

Centre for the Study of the Renaissance Handbook for Postgraduate Research Students

2023-24



Lorenzo Lotto, *Portrait of a Gentleman in his Study*

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	2
1.5 Community	3
II. STUDENT EXPERIENCE SUPPORT	4
2.1 Facilities	4
2.1.1 Faculty of Arts Building (FAB).....	4
2.1.2 The Research Zone.....	4
2.1.3 Emergency Evacuation Alarm	4
2.1.4 Kitchen	4
2.1.5 Print Hub	4
2.1.6 Postgraduate Hub	4
2.2 IT Services as part of the Information & Digital Group	5
2.3 Health and Safety	5
2.3.1 Wellbeing Support Services.....	5
2.3.2 Counselling and Psychology Interventions Team.....	6
2.3.3 University Health Centre	6
2.3.4 Residential Community Team.....	7
2.4 Chaplaincy	7
2.5 Students' Union.....	7
2.5.1 Warwick Students' Union Advice Centre.....	8
2.6 Student Funding.....	8
2.7 Community Safety.....	8
2.8 University Children's Services.....	9
2.9 Term Dates	9
III. GENERAL ACADEMIC INFORMATION FOR POSTGRADUATES	10
3.1 Induction Events.....	10
3.2 Research Integrity	10
3.2.1 Ethical Conduct in Research.....	10
3.2.2 Research Integrity Training	10
3.3 Skills and Further Development.....	11
3.3.1 Professional Development Framework and Warwick SkillsForge.....	11
3.3.2 CADRE.....	12

3.3.3 Languages.....	12
3.3.4 Auditing Modules (optional)	13
3.3.5 Renaissance Seminars (STVDIO)	13
3.3.6 Reading Groups	13
3.3.7 Work in Progress seminars.....	13
3.4 CSR Committee.....	14
3.5 Student Voice including Student-Staff Liaison Committee (SSLC)	14
3.6 Library.....	14
3.7 Exchange Opportunities	15
3.7.1 Exchange with Johns Hopkins University.....	15
3.7.2 Newberry Library and Folger Institute.....	15
3.8. Travel	15
3.8.1 Risk Assessments	16
3.8.2 Change of study location	16
3.9 Sources of Funding.....	16
3.9.1 Postgraduate Research Fund.....	16
3.9.2 Humanities Research Fund	17
3.9.3 HRC Doctoral Fellowships	17
3.10 Personal Tutors and Pastoral Care.....	17
3.11 Special Circumstances	17
3.11.1 Disabilities	17
3.11.2 Illness and Absences	17
3.12 Cheating and Plagiarism.....	18
3.12.1 Definition (University Regulation 11)	18
3.12.2 Appeals.....	18
3.13 Feedback and Complaints	18
3.14 Guidance on Extenuating/Mitigating Circumstances and Reasonable Adjustments.....	19
IV. RESEARCH DEGREES: GENERAL GUIDELINES	20
4.1 Research and Writing.....	20
4.2 Supervision.....	20
4.2.1 Responsibilities of Supervisors	20
4.2.2 Responsibilities of Research Students	21
4.2.3 The Supervisors' Meetings.....	21
4.2.4 Change of Supervisor/Difficulties with Supervisors.....	21
4.2.5 Co-Tutelles.....	22
4.3 Dissertation: Code of Practice	22

4.3.1 Maximum Word-Length	22
4.3.2 What is a Dissertation?	22
4.3.3 Originality	22
4.3.4 Supervisory Contacts and Availability	22
4.4 The Doctoral College	23
V. MA BY RESEARCH	24
5.1 Progress and Review Procedures	24
5.2 Approaching Submission	25
VI. MPhil AND PHD	26
6.1 Four-year PhD Extension Information	26
6.2 Progress and Monitoring Procedures	26
6.2.1 Full-time MPhil/PhD Students	26
6.2.2 Part-time MPhil/PhD Students	28
6.3 During the PhD	29
6.4 The Home Stretch	30
6.4.1 Examiners	30
6.4.2 Approaching Submission	30
6.4.3 Final Draft	31
6.5 After Submission	31
6.6 Suspensions of Study	31
6.7 Extensions	31
6.8 Student Opportunity and Careers: academic or not?	31
6.9 Supervisions and Monitoring Points	33
6.10 Periods of study away from the University	34

INTRODUCTION

The Centre for the Study of the Renaissance (CSR) 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 forty academic staff, associate fellows and postdoctoral research fellows participate in the Centre's activities, which in addition to teaching include national and international research projects and a lively seminar series (STVDIO).

Several features have made the Centre a success in the past: its truly interdisciplinary character (staff and students join us from around Warwick's Faculty of Arts, in particular from English, History, History of Art, Theatre Studies, Classics, and Modern Languages), its international connections, and its character as an intellectual community. We hope to build on these in the future, by strengthening our connections with other universities and research centres and engaging even more strongly in collaborative research programmes. We trust that you, as postgraduates within the Centre, will take advantage of the opportunities offered to you. Bear in mind, for example, that the CSR has strong connections (including a doctoral-student exchange) with **Johns Hopkins University**, and is also seeking ways to promote closer ties with institutions in Venice and Tours. Postgraduates should also explore the possibility of doing research at the **Newberry Library in Chicago** or at the **Folger Institute** (currently closed due to multi-year renovation project, opening 17 November 2023).

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.

Aysu Dincer
Director of Graduate Studies, 2023-24

N.B. This handbook is a supplement to 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 Doctoral College website: <https://warwick.ac.uk/services/dc/phdlife/>

I. ORIENTATION

1.1 The Centre's Office

The Centre's Office is room 2.38, Faculty of Arts Building (FAB)

1.2 Responsible Staff

For a list of staff associated with the Centre and their specialisms, see:

http://www2.warwick.ac.uk/fac/arts/ren/about_us/centrestaff/

The colleagues who have special responsibilities in the Graduate Programme are as follows:

Dr Tess Grant (Director of the Centre)

Office: FAB5.25; Tel: 024 7652 3664 (internal: x23664)

[Email: T.Grant@warwick.ac.uk](mailto:T.Grant@warwick.ac.uk)

Dr Aysu Dincer (Director of Graduate Studies)

Office: FAB3.17; Tel: 024 7615 0928 (internal: x50928)

[Email: A.Dincer@warwick.ac.uk](mailto:A.Dincer@warwick.ac.uk)

Mrs Jayne Sweet (Centre Administrator)

Office: FAB2.38; Tel: 024 7652 4587 (internal: x24587)

[Email: renaissance@warwick.ac.uk](mailto:renaissance@warwick.ac.uk)

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 (hereafter referred to as 'DGS') is responsible for the smooth running of the taught MA, and the overall management of procedures relating to both taught and research students. He or she is 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 and admissions.

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, 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 have 'office hours' when they will be available for appointments, please email individuals to discuss mutually-convenient times to meet. 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. A conversation via Microsoft Teams is always possible – please email in advance to set up an appointment. You should check your Warwick e-mail account regularly. **Official communications to students will only be delivered to their Warwick University email address.**

It is essential that we have up-to-date information on your address, phone number and email so that we can contact you at any time. You will be sent a Student Record form, which should be completed with your

personal details, and returned it to the Centre's administrator. Remember to keep your information up-to-date, both locally within the Centre itself and also within the University's Student's Record System.

1.5 Community

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

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

We uphold the importance not only of freedom of thought and expression, but also the significance of academic and personal integrity, equality and diversity, and mutual respect and consideration for the rights, safety and dignity of all. We place great importance on the responsible behaviour of both our students and staff at Warwick. It is important for you, as a student, to have an idea of Warwick's core values and an understanding of the primary expectations of student members of the Warwick community.

The university has an online portal called [Report and Support](#) which allows students, to disclose incidents of bullying and harassment, discrimination, relationship abuse, hate crimes/incidents or sexual misconduct, carried out by a student or member of staff of the University of Warwick. If an individual decides to disclose their name and contact details, the platform also acts as a route to additional confidential support through the university's liaison officer scheme. This support includes emotional support, academic support, financial support, and support accessing emergency or alternative accommodation. Take a look at the following to help you understand what this means for you:

Report and Support, what is...

- [Sexual Misconduct](#)
- [Discrimination](#)
- [Bullying and harassment](#)
- [Relationship abuse](#)
- [Hate crime/incidents](#)

- [Our values](#), the principles that set out expectations of how we behave as a University community, both as individuals and as an institution.
- [Social Inclusion](#), setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential.
- [Dignity at Warwick](#), setting out the policy that outlines unacceptable behaviours and the process on reporting and dealing with inappropriate behaviour.
- [University Strategy](#), which sets our vision as a world-class university and our values.
- [Warwick Student Community Statement](#), which sets out aims for the University as well as for students.
- [University Calendar](#), the main 'rule book' and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour.
- [Student Life](#), which provides quick and easy links to University regulations, policies and guidelines that govern what you as a student can expect from the University, and what you would need to be aware of and adhere to as a registered student.
- General Warwick Welcome information: <https://warwick.ac.uk/students/welcome/>
- Welcome Week programme information: <https://warwick.ac.uk/students/welcome/welcomeweek/>
- Specific transitional support for international students: <https://warwick.ac.uk/students/welcome/internationalstudents/>

II STUDENT EXPERIENCE SUPPORT

2.1 Facilities

2.1.1. Faculty of Arts Building (FAB)

The Arts Faculty also provides dedicated PGR study space in the FAB. General user guide to the FAB can be found here: <https://warwick.ac.uk/fac/arts/staffintranet/artsbuilding/fabuserguide>

2.1.2 The Research Zone

The Research Zone is on the 2nd floor of the FAB and has a combination of allocated desks and hot desks. It is open to Arts PGRs only. It is a predominantly quiet study space, although it contains a meeting pod at one end and a coffee table at the other. For further details and to apply for desk allocation in this space, please consult the CADRE website: <http://www2.warwick.ac.uk/fac/arts/cadre/>.

2.1.3 Emergency Evacuation Alarm

If the emergency alarm sounds then you must leave the building immediately by the nearest safe exit. Do not pause to collect items and do not use the lifts. Please ensure you move away from the front of the building towards the Rootes Building and the Piazza or towards Library Road. Only re-enter the building once it is confirmed by the fire brigade or authorised person that the building is safe. Just because the alarm has stopped does not mean that the building can be accessed. Further fire safety awareness information at: <https://warwick.ac.uk/services/healthsafetywellbeing/guidance/fire>

2.1.4 Kitchen

There is a communal kitchen on the second floor of the FAB (room number 2.26), where there is a microwave along with 2 refrigerators and a boiling water tap available for you to use. This room is used by all building staff *and* research students. Access to this room is by an ID card entry system.

2.1.5 Print hub

The CSR has shared use of printers/scanners housed within the communal resources room, second floor of the FAB, room number 2.27. This room is used by all building staff *and* research students. Access to this room is by an ID card entry system.

2.1.6 Postgraduate Hub

Students are welcome to use the **Postgraduate Hub** which is located on Floor 2 of the Junction building (card access, postgraduate-only). PG Hub is a peer-led collaborative community space that brings together postgraduates from across Warwick. At PG Hub you can:

- Book meeting rooms for group-work and collaborative study, as well as find first-come-first-served study and meeting space
- Ask any questions you might have about your postgraduate life at Warwick
- Access support for your dissertation
- Find mentorship to take you to the next level
- Get actively involved in cultural events, such as Hallowe'en, Chinese New Year, Eid and other celebrations
- Locate support for your studies and future career plans through events and drop-ins
- Share your postgraduate life through our competitions and social media

We recognise that postgraduate life is about more than just work. The PG Hub exists to make your time at the University more productive and enjoyable, so we welcome your ideas on things you want to see as a Warwick postgraduate. Opening times: 09:00 – 22:00 (see website for holiday opening). Further details including opening times at, http://warwick.ac.uk/pghub/postgraduate_hub ; #WarwickPGHub; or email

pghub@warwick.ac.uk . An up to the minute way of checking research space availability can be found here <https://studyspaces.warwick.ac.uk/>

2.2 IT Services as part of the Information & Digital Group

IT Services provide the essential resources and support necessary to give all students access to information technology services and support. If students have problems with IT related issues, IT Services provide a dedicated Help Desk. Students can go to the drop-in centre on the 1st floor of the Library building (Monday to Friday, 9am-5.00pm), telephone 024 765 73737 (Monday to Friday, 9am-5.30pm) or email: helpdesk@warwick.ac.uk.

Every student, with the exception of those students on courses at partner institutions which are validated by the University, is entitled to register to use the services provided by IT Services, which can be accessed from anywhere on campus. Information on setting up an account, accessing the network from on and off campus, printing and purchasing computers is available on-line at: <http://warwick.ac.uk/its>. IT Services also produce information on acceptable use of University IT facilities for students and staff: <http://warwick.ac.uk/regulation31>.

A range of Help Desk Leaflets providing useful IT support information are available from: <http://warwick.ac.uk/servicedesk/leaflets> or students can pick up copies from the IT Services Help Desk Drop-in centre. IT services also provide support for personal computer-related issues such as slow performance, removing viruses, replacing hardware and assisting with file recovery.

The training service provided by IT Services is available to all University students to facilitate students to work more effectively with applications delivered by IT Services: <http://warwick.ac.uk/its/servicessupport/training>.

IT Services provides a number of open access work areas across Gibbet Hill, Westwood and main campuses, accessible to all students, and the University provides student residences with a network connection and access to wireless. For further information on the Residential Network Service (ResNet), please visit: <http://warwick.ac.uk/its/servicessupport/networkservices/resnet/>.

Other useful links:

MyWarwick at: <http://warwick.ac.uk\students> for links list to useful pages.

2.3 Health and Safety

The university's infectious diseases guidance (including Covid-19) is available here, https://warwick.ac.uk/students/news/stay_safe_hub/infectious_diseases_guidance , students may read the University's statement on health and safety here, <https://warwick.ac.uk/services/wss/>, and the University's Smoking Policy here, <http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy>

2.3.1 Wellbeing Support Services

Wellbeing Support Services offer brief consultations daily from 10am to 3pm Monday to Friday. These can be accessed via an online queue or students can drop in in-person. The brief consultations are an opportunity to discuss what it is you are looking for support with, to learn about the different support options available, and plan the best next steps for you, with the support of the wellbeing professional.

The Wellbeing Support Team offer advice and support appointments on a wide range of issues. Whether you are an undergraduate or a postgraduate; home or international – if there is something troubling you, or hindering you from focusing on your studies, please talk to them. The issues may be:

- practical - for example, difficulties with accommodation
- emotional - family difficulties, homesickness, support through a disciplinary process

- wellbeing-related - concerns about your wellbeing and how you can better manage it, or that of another member of the University community
- safety-related - concerns about security, harassment or crime

The Wellbeing Support Team also run a wellbeing programme called Steps to Wellbeing <https://warwick.ac.uk/services/wss/students/wbprogramme/> . This programme offers support and advice on managing low mood, stress and anxiety, productivity, managing change and sleep and relaxation. There are also 30-minute masterclasses offering tips on managing your wellbeing that run on a weekly basis during term time.

Wellbeing Support is located on the ground floor of Senate House. To access services, visit <https://warwick.ac.uk/services/wss/> or telephone 024 76575570

2.3.2 Counselling and Psychology Interventions Team

The Counselling and Psychology Interventions Team makes up part of the network of support for all students at any level of study. The team offers students opportunities to access professional support to help them better develop and fulfil their personal, academic and professional potential. The service is confidential, and no information will go on any academic student records. There is a range of services, including individual counselling (either in person or virtually online as appropriate), themed group sessions and counselling via email. The team uses a variety of theoretical models, including CBT, in their work to support students.

Students engage with the Counselling and Psychology Interventions Team to work through issues such as depression, anxiety, or problems with self/identity or interpersonal relationships, and so on. Students from all academic departments may bring problems from their past or present that hinder their capacity to function, such as: abuse, eating distress, loss, trauma and self-harm. The Psychological Therapists can help with exploring issues to develop insight and bring about positive change to psychological and emotional distress so students can better focus on their studies.

The Counselling and Psychology Interventions Team is located on the ground floor in Senate House. To access the services, submit an enquiry through the Wellbeing portal <https://warwick.ac.uk/services/wss>, and you can speak to a Wellbeing professional who will advise you on the next steps.

2.3.3 University Health Centre

Students living on campus or within the catchment should register with the University Health Centre. Students will have to be registered in order to use the Health Centre services, although the Health Centre may be able to assist non-registered students in emergencies.

Please see full details of eligibility on the home page, under the **Register Here** tab on the Health Centre website: <http://www.uwhc.org.uk>

The Health Centre provides primary health care GP services to registered patients; two medical practices with both male and female doctors; nurse practitioners and Practice Nurses; sexual health clinics; travel clinics and immunisation facilities. Students should call the Health Centre if they require a consultation with a doctor or nurse, an emergency appointment, emergency contraception, vaccinations or advice on vaccinations, and sickness certification.

Students living off-campus, who are not able to register with the health centre, can locate their nearest GP by visiting: www.nhs.uk . The University Health Centre is located on [Health Centre Road](#) and can be contacted by telephone on 0247 526 3418.

2.3.4 Residential Community Team

All students who have accommodation on campus have access to the Residential Community Team (RCT). The RCT works and lives alongside students within the Halls of Residence and is comprised of a team of managers and current students from different walks of life.

The RCT are there to help with a wide range of matters including, but not limited to, personal or family problems, feeling lonely or homesick, problems with accommodation, and when students are not sure where to get help or who to talk to. In addition, the RCT organise a series of events and activities designed to support students as they transition to university life and to enable them to develop the skills and internal tools needed to navigate student life.

Guidance about life on campus has been compiled, including information for students on various aspects of living on campus: <https://warwick.ac.uk/services/residentiaallife/lifeinhalls>
Between 9am-11pm, Monday to Friday, and 12pm-11pm, Saturday and Sunday, the RCT can be contacted via email: rescommunityteam@warwick.ac.uk or telephone 024 765 75570.

For non-emergency support outside of these hours, the RCT operate two dedicated phone lines – the numbers for which are provided to students when they arrive. For emergencies outside of these hours, students should contact the Community Safety Team on 024 7652 2222.

2.4 Chaplaincy

Warwick's Chaplains and Faith Advisors delight in the diversity and vibrancy of relationships between people with differing worldviews. They would love you to be part of the community here and to feel at home.

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

You're welcome to drop in and make yourself a hot drink; take a seat in our lounge or study spaces; take a moment by yourself or with friends. Take advantages of our outside space to walk the Labyrinth or enjoy the peace of the Contemplation Garden on the Westwood campus. Life can be challenging, so if an ear to listen would be helpful, our Chaplains are there for you, whatever your own beliefs and faith. We are here for people of all faiths and none

If you have a particular faith or religion, they are able to help you meet with people who share your beliefs and can help make University a time of growth for you.

For the latest details and to contact a Chaplain, please refer to the website <https://warwick.ac.uk/services/chaplaincy>.

2.5 Students' Union

Warwick Students' Union (SU) is a democratically run, student-led charity and a separate organisation from the University of Warwick. Upon enrolling at Warwick, every student automatically becomes a member of the SU and has access to the range of services they provide, including democracy, academic representation, student activities, welfare and entertainment. There are many different ways for students to get involved at the SU, which can support and enhance their experience whilst at Warwick. The concept of a Students' Union may be new to first year or international students, and even students from other UK institutions, so please direct them to www.warwicksu.com or contact the SU via [Contact Us \(warwicksu.com\)](mailto:Contact Us (warwicksu.com)) for more information.

2.5.1 Warwick Students' Union Advice Centre

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

Academic advice: Appeals, complaints, mitigating circumstances, disability/reasonable adjustments, change of course and problems, temporary or permanent withdrawal, any University Committee proceedings continuation of registration, misconduct or plagiarism, fitness to practice and more.

Housing advice: Campus accommodation, tenancy contract checks, university and private housing, landlord and tenant disputes, tenants' rights, repairs and deposits.

Disciplinary advice: If you are involved in any incident that is investigated under the Disciplinary Regulations, WSUAC can support you through the process and accompany you at meetings and hearings.

Money advice: University fees, debt advice, budgeting, SFE problems, hardship, independent status and we can provide free food parcels and foodbank vouchers discreetly and confidentially.

This is not an exhaustive list of what WSUAC does, so if you are unsure where to get help or advice contact them and they will help you or signpost you to someone who can help.

Contact Warwick Students' Union Advice Centre via: <https://www.warwicksu.com/help-support/contact/>

2.6 Student Funding

The Student Funding Support team offers information, advice and guidance on all aspects of financial support. This includes government grants and loans, and undergraduate scholarships and bursaries provided directly by the University to students. The team administers University hardship funds to students and can provide budgeting advice. https://warwick.ac.uk/services/dc/schols_fund/current/hardship_fund/

Students should contact Student Funding Support if they want further information about what financial support they may be entitled to, including loans, grants, scholarships and bursaries, or are having difficulty meeting essential course-related or living expenses.

The Student Funding Support team is located on the ground floor of Senate House (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on 024 761 50096 or email: studentfunding@warwick.ac.uk.

Student Finance: <https://warwick.ac.uk/ao/finance>

Student Funding: <https://warwick.ac.uk/ao/funding>

2.7 Community Safety

The Community Safety team works 24 hours a day, 7 days a week, 365 days a year to support the University community by ensuring there is a safe, secure and friendly environment for students, staff and visitors. If you have any queries about your safety and security on campus, you can visit our webpage at: <https://warwick.ac.uk/services/community-safety/> or email: community.safety@warwick.ac.uk.

You can also phone the Community Safety team on 024 765 22083. In an emergency on campus, phone 024 765 22222 and in an emergency off-campus phone 999, which will take you through to external emergency services.

Students should always call Community Safety for emergency response requirements, i.e. first aid/ambulance/fire, safety and security issues on and off campus, mental health aid, pastoral care, facility support, outdoor event applications and entertainment support including external speaker events. The Community Safety contact phone numbers can be found on the back of student and staff ID cards.

2.8 University Children's Services

Children of Warwick staff and students are eligible to attend the University Nursery (<http://warwick.ac.uk/nursery>). Parents interested in placing their child in the nursery should contact the nursery with regards to availability and complete an application form as early as possible: <https://warwick.ac.uk/services/childrensservices/nursery/enrolment/>. The nursery administrator can provide parents with advice on how to search for alternative nursery care, if required.

The Nursery is located on Lakeside, opposite the Scarman House Conference Centre, on Scarman Road and can be contacted by telephone on 024 765 23389 or email: nurseryenquiries@warwick.ac.uk.

In recent years, a Holiday Camp has also been available <https://warwick.ac.uk/services/holidaycamps> to primary school age children for all holidays (exc. Christmas). Booking opens approximately 6 weeks before the beginning of the individual schemes. For more information on the scheme parents can email holidayscheme@warwick.ac.uk or call 07392 125620.

2.9 Term dates

Welcome Weekend: Saturday 23 September 2023 to Sunday 24 September 2023

Welcome Week: Monday 25 September 2023 to Sunday 1 October 2023

Autumn Term: Monday 2 October 2023 to Saturday 9 December 2023

Spring Term: Monday 8 January 2024 to Saturday 16 March 2024

Summer Term: Monday 22 April 2024 to Saturday 29 June 2024

This and other year dates are available here, <http://warwick.ac.uk/termdates>

III. GENERAL ACADEMIC INFORMATION FOR POSTGRADUATES

3.1 Induction Events

Both the University and the Arts Faculty provide separate induction events during Welcome Week which you are strongly encouraged to attend. Information on university events can be found at <https://warwick.ac.uk/students/welcome/>.

Under normal circumstances, new postgraduate students also attend various induction events held by the Centre including a lunch which will be hosted by the Director and the DGS and will usually take place at the beginning of Term 1, this year's day/time is still tbc. At our induction, 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 (in January).

3.2 Research Integrity

For the University, [research integrity](#) concerns 'the high quality and robust practice across the full research process i.e. the planning and conduct of research, the recording and reporting of results, and the dissemination, application and exploitation of findings'. Warwick is also committed to ethical practice in research and to providing support to researchers with emerging issues in relation to ethics across all research fields. The University expects that staff and students will behave ethically and professionally in all their activities. It is the responsibility of staff and students to consider the ethical implications of their research using [the University Code of Practice](#) and all relevant guidelines of appropriate professional bodies to assist them in fulfilling their obligations.

3.2.1 Ethical Conduct in Research

You should discuss in one of your first meetings with your supervisor any ethical issues which may arise from your research, in order to be sure that appropriate procedures are followed if required. You will need to revisit the question if any new or more complex ethical dimensions arise in the course of your research.

Not all research projects require ethical approval; indeed, within the CSR most do not. But if your project involves human participants or their data, then you must obtain formal ethics approval *before* commencing your research.

Ethical approval is required for research involving personal data collected through a range of activities including, but not limited to, interviews, questionnaires, focus groups, surveys, workshops, participant observation, and information found on password-protected social media sites. Please complete, sign and return to renaissance@warwick.ac.uk the short ethical procedures form found here https://warwick.ac.uk/fac/arts/ren/currentstudents/formspgr/ethical_procedures_form_renaissance_centre.docx

3.2.2 Research Integrity Training

The University requires that all students and staff who deliver research should undertake the Epigeum Research Integrity online training course. In addition, all research staff and students working with human participants should complete the supplementary 'Protecting Human Participants' module.

The concise version is targeted at researchers who already have considerable experience. The University recommends therefore that PhD students take the full version. You will have to supply a valid Research Integrity Training certificate in order to apply for ethics/sponsorship approval and to receive any research funding from the University. If your certificate has expired you will need to refresh your training.

All new research students should complete the Research Integrity course by 31st October (or within the first month of enrolment, if your start date does not coincide with the beginning of the academic year).

Please send a pdf copy of your certificate to renaissance@warwick.ac.uk , and a copy will be placed on your Tabula record as an administrative note. Once you have taken the course, don't forget to also add it to your SkillsForge log.

3.3 Skills and Further Development

Postgraduates are expected to 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. In addition to the Centre's skills sessions, which run alongside the taught MA's core module (and which the CSR's research students are encouraged to attend), the following possibilities should be kept in mind.

3.3.1 Professional Development Framework and Warwick SkillsForge

The Warwick Framework offers you an equitable and encouraging environment to support your Professional Development. It also recognises the broader skills base you will need to ensure you generate original research for publication, as well as being ready for your next steps, whether that be academia or otherwise. As such it requires all doctoral research students to engage with at least ten days of professional development per (full-time) year.

Five of these days will be completed by developing discipline-specific academic skills through your research. A further two days will be satisfied by networking and attending events, e.g. conferences and research seminars. The remaining three days are to develop transferable skills outside of your academic discipline.

Warwick has a diverse range of professional development opportunities facilitated by a range of expert trainers. These include workshops, events and accredited programmes covering:

- Academic Skills
- Personal Effectiveness
- Research Ethics and Governance
- Developing Your Academic Profile
- Impact and Public Engagement
- Career Development

You access these opportunities via our online portal, Warwick Skills Forge (<https://skillsforge.warwick.ac.uk/>). Here you can complete a Development Needs Analysis (DNA), book onto training, record your own development activities (including personal reflection on what you've learned), and see all the development opportunities you have undertaken.

i. Researcher Development Online

In addition to the technical skills you need to execute your research in your discipline, you need to develop a range of transferable skills. At Warwick, a diverse range of training, research seminars and conferences is offered by academic departments, faculties and doctoral training centres.

Researcher Development Online (RDO) is designed to support the personal and professional development of all postgraduate researchers at Warwick. Every researcher's journey is different, so whether you want to learn to navigate the challenges of your research degree, develop your skills, build your academic profile or prepare for your next career step, the RDO offers a wide range of online training, events and resources to help.

All services are free of charge. They also offer individual coaching and advice on academic-related issues; email: pgresearchskills@warwick.ac.uk to request an appointment.

For more information:

Web: <https://warwick.ac.uk/services/dc/pgr/>

Email: pgresearchskills@warwick.ac.uk

Twitter: @warwickrssp

ii. Academic and Professional Pathways Programme (APP PGR)

Many postgraduates have the opportunity to teach in their departments, but few have experience or have received prior training, beyond the Preparing to Teach in Higher Education course, compulsory for all Graduate Teaching Assistants (GTAs). The Academic Development Centre (ADC) offer a pathway specifically for postgraduates who teach as part of their Academic and Professional Pathways programme (APP PGR), which encompasses first steps into teacher training and offers students the opportunity to become Associate Fellows of the Higher Education Academy, a nationally and internationally recognised teaching status. In addition, students have the opportunity to expand and enhance their teaching skills and pedagogical understanding further with a Warwick postgraduate award. Following a mandatory introduction to teaching (often delivered in departments) students who have a minimum of 15 hours of teaching can join the APP PGR and attend a range of core and free choice workshops designed to support, challenge and inspire their teaching practices. ADC run the workshops with support from subject discipline experts from across the University, giving postgraduate teachers varied experience of teaching practices to draw upon. One of the key benefits of the course is meeting other postgraduate teachers from across campus and sharing practice and ideas.

For more information on the APP PGR and Preparing to Teach pathways go to the ADC pages:

https://warwick.ac.uk/fac/cross_fac/academic-development/intro-workshop/ and

https://warwick.ac.uk/fac/cross_fac/academic-development/app/pgr/ See also: 'Information for PGR students on teaching for Warwick': <https://warwick.ac.uk/services/dc/phdlife/teaching/>

3.3.2 CADRE

CADRE is the Centre for Arts Doctoral Research Excellence, supporting and representing the Faculty's postgraduate researchers and their departments. They provide information, support, and community, offer professional development training tailored to Arts and Humanities researchers, and oversee applications and awards for the various scholarship schemes. They speak for Arts doctoral researchers at Faculty and University committees and work closely with the Doctoral College, as well as representing Warwick in the Midlands4Cities Doctoral Training Partnership and to other external bodies. See the information at: <http://www2.warwick.ac.uk/fac/arts/cadre/> or contact Professor David Lambert (Director) at D.Lambert@warwick.ac.uk or Dr Sharron Wilson (Administrator) on CADRE@warwick.ac.uk . Follow on Twitter [@WarwickCADRE](https://twitter.com/WarwickCADRE).

3.3.3 Languages

Language skills are particularly important at postgraduate level: they enable you to read primary sources in the original and make you better aware of the historiography and critical literature in countries outside the Anglophone world. Students are therefore encouraged to develop or improve proficiency at least in Latin and one modern foreign language (French, Italian, German, or Spanish). Regarding modern foreign languages, the Centre strongly encourages doctoral students to develop their language skills in areas where their supervisors think they would benefit. Students whose funding includes the cost of training courses and the like should, in the first instance, pay for such courses out of the resources associated with their scholarships. If it will be problematic to do so, please speak with the DGS and the Director. Others whose scholarship does *not* include such funding are also invited to contact the DGS and the Director with an outline of the proposed language or skills modules and associated costs. The CSR will advise about the suitability of the Language Centre or of academic departments (such as the School of Modern Languages and Cultures or the Department of Classics and Ancient History) for the necessary courses. When it is possible and deemed appropriate, the CSR will try to fund or co-fund skills and language courses of this kind. **(Note, however, that failure to attend a course fully will lead to the Centre withdrawing its subsidy.)**

The **Classics Department** offers beginners' instruction in **Latin** and **Greek** (contact the secretary in Classics, and copy in the CSR DGS. 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, see the course outline on the Centre's website: <https://warwick.ac.uk/fac/arts/ren/latin4research>

Instruction in **Italian**: there are a couple of options for instruction in Italian. Those seeking proficiency in both speaking and other components (listening, writing, reading) may be best served by the courses offered by the Language Centre, in the School of Modern Languages and Cultures. Those interested more in Italian for research purposes will find useful the online courses offered by the Warburg Institute (<https://warburg.sas.ac.uk/whats-on/research-training-and-courses>).

Students intending to take the Italian or Latin palaeography classes (subject to availability; typically offered on alternate years) are required to have mastered the respective languages to at least intermediate level. See <https://warwick.ac.uk/fac/arts/ren/manuscripttoprint/>

Students wishing to learn or perfect their knowledge of **French, German or Spanish** may make enquiries, either with the relevant academic department, or with the University's Language Centre, (<http://warwick.ac.uk/languagecentre>) which offers a wide range of modules and the facilities, resources and programmes to support your acquiring a new foreign language or brushing up your language skills:

Enrolment takes place online for all programmes, from mid-September. Please consult [Language Centre - Academic Enrolment \(warwick.ac.uk\)](#) for further information on the enrolment process. The Language Centre can also be contacted by email at academic.language@warwick.ac.uk for more information on these modules.

3.3.4 Auditing 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. You are also strongly encouraged to follow the Centre's MA core module, which will be taught at Warwick in term 2. Ask the Centre administrator to add you to the list or email renaissance@warwick.ac.uk.

3.3.5 Renaissance Seminars (STVDIO)

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

Students are also encouraged to attend **seminars organized across the Faculty of Arts**, such as the History Department's [Early Modern and Eighteenth-Century Centre](#), the [History of Medicine group](#), and the research seminars offered by the departments of [Classics](#), [English and Comparative Literary Studies](#), [History of Art](#), and [Italian Studies](#). The Arts Faculty calendar has further details; see <https://warwick.ac.uk/fac/arts/news/events/>

3.3.6 Reading Groups

Members of the CSR are active in promoting reading groups, typically on primary texts of relevance to the Middle Ages or the Renaissance. Research students are very welcome to participate in these (information at <https://warwick.ac.uk/fac/arts/ren/readinggroups>) or indeed to start their own.

3.3.7 Work in Progress

The CSR Work in Progress seminar is a hybrid event where the Centre's PhD students present their research in an informal setting. Not limited to a specific theme or format, the seminar gives PhD students an opportunity to deliver a 15-30 minute paper and receive feedback from their peers, as well as an optional response from a member of the academic staff. PhDs from other faculties whose work touches on the Renaissance are also invited to submit proposals.

The seminar runs 3-4 times per term, on Thursdays at 5pm. Specific dates and locations will be announced towards the start of the term together with speakers and their topics. More information on the webpage at <https://warwick.ac.uk/fac/arts/ren/research/pgr-wip>. If you would like to present your research at the CSR WiP, please fill in the form at <https://warwick.ac.uk/fac/arts/ren/research/pgr-wip/form/>

3.4 CSR Committee

The CSR's Committee meets once a term to discuss developments within the Centre and to hear suggestions from staff and students. The Committee is chaired by the Director of the Centre and includes, *ex officio*, the DGS and the administrator. Staff members (including tutors of the MA core and optional modules, and supervisors of research students), research fellows, and students are all strongly encouraged to attend.

3.5 Student Voice, including Student-Staff Liaison Committee (SSLC)

The SSLC includes both PGR and PGT students; it meets once each term at the same time as the CSR Committee 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. If you need to ask any questions about academic representation, you can visit the Democratic Services Office on the top floor of SUHQ or alternatively, email them at sslc@warwicksu.com.

3.6 Library

All students should register as users of the Library as soon as possible. Sophisticated systems are available in the Library for conducting literature information searches, which are invaluable for research students and you will be taken through these on the induction programme. The Library has a designated <https://warwick.ac.uk/services/library/subjects/academic-support-librarians> for each academic department. For an overview of the resources in Renaissance Studies and contact details of the Academic Subject Librarian, see <https://warwick.libguides.com/renaissance>. If you would like to request the purchase of a particular book to support your study, please contact our support librarian as detailed as previous link.

Students should be aware of special library facilities, such as the **Wolfson Research Exchange**, which is a dedicated collaborative workspace for MPhils, PhDs, and academic staff. It supports dynamic networking for Warwick researchers, both within its physical home in the Library and online. Opening times: 24 hours (see website for holiday opening). For more information see their website, <https://warwick.ac.uk/library/pghub/about/wolfsonresearchexchange/> follow on Twitter at [#ResearchEx](https://twitter.com/ResearchEx) or email them at researchexchange@warwick.ac.uk

The Library also manages a number of learning and teaching spaces from which skills enhancement and community engagement programmes are run. <https://warwick.ac.uk/services/library/using/libspaces/> :

- The Learning Grid, University House
- The Learning Grid Rootes
- Wolfson Research Exchange (for all Warwick's researchers)
- The Postgraduate Hub (for all PG students)
(https://warwick.ac.uk/services/library/pghub/about/postgraduate_hub)
- The Teaching Grid (for teaching staff)
(<https://warwick.ac.uk/services/library/using/libspaces/about-teaching-grid>)
- Co-Creation Space (a new space where students and staff can come together to co-create)
(<https://warwick.ac.uk/services/library/using/libspaces/the-co-creation-space>)
- Modern Records Centre: (<http://warwick.ac.uk/library/mrc>)

The Modern Records Centre houses the Library's archive collections. MRC staff can provide training for students on the range of sources contained in the collections, and on conducting research using archive sources. They also provide advice for researchers wishing to use their collections.

Regular news and updates can be found via the Library's Facebook page: [@WarwickUniLibrary](https://www.facebook.com/WarwickUniLibrary) its Twitter account [@warwicklibrary](https://twitter.com/warwicklibrary) or Instagram [@warwicklibrary](https://www.instagram.com/warwicklibrary)

3.7 Exchange Opportunities

3.7.1 Exchange with Johns Hopkins University

Special arrangements with Warwick's Humanities Research Centre (HRC) and the Charles S. Singleton Center for the Study of Premodern Europe (JHU) make for exchanges each year between the two institutions. Students from Warwick are given funds (£3,000) to spend one month at JHU and benefit from a programme that complements the CSR's in many ways. Among other things, JHU's library has a magnificent collection of early modern books.

3.7.2 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 CSR. The Newberry Library's own Center for Renaissance Studies (founded in 1979) serves an international public of scholars through the use of the library's internationally renowned collections in the late medieval and early modern periods, through to the Napoleonic age.

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

Postgraduate students at Consortium institutions can apply for funds (known as **'Newberry Renaissance Consortium Grants'**) to participate in Center for Renaissance Studies programmes or to conduct research on medieval, Renaissance, or early modern topics at the Newberry Library. Similarly, postgraduate students can apply for a fellowship jointly funded by the HRC and the Centre for the Study of the Renaissance to support visits to Johns Hopkins' Singleton Center for the Study of Premodern Europe. Please note that these awards offer one placement each (worth £3,000) via competitive competition. More information regarding these fellowships can be found on the HRC website <https://warwick.ac.uk/fac/arts/hrc/irf/wtf/>

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 to the Director of the CSR. Postgraduate applicants should first discuss their plans with their supervisors.

3.8. Travel

Any students travelling away from the University for conference or research purposes should ensure that they keep their supervisors informed of their travel plans.

Any travel bookings funded by the University (this includes M4C, UKRI etc) will need to be permissible under University Financial Regulations <https://warwick.ac.uk/services/finance/resources/regulations/fp16/#16.3>. Funded students should first check with their funding provider for authorisation to use the funds and for any details of restrictions or conditions.

Any students making travel arrangements should note the following important points about travel booking:

- All expenses claims should be submitted within 3 months of the expense being incurred
- ALL overseas travel (outside of UK and EU) bookings MUST be made via the University Travel Agent, Key Travel: https://warwick.ac.uk/services/finance/procurement_and_insurance/whatisapprovedsupplier/currentcontracts/travelservices Please speak to Jayne about this, so she can send you Renaissance Centre specific information on how to acquire KT quotes and make bookings

- Any travel and accommodation booking in the UK and EU which total more than £500 need to be booked via the University's authorised travel agents, [Key Travel](#)
- Airbnb: The University does NOT recommend using Airbnb properties – approval from FinRegs and Health & Safety must be sought if Airbnb is being considered, and there are additional procedures and checklists that must be followed. See link. https://warwick.ac.uk/fac/arts/ren/currentstudents/formspgr/accommodationchecklist_aug_2022_for_airbnb.docx
- Expenses claims submitted near the end of the financial year (31st July) must be received by no later than the end of the **1st week of July**

For full details of allowable expenses, please refer to the expenses guidance provided by the Finance Office <https://warwick.ac.uk/services/finance/resources/regulations/fp16/#16.3>

3.8.1 Risk Assessments

If you are travelling on University business to an overseas territory you are required to complete a risk assessment prior to travelling. It is the responsibility of the person travelling to ensure they have completed a risk assessment **before** making any travel bookings. You are also advised to visit the [Foreign Commonwealth & Development Office](#) to check travel advisory details for individual countries. For further details, please visit: https://warwick.ac.uk/services/gov/riskmanagement/travel_risk_management

To access the risk assessment form visit: https://warwick.ac.uk/fac/arts/ren/currentstudents/formspgr/overseas_travel_risk_assessment_v2_10_10_22.docx

All completed forms should be sent to the Director of the Centre for approval/sign-off prior to travelling.

3.8.2 Change of study location

If students are planning to study away from the University for a period of more than three months, then this should first be discussed with your supervisor and then the Centre should be notified via e-mail renaissance@warwick.ac.uk. Any students studying at Warwick on a Student Visa will need to complete an official notification to the Student Records Department, as the change of location will need to be reported to the Home Office. For full details and links to how to complete a Change of Study Location notification, please visit:

<https://warwick.ac.uk/services/academicoffice/studentrecords/students/changeofstudylocation>

3.9 Sources of Funding

3.9.1 Postgraduate Research Fund

Starting this academic year (2023-24), there will not be a 'set sum' research allowance for PGR students, instead, the Centre will accept ad-hoc funding applications for specific requirements. An online form has been provided for this purpose here <https://warwick.ac.uk/fac/arts/ren/currentstudents/pgr/fundingapplication/>. This new system will replace the previous £200 annual allowance for *all* students regardless of circumstance, and priority will be given to students who do not have a research allowance via their funder. Before applying for CSR funding, and if relevant (i.e. conference travel), please apply to the HRF in the first instance. They have three application rounds each academic year, typically in Oct, Feb and June. Please see their website for more details. <https://warwick.ac.uk/services/ris/research-funding-opportunities/rdp/hrf/>

Additionally, students whose research and conference expenses are not already suitably covered by their specific funding scheme will be able to apply for further funds on a competitive basis. For further details and deadlines, contact the DGS. Students will be encouraged to seek co-funding for these expenses from other sources, including those internal to the University (see, for instance, HRF below) and those from organizations such as the Renaissance Society of America and the Society for Renaissance Studies. See: <https://warwick.ac.uk/fac/arts/ren/pgstudy/currentstudentspg/funding> and the pages for the respective societies.

3.9.2 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 check updates and download an application form from their website: <https://warwick.ac.uk/services/ris/researchstrategy/researchfunding/rdf/hrf> . Decisions are normally made within 4 weeks. This allowance may also be used to support other relevant research activity such as the acquisition or improvement of a language essential to your research, at the discretion of the DGS.

3.9.3 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 for more information: <http://www2.warwick.ac.uk/fac/arts/hrc/irf/dfc> . You should discuss your proposal with your supervisor before applying for this award and ensure that it will not disrupt your research.

3.10 Personal Tutors and Pastoral Care

In the case of research students, their supervisor (or first supervisor) also functions as their personal tutor, and acts in a pastoral as well as an academic capacity. They should, however, feel free to talk to the DGS or the Director of the Centre (indeed, to any member of staff they feel they can trust) about personal and academic matters that they do not wish to raise with their supervisor.

Pastoral care is also supported by the Dean of Students, DeanofStudents@warwick.ac.uk and the Senior Tutor for the Arts Faculty, Dr Rachel Dickinson, Faculty seniortutorarts@warwick.ac.uk . The Dean of Students and Faculty Senior Tutors are experienced members of academic staff whom students can turn to in confidence for support regarding difficulties with their studies, which they have been unable to resolve with departmental Personal and departmental Senior Tutors. More information about personal tutors and the Dean of Students' Office can be found here: <https://www2.warwick.ac.uk/services/tutors/>

3.11 Special Circumstances

3.11.1 Disabilities

The University offers a wide range of support services to students with disabilities (including specific learning differences, mental health, neuro-diversity and long term medical conditions) and encourages a positive climate of disclosure. Students with disabilities can seek advice and support through the Disability Team in Wellbeing Support Services. Further information relating to the University's provision for students with disabilities is available at <https://warwick.ac.uk/services/wss/students/disability/>

Academic Departments, the Dean of Students Office, the Students' Union, the Health Centre and other teams in Wellbeing Support Services can also offer advice and guidance to students with disabilities. The Disability Team is located on the ground floor in Senate House, but for general information and to access the services or submit an enquiry through the Wellbeing portal, visit their website at <https://warwick.ac.uk/services/wss>

3.11.2 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 personal tutor, and ask about the advisability of applying for a suspension of study (technically known as "Temporary Withdrawal"). If he or she thinks this is advisable, both you and your personal tutor should notify the DGS about your needs and your reasons for seeking a suspension of study. You should also supply medical evidence where appropriate. Requests for temporary suspension of study must have the support of the DGS and be made via the electronic request form available at

Student Records online. See the further information here: <http://www2.warwick.ac.uk/services/academicoffice/studentrecords/twd/>.

Authorised absence (AA), which is not the same as Temporary Withdrawal (TWD), is a defined period of time during which a student does not engage with their course and undertakes no academic activity. It is only available to students holding a Student Visa sponsored by the University of Warwick and is intended to provide short term respite from study where Temporary Withdrawal may not be desirable. Reasons for requesting AA rather than TWD could include for example, illness, medical treatment or surgery, bereavement etc. PGR students *cannot* request AA to do an internship. For full details on the criteria for AA and how to apply, see the website at https://warwick.ac.uk/study/international/immigration/student_route/changes/withdrawalsandbreaksinstudy/authorised-absence

3.12 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.

3.12.1 Definition (University Regulation 11)

The University defines cheating as ‘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 has been 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 but 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 <https://warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/> which should be read together with https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/i_suspectedcheating

3.12.2 Appeals

The University has agreed appeals procedures. Further details are available from the Doctoral College and on the university’s website at: <https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals> and https://warwick.ac.uk/services/dc/submission/pg_appeals/

3.13 Feedback and Complaints

What do you do if you have a concern or complaint about any aspect of the Graduate Programme? You could take up specific issues with the DGS or with your supervisor. You might first want to discuss the problem with your Student-Staff Liaison Committee representative, or ask them 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. Alternatively, you are welcome to approach the Centre’s Director .

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

www.warwick.ac.uk/studentfeedbackandcomplaints/ You may wish to have a look at these pages before you decide how to proceed.

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

We want you to be able to let us know when things are going well or there is something that you particularly like, but also if there is a problem that you don't feel you can resolve yourself. As part of this, the University has a Student Feedback and Complaints Resolution Pathway and actively encourages feedback on all aspects of the student experience.

3.14 Guidance on Extenuating/Mitigating Circumstances and Reasonable Adjustments

The University makes provision for mitigating circumstances and chronic conditions that affect one's work and that should lead to reasonable adjustments. Please review carefully the information at https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances/. These guidelines are mainly relevant to assessed modules rather than dissertation work, but you should review the University's policies in case you suffer from events or circumstances affecting your submission deadline.

IV. RESEARCH DEGREES: GENERAL GUIDELINES

The Centre offers three kinds of research degrees. The **MA by Research** differs from the *taught* MA in that students come fully prepared to engage in their own independent research. No course-work is required: students are only expected to submit a **dissertation of 40,000 words**. The MA by Research typically lasts 12 months (24 months if part-time). **PhD** students prepare, over the course of 3-4 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.

4.1 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 Guide, available here: <https://warwick.ac.uk/fac/arts/ren/pgstudy/currentstudentspg/mhra-style-guide-3rd-edn.pdf>

You will also be provided with a hard copy of the MHRA Style Guide in your welcome pack. You must also follow the rules for presentation outlined by the Academic Office in its information on the presentation of theses: https://warwick.ac.uk/services/dc/pgrassessments/gtehdr/presentation_th

4.2 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. The most important of the guidelines are given below (also https://warwick.ac.uk/services/dc/policies_guidance/supervisionpgr/pgstudent).

4.2.1 Responsibilities of Supervisors

Supervisors are expected:

- i. To give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, attendance at taught courses or specialist training and the use of requisite techniques (including instruction where necessary) and to encourage students to keep aware of all relevant developments within the subject.
- ii. To provide advice on writing up the work, requesting written work as appropriate and returning such work with constructive criticism and within reasonable time. To read through a complete draft of the thesis and provide detailed comments.
- iii. To maintain contact with students through regular supervisory meetings and other means of communication as appropriate, to ensure that meetings are largely uninterrupted and of adequate length. The frequency of such contact should be agreed between the student and supervisor and may be expected to vary depending on the stage which the student has reached in their project. Note that communication in person, via email and/or by phone may all be appropriate depending on the supervisor's (and the student's) circumstances, including any periods away, whether on leave or engaged in research abroad.
- iv. To be accessible to students at other times by arrangement should advice on academic or personal problems be required.
- v. To encourage the student to approach other workers in the field and appropriate academic bodies and societies.

- vi. In cases of joint supervision, to agree with the other supervisor(s) and with the student, the respective responsibilities and roles of the different supervisors and to maintain good communication with the other supervisor(s) concerning the student's progress throughout the period of study.

4.2.2 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 Centre as appropriate by taking up opportunities to present work at seminars etc. and by engaging in discussion with other researchers.
- vi. It is very important that students maintain regular contact with their supervisor(s). Failure to do so may lead to the student's registration being terminated.
- vii. If you are dissatisfied with any aspect of your work, including supervisory arrangements, you should approach either the DGS or the Director of the Centre.

Students are required to upload a brief summary of each meeting they have with their supervisor, directly onto Tabula, as soon as possible after the meeting. Your supervisor will then 'confirm' the summary within the Tabula system. This requirement will enable you to review and document your own learning while it is still fresh in your mind, and it will ensure that both you, and the Centre administrator, have a full record of your supervisory contacts. This monthly Tabula summary also signifies that an attendance requirement has been met; failure to meet this requirement *can* have an adverse effect on students holding a visa. The Academic Office is obliged to report to the UK Visas and Immigration department (Home Office) if any 'student visa' students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.

4.2.3 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 5.1 below under Progress and Review Procedures).

4.2.4 Change of Supervisor/Difficulties with Supervisors

Every effort will be made to ensure that the supervisory arrangements put in place for your doctoral work continue to work as well as possible throughout your period of study. However, the Department is aware that difficulties do sometimes arise between doctoral students and their supervisors, often through no fault on either side. If you should have any concerns relating to your supervision, please feel free to raise the matter directly with your supervisor, or, if you prefer, to discuss the matter in confidence with the DGS. You may also wish to speak with the University's Dean of Students' Office (see 3.8 above) for impartial advice. Any difficulties raised by the student relating to supervision will not prejudice that student in any way. However, it is important to note that it is the responsibility of the student to bring the difficulties to the attention of the DGS or, in the last resort, to the University Doctoral College Office, in good time. The University cannot remedy difficulties or failings of which it was not made properly aware.

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

4.2.5 Co-tutelles

Supervisions for students involved in a co-tutelle with another university need to meet the standard University requirements and, in addition, involve the supervisor from the other university as appropriate. Discussions about how often the supervisor from the other university should take part in supervisions should ideally take place at the start of a co-tutelle and be agreed by both the Warwick supervisor(s) and the student. In general, one would expect an involvement at least once per term while the student is at Warwick – usually more often when the student is spending the year at the partner institution.

4.3 Dissertation: Code of Practice

4.3.1 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.

4.3.2 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 Doctoral College's conventions for presentation, so make sure you have these documents at all times. The Doctoral College's conventions are to be found in the Guide to the Presentation and Examination of Research Degrees. See: <https://warwick.ac.uk/services/dc/pgrassessments/gtehdr/>

4.3.3 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.

4.3.4 Supervisory Contacts and Availability

Students are entitled to regular and formal supervisory contact, which may include email, video chat (i.e. Zoom/MS Teams) 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 that suits you both and how contact will take place.

4.4 The Doctoral College

The Doctoral College offers a number of important resources, and has information related to skills development, applying for jobs, etc. You can consult their information at: <https://warwick.ac.uk/services/dc> The Doctoral College focuses almost exclusively on postgraduate research students (including master's students on a research degree). Their aims are that:

- Warwick should be able to recruit and retain the best PGR students in the world;
- Warwick research students consistently say that the University meets (if not exceeds) their expectations;
- the Doctoral College is accessible and available when needed, and proactively intervening when appropriate;
- the University recognises the strategic importance of research students to both education and research.

Useful Doctoral College Information Links for Research Students

Regulation 38; Governing Research Degrees: <http://warwick.ac.uk/regulation38>

Guide to Examinations for Higher Degrees: <https://warwick.ac.uk/services/dc/submission/gtehdr/>

Information for PGR students on teaching for Warwick: <https://warwick.ac.uk/services/dc/phdlife/teaching/>

Research Code of Practice: https://warwick.ac.uk/services/ris/research_integrity/code_of_practice_and_policies/research_code_of_practice

V. 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 coursework is required: students are only expected to submit a **dissertation of 40,000 words**. They may find it useful (and be required), however, to join other students on one of the core modules of the taught MA course (either the ‘Culture of the European Renaissance’ module, and/or the skills sessions). They are expected, like other postgraduates, to participate in the Centre’s activities and seminars. The MA by Research typically lasts 12 months (24 months if part-time).

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

- i. the approval of a final **Research Proposal**, along with a sample chapter of your dissertation (see below) at the beginning of Term 2 for full-time students
- ii. writing of drafts, which you can discuss together with your supervisor by previous arrangement
- iii. presentation of the dissertation, for students starting in October 2023, by **noon, Tuesday 3rd September 2024**. This date is not negotiable, and extensions are not normally given. If there are special circumstances that affect your ability to present your work at this time, this will need to be explained to the DGS, who must then approach the Chair of the Warwick Doctoral College on your behalf.

5.1 Progress and Review Procedures

Around the beginning of term 2, 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 by the deadline arranged in consultation with the supervisor.

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 review of the secondary literature relevant to your topic
 - a discussion of the main historiographical, literary, theoretical and/or methodological issues relevant to your research
 - 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 and they provide an early warning if a problem arises.

Students are required to upload a brief summary of each meeting they have with their supervisor, directly onto Tabula, as soon as possible after the meeting. Your supervisor will then ‘confirm’ the summary within the Tabula system. This requirement will enable you to review and document your own

learning while it is still fresh in your mind, and it will ensure that both you, and the Centre administrator, have a full record of your supervisory contacts. This monthly Tabula summary also signifies that an attendance requirement has been met; failure to meet this requirement *can* have an adverse effect on students holding a visa. The Academic Office is obliged to report to the UK Visas and Immigration department (Home Office) if any 'student visa' students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.

5.2 Approaching Submission

Before submitting your dissertation, you should read the University's Guide to Examinations for Higher Degrees by Research. See <https://warwick.ac.uk/services/dc/submission/gtehdr/>

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 Doctoral College Office, if you do not have it already) and give it to your supervisor. Two examiners, one of whom is a member of academic staff of the University and one who is external to Warwick, will be nominated. Once the nomination of examiners form is completed by you and your supervisor, it needs to be sent to the Director of Graduate Studies for departmental approval, prior to consideration by the Academic Director. Completed forms need to be sent to the Doctoral College one month before thesis submission to ensure that they reach the examiners in time. You should not contact your examiners once they have been appointed.

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

VI. MPhil AND PHD

6.1 Four-year PhD Extension Information

MPhil/PhD students 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 **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: <https://warwick.ac.uk/services/academicoffice/studentrecords/students/pgrext/afteraugust2011/>

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.

6.2 Progress and Monitoring Procedures

6.2.1 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 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 10 working days before the interview. Specific guidance for M4C students (only), can be found here, <https://uniofnottm.sharepoint.com/sites/M4CVPP/SitePages/Mid-Year-and-End-of-Year-Report.aspx#each-research-student%2c-both-full-time-and-part-time%2c-is-required-to-undertake-an-annual-review-of-the-progress-they-are-making-o>

For your upgrade interview you should prepare:

- i. a thesis abstract
- ii. a chapter draft, or another piece of writing related to the thesis research, of between 5000 and 10000 words in length (excluding bibliography).
- iii. a 2,500-word research proposal, to include:
 - a review of the secondary literature relevant to your topic
 - a discussion of the main historiographical, literary, theoretical and/or methodological issues relevant to your research
 - an outline of the research project, including some discussion of the sources you will use and the questions you intend to ask of them
- iv. a chapter plan and a detailed timetable for research and writing
- v. a statement on Professional Development of 300 words (see under 3.3.1 above)
- vi. 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 Doctoral College office to upgrade your registration to PhD status. Very occasionally the interview panel may recommend that an upgrade be deferred until it is clearer that a student is ready to proceed to PhD; or a student may be advised to proceed instead to the degree of MPhil.

If a candidate fails to upgrade to the degree of PhD at first attempt, they 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 36.2](#))
- 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 them of the outcome of the second upgrade attempt. A student has the right to appeal against the decision that they be required to withdraw or allowed to continue registration only for the degree of MPhil, following the procedure set out in [Regulation 42, 3.5](#).

Year Two

In term 3, approximately 12 months after the Upgrade Interview, you will be required to take part in an Annual Review of your progress. The format is similar to the Upgrade Interview. 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 no less than 10 working days before the interview.

You should prepare:

- i. a thesis abstract
- ii. a chapter draft, or another piece of writing related to the thesis research, of between 5000 and 10000 words in length (excluding bibliography).
- iii. an updated chapter plan and a detailed timetable for research and writing
- iv. a statement on Professional Development of 300 words (see under 3.3.1 above)
- 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. They will write a report, which will be shared with you and with your supervisor and then placed on your file. The report will highlight any areas for further development and offer any appropriate further advice and guidance. If progress is deemed unsatisfactory, the Department will discuss with you further support that may be needed, and you will be permitted to resubmit the work and/or repeat the interview within an agreed timescale. In the unlikely circumstance of a sustained period of unsatisfactory performance, the Department may recommend that a student be permanently withdrawn from the degree for which they are registered via a Continuation of Registration Committee.

Year Three / Four

Third-year students will have an Annual Review in term 3 as described for second-year students above. 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 6.4.

6.2.2 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 no less than 10 working days before the interview.

For your upgrade interview you should prepare:

- i. a thesis abstract
- ii. a chapter draft, or another piece of writing related to the thesis research, of between 5000 and 10000 words in length (excluding bibliography).
- iii. a 2,500-word research proposal, to include:
 - a review of the secondary literature relevant to your topic
 - a discussion of the main historiographical, literary, theoretical and/or methodological issues relevant to your research
 - an outline of the research project, including some discussion of the sources you will use and the questions you intend to ask of them
- iv. a chapter plan and a detailed timetable for research and writing
- v. a statement on Professional Development of 300 words (see under 3.3.1 above)
- vi. 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 Doctoral College to upgrade your registration to PhD status. Very occasionally, the interview panel may recommend that upgrade be deferred until it is clearer that the student is ready to proceed to PhD; or a student may be advised to proceed instead to the degree of MPhil.

If a candidate fails to upgrade to the degree of PhD at first attempt, they 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 36.2](#))
- 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 them of the outcome of the second upgrade attempt. A student has the right to appeal against the decision that they be required to withdraw or allowed to continue registration only for the degree of MPhil, following the procedure set out in [Regulation 42, 3.5](#).

Year Three

In term 3, approximately 12 months after the Upgrade Interview, you will be required to take part in an Annual Review of your progress. The format is similar to the Upgrade Interview. 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 no less than 10 working days before the interview.

You should prepare:

- i. a thesis abstract
- ii. a chapter draft, or another piece of writing related to the thesis research, of between 5000 and 10000 words in length (excluding bibliography).
- iii. An updated chapter plan and a detailed timetable for research and writing
- iv. a statement on Professional Development of 300 words (see under 3.3.1 above)
- 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. They will write a report, which will be shared with you and with your supervisor and then placed on your file. The report will highlight any areas for further development and offer any appropriate further advice and guidance. If progress is deemed unsatisfactory, the Department will discuss with you further support that may be needed, and you will be permitted to resubmit the work and/or repeat the interview within an agreed timescale. In the unlikely circumstance of a sustained period of unsatisfactory performance, the Department may recommend that a student be permanently withdrawn from the degree for which they are registered, via a Continuation of Registration Committee. ([Regulation 36.4.5](#))

Years Four and Five

All part-time students will have an Annual Review approximately every twelve months during these 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 *niva*. 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 6.4.

6.3 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:

Start attending (and presenting at) **conferences**. Postgraduate conferences might be a good place to begin presenting papers, including the Newberry Library's [PG conference](#). You will also want to at least attend major national or international conferences such as those put on by the Society for Renaissance Studies and the Renaissance Society of America. Not only do you see how the 'professionals' do it, but you get opportunities to meet other people, hear what they're doing, and get a general feel for how the field is changing. You will find that the Centre provides opportunities to participate in the organisation and running of conferences, summer schools, and the like.

- i. remember to create and regularly update your personal profile in the Professional Development platform, **Warwick SkillsForge**. This allows you to record your academic and professional progress with a view to preparing your future career, both within academia or in a different sector. <https://warwick.ac.uk/services/dc/pgr/skillsforge/> For further information on SkillsForge see **3.2.1 above**.
- ii. take advantage of any opportunities to **develop your languages and research skills**, you may for example 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**.
- iii. 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.
- iv. 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**.
- v. 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.
- vi. 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 realising how important these are for motivation and enjoyment.

6.4 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.

6.4.1 Examiners

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

6.4.2 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, full details including hints and tips on preparing for the viva, are here: <https://warwick.ac.uk/services/dc/submission/> . The key point to note at this stage is that the Doctoral College should receive your completed Nomination of Examiners Form at least one month before you intend to submit. Please complete Part 1 of this form and then forward to your supervisor for completion of Part 2. If you are not able to submit the completed Nomination of Examiners Form one month before thesis submission, you can still submit your thesis but there may be a delay in this being dispatched to your examiners. A list of FAQs can be found here <https://warwick.ac.uk/services/dc/submission/faq/> .

6.4.3 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 them whether they think it is truly ready for submission. It is entirely reasonable on your part to expect them to read this final draft, but you should be realistic about how long this will take them, especially during term time or in the middle of the summer. Allow plenty of time, and take good advice when offered! You should submit an electronic version of your thesis, together with completed [Thesis Submission Declaration Form](#) to the Doctoral College via the [online form](#). You will receive a confirmation of receipt email within three working days of submission.

6.5 After Submission

Once you have submitted your thesis, it will go to your examiners, who will comment on it and, together with your supervisor, set 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 conclusions 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 minor or major corrections* (these may range from typos to the rewriting of particular sections), or *resubmitted* (this indicates that the thesis requires some fundamental re-working). Consult the Doctoral College website for the amount of time that you then have to present your final version to the Doctoral College. (You must first send your revised thesis to the internal examiner, who must be satisfied that the 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.

6.6 Suspensions of Study

Suspensions of study (periods of 'Temporary Withdrawal') are, effectively, time-out from your period of registration for financial, medical or personal reasons. Please read the relevant information here <https://warwick.ac.uk/services/academicoffice/studentrecords/twd>. 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.*

6.7 Extensions

Extensions beyond the four years (seven years part-time) are only given in truly exceptional circumstances, normally on health grounds or significant personal difficulties. 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 Doctoral College's policy on extensions can be found at: <https://warwick.ac.uk/services/academicoffice/studentrecords/students/pgrext/>

6.8 Student Opportunity and Careers: academic or not?

You may have some ideas about your career path but you may find that these start to evolve or change. Some students wish to explore non-academic careers as well as academic ones. These issues are also discussed by the Warwick Careers and Skills web pages at <https://warwick.ac.uk/services/careers/> PhD students in particular should be aware that the CSR is strongly supportive of students wishing to explore careers in non-academic sectors such as publishing, museums, libraries, etc. The CSR can help you to

spend one or multiple internships in certain libraries with whom we have close contacts. For further information, contact the CSR's Director or DGS.

Student Opportunity (<https://warwick.ac.uk/services/studentopportunity>) offers a wide range of face-to-face and online resources, workshops, presentations, 1:1 information, advice and guidance and dedicated enquiry point based in the Student Opportunity Hub in Senate House.

Within Student Opportunity, the **Careers team** supports students to personalise their career path, building confidence and equipping them to explore the widest possible range of possibilities. They offer support with navigating employer recruitment and selection processes and bring hundreds of employers of all sizes and from all sectors to campus events. Employability support enables students to:

- Understand what's important to them, their values, strengths and career goals
- Recognise and develop the transferrable skills employers look for
- Research employers, search for vacancies, gain work or volunteering experience and find a job or further study place for after graduation

Students can meet with a Senior Careers Consultant or Careers Project Officer, in person or remotely via MS Teams, for an in-depth discussion to help with career planning and career choices. You can also book a careers guidance appointment if you would like practice a mock interview with experts ahead of an upcoming interview. Appointments can be booked here: <https://warwick.ac.uk/services/careers/help> Students can also be referred to the Careers website for more information, see <https://warwick.ac.uk/services/careers>

The Skills team offers employability skills and personal development opportunities based on the 12 Warwick Core Skills. These include:

- The Warwick Award, which recognises students' skills development both within and alongside their course
- Moodle courses for each of the Warwick Core Skills
- The Undergraduate Research Support Scheme (URSS)
- Personal Development Programmes
- Intercultural communication and teamwork training

For more information see <https://warwick.ac.uk/services/skills/>

Student Opportunity offer services specifically for international students, including the **Immigration & Compliance team** which supports all EU and international students during their studies at Warwick and assists with immigration advice (a free and confidential service advising on issues including visa extensions, dependant visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK, Police registration, provides letters to prove student status for visa purposes, banking); and supports the welcome, induction and integration of international students.

Advice on immigration should only be obtained via appropriately qualified staff in the Immigration team, (<https://warwick.ac.uk/study/international/immigration>) or the Students' Union Advice Centre (<https://www.warwicksu.com/help-support/>).

It is important to note that changes to a student's enrolment status, for instance, temporary withdrawal, can have implications for their ability to hold a visa to remain in the UK and students will wish to seek advice accordingly.

The **Intercultural Training team**

(<https://warwick.ac.uk/services/studentopportunity/interculturaltraining/>) seek to enable you to better understand, communicate, and build effective relationships with those from different cultural backgrounds through the 'Intercultural training programme'.

The **Student Mobility team** (<https://warwick.ac.uk/studentmobility>) is able to support students interested in pursuing work and study opportunities overseas, whether a traditional Year Abroad or a period of short-term mobility.

The Internships, Placements and Work Experience team

Provides the [WorkReady Toolkit](#), which supports students throughout their work experience journey to secure opportunities and gain the maximum benefit from the experience, enhancing their readiness for graduate employment. Students facing financial challenges to undertake work experience can access support from the [Work Experience Bursary](#).

Warwick Volunteers (<https://warwick.ac.uk/about/community/volunteers>) enables students to access a wide range of volunteering opportunities, enabling students to gain experience and transferable skills whilst benefitting the local community.

The Warwick Community Experience team launch new students' time at Warwick with a centralised Welcome programme of information, social activities and transitional support, and curate the year-round Warwick Presents (<https://warwick.ac.uk/students/warwickpresents/>) programme of vibrant, visible, campus-based events, cultural celebrations and activities.

The Student Immigration & Compliance team provide international students with vital visa advice and support, and ensure Warwick is compliant with UK immigration rules and sponsor duties. The team supports all EU and international students during their studies at Warwick and assists with immigration advice (a free and confidential service advising on issues including visa extensions, dependant visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK, provides letters to prove student status for visa purposes, etc). Advice on immigration should only be obtained via appropriately qualified staff in the Immigration team (<https://warwick.ac.uk/study/international/immigration>).

It is important to note that changes to an international student’s enrolment status, for instance, temporary withdrawal, resit examinations etc., can have implications for their ability to hold a visa to remain in the UK and students will wish to seek advice accordingly.

6.9 Supervisions and Attendance Monitoring Points

The University is required to confirm that students enrolled on its courses are, in fact, in attendance. Research students are expected to have 12 supervisions a year, monthly, all year, detailed below. **Students are required to upload a brief summary of each meeting that they have with their supervisor, directly onto Tabula, as soon as possible after the meeting.**

Your supervisor will then ‘confirm’ the summary within the Tabula system. This requirement will enable you to review and document your own learning while it is still fresh in your mind, and it will ensure that both you, and the Centre administrator, have a full record of your supervisory contacts.

Attendance monitoring points for full-time PhD students, in all years of study: 12 monthly supervision meetings, at least 9 of which need to be in a face-to-face format.

Attendance monitoring points for part-time PhD students, in all years of study: 5 supervision meetings throughout the year, dates to be confirmed/agreed with your supervisors.

	Term 1	Term 2	Term 3	Summer
Full-Time Postgraduate Research (up until submission of thesis)	Monthly supervisions/annual review/upgrade/research skills training sessions	Monthly supervisions/annual review/upgrade/research skills training sessions (Must be in person)	Monthly supervisions/annual review/upgrade/research skills training sessions (at	Monthly supervisions/annual review/upgrade/research skills training sessions (at least 1 session in

	(Must be in person)		least 1 session in every 2-month period should be in person)	every 2-month period should be in person)
Full-Time Postgraduate Research on Change of Study Location in the UK or overseas (for field research etc.)	Monthly contact with supervisor (may be remote if in-person meeting is not feasible)	Monthly contact with supervisor (may be remote if in-person meeting is not feasible)	Monthly contact with supervisor (may be remote if in-person meeting is not feasible)	Monthly contact with supervisor (may be remote if in-person meeting is not feasible)
Full time Postgraduate Research - waiting for VIVA (in limbo)	No monitoring is required during this period	No monitoring is required during this period	No monitoring is required during this period	No monitoring is required during this period
Full time Post Graduate Research in period of correction (minor/major/resubmission)	Monthly contact with supervisor (Must be in person)	Monthly contact with supervisor (Must be in person)	Monthly contact with supervisor (at least 1 session in every 2-month period should be in person)	Monthly contact with supervisor (at least 1 session in every 2-month period should be in person)

6.10 Periods of study away from the University

It is recognised that there are instances when students, particularly postgraduate students, will undertake periods of study away from the University. Examples include students undertaking research for a dissertation or PhD away from the University during periods of extension or when fieldwork is being undertaken. In these cases, e-mail contact should demonstrate some form of academic progress which might include, for instance, reports on research undertaken or drafts of written work (within the guidelines set out above on the appropriate proportion of remote monitoring points). There are specific reporting requirements for students holding a Student Visa to study in UK that need to travel overseas as part of their studies. This changes their principal site of study, so the legal situation of this change must be checked in advance with Immigration and Compliance (Student Experience): <https://warwick.ac.uk/study/international/immigration/>



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