PGR Student Handbook 2015–2016

Including MA by Research, MPhil, PhD
# Table of Contents

INTRODUCTION.................................................................................................................................1

I. ORIENTATION .................................................................................................................................2

1.1 The Centre’s Office ....................................................................................................................2
1.2 Responsible Staff .......................................................................................................................2
1.3 Areas of Responsibility ...............................................................................................................2
1.4 Communications .......................................................................................................................3
1.5 Facilities ....................................................................................................................................3
1.6 Health and Safety .....................................................................................................................4
1.7 Car Parking and Public Transport .............................................................................................4

II. GENERAL ACADEMIC INFORMATION FOR POSTGRADUATES ...........................................5

2.1 Induction Events .......................................................................................................................5
2.2 Skills and Further Development ...............................................................................................5
2.2.1 CADRE ..................................................................................................................................5

2.3 Research Projects in the Centre ...............................................................................................10
2.4 Student–Staff Liaison Committee (SSLC) ...............................................................................10
2.5 The Centre’s Teaching Committee .........................................................................................10
2.6 Library .....................................................................................................................................10
2.7 Exchange Opportunities ..........................................................................................................11
2.7.1 ERASMUS Programme (Venice and Paris) .......................................................................11
2.7.2 Newberry Library and Folger Institute ................................................................................11


II. GENERAL ACADEMIC INFORMATION FOR POSTGRADUATES ...........................................5

2.8 Postgraduate Research Fund ......................................................................................................11
2.8.1 Humanities Research Fund ................................................................................................12
2.8.2 HRC Doctoral Fellowships .................................................................................................12
2.9 Personal Tutors and Pastoral Care ...........................................................................................12

2.10 Special Circumstances .............................................................................................................13
2.10.1 Disabilities .........................................................................................................................13
2.10.2 Illness and Absences ..........................................................................................................13
2.11 Cheating and Plagiarism ..........................................................................................................14

III. ACADEMIC STAFF WITH RENAISSANCE INTERESTS .........................................................16

IV. THE STYLE GUIDE FOR WRITTEN WORK..............................................................................22
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, French, and Italian), 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/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,

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

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: lde-Smet@warwick.ac.uk

Dr Paul Botley (Director of Graduate Studies)
Office: H513   Tel: 23341
Email: paul.botley@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 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 Director of Graduate Studies 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 of H450, 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 e-mail 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.

General graduate information will be posted on the notice board of the Centre which is located next to the Centre Office. Please check the notice board regularly for information about modules, guest seminars, conferences, social activities, etc. Other graduate occasions in the Faculty will be advertised on the notice boards in the Graduate Space.

1.5 Facilities

The Centre’s students have their own **Workroom**, H450 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/](http://www2.warwick.ac.uk/fac/arts/ren/news_and_events/resources_room_calendar/)

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 (H447) 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](http://warwick.ac.uk/regulation31)

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/](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 8pm (see website for holiday opening). For more information go to: [http://warwick.ac.uk/pghub](http://warwick.ac.uk/pghub) or email: pghub@warwick.ac.uk
Research students may 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](http://www2.warwick.ac.uk/services/scs/pgr)
- Book seminar rooms for your own interdisciplinary academic events, conferences and networks

Normal opening hours are 8:30am to midnight. See the website for holiday opening hours. For more information, go to [http://warwick.ac.uk/researchexchange](http://warwick.ac.uk/researchexchange) or email: researchexchange@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](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 heavily under pressure. 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/](http://www2.warwick.ac.uk/study/welcome/postgraduates/) whilst the arts faculty (under the auspices of CADRE) are hosting a welcome tea on Wednesday 7th October 2015, full details on page 6.

New postgraduate students also attend various induction events held by the Centre including a lunch which will be hosted by the Director and the Director of Graduate Studies and will take place at 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 four week Introduction to Arts Doctoral Research programme. Students who are further on in their studies may wish to attend the more advanced sessions on offer. In particular, attendance at the four week Transition from Arts Doctoral Research programme is recommended for students in their penultimate and final year of study. Contact CADRE: Prof. Penny Roberts (Director) at Penny.Roberts@warwick.ac.uk and Zara Hooley (Administrator) Z.J.Hooley@warwick.ac.uk, Office location: H0.42 (Humanities Building)
Year 1: Introduction to Arts Doctoral Research

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

Further CADRE provision for Year 1 students

<table>
<thead>
<tr>
<th>Event</th>
<th>Content</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome afternoon tea.</td>
<td>Open to all PhD student in the Faculty of Arts. Join us for tea and cakes. This is a chance for new and existing PhD students to meet each other and members of staff in an informal environment and to find out more about what support is available throughout the Faculty.</td>
<td>Wednesday 7th October 12.30 – 2pm Graduate Bar, SU.  Book your space:</td>
</tr>
<tr>
<td>PhD Survival Guide</td>
<td>Aimed at PGR students in their first term of study. This session, led by Prof. Penny Roberts (Director of CADRE), will include discussion on how to build an effective working relationship with your supervisor. You will also be encouraged to consider key milestones for your year one research, and have the chance to share some effective working practices with your peers.</td>
<td>Wednesday 21st October 11am – 1pm, Wolfson Research Exchange. (Lunch included)</td>
</tr>
<tr>
<td>Locating your sources: Libraries,</td>
<td>Aimed at PGR students in their first term of study. During this session you will hear from academic support librarians, archivists and 2nd and 3rd year Arts PhD students about their experiences of accessing and using source material. You will also have the opportunity to watch a demonstration of several different types of reference management tools, and discuss the advantages and disadvantages of each.</td>
<td>Wednesday 4th November 11am – 1pm, Wolfson Research Exchange. (Lunch included)</td>
</tr>
<tr>
<td>archives and reference management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developing a critical voice</td>
<td>Aimed at PGR students in their first term of study. During this session you will reflect on your own critical thinking. Learn some techniques to improve the way you interact with literature on your topic, and consider a range of academic writing tools.</td>
<td>Wednesday 18th November 11am – 1pm, Wolfson Research Exchange. (Lunch included)</td>
</tr>
<tr>
<td>through academic writing and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>critical reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finding your research community</td>
<td>Suitable for students in their first or second year. Hear how other PhD students and academic staff have built a supportive research network outside of their own institutions. Find out how to make the most of conference attendance, and learn about the ways in which academics are using social media to make connections.</td>
<td>Wednesday 2nd December. 11am – 1pm, Wolfson Research Exchange (lunch included).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Attend, or deliver a Peer Development Exchange workshop
- Present at your departmental conference during the Festival of Postgraduate Research
**Year 2: Advanced Arts Doctoral Research**

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

<table>
<thead>
<tr>
<th>Welcome afternoon tea</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open to all PhD student in the Faculty of Arts. Join us for tea and cakes. This is a chance for new and existing PhD students to meet each other and members of staff in an informal environment and to find out more about what support is available throughout the Faculty. Wednesday 7th October, 12.30 – 2pm Graduate Bar, SU.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliver a Peer Development Exchange workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADRE has ten £100 bursaries available for second and third year students who would like to share their expertise with other students in the Faculty via a seminar or workshop. This is not simply a conference presentation on your work to date. It is a development workshop for other PhD students. Consider aspects of your work which may have wider appeal across the Faculty. See the CADRE website to view examples of previous workshops. <a href="#">Find out more</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organise your departmental Postgraduate conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is the perfect development opportunity for second and third years. All departments in the Faculty hold a student run PG conference or symposium in May. Join the organising committee to develop key skills in shortlisting abstracts, chairing conference sessions and running the event on the day. All departmental events are part of the CADRE Festival of Postgraduate Research, so look out for twilight development sessions offered as part of the programme.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Take part in the RSSP poster competition or 3 minute thesis competition</th>
</tr>
</thead>
<tbody>
<tr>
<td>During your second and third year you should be learning how to explain your research to a non-specialist audience. The RSSP programme offers you the opportunity to get some feedback on your poster design skills, and also on your verbal presentation. <a href="#">Find out more</a>.</td>
</tr>
</tbody>
</table>
Year 3 and 4: Transition from Arts Doctoral Research

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

2.2.2 The Research Student Skills Programme

<table>
<thead>
<tr>
<th>Event</th>
<th>Content</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome afternoon tea</td>
<td>Open to all PhD student in the Faculty of Arts. Join us for tea and cakes. This is a chance for new and existing PhD students to meet each other and members of staff in an informal environment and to find out more about what support is available throughout the Faculty.</td>
<td>Wednesday 7th October 12.30 – 2pm Graduate Bar, SU.</td>
</tr>
<tr>
<td>Completing your PhD</td>
<td>Find out how to prepare for your viva. Hear from experienced supervisors and post-doctoral students about how to successfully complete your thesis, and finish your doctorate.</td>
<td>2pm – 4pm Tuesday 12th January Wolfson Research Exchange</td>
</tr>
<tr>
<td>Getting published</td>
<td>Publication strategy planning workshop focusing on final publication of the thesis via a book. In this session hear from Publishers with a specialism in the Humanities. Find out how to complete an effective proposal form and learn about some important innovations in the publishing world.</td>
<td>2pm – 4pm Tuesday 19th January Wolfson Research Exchange</td>
</tr>
<tr>
<td>International Career Opportunities</td>
<td>This session will be delivered by Alastair Blanshard from the University of Queensland who is visiting Warwick in his capacity as an IAS fellow. Learn about how he has gained opportunities for research in Australia, the UK and the US.</td>
<td>4.30 – 6.30pm Wednesday 27th January Wolfson Research Exchange (Light refreshments after)</td>
</tr>
<tr>
<td>How to get Postdoctoral Research Funding</td>
<td>Attend this session to discover where to look for postdoctoral funding, how to write a successful application and how to make important connections. Delivered by Research Impact services</td>
<td>2pm – 4pm Tuesday 9th February Wolfson Research Exchange</td>
</tr>
<tr>
<td>What next?</td>
<td>Attend this session to brush up on your application skills. How do you impress an expert in your field with your academic C.V? How do you answer interview questions you weren’t expecting? Hear a panel discussion with professionals who have used their Arts PhD to create exciting careers.</td>
<td>2pm – 4pm Tuesday 23rd February Wolfson Research Exchange</td>
</tr>
</tbody>
</table>

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 Director of Graduate Studies. Also see the information at http://www2.warwick.ac.uk/services/scs/pgr/rssp

2.2.3 The Warwick–Warburg Doctoral Training Programme

On five days a year (typically in the spring), 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/
2.2.4 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 Máté Vince (m.vince@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 Italian Department. For advice and placement information, contact the language coordinator, Dr Eliana Maestri (H414). Students intending to take the Italian palaeography 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 departments of French or German about further instruction.

2.2.5 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.

2.2.6 Renaissance Seminars (STVDIO)

The Centre hosts a Research Seminar (STVDIO series) which usually meets on Tuesday or Wednesday evenings at 5:00. 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 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 student; two research students; the Director of Graduate Studies; and a Library representative). The chair of the SSLC is a student. It is the responsibility of the chair to contact the other SSLC members to arrange meetings.

The student representatives should be elected during Week 2 of Term 1. A chair and a secretary (both students) will be elected by the first meeting of the SSLC in Term 1. The SSLC meets once or twice each term in H450 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.

2.5 The Centre’s Teaching Committee

The Teaching Committee consists of the Director of the Centre, the Director of Graduate Studies, tutors of the MA core and optional modules, and supervisors of research students. It meets once a term. It receives the minutes of the SSLC and makes its own report after each meeting.

2.6 Library

The University Library has some quiet study spaces. There are also a limited number of library carrels (small personal study areas) available in the Library. Joint applications are strongly encouraged and it is likely that most carrels will be allocated to more than one student in order to optimise their use.

Sixty lockers are available to postgraduate students living off campus and are situated in the Physics concourse. Lockers will be allocated for the full academic year and a deposit will be charged for all keys handed out.

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 Helen Curtis (h.m.curtis@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), 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, normally beginning towards the end of Term 2. 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 Director of Graduate Studies 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 47 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. 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. All postgraduates are eligible to apply, but taught MA students may only apply for funds to help them with the research element of their course. The fund is 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 Director of Graduate Studies.

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 Director of Graduate Studies.

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 (H452). 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 Director of Graduate Studies, the Director of the Centre (indeed, to any member of staff they feel they can trust) about personal and academic matters they do not wish to raise with their supervisor. Under the University’s Code of Good Practice, it is expected that a Personal Tutor will:

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

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, Dr 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 Director of Graduate Studies 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 Difference; if they require exam arrangements, note taking, mentoring, specialist study skills support etc.; 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 Director of Graduate Studies 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 Director of Graduate Studies 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](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/](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 Director of Graduate Studies 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/](http://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 Director of Graduate Studies, 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 leave 2015-16
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) Director of Graduate Studies, CSR
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; director, Casaubon Project.
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 Bryan Brazeau (Italian Studies)
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: tbc, Tel: 28490
Email: B.Brazeau@warwick.ac.uk

Dr Emma Campbell (French Studies)
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)
Office: H3.18; Tel: 23410
Email: b.s.capp@warwick.ac.uk

Professor Elizabeth Clarke (English and Comparative Literature) on research leave 2015-16
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)
Interests and expertise: Roman Italy and the early Principate in particular; epigraphy.
Office: H2.26; Tel: 24918
Email: A.Cooley@warwick.ac.uk
Dr Jonathan Davies (History) (in Venice, 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 (French and Neo-Latin Studies) 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 (History)
Interests and expertise: Social and economic history of the Eastern Mediterranean in the late Middle Ages; History of the crusades and the crusader states; History of Lusignan and Venetian Cyprus; History of Venice; Social and economic history of early medieval England; England and Scotland in the fifteenth century
Office: H3.07, Tel: 23487
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
Office: H327, Tel: 23466
Email: r.earle@warwick.ac.uk

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 (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) on research leave 2105-16
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; forms of cultural policy; and the organisation and management of cultural policy by the state
Office: G.41, Millburn House. Tel: 24912
Email: C.J.Gray@warwick.ac.uk

Dr Catherine Hampton (French)
Interests and expertise: Sixteenth-century literature; French Renaissance court society and culture.
Office: H4.32, Tel: 23328
Email: c.m.hampton@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 Kümin (History)
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

Professor Andrew Laird (Classics)
Interests and expertise: Roman poetry and prose narrative; ancient criticism; literary biography and ideas of fiction, particularly in relation to modern theory. Research on Latin extends to Renaissance Europe and Spanish America.
Office: H2.27, Tel: 24210
Email: Andrew Laird@warwick.ac.uk

Dr David Lines (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)
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) on research leave 2105-16
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

Professor Emerita Linda Paterson
Interests and expertise: Medieval French and Occitan literature and history, troubadours.
Email: linda.frrac@gmail.com

Dr Lorenzo Pericolo (History of Art) (in Venice, Term 1)
Interests and expertise: sixteenth- and seventeenth-century art.
Office: F49, Millburn House, Tel: 28339
Email: l.pericolo@warwick.ac.uk

Dr Caroline Petit (Wellcome Trust Senior Research Fellow, Classics)
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)
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
Profesor Penny Roberts (History/Director of Post-Doctoral Training Centre)
Interests and expertise: Sixteenth-century French history.
Office: H3.16, Tel: 23411
Email: p.w.roberts@warwick.ac.uk

Professor Carol Rutter (English and Comparative Literature)
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)
Interests and expertise: Italian Renaissance history; early print culture; migration history.
Office: H3.07, Tel: 23487
Email: R.Salzberg@warwick.ac.uk

Dr Gerard Sharpling (Centre for Applied Linguistics)
Interests and expertise: French prose writing of the 16th century; the writings of Erasmus; Renaissance biblical interpretation; gender & sexuality.
Office: A019, Tel: 72885
Email: Gerard.Sharpling@warwick.ac.uk

Dr Margaret Shewring (Theatre Studies)
Interests and expertise: Theatre of the Renaissance and Restoration periods; Modernism in Europe and Shakespeare on the Contemporary Stage both in Britain and abroad.
Office: F02, Millburn House, Tel: 23022
Email: m.e.shewring@warwick.ac.uk

Dr Giorgio Tagliaferro (History of Art) (in Venice term 1)
Interests and expertise: Images and the story of their production, reception and impact on the formation of cultural identities within specific contexts.
Office: F40, Millburn House, Tel:
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 2105-16
Interests and expertise: religious literature of the medieval period, including allegorical narratives, the medieval mystics, Middle English translations of Latin scholastic and devotional writing and their 15th-century audiences, the religious lyrics, and Latin and English hagiography.
Office: H5.20, Tel: 24994
Email: c.a.whitehead@warwick.ac.uk

Dr Sarah Wood (English and Comparative Literature)
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
LIBRARIAN

Lynn Wright / Helen Curtis (Subject Librarians)
Office: Main Library, 3rd floor, Tel: 22972 / 24475
Email: Lynn.Wright@warwick.ac.uk ~ H.M.Curtis@warwick.ac.uk

RESEARCH & IMPACT SUPPORT SERVICES

Dr. Liese Perrin
Research Development Manager (Arts)
Email: L.Perrin@warwick.ac.uk
Tel: 73935

RESEARCH FELLOWS

Dr Femke Molekamp (IAS Global Fellow, CSR)
Interests and expertise: the history of emotion, history of reading and of the book, and
psychoanalysis and literature, from the early sixteenth, to the late seventeenth, century
Office: H4.53, Tel: 73089
Email: femke.molekamp@warwick.ac.uk

Dr Jacomien Prins (IAS Global Fellow, CSR)
Interests and expertise: philosophy, aesthetics of music and music theory in the Renaissance and
Early Modern world.
Office: F208, Millburn House. Tel: 73639
Email: j.w.prins@warwick.ac.uk

Dr Alexander Russell (Leverhulme Early Career Fellow, CSR)
Interests and expertise: religious and intellectual history of the later middle ages and early modern
period
Office: H4.53, Tel: 73089
Email: alexander.russell@warwick.ac.uk

Dr Máté Vince (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

Honorary Professor 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
ASSOCIATE FELLOWS

Dr Stephen Bates  
Email: S.M.J.Bates@warwick.ac.uk

Dr Kate Bennett  
Email: kate.bennett@warwick.ac.uk

Dr Matthew Champion  
Email: m.s.champion@qmul.ac.uk

Dr Stella Fletcher (Medici Project)  
Email: stella@ravenna123.freeserve.co.uk

Dr Christa Gardner von Teuffel (History of Art)  
Email: christa.gardner@warwick.ac.uk

Dr Elizabeth Goldring (John Nichols / Inns of Court Projects)  
Email: e.goldring@warwick.ac.uk

Dr Lawrence Green (John Nichols Project)  
Email: L.C.Green.1@warwick.ac.uk

Professor Emerita Brenda Hosington (Renaissance Cultural Crossroads Project, McFarlane Project)  
Email: b.hosington@warwick.ac.uk

Dr Ioanna Iordanou  
Email: Ioanna.Iordanou@wbs.ac.uk

Dr Antonina Kalinina (McFarlane Project)  
Email: A.Kalinina@warwick.ac.uk

Dr Alexander Lee (McFarlane Project)  
Email: alexander.lee@warwick.ac.uk

Dr Eugenio Refini (Johns Hopkins)  
Email: e.refini@warwick.co.uk

Dr Sara Trevisan (Brunel University)  
Email: sara.trevisan@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/current/presentation.

The standard authority on all matters of presentation and format is the MHRA Style Book which is available to download at the following website. A hard copy will also be provided for your own personal use: http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml
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 coursework 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 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 Director of Graduate Studies or the Director of the Centre.

Students are required to send to their dissertation supervisor a brief email summary of each meeting they have with their supervisor immediately after the meeting. They should also send a copy of this email to the administrator of the Centre (renaisance@warwick.ac.uk).

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 you 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 Director of Graduate Studies. You may also wish to speak with your mentor, 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 their mentor, the Director of Graduate Studies 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 Director of Graduate Studies (DGS) or Course Director, will meet with you at the earliest available opportunity to discuss the support you need. The DGS or Course Director may assign a replacement supervisor, on either a temporary or a permanent basis. Alternatively, if 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 Course 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 post, fax, email 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/ourservices/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 all 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, Thursday 1 September 2016. This date is not negotiable, as extensions are not normally given. If there are special circumstances which affect your ability to present your work at this time, this will need to be explained to the Director of Graduate Studies, 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 Director of Graduate Studies, 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 send to their dissertation supervisor a brief email summary of each meeting they have with their supervisor immediately after the meeting. They should also send a copy of this email to the secretary of the Centre (renaissance@warwick.ac.uk).

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 you 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 beginning of term 2 we ask students to complete a self-evaluation called a Progress Report. These Reports are read by the Director of Graduate Studies, 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 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 Director of Graduate Studies, 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 Director of Graduate Studies 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 letter, and asked to provide the Director of Graduate Studies 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 Director of Graduate Studies what you would like it to cover.

The Director of Graduate Studies 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 Director of Graduate Studies 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 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 Director of Graduate Studies, 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 Director of Graduate Studies 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 letter, and asked to provide the Director of Graduate Studies with the following, a week before the interview:

- 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.
- A revised and updated timetable for the completion of your thesis.

The interview, which will be informal, and last for between 30m 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 Director of Graduate Studies what you would like it to cover.

The Director of Graduate Studies 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 Director of Graduate Studies 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 March and the end of September 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 Director of Graduate Studies and supply a hard-copy to the Centre’s secretary.

Each July the University’s Graduate School will ask you to make a report on your progress. There is an opportunity here for you to make an assessment of supervisory arrangements, in complete confidence. These self-evaluation forms, which you return directly to the Graduate School, are read by its Chair and Secretary. They then make their way back to the Centre. They are read by the Director of the Centre and by the Director of Graduate Studies, who reports on them to the January Supervisors’ meeting. They are then placed in your file.

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 organization 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 Director of Graduate Studies 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 Director of
Graduate Studies. 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 reworkings). 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 send to their dissertation supervisor a brief email summary of each meeting they have with their supervisor immediately after the meeting. They should also send a copy of this email to the administrator of the Centre (renaissance@warwick.ac.uk).

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 you have a full record of your supervisory contacts.
7.8.1 PGR Monitoring points

**Year 1**

**Term 1**
1. Completion of progress report by end September
2. Attendance at PGR induction event
3-4. Attendance at agreed supervision sessions

**Term 2**
5. Completion of progress report by end March
6-8 Attendance at agreed supervision sessions.

**Term 3**
9. Attendance at upgrade interview
10-12 Attendance at agreed supervision sessions (including summer vacation)

**Year 2**

**Term 1**
Completion of progress report by end September
1-3 attendance at agreed supervision sessions

**Term 2**
Completion of progress report by end March
4-7 attendance at agreed supervision sessions

**Term 3**
8 attendance at interview with DGS
9 completion of progress report
10-12 attendance at agreed supervision sessions

**Year 3**

As year 2, with progress interview with DGS placed mid-year, and with the final 2 points being:
11. completion of form for submission of PhD
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:
1. Attendance at one pre-viva supervision session.
2. Attendance at the viva.
3. Attendance at one meeting per month with the supervisor/s or Director of Graduate Studies 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 Director of Graduate Studies 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.