lecturer)
Interests and expertise: 'Divine Deviance' examining how visual representations of mythology produced in the Italian Renaissance, conflated erotic desire and philosophical allegory.
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Dr Simon Jackson (English and Comparative Literary Studies), Leverhulme Early Career Fellow
Research Interests: Poetry and music in the sixteenth and seventeenth centuries
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Dr Guido van Meersbergen (History), Leverhulme Early Career Fellow, for the project "Cross-Cultural Diplomacy Compared: European Diplomats in South Asia (1600-1750)" for 2016-2019
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Dr Cecilia Muratori (Modern Languages, Italian)

Interests and expertise: Man-animal distinction in Renaissance philosophy; history of animal ethics
Office: H4.21; Tel: 28490; Email: C.Muratori@warwick.ac.uk

Dr Giada Pizzoni (History)

Interests and expertise: Early Modern European History
Email: G.Pizzoni@warwick.ac.uk

Dr Anna Laura Puliafito (Modern Languages, Italian)

Interests and expertise: Aristotle's Rhetoric in the Vernacular, Italian Renaissance Philosophy (Neoplatonism, Natural Philosophy), Philosophy and Language, Academies in the XVI Century,
Office: H4.21; Tel: 28490; Email: A.Puliafito@warwick.ac.uk

Dr Naomi Pullin (History), Teaching Fellow in Early Modern British History

Interests and expertise: religious and social history in the early modern Atlantic
Office: H0.15; Email: Naomi.Wood@warwick.ac.uk

Dr Gavin Schwartz-Leeper (Faculty of Arts)

Interests and expertise: Representations of the past in early modern England, with particular focuses on historiography, martyrdom, polemic, and language change.
Office: 0.45; Tel: 24515; Email: g.e.schwartz-leeper@warwick.ac.uk

Dr Sara Trevisan (Renaissance Studies), Leverhulme Early Career Research Fellow

Interests and expertise: Early modern royal and civic festivals Geography and landscape in literature
Literature and the sea Literature and the visual arts English poetry and theatre (1500-1700).
Office: H4.53; Tel: 73089; Email: s.trevisan@warwick.ac.uk

Dr Iman Sheeha (English and Comparative Literary Studies, Associate Fellow)

Interests and expertise: Interests and expertise: early modern drama, domesticity, servants, domestic tragedy.
Email: Iman.Sheeha@warwick.ac.uk

Dr Felicita Tramontana (Renaissance Studies), Marie Curie Research Fellow

Interests and expertise: Migration in the early modern world: the Franciscans of the Custody of the Holy Land as a facilitator of the circulation of people in the Mediterranean
Office: H4.53 Tel: 73089; Email: F.Tramontana@warwick.ac.uk

Dr Lucy Underwood (History), Leverhulme Early Career Fellow, for the project "Imagining Englands: Confessionalisation, Catholicism and National Identity after the English Reformation" for 2016-2020)

Office: H0.17; Tel: 50442; Email: L.Underwood@warwick.ac.uk

Dr Máté Vince (English and Comparative Literary Studies/ Renaissance Studies), Research Fellow, Isaac Casaubon Project

Interests and expertise: Renaissance theories of language and understanding; reception of the classics (esp. Cicero, Vergil); rhetoric and dialectic; translation in the Renaissance; theological controversies; William Shakespeare and Philip Sidney.
Office: H4.53; Tel: 73089; Email: M.Vince@warwick.ac.uk

HONORARY PROFESSOR

Professor Emeritus Julian Gardner (History of Art)

Interests and expertise: late medieval and renaissance art; Giotto di Bondone; art and patronage; religious orders.
Email: julian.gardner@warwick.ac.uk

IV. THE STYLE GUIDE FOR WRITTEN WORK

Presentation is important. An essay or dissertation that is well written and properly laid out will gain your readers' confidence and convey your message to them as efficiently as possible. Furthermore, by following standard scholarly practice, you show your readers that you are familiar with (and have taken the trouble to follow) the conventions in your field of study. It is to your advantage to learn the conventions as thoroughly as possible.

Theses should follow, in addition to the points specified in this section, the rules for presentation outlined by the Academic Office in its information on the presentation of theses: <http://www2.warwick.ac.uk/services/academicoffice/gsp/guidingyouthrough/guidelines/submissions/examinations/infoforstudents/presentation/>.

The standard authority on all matters of presentation and format is the MHRA Style Guide, a hard copy of which will be given to all new students. It is also available to download at the following website: <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>

V. RESEARCH DEGREES: GENERAL GUIDELINES

The Centre offers three kinds of research degrees. The **MA by Research** differs from the *taught* MA in that students come fully prepared to engage in their own independent research. No course-work is required: students are only expected to submit a **dissertation of 40,000 words**. The MA by Research typically lasts 12 months (24 months if part-time). **PhD** students prepare, over the course of 3 years, a dissertation of **80,000** words. They are initially registered as **MPhil** students and proceed to the PhD upon completion of work of good standard, typically by the end of their first year. Students may also choose, after 2 years, to leave with an MPhil, provided that they have completed an up-to-standard dissertation of **60,000** words.

5.1 Research and Writing

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 factors in the successful submission rate of research theses in the Centre 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 scholarly usage. Take some time to become familiar with scholarly practice. The standard authority on all matters of presentation and format is the MHRA Style Book (see Chapter 4).

5.2 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:

http://www2.warwick.ac.uk/services/academicoffice/ourservices/gsp/formslibrary/guidelines_on_supervision_and_monitoring.pdf

The most important of the guidelines are given below.

5.2.1 Responsibilities of Supervisors

Supervisors are expected:

- i. 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.
- ii. 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.
- iii. To maintain contact with students through regular supervisory meetings and other means of 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 and may be expected to vary depending on the stage which the student has reached in their project. Note that communication in person, via email and/or by phone may all be appropriate depending on the supervisor's (and the student's) circumstances, including any periods away, whether on leave or engaged in research abroad.
- iv. To be accessible to students at other times by arrangement should advice on academic or personal problems be required.
- v. To encourage the student to approach other workers in the field and appropriate academic bodies and societies.

- vi. In cases of joint supervision, to agree with the 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.

5.2.2 Responsibilities of Research Students

As candidates for research degrees, students are expected:

- i. To discuss with their supervisor(s) the type of guidance and comment they find most helpful, and to agree a schedule of meetings and other contact both during term-time and vacations for the prescribed period of study.
- ii. 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).
- iii. 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.
- iv. 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.
- v. *To contribute to the research environment of the Department* as appropriate by taking up opportunities to present work at seminars etc. and by engaging in discussion with other researchers.
- vi. It is very important that students maintain regular contact with their supervisor(s). Failure to do so may lead to the student's registration being terminated.
- vii. If you are dissatisfied with any aspect of your work, including supervisory arrangements, you should approach either the DGS or the Director of the Centre.

Students are required to upload a brief summary of each meeting they have with their supervisor, directly into Tabula, as soon as possible after the meeting. Your supervisor will then 'confirm' the summary within the Tabula system. This requirement will enable you to review and document your own learning while it is still fresh in your mind, and it will ensure that both you, and the Centre administrator, have a full record of your supervisory contacts.

5.2.3 The Supervisors' Meetings

Supervisors of research students in the Centre meet together regularly, to compare notes, to discuss good practice in supervision, and to review the progress of all research students. These meetings discuss the practicalities of research supervision (the appointment of examiners for example) and also consider students' self-evaluations. (See below under Progress and Review Procedures).

5.2.4 Change of Supervisor/Difficulties with Supervisors

Every effort will be made to ensure that the supervisory arrangements put in place for your doctoral work continue to work as well as possible throughout your period of study. However, the Department is aware that difficulties do sometimes arise between doctoral students and their supervisors, often through no fault on either side. If you should have any concerns relating to your supervision, please feel free to raise the matter directly with your supervisor, or, if you prefer, to discuss the matter in confidence with the DGS. You may also wish to speak with the University's Senior Tutor, who can offer impartial advice.

Any difficulties raised by the student relating to supervision will not prejudice that student in any way. However, it is important to note that it is the responsibility of the student to bring the difficulties to the attention of the DGS or, in the last resort, to the University Graduate School Office, in good time. The University cannot remedy difficulties or failings of which it was not made properly aware.

If, for any reason, your supervisor should become absent or unavailable to direct your work for a period of 4 weeks or longer, the DGS or Centre Director, will meet with you at the earliest available opportunity to discuss the support you need. The DGS or Centre Director may assign a replacement supervisor, on either a temporary or a permanent basis. Alternatively, if the return of your supervisor is expected within a short period and you find that you have adequate support (e.g. for second supervisors, tutors or other members of the research group), the DGS will agree a support plan with you. Be sure to advise your DGS or Centre Director fully of your requirements, it may be difficult to recoup time lost if your research falls behind schedule.

5.3 Dissertation: Code of Practice

5.3.1 Maximum Word-Length

MA by Research: 40,000 words excluding footnotes and bibliography

MPhil: 60,000 words excluding footnotes and bibliography

PhD: 80,000 words excluding footnotes and bibliography

The Department's detailed code of practice and schedule is given below. Please study this carefully and plan your work accordingly.

5.3.2 What is a Dissertation?

A dissertation is a substantial piece of writing and requires significant research. At the **MPhil/PhD level**, the dissertation is the outcome of a full-scale research project approaching the length of a short book. You will need to follow the MHRA Style Guide and the Graduate School's conventions for presentation, so make sure you have these documents at all times. The Graduate School's conventions are to be found in the Guide to the Presentation and Examination of Research Degrees. See: http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/guide_to_examinations_for_higher_degrees_by_research.pdf

5.3.3 Originality

A dissertation is expected to show a measure of originality. This is a concept which even seasoned researchers find easier to recognise than to define. It may be helpful to think of originality as residing either in source-base (when a dissertation is based on the analysis of a set of primary sources which have not been analysed from a particular angle before), or in treatment (when you are offering a novel view of problems and topics discussed by scholars), 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 monitor the originality of your work at all levels, but it is something you will want to think about too.

5.3.4 Supervisory Contacts and Availability

Students are entitled to regular and formal supervisory contact, which may include email, Skype and telephone as well as face-to-face meetings.

You should bear in mind that the summer vacation is the time when staff do the majority of their own research within the academic year. This may involve absence from Warwick. You will therefore need to discuss with your supervisor(s) at an early stage the schedule which suits you both and how contact will take place.

5.4 The Graduate School

The Graduate School offers a number of important resources, and has information related to skills development, applying for jobs, etc. You will want to consult their information at:
<http://www2.warwick.ac.uk/services/academicoffice/gsp>

VI. MA BY RESEARCH

The MA by Research differs from the *taught* MA in that students come fully prepared to engage in their own independent research and therefore already have a well-defined topic on which they wish to write, as well as the skills to carry independent research forward. No course-work is required: students are only expected to submit a **dissertation of 40,000 words**. They may find it useful (and be required), however, to join other students on one of the core modules of the taught MA course (either the ‘Culture of the European Renaissance’ module, and/or the skills sessions). They are expected, like other postgraduates, to participate in the Centre’s activities and seminars. The MA by Research typically lasts 12 months (24 months if part-time).

You will want to complete most of your research— and some of the writing — by Easter time. You should also leave good time for composing your final draft, which, even for experienced writers, is always more time-consuming than one expects. Upon arrival you should make arrangements for an interview at once with your supervisor(s). The first supervision will be followed by other meetings as deemed appropriate by your supervisor(s), who will also be available by email to answer your queries. These meetings should lead to:

- i. the approval of a final **Research Proposal**, along with a sample chapter of your dissertation (see below) at the beginning of Term 2 for full-time students
- ii. writing of drafts, which you can discuss together with your supervisor by previous arrangement
- iii. presentation of the dissertation, by **noon, Friday 1 September 2017**. This date is not negotiable, and 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 DGS, who must then approach the Chair of the Warwick Graduate School on your behalf.

6.1 Progress and Review Procedures

At the beginning of term 2, full-time students complete a self-evaluation called a Progress Report (this occurs early in term 1 of the second year in the case of part-time students). These Reports are read by the DGS, who reports on them to the Supervisors’ Meeting (see above). This Progress Report is then placed in your file in the Centre’s Office.

Around the same time, you should prepare a Research Proposal and a draft chapter of your dissertation. It is the responsibility of your supervisor to arrange for two members of staff to read your submissions, and your responsibility to ensure that those two members of staff receive them in good time.

You should prepare:

- i. a draft chapter of your thesis, at least 3,000 words in length;
- ii. a 1,500-word **Research Proposal**, to include:
 - a. a review of the secondary literature relevant to your topic
 - b. a discussion of the main historiographical, literary, theoretical and/or methodological issues relevant to your research
 - c. an outline of the research project, including some discussion of the sources you will use and the questions you intend to ask of them
- iii. a provisional chapter plan
- iv. a detailed timetable for research and writing
- v. a bibliography, arranged as detailed in the MHRA Style Guide

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

The points of contact and monitoring procedures detailed above are designed to ensure that you are progressing well with your research. They are there to ensure that both you and your supervisor have an accurate and realistic picture of your progress to completion. They provide an early warning if a problem arises.

Students are required to upload a brief summary of each meeting they have with their supervisor, directly into Tabula, as soon as possible after the meeting. Your supervisor will then 'confirm' the summary within the Tabula system. This requirement will enable you to review and document your own learning while it is still fresh in your mind, and it will ensure that both you, and the Centre administrator, have a full record of your supervisory contacts.

6.2 Approaching Submission

Before submitting your dissertation, you should read the University's Guide to Examinations for Higher Degrees by Research. This should have been given to you when you first registered, but if you do not have it, obtain a copy from the Graduate School Office, or at <http://www2.warwick.ac.uk/services/academicoffice/ourservices/examinations/postgraduate/>

The key point to note at this stage is that you have to fill in the Form for the Submission of a Research Thesis (again, from the Graduate School Office, if you do not have it already) and give it to your supervisor.

Before submitting your thesis you would do well to allow your supervisor to read a final draft, and to ask him/her whether he/she thinks it is truly ready for submission. It is entirely reasonable on your part to expect him/her to read this final draft, but you should be realistic about how long this will take him/her, especially during term time or in the middle of the summer. Allow plenty of time, and take good advice when offered!

VII. MPHIL AND PHD

7.1 Four-year PhD Extension Information

MPhil/PhD students enrolled on or after 1 August 2011 are automatically registered for 4 years full-time (7 years part-time). It should be noted that the expectation remains for these students **to submit** their thesis for examination **by the end of three years of enrolment** for full-time students (5 years part-time). Supervisors and departments will actively encourage students to meet this deadline, or to submit as soon after this deadline as possible. If required, the fourth year (seventh year for part-time students), called 'Submission Pending' year, will be dedicated exclusively to writing-up, polishing final drafts and submission.

MPhil/PhD students enrolled on or after 1 August 2011 **will not be permitted any period of extension** beyond the four years (seven years part-time), except in truly exceptional circumstances, normally on health grounds or significant personal difficulties. More information and FAQs available on the university's website at:

<http://www2.warwick.ac.uk/services/academicoffice/gsp/current/studentprogress/4yphdextension>

Doctoral students prepare, over the course of 3 years, a **dissertation of 80,000 words**. They are initially registered as MPhil students and proceed to the PhD upon completion of work of good standard, typically by the end of their first year. Students may also choose, after 2 years, to leave with an MPhil, provided that they have completed an up-to-standard dissertation of 60,000 words.

7.2 Progress and Monitoring Procedures

7.2.1 Full-time MPhil/PhD Students

All students reading for a PhD are initially registered for the degree of MPhil. This is general practice within the University; it allows departments and centres to monitor the progress of students and to assess their suitability for PhD research.

Year One

At the end of term 2 we ask students to complete a self-evaluation called a Progress Report via the online Tabula system. These Reports are read by the DGS, who reports on them to the Teaching Committee (see below) and to the Supervisors' Meeting (see Chapter 5). This Progress Report is then placed in your file in the Centre's Office.

At the beginning of term 3 students prepare and submit written work for the **Thesis Upgrade Interview**. This is the most important monitoring procedure. It is a university requirement, and all students wishing to take a PhD must successfully complete it. 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 5,000 words in length;
- ii. a 2,500-word **Research Proposal**, to include:
 - a. a review of the secondary literature relevant to your topic
 - b. a discussion of the main historiographical, literary, theoretical and/or methodological issues relevant to your research
 - c. an outline of the research project, including some discussion of the sources you will use and the questions you intend to ask of them
- iii. a provisional chapter plan
- iv. a detailed timetable for research and writing
- v. a bibliography, arranged as detailed in the MHRA Style Guide

Your work is read by the two members of staff, who will discuss it jointly and separately with you and your supervisor. The research interests of the interviewers should be as close to the period and subject of your research as possible. Given the interdisciplinary nature of the Centre for the Study of the Renaissance, the interviewers should come from different departments whenever possible. The procedure is intended to be as helpful as possible. While there is undoubtedly an element of assessment, it is also there to allow students get the benefit and support of several members of staff who have not seen their work before.

After you have read and signed the interviewers' Upgrade Report it is placed in your file, and we then ask the Warwick Graduate School office to upgrade your registration to PhD status. Very occasionally the interview panel may recommend that an upgrade be deferred until it is clearer that a student is ready to proceed to PhD; or a student may be advised to proceed instead to the degree of MPhil.

If a candidate fails to upgrade to the degree of PhD at first attempt, he/she will normally be permitted to submit a further upgrading proposal. In such cases, the student will normally be given written advice as to the reasons for the failure to upgrade and the opportunity, after a suitable interval, of a further upgrade proposal and departmental review. If, following this second attempt, a candidate fails to upgrade to the degree of PhD, the department may recommend:

- i. That the student be required to withdraw in accordance with the Procedures for the Continuation of Registration (Regulation 13(2))
- ii. That the student be allowed to continue his/her registration but only for the degree of MPhil.

If a student fails to upgrade and is to be allowed to continue his/her registration for an MPhil only, the department will write to the student to inform him/her of the outcome of the second upgrade attempt. A student has the right to appeal against the decision that he/she be allowed to continue registration only for the degree of MPhil, following the procedure set out in Regulation 16.3(1).

Year Two

In term 3, all full-time PhD students are interviewed by the DGS, in order to check on progress since the Upgrade Interview, and to act on any problems that may have arisen, in the work itself, or in supervisory or Departmental arrangements. (Should a second-year student be supervised by the DGS s/he will arrange for the Director of the Centre or another colleague to conduct the interview.)

You will be invited to this interview by email, and asked to provide the DGS with the following, a week before the interview:

- i. a one-page account of what has happened in your research and writing over the year since Upgrade. This account should make reference to the earlier Research Proposal and timetable, and to the Upgrade Interview Report
- ii. a revised and updated timetable for the completion of your thesis

The interview, which will be informal and last for between 30 minutes and an hour, will be based partly on these two submissions; it will also involve a more general discussion of your work, supervision, and anything else you want to raise. You should come to the interview with points of view and questions and tell the DGS what you would like it to cover.

The DGS will then write a brief report of the interview (you will be sent a copy of this report), attach it to the material described above, and place it in your file. All interviews will be reported to the Supervisors' Meeting in June.

Year Three

Third-year students may ask for a Progress Interview with the DGS at any time during this year.

By the start of your final year, you should have a good sense of when you will submit your dissertation and when you can expect to have your *viva*. On this basis you should compile a list of postdoctoral research fellowships or other opportunities for which you will be able to apply. Keep in mind that deadlines for some opportunities, particularly in North America, tend to be early in the autumn for the following academic year.

For details of what happens when you are within four months of submission, see below, Section 7.4.1. You may also like to book a place on one of the Thesis Submission Workshops organised by the Graduate School. These workshops, which are scheduled to take place three or four times a year, are intended for postgraduate research students who are approaching submission. They provide information on the examination process from submission to graduation, as well as tips on preparing for the viva. Representatives from the Graduate School, Student Careers and Skills, the Library and Warwick Print will be available to answer questions. Further information, including the booking form, is available at: http://www2.warwick.ac.uk/services/academicoffice/gsp/newsandevents/thesis_workshop

7.2.2 Part-time MPhil/PhD Students

As for full-time students, those studying part-time and reading for a PhD are initially registered for the degree of MPhil. This is general practice across the University; it allows Departments to monitor the progress of students and to assess their suitability for PhD research.

Year One

Work commences on researching (and ideally writing parts of) the dissertation. Early contact with your supervisor(s) is crucial, and something you should initiate.

Year Two

At the beginning of term 2, students prepare and submit written work for the **Thesis Upgrade Interview**. Students who begin studies partway through the year should prepare to apply for the upgrade in their third term (in the case of full-time registration) or in their fifth term (in the case of part-time registration).

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 5,000 words in length;
- ii. a 2,500-word **Research Proposal**, to include:
 - a. a review of the secondary literature relevant to your topic
 - b. a discussion of the main historiographical, literary, theoretical and/or methodological issues relevant to your research
 - c. an outline of the research project, including some discussion of the sources you will use and the questions you intend to ask of them
- iii. a provisional chapter plan
- iv. a detailed timetable for research and writing
- v. a bibliography, arranged as detailed in the MHRA Style Guide

Your work is read by two members of staff, who will discuss it jointly and separately with you and your supervisor. The research interests of the interviewers should be as close to the period and subject of your research as possible. Given the interdisciplinary nature of the Centre for the Study of the

Renaissance, the interviewers should come from different departments whenever possible. After you have read and signed their Report, it will be placed in your file, and we then ask the Warwick Graduate School to upgrade your registration to PhD status. Very occasionally, the interview panel may recommend that upgrade be deferred until it is clearer that the student is ready to proceed to PhD; or a student may be advised to proceed instead to the degree of MPhil.

If a candidate fails to upgrade to the degree of PhD at first attempt, he/she will normally be permitted to submit a further upgrading proposal. In such cases, the student will normally be given written advice as to the reasons for the failure to upgrade and the opportunity, after a suitable interval, of a further upgrade proposal and departmental review. If, following this second attempt, a candidate fails to upgrade to the degree of PhD, the department may recommend:

- i. That the student be required to withdraw in accordance with the Procedures for the Continuation of Registration (Regulation 13(2))
- ii. That the student be allowed to continue his/her registration but only for the degree of MPhil. If a student fails to upgrade and is to be allowed to continue his/her registration for an MPhil only, the department will write to the student to inform him/her of the outcome of the second upgrade attempt. A student has the right to appeal against the decision that he/she be allowed to continue registration only for the degree of MPhil, following the procedure set out in Regulation 16.3(1)

Year Three

In term 3, all part-time PhD students are interviewed by the DGS, in order to check on progress since the Upgrade Interview, and in order to act on any problems that may have arisen, in the work itself, or in supervisory or Centre arrangements. (Should a student be supervised by the DGS, s/he will arrange for the Director of the Centre or another colleague to conduct the interview.)

You will be invited to this interview by email, and asked to provide the DGS with the following, a week before the interview:

- i. A one-page account of what has happened in your research and writing over the eighteen months since Upgrade. This account should make reference to the earlier Research Proposal and timetable, and to the Upgrade Interview Report
- ii. A revised and updated timetable for the completion of your thesis

The interview, which will be informal, and last for between 30 minutes and an hour, will be partly based on these two submissions; it will also involve a more general discussion of your work, supervision, and anything else you want to raise. You should come to the interview with points of view and questions and tell the DGS what you would like it to cover.

The DGS will then write a brief report of the interview (you may see this report), attach it to the material described above, and place it in your file. All interviews will be reported to the Supervisors' Meeting in June.

Years Four and Five

All part-time students may ask for a Progress Interview with the DGS at any time during these two years before submission.

By the start of your final year, you should have a good sense of when you will submit your dissertation and when you can expect to have your *viva*. On this basis you should compile a list of postdoctoral research fellowships or other opportunities for which you will be able to apply. Keep in mind that deadlines for some opportunities, particularly in North America, tend to be early in the autumn for the following academic year.

For details of what happens when you are within four months of submission, see below, Section 7.4.1.

7.2.3 Progress Reports

Both full-time and part-time students are required to write a report on their progress twice a year, typically by the **end of the Easter and summer vacations** of each year for the benefit of the Centre. A progress report form will be sent by the Centre's administrator in good time for completion by the stated deadlines. You should send your report directly to the DGS and supply a hard-copy to the Centre's secretary.

7.3 During the PhD

In general you should use your time during the PhD not only to pursue your research and produce the dissertation, but to ensure that you have the necessary qualifications and skills at the end of your degree to obtain a job. Although it may seem impossible to squeeze the following activities into a schedule already taken up by a full-time research project, you will find yourself much better placed in the job market if you engage in the following activities:

- i. start attending (and presenting at) **conferences**. Postgraduate conferences might be a good place to begin presenting papers. You will also want to at least attend major national or international conferences such as those put on by the Society for Renaissance Studies and the Renaissance Society of America. Not only do you see how the 'professionals' do it, but you get opportunities to meet other people, hear what they're doing, and get a general feel for how the field is changing. You will find that the Centre provides opportunities to participate in the organisation and running of conferences, summer schools, and the like.
- ii. participate, if at all possible in your first year, in the **Warwick-Warburg Research Training Programme** 'Resources and Techniques for the Study of Renaissance and Early Modern Culture' (<http://www2.warwick.ac.uk/fac/arts/ren/warburgwarwick/>). This is an excellent way of expanding your research horizons, preparing for the future, and meeting a number of PhD students in the Renaissance from across the world.
- iii. take advantage of any opportunities to **develop your languages and research skills**. In addition to the Warwick-Warburg programme mentioned above, you may also want to take an intensive course in Renaissance Latin or attend a research Summer School. Don't forget about the opportunities offered by the Centre at present in connection with the **Newberry Library** and the **Folger Institute**.
- iv. aim to have at least one journal article (not a book review or a conference report) **published** by the time you finish your degree. Your supervisor will advise you as to the most appropriate journals.
- v. actively volunteer for teaching opportunities, especially in the field in which you want a job, even if they pay little or not at all. Be sure to explore possibilities not only at Warwick, but at other universities locally, including Birmingham. Keep in mind that **teaching experience will strengthen your job applications**.

- vi. do not be shy about **applying for grants and fellowships**, for example to spend a time of research near archives and libraries relevant to your dissertation. Institutions such as the British School in Rome, for example, offer housing and grants to postgraduate students. Having these on your record shows potential employers that your projects have the necessary quality (and you, the necessary initiative) that might lead to obtaining larger research awards in the future.
- vii. do not forget to continue doing the things you enjoy! Some students put their religious, artistic, musical, sporting, social, or other interests completely on hold during the PhD, not realizing how important these are for motivation and enjoyment. Don't become a humourless egghead!

7.4 The Home Stretch

Although doing a PhD can be a long (and lonely) process, most students find that it does, in the end, culminate in a satisfying piece of work. Here are some guidelines for the last few months.

7.4.1 Approaching Submission

When submission is definitely less than four months away, it is essential that you read the University's Guide to Examinations for Higher Degrees by Research. This should have been given to you when you first registered, but if you do not have it, obtain a copy from the Graduate School Office. It is also available online at

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

The key point to note at this stage is that you have to fill in the Form for the Submission of a Research Thesis (again, from the Graduate School Office, if you do not have it already) and give it to your supervisor. Your examiners will be named on this form.

7.4.2 Examiners

You should discuss with your supervisor well in advance who you think would be the best examiners for your particular work. If you are both happy with the choice, your supervisor (who should not approach the examiners directly) will ask the DGS to contact them informally to see whether they are willing and available. If you are not entirely happy with your prospective examiners or if you want a range of advice, do also discuss this with the DGS. Remember that one or both of the examiners are likely to be important referees for you in the future, so it is vital that you make the most of this opportunity to have someone expert and distinguished in your field read your work.

7.4.3 Final Draft

You are free to submit your thesis at any time within five months of the end of your registration period with or without your supervisor's final approval. However, it is very unwise to submit your thesis without allowing your supervisor to read a final draft, and asking him/her whether he/she thinks it is truly ready for submission. It is entirely reasonable on your part to expect him/her to read this final draft, but you should be realistic about how long this will take him/her, especially during term time or in the middle of the summer. Allow plenty of time, and take good advice when offered!

7.5 After Submission

Once you have submitted your thesis, it will go to your examiners, who will comment on it and set, together with your supervisor, a date for holding the *viva*. The *viva* is essentially an examination of the thesis. It is usually a small affair (comprising yourself, the examiners, and sometimes one other person) and gives the examiners the opportunity to ask you questions about your approach and offer constructive criticism about what you have written. The usual length is between one and two hours. After the examination has finished, the examiners confer among themselves and recommend that your thesis be *approved* (this is a rare occurrence, as it means that there are no corrections at all to put in before final submission), *approved with corrections* (these may range from typos to the rewriting of particular sections),

or *resubmitted* (this indicates that the thesis is sound but requires some major re-workings). Consult the Graduate School website for the amount of time that you then have to present your final version to the Graduate School. (You must first send your revised thesis to the examiners, who must be satisfied that their recommended changes have been made.)

Normally your email account, borrowing privileges, etc. will remain in effect until you have turned in the final version of the thesis.

7.6 Suspensions of Study

Suspensions of study are, effectively, time-out from your period of registration: research students will not be liable for fees during this period, and this period will not be added on to the total time allowed for their doctoral study. Suspensions are normally granted for periods of up to six months in the first instance. If you are AHRC-funded, or supported by any other funding body, *it is essential that you and your supervisor also contact them to clarify your funding position.*

7.7 Extensions

Doctoral students who doubt, for any reason, that they will be able to complete their thesis within the allotted period of time (four years full-time, seven years part-time), should discuss this with their supervisor well in advance of the deadline. Details of the Graduate School's policy on extensions can be found at:

<http://www2.warwick.ac.uk/services/academicoffice/gsp/current/studentprogress/extension>

If you are going to need extra time to complete your thesis you should consult the Graduate School website and follow its instructions regarding extensions.

7.8 Monitoring Points

The points of contact and monitoring procedures detailed in this handbook are designed to ensure that you are progressing well with your research. They are there to ensure that both you and your supervisor have an accurate and realistic picture of your progress to completion. They provide an early warning if a problem arises.

Students are required to upload a brief summary of each meeting they have with their supervisor, directly into Tabula, as soon as possible after the meeting. Your supervisor will then 'confirm' the summary within the Tabula system. This requirement will enable you to review and document your own learning while it is still fresh in your mind, and it will ensure that both you, and the Centre administrator, have a full record of your supervisory contacts.

7.8.1 PGR Monitoring points

Year 1

Term 1

- 1 Attendance at PGR induction event
- 2 Attendance at induction meeting with DGS
- 3-4 Attendance at agreed supervision session

Term 2

- 5 Completion of progress report by end of Easter vacation period (circa March –April)
- 6-8 Attendance at agreed supervision session

Term 3

- 9 Attendance at upgrade interview
- 10-12 Attendance at agreed supervision session (including summer vacation)

Year 2

Term 1

- 1 Completion of progress report by end of summer vacation period (circa September)
- 2 Attendance at Centre induction event
- 3-4 Attendance at agreed supervision session

Term 2

- 5 Completion of progress report by end of Easter vacation period (circa March –April)
- 6-8 Attendance at agreed supervision session

Term 3

- 9 Attendance at meeting with DGS
- 10-12 Attendance at agreed supervision session

Year 3

Term 1

- 1 Completion of progress report by end of summer vacation period (circa September)
- 2 Attendance at Centre induction event
- 3-4 Attendance at agreed supervision session

Term 2

- 5 Completion of progress report by end of Easter vacation period (circa March –April)
- 6 Progress meeting with DGS or personal tutor
- 7-8 Attendance at agreed supervision session

Term 3

- 9-10 Attendance at agreed supervision session
- 11 Completion of form for submission of PhD Thesis at least one month prior to submission
- 12 Submission of PhD thesis

Year 4

Year 4 Contact Points (if applicable)

For students whose PhD registration extends into year 4, contact points 11 and 12 in the summer term of year 3 will be replaced by attendance at **two further agreed supervision sessions** during the summer vacation, or extended e-mail contact.

In year 4, the monitoring scheme for continuing PhD students will be the same as set out above for year 3, except where submission takes place in either the autumn or spring terms. In this case, the monitoring points set out above for the summer term of year 3 will apply in the term of submission.

Contact points for students in extension are the same as those set out for year 4.

7.9 Tier 4 Student Contact Points

Students resident in the UK with a Tier 4 visa will be monitored until submission of the PhD thesis according to the scheme set out above. However, these students will in addition be required to meet the following contact points after submission of the thesis:

- i. Attendance at one pre-viva supervision session
- ii. Attendance at the viva
- iii. Attendance at one meeting per month with the supervisor/s or DGS until the end of their registration

If a Tier 4 student is required to resubmit her/his thesis, contact points during the resubmission period will consist of attendance at one supervision session per month.

Visiting or exchange research students (incoming)

For students undertaking research for fixed, short-term periods in the School, contact points will consist of one meeting per month with the DGS or nominated mentor.

What happens if you miss your contact points?

- After three monitoring points are missed we will contact you to investigate whether you are having problems that are preventing you from fully engaging with your course
- After four contact points are missed we may refer you to the relevant professional within the University welfare system who could help you, such as the Senior Tutor, The Disability Co-ordinator or the Mental Health Co-ordinator, as appropriate
- After five contact points are missed you will be contacted to make you aware that you are at serious risk of being recommended for termination of your registration at the university
- After 6 missed contact points the department is able to invoke Regulation 36 (see [Reg. 36 Regulations Governing Student Registration, Attendance and Progress](#)) to begin termination of registration proceedings and your case is handed over to the Academic Office



International students should be particularly aware of the consequences of missing contact points.

Legislation requires the Academic Office to report to the UK Visas and Immigration any students who have been found not to be engaging with and attending their degree course. This has serious implications for your visa status.



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