
Introduction

This handbook is for postgraduate research students (PGRs) either applying or currently registered for the MA by Research, MPhil or PhD in the Department of Theatre and Performance Studies. The purpose of this Student Handbook is to give you information about the operation of the course and answer any questions you may have about policies and procedures. For more general information about the University and its facilities, including resources, training, careers and university procedures, please go to the Graduate School Portal.

The handbook aims to give postgraduates an understanding of the nature of research within the school and of the resources available to them specifically at departmental level. It does not give a comprehensive account of the processes and procedures governing research students at the University. For this you should refer to University guidance available to research students through the Graduate School web-site.

Graduate School website: https://warwick.ac.uk/services/academicoffice/gsp/research/
(including information on enrolment, the basic requirements for research degrees, the nature of research, period of study, length of thesis, procedure for submitting the thesis, examination procedures; also available research skills and other training programmes).

Information on University Funding is available at https://www2.warwick.ac.uk/services/academicoffice/gsp/scholarship/

The following is the Graduate School's link relating to PG taught degrees: https://warwick.ac.uk/services/academicoffice/gsp/taught/

For information on faculty-run seminars and events see https://warwick.ac.uk/fac/arts/news/events

Centre for Arts Doctoral Research Excellence (CADRE) is the PhD training and development hub for the Faculty of Arts at Warwick. PhD students from every department in the Faculty are given membership of the Centre and encouraged to take full advantage of the spaces it provides, its interdisciplinary events and networks. More information is available at https://warwick.ac.uk/fac/arts/cadre

Student Careers and Skills give advice regarding careers, interviews and applying for jobs, see: http://www2.warwick.ac.uk/services/scs/

University Calendar https://warwick.ac.uk/services/gov/calendar

Departmental PGR Administration

Head of School Professor Andy Lavender
Research Degrees offered by the Department

PhD/MPhil in Theatre and/or Performance Studies

The degree of PhD is a supervised individual research project, culminating in the production of a substantial thesis or a combination of thesis and practical component (see practice-as-research below). The term of study (for enrolments from Aug 2011 onwards) is 4 years for a full-time student and 7 years for a part-time student. This incorporates periods of extension time (1 year f-t, 2 years p-t) should they be required, so the expectation is that degrees should actually be completed within 3 years and 5 years respectively. Extensions beyond those stipulated periods of 4 and 7 years may be permitted only in exceptional circumstances. Research students are normally registered initially for the degree of MPhil. After between 9-12 months of full-time study (or the equivalent period for part-time students of 18-24 months), you will be required to submit material for consideration to an upgrade committee consisting of academic staff from the School of Theatre, Performance and Cultural Policy Studies (but not supervisors). This committee will also meet and discuss this material with you, before recommedign to the Graduate School that your status to be upgraded from M.Phil to PhD. Details of this procedure are explained below and in the Guidelines on the Supervision and Monitoring of Research Students. Thereafter Graduate Progress Committees (GPCs) are held annually for all PhD/MPhil candidates (involving two members of academic staff in the Department, other than your supervisor/s), following a similar though less formal procedure, and a summary report is filed.

At the end of the period of study your thesis will be examined by at least two examiners, usually one from inside the Department and/or University (the internal) and one from outside (the external). After reading your thesis, the examiners will require you to attend an extended oral examination (the ‘viva’, short for ‘viva voce’ examination) at which you will be questioned on aspects of your thesis as well as on broader issues relating to its topic. At the end of the viva the examiners will notify you of the outcome. This may necessitate rewriting parts of the thesis to greater or lesser extents. When your degree has been awarded, you will be entitled to use the title of ‘Doctor’. For further information about the requirements of the degree and the examination procedure, please refer to the Guide to Examinations for Higher Degrees by Research.
The degree of MPhil is a supervised individual research project in its own right, but it is of shorter duration and results in a shorter thesis than the PhD. Like the latter, it can also be conducted and presented in part as practice. The term of study is two years for a full-time student and three years for a part-time student. The degree is suitable for research students who are unable to commit to the full PhD time-span or in cases where the nature of the material being researched is deemed at the upgrade committee stage to be unlikely to provide adequate scope for a whole PhD. Often this does not become clear until the end of the first 9-12 months of study, which is why students are asked to register for an MPhil in the first instance, even if they intend to undertake a doctorate. Examination procedures, involving a viva, are the same as for a PhD. For further information about the requirements of the degree and the examination procedure, please refer to the Guide to Examinations for Higher Degrees by Research.

**MA by Research in Theatre and/or Performance Studies**

The degree of MA by Research is likewise a supervised individual research project on a smaller scale than the PhD and MPhil and, similarly, presentable in part as practice. The term of study is one year for a full-time student and two years for a part-time student. The degree offers an introduction to academic research for students looking to pursue study in a specific area not readily covered by taught masters programmes. Examination procedures are similar to those of PhD/MPhil, but it is not always deemed necessary to hold a viva. For further information about the requirements of the degree and the examination procedure, please refer to the Guide to Examinations for Higher Degrees by Research.

**Theses**

Allowing for practice-as-research variations (see below), the final goal of the research degree is the production of your thesis. Your thesis is submitted ‘in partial fulfilment’ of the requirements of your degree, indicating that you are also expected to demonstrate a depth and breadth of knowledge beyond the completed thesis alone during your viva. Word-lengths for the different courses of study are:

- MA 30,000 - 40,000 words (excluding footnotes, bibliography and appendices)
- MPhil 50,000 - 60,000 words (excluding footnotes, bibliography and appendices)
- PhD 70,000 - 80,000 words (excluding footnotes, bibliography and appendices)

Students should not exceed the maximum word length. The appendices should be no more than 5,000 words.

**Practice as Research (PaR):**

Candidates wanting to pursue practice-based research at MA, MPhil or PhD levels will be expected to demonstrate a proven track record of professional standard practice or other relevant and significant practical experience and competencies.

Subject to the approval of the Department of Theatre and Performance Studies, a suitably qualified candidate for the degree of MA, MPhil or PhD may submit research that has two components: a written thesis and a body of creative practice (this may be made up of
performances, plays, translations or digital products). The written component will constitute an original creative contribution to the field of study, which is of an appropriate professional standard or worthy of peer-reviewed publication.

The practical component will exhibit a clear methodology and a clear engagement with critical frameworks appropriate to the field of study. The practical component will be a means of illuminating or engaging with the research contained in the written thesis and the submission as a whole will demonstrate the link between the practical and theoretical investigations and conclusions.

Feedback on practical work will be integrated into the normal pattern of supervision and the upgrade/Graduate Progress Committee process. Although the customary standard to aim for is a 50/50 division of written and practice-based components in the final submission (for all research degrees), it is recognised that each instance of research produces different emphases in this regard. Moreover, the appropriate proportions may not reveal themselves until quite a late stage of proceedings. The Department permits flexibility, but students and supervisors must ensure that they maintain a continuous dialogue on this matter as the research proceeds, also bearing in mind that there must always be a substantial written component that explicates practice. Where there is doubt that adequate requirements will be met in this respect, the Director of Graduate Studies should be consulted.

The final practical submission will take place normally within the final year of registration when the examiners will be required to attend a presentation of the creative work. It may, however, take the form of a series of short developmental presentations over a period of time, some of which may occur as early as the second year of full-time study. Any practical work being presented for examination will require the student concerned to provide examiners beforehand with a summary of the general aims, questions and context of the research as well as a rationale for the specific practical experiment being conducted. The submission as a whole will be subject to an oral examination (viva) as for thesis-only degrees. If necessary, the examiners can request the correction or revision and resubmission of either the practical component or the written thesis or both.

It will normally be the case that the final practical submission will develop from, draw on or reference practices that have taken place across the period of registration. In this instance, it is expected that the external examiner will be required to undertake a series of viewings of the candidate’s practice at different points in the registration, in the particular context in which the work has been made. The viewing of this material in process is not an examination in itself, but may be necessary to ensure that the external examiner has sufficient experience and knowledge of the candidate’s practical research prior to the final submission. Since the viewing of such work in progress by the external examiner does not constitute an examination in itself the external examiner will give no formal feedback to the candidate. During the candidate’s registration the external examiner will be required to attend no more than one viewing of practical research per year (for PhDs up to a maximum of three visits prior to the final examination).

It will be the student’s responsibility to ensure that there is a permanent record of the practical submission. This record must include an archival-standard video of the practical submission, but may also include sound recordings, set and costume designs, photographic material, performance/theatre texts and/or notation, DVD, CD Rom or other electronic forms.
A permanent record of the practical submission must be deposited with the written thesis in the University Library.

**Process for applying:**

We ask that you formally log interest in studying with us at Warwick through the department’s enquiry form at [http://www2.warwick.ac.uk/fac/arts/theatre_s/postgraduate/students/enquiries/](http://www2.warwick.ac.uk/fac/arts/theatre_s/postgraduate/students/enquiries/). This enables a member of staff to officially begin a conversation with you in developing ideas, while not obliging you to register with us. (It really acknowledges time we spend on such inquiries). If you are already in discussion with a member of staff, please note this on the form.

Then, if it is appropriate for us to collaborate on this research, you apply formally for a PhD at Warwick you will need to complete the online application form. This is crucial for you to be considered for a scholarship. It is a more detailed form that asks for referees and transcripts, accessible from: [http://www2.warwick.ac.uk/study/postgraduate/apply/](http://www2.warwick.ac.uk/study/postgraduate/apply/).

**Theatre and Performance Studies: Research in the department**

The major areas of research interest in the Department revolve around modern and contemporary theatre, performance studies, and theatre history and historiography. Within these areas more specific emphases include: national, trans-national and intercultural performance within the context of globalisation; performance and the environment, particularly in relationship to the city and to site-specific performance; theatre and exile; theatre and memory; popular and political theatre and performance; Renaissance theatre; theatre historiography; British theatre 1780 to the present; modern European theatre; theatre in the ‘new’ Europe; African theatre.

**Staff Research Interests (see individual staff pages for more detail):**

[http://www2.warwick.ac.uk/fac/arts/theatre_s/staff/](http://www2.warwick.ac.uk/fac/arts/theatre_s/staff/)

**Professor Jim Davis:** English 19th century theatre and drama; melodrama; theatre audiences.

**Dr Milija Gluhovic:** theatre and memory; contemporary North American and European avant-garde performance; contemporary European drama; the new Europe; Polish theatre.

**Dr Susan Haedicke:** European street theatre; dramaturgy; performance studies; contemporary international performance and live art; community-based theatre.

**Dr Anna Harpin:** politics, representation, and non-normative psychological experiences; the cultural politics of madness and trauma; research intersects with psychiatry, psychoanalysis, and philosophy.
**Professor Nadine Holdsworth:** popular theatre practitioners of the 20th/21st centuries; British theatre and performance; theories of identity, particularly in relation to nation, gender, ethnicity and globalisation.

**Dr Yvette Hutchison:** African and South African drama and performance and their relationship to myth, memory and history; oral and intercultural theatrical forms; aesthetics and agency, gender.

**Dr Silvija Jestrovic:** critical theory, 20th century theatre and drama, avant-garde and political theatre, exilic drama and theatre, post-modern performance, semiotics of performance, playwriting and dramaturgy.

**Professor Baz Kershaw (Emeritus):** the politics of performance; the radical in performance; performance and democracy; performance and ecology; community-based/site-specific/participatory theatre; 20th century theatre and performance history/historiography, especially spectacle/audiences/economics; advanced performance research methods, including practice as research/reflexive performance writing; collaborative creative processes in theatre and performance.

**Professor Andy Lavender:** contemporary theatre and performance, in particular looking at intermedial and cross-disciplinary work, new production processes and changes to the nature of performance and spectatorship.

**Dr Wallace McDowell:** theatre of Northern Ireland; national identities; masculinities and performance.

**Professor Janelle Reinelt (Emeritus):** contemporary performance; trans-national theatre and performance; contemporary British performance.

**Dr Margaret Shewring:** English late 16th and 17th century drama and theatre; late 19th and 20th century performance traditions; Max Reinhardt; Shakespeare on the modern stage; Shakespeare in an international context.

**Dr Tim White:** Theatre and art; new media; multimedia performance; performance and food.

**Dr Nicolas Whybrow:** contemporary performance practices; performing cities; art and the city; performance ‘on foot’; live art and performance; site-specific practices; sustainability and globalisation.

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**Supervision, Mentoring and Progress**

**Supervision**

As a research student, your closest contact will be with your supervisor, or co-supervisors, who will meet with you regularly, **at least once every 4-6 weeks** (for full-timers), depending on the particular stage you are at – to discuss your work, and agree a programme of reading, research and writing with you. In addition, recent UK Border Agency directives have led the
University to agree that all overseas PGRs must have some form of contact with their supervisors once a month and should give notice of any period of time they expect to spend outside of the UK. In order to ensure all PGRs receive equal treatment the department applies this stipulation to Home/EU PGRs as well. We use Tabula to note key points from the meetings, and also document material submitted, should the student choose to do so.

The supervisory relationship is at the heart of your research. The University lays down guidelines on the respective responsibilities of supervisors and research students in the Guidelines on the Supervision and Monitoring of Research Students. You should familiarise yourself with these guidelines and discuss any questions you may have with your supervisor at the start of your period of study.

Supervisory absences due to unexpected circumstances

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

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

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

Guidance on Extenuating/Mitigating Circumstances

It is important that if circumstances arise that are sufficiently serious that they may affect your progress, submission and examination of your research you not only discuss these with your supervisor, but also formally note them on a mitigating circumstances form, so that these can be taken into account before examination. Information on how to define and declare mitigating circumstances, is available at https://warwick.ac.uk/services/arodar/quality/categories/examinations/policies/u_mitigatingcircumstances (although the information on this page is primarily for Undergraduate and Postgraduate Taught Students, the ‘definitions of Mitigating Circumstances are also intended to be helpful for Postgraduate Research Students, and also lodge such issues with the Graduate School.)
Extenuating or mitigating circumstances are those events which have had a detrimental effect on your study, to the point that it is in your interest to draw the department’s attention to them and ask for them to be considered in mitigation of poor performance. Such circumstances include (but are not limited to) illness, both bodily and emotional; the severe illness or death of a close family member; a shocking or traumatic personal experience. In addition, sudden, unexpected changes in family circumstances might affect your ability to make academic progress as a consequence of their demonstrable emotional impact upon you, and may also be considered as mitigation.

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

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

Mentoring

Alongside your supervisor(s) you will also be allocated a mentor in the Department. The mentor is effectively a personal tutor to whom you may address matters relating to your ability to study efficiently, as opposed to those concerned with the actual academic content and progress of your research. It is entirely up to you whether you choose to consult or seek the support of your mentor. He or she is not, however, intended to take on the role of an additional or ‘substitute’ supervisor.

Upgrade and Graduate Progress Committee (GPC) Procedure

Upgrade

MPhil/PhD candidates are required to submit to an upgrade procedure at a point between 9 and 12 months (or the equivalent time for part-timers of 18-24 months) after initial registration. An upgrade committee, consisting of two academic staff from the School of Theatre, Performance and Cultural Policy Studies (but not the supervisor(s) concerned), meets with the candidate to assess both progress and the scope of the research in question with a view to upgrading initial MPhil registrations to a doctoral scheme of study. Generally there will be one Theatre and Performance Studies and one Cultural Policy Studies academic involved, but in some circumstances – for example, where there is a co-supervision with
another department of the University – it may be appropriate to involve someone from that
department instead. Supervisors provide a short summary progress report beforehand and
may, exceptionally, attend the meeting, but they are not formally part of the decision-making
process and should not be present for that discussion. In cases where it has been deemed
appropriate to have the supervisor present, the candidate should also be offered the
opportunity to converse independently with members of the committee.

**Two weeks in advance** of the upgrade meeting, the student should present

* a brief written summary of progress, including a narrative report of at least 300 words
reflecting on your academic, personal and professional development across the Warwick
Skills forge framework’s themes, to the members of the committee,

* a projected work schedule relating to the period of time remaining.

* a substantial piece of recent writing, usually amounting to a chapter (or equivalent for
practice-as-research candidates), see content details below.

The supervisor/s also submit a report of the student’s progress to the designated committee at
this time.

Subsequent to the meeting, a short report is filed with the School’s postgraduate administrator
and the Graduate School Office, giving a summary of progress and indicating the upgrade
committee’s decision. The administrator ensures a formal memo is sent to Student Records
requesting the change of status (as applicable). Where the committee is not convinced an
upgrade to PhD is merited, it may ask the candidate to prepare a revised submission, provided
this is feasible within the available 12 month time frame.

**Graduate Progress Committee**

Beyond the upgrade stage a Graduate Progress Committee is formed once a year for each
full-time MPhil or PhD student (and equivalent period of time for part-timers). It meets in
order to monitor and review the progress of the candidate’s research project and is attended
by the student and two members of the School. The supervisor may attend, but not contribute
to the meeting.

The submission for the GPC takes the same form as for the upgrade committee and should
also be submitted two weeks in advance of the meeting.

A summary of progress is held on file by the School subsequent to the GPC meeting. Where
progress is unsatisfactory, a student’s supervisor should discuss the situation initially with the
student and explain why this is deemed to be the case. If there is an explanation such as ill
health or personal difficulties, the supervisor should discuss the possibility of requesting a
temporary suspension of study (temporary withdrawal, see below for details). It may also be
appropriate to refer the student to support services within the University or the Students’
Union.

If there are no mitigating circumstances, the supervisor should attempt to identify the
academic reasons for poor progress and agree with the student measures to improve progress
and a plan of work to be done. A written record should be kept of any such discussion. The
Director of Graduate Studies should be informed of a supervisor’s concerns at this point if s/he has not already been involved.

**Upgrade/ GPC submissions**

The precise make-up of the submission for both upgrade and GPC is something students should discuss with their supervisor. As far as the written sample is concerned, the emphasis in the upgrade is on evaluating the use of scholarly conventions (coherent argument, clarity of structure, convincing methodological approach etc), whereas the GPC will be more specialised and content-specific in its focus. The candidate’s progress report is likely to be no more than 2-3 pages in length and should include the following information:

- Summary of objectives – what is the research about?
- Comment on any significant changes in objectives or changes to the proposal
- Summary of work undertaken (since enrolment or the upgrade/previous GPC) – list written work completed including word count, highlight any significant research findings and progress to date
- Schedule of work to be undertaken over the coming year and beyond, including reading targets, writing assignments and primary research, as well as deadlines
- Highlight any problems (access to resources, methodological problems, etc.) Highlight any concerns on the direction/content of the research
- Any other factors which have affected progress over the past year or are likely to do so in the future.
- 300 word reflection on academic, personal and professional development across the PGR Professional Development Framework’s themes, and how the courses you have done have helped you develop professionally.
- Bibliography of sources read to date

The student is expected to present his or her research at the upgrade/GPC meeting (presentation no longer than 15 minutes) and will then be questioned on it.

The report of the upgrade/GPC meeting will include the following:

- Date of meeting
- Student details
- Membership of GPC
- Background
- General Comments on Progress
- Quality of Work
- Original Contribution
- Schedule
- Fieldwork Conferences and Publications
- Absences
- Recommendation (for upgrades)

(See University of Warwick Graduate School Guidelines on the Supervision and Monitoring of Research Degree Students)

**Annual Report Form and Review**
PhD students complete an annual online report form commenting on research progress and supervision in the Department. The supervisor also completes part of this form, but comments on research supervision are kept confidential from the supervisor. [http://www2.warwick.ac.uk/services/academicoffice/gsp/current/studentprogress/annualreport](http://www2.warwick.ac.uk/services/academicoffice/gsp/current/studentprogress/annualreport)

**Late Submission and Extension Requests**

For pre-2011 enrolments, extensions beyond the initial three-year period of full-time registration (5 years part-time) are subject to the written support of the Department’s DGS and approval by the Chair of the Graduate School. Normally one may expect up to a maximum of 12 months in total for extensions, regardless of f-t/p-t status. If the thesis is not ready to be submitted within the formal period, candidates are permitted three months grace automatically but further extensions will have to be applied for in writing, giving reasons for the extension and setting out a schedule for completion. Your supervisor and the DGS are also required to indicate their support for an extension in the submission you make to the Chair of the Board of Graduate Studies. If you fail to submit your thesis within the fee-paying period of registration or during an authorised period of extension, the University may require you to withdraw and may ultimately refuse to examine your thesis. It is therefore essential that you monitor and maintain progress towards your specified completion date.

From 1 August 2011, all full-time PhD and equivalent level students are enrolled on a four-year registration period. Part-time students are registered for a period of seven years. This change was brought in, in part, to enhance the student experience regarding visa applications and to formally acknowledge the ‘writing-up’ year after three years active registration. Extensions to the four-year period will only be granted on an exceptional basis. (The University regulations on late submissions and extensions have been outlined in the first paragraph in the section entitled RESEARCH DEGREES OFFERED BY THE DEPARTMENT)

**Suspension of Studies (Temporary withdrawal)**

Given the University regulations on late submission and extensions, you should apply for a suspension of studies if any problem arises during your period of study which might interfere with your ability to undertake your research. Suspensions of studies are granted on compassionate grounds or for health reasons. In the latter case a doctor’s note may be required. The suspension of studies covers a specified period of absence from your work. This time is then added on to your period of registration. The suspension of studies must be requested in writing by the student, together with a supporting statement from the supervisor. Please note that suspensions of studies are unlikely to be granted retrospectively, or immediately before submission. Students holding external awards will also need to receive clearance from the funding bodies concerned. It is worth noting policy on how long and in what circumstances this may be applied for, also how it may affect candidates holding Tier4 visas. For Guidance on the process and the relevant form, see [https://warwick.ac.uk/services/academicoffice/studentrecords/twd](https://warwick.ac.uk/services/academicoffice/studentrecords/twd)

**Appeals and Complaints**

The University also operates a three stage Student Complaints Resolution Pathway. The Student Complaints Resolution Procedure, together with further information, advice and
guidance for staff and students, is available online from https://warwick.ac.uk/services/feedbackcomplaints/students/complaints/

Resources and Support

Departmental Research Seminars

The department runs a series of academic staff/postgraduate research seminars throughout the year which research students are expected to attend. These are given by members of staff, PhD students and outside speakers, sometimes in combination, and supply an excellent opportunity for the graduate community to meet and engage in more general discussion. The programme is published via the department website and notice boards, see https://warwick.ac.uk/fac/arts/theatre_s/research/

Postgraduate Research Students Working Group

PGR students are invited to attend semi-informal working group meetings during each term as and when they are scheduled by the DGS or students themselves. These seminar/workshop sessions are intended for PGR students to nurture exchanges relating to their respective research areas and to broaden the range of their general knowledge. Often students seize the opportunity to present their work or run short workshops, or guest contributors are invited to speak on specific practical or theoretical matters. (Previous contributors have included publishers, librarians as well as academics addressing topics such as practice-as-research and historiography). Essentially it is a forum in which PGRs are encouraged to set the agenda and fulfil whatever collective research needs they may have. It is a means of keeping in touch with other PGRs in the department and also serves as useful preparation towards the day-long annual postgraduate symposium held in the summer.

Postgraduate Symposium

In the summer term of each year the department holds a day-long symposium at which postgraduate research students make presentations on aspects of their research or their research plans. Often students seize the opportunity to rehearse conference papers they are due to give in the near future. The audience is made up of fellow graduate students, departmental staff and, where possible, the subject-specific librarian. The event has a dual purpose: to provide you with an opportunity to present your work to a larger audience, and to receive informed and interested feedback from other theatre and performance researchers. Furthermore, the day incorporates sessions giving advice on questions of postgraduate resourcing and training, as well as soliciting general feedback from students regarding departmental provision.

Training

Enrolment & Induction

The Welcome to Warwick programme is a new integrated induction for international and EU undergraduates with all postgraduate students. For information on Enrolment and University Induction Programmes, please see http://www2.warwick.ac.uk/study/international/welcometowarwick
The department encourages new students to meet with their supervisors as soon as they arrive.

We also would like to invite all new students to attend the meeting with DGS at 3.00, then meet the current PGR students at 3.30, prior to the first departmental research seminar in week 2 of term 1.

**Academic training**

The primary site of your research induction and training is the tutorial with your supervisor. Given the diversity of work in theatre and performance studies and of individual research projects, the department does not encourage a prescriptive approach to methodology or research training and it provides no specific formal research induction programme itself. If students have individual questions or problems relating to research methods and skills and feel that advice or support from outside the department would be helpful, they should discuss this with their supervisor. The department may consider the funding of a specific training session, if a proposal is submitted to and supported by the supervisor. These and other courses not directly related to your research, including those below, are viewable and bookable at [http://www2.warwick.ac.uk/services/academicoffice/gsp/professionaldevelopment/](http://www2.warwick.ac.uk/services/academicoffice/gsp/professionaldevelopment/)

**Centre for Arts Doctoral Research Excellence** (CADRE, [http://www2.warwick.ac.uk/fac/arts/cadre/](http://www2.warwick.ac.uk/fac/arts/cadre/)) is the Faculty of Arts’ doctoral training hub. As a PhD student in the Faculty you have automatic access to all CADRE events and resources. All students are required to undertake specific professional development and training each year, which they must log on [SkillsForge](https://skillsforge.warwick.ac.uk/warwick/#common/main/welcome). Please discuss this with your supervisor.

**Deliver a Peer Development Exchange workshop** - CADRE has bursaries available for second and third year students who would like to share their expertise with other students in the Faculty via a seminar or workshop. This is not simply a conference presentation on your work to date, but rather a development workshop for other PhD students. Consider aspects of your work which may have wider appeal across the Faculty. See the CADRE website to view examples of previous workshops.

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

Take part in the **RSSP poster competition** or **3-minute thesis competition**. During your second and third year you should be learning how to explain your research to a non-specialist audience. The RSSP programme offers you the opportunity to get some feedback on your poster design skills, and also on your verbal presentation.

**Library Services**
The library also runs information management programmes via RSSP. See: 
http://www2.warwick.ac.uk/services/scs/pgr/workshops/researchskills/

See Jenny Delasalle, J.Delasalle@warwick.ac.uk for general academic research support in the library and Richard Perkins R.Perkins@warwick.ac.uk for subject-specific assistance.

**IT training**

The University offers a range of training programmes. Information on these programmes is available on the University website. See 
http://www2.warwick.ac.uk/services/its/servicessupport/

**Researcher blogs and guides**

See the Wolfson Research Exchange website and PG hub both of which have a wealth of researcher authored guides for staff and students: 
http://go.warwick.ac.uk/researchexchange http://www2.warwick.ac.uk/services/academicoffice/gsp/current/facilities/pghub/

There is also the PhD Life blog where students are interacting: 
http://blogs.warwick.ac.uk/researchexchange/

And the Researcher to Researcher blog where staff are contributing: 
http://blogs.warwick.ac.uk/researcherlife

**English language skills programmes and workshops**

The Centre for Applied Linguistics runs a range of pre- and in-sessional English language learning programmes geared towards research students: 
http://www2.warwick.ac.uk/fac/soc/al/

**Postgraduate Research, Conference and Practice-as-Research Subvention**

The School encourages postgraduates to attend and give papers (when it is appropriate to do so) at national and international conferences. Postgraduate research students have in recent years presented at or contributed to International Federation for Theatre Research (IFTR), American Society for Theatre Research (ASTR), Performance Studies International (PSi) and Theatre and Performance Research Association (TAPRA) conferences. The School encourages postgraduate students to seek initial funding through the Graduate School and other internal and external bodies such as the Institute for Advanced Teaching and Learning (IATL) at Millburn House, but aims to enable attendance within reason at any legitimate conference or where attendance will substantially enhance their research. Postgraduates should discuss their plans with their supervisors in the first instance and all applications to the department should be directed to the DGS using the 'request to spend approval form' on the PGR webpage.

The annual cash allocation to research students may be spent on items other than merely conference visits. Funds can be used for such things as archive/fieldwork visits, skills training, printing/binding, workshops and so on. The main criterion is that the spending relates directly to necessary expenses incurred in the conducting of the research student's
studies (but that does not mean visits to Warwick if you are resident elsewhere). Claim forms and receipts should be given to the Department’s administrator, Sarah Shute, who will also record individual’s spending from year to year. PGRs are advised to keep their own records of their spending. For students enrolling from October 2013 onwards a maximum of £500 (full-time) and £300 (part-time) per year per individual student will normally be made available, implying a total of £1500. Students being co-supervised with another department are eligible for half those amounts. For practice-as-research students a separate fixed amount is set aside to assist with costs towards practical examinations. This is a nominal amount, applicable to the whole period of study, as follows: £200 PhD, £120 MPhil, £75 MA. PaR students may also use some of their annual £500 maximum allocation towards developmental practical work as appropriate and in agreement with their supervisors and the DGS.

PGR Teaching Opportunities

Warwick requires that all PhD students complete a teaching skills development course by the end of their first year of registration. Preparing to Teach in Higher Education has been created by the Teaching and Learning Unit of the Learning and Development Centre to provide an introduction to the core skills and techniques that promote active, student-centred learning in the higher education environment. For information, see https://warwick.ac.uk/services/ldc/teaching_learning/intro-workshop/

The Department aims to provide teaching opportunities for all PGRs that desire it, as and when it becomes available and appropriate. This provision is discretionary and usually organised in consultation with module convenors, postgraduate supervisors and the Head of School. This may involve running seminars as part of lecture-based modules, delivering one-off lectures or seminars on specialist areas, or running practical workshop-based projects.

Workshops on translating your research into teaching

In 2015-16, the DGS ran an IATL-funded strategic project to develop this aspect of PGR development in the department. Details on the project and outcomes were collated as a short film which can be viewed at http://www2.warwick.ac.uk/fac/cross_fac/iatl/funding/fundedprojects/strategic/hutchison/#final_report.

These workshops can be offered again in the department, and it is hoped that new PGR students will sign up for the opportunity to learn about various pedagogies and experience teaching related to their own research. (For more on teaching, see below).

Work Spaces

There is a Theatre Studies PGR workroom (room G51) on the ground floor of Millburn House that is exclusively for PGR and PGT Theatre and Performance Studies students. Please see Administrators, Sarah Shute or Sarah Penny to obtain the code to the room.

Senate House (next to Warwick Arts Centre), has made available significant study space for the use of all PGR students (the postgraduate hub). Practice-based postgraduate students are at liberty to book available studio or edit suite space insofar as it is available during term time (see Kate Brennan, departmental secretary room G29 or email C.Brennan@warwick.ac.uk). However, they are advised to make principal use of space during vacations – particularly the
summer months – when it is unlikely to be in use for teaching purposes. See also IATL practical facilities (below).

The Faculty provides dedicated PGR study space within the Humanities building, to book, go to [http://www2.warwick.ac.uk/fac/arts/cadre/current_students/hotdesks/](http://www2.warwick.ac.uk/fac/arts/cadre/current_students/hotdesks/)

**Staff/Student Liaison Committee**

The Staff/Student Liaison Committee (SSLC) provides a forum for discussing ideas and addressing problems relating to the operation of the Department from a student perspective. It forms the basis for students’ views to be considered within the Department and on senior university committees and is a formal means of gauging student opinion on academic matters.

The Students’ Union takes an active interest in SSLCs and provides training for departmental representatives. It also issues a very useful handbook on the functions of SSLCs which is available from the Students’ Union. The Union organises training sessions for SSLC representatives, usually held on campus in Week 7 (at the weekend).

The SSLC for Theatre and Performance Studies PGR community usually comprises of 3 PGR students, who meet with the UG student representatives, a PGT student, the subject librarian, an undergraduate and postgraduate arts faculty rep, the staff convenor and the Head of Department. The committee meets once or twice a term. The postgraduate representatives are chosen by the department’s research students and remain in post for as long as is agreed by the student group.

The SSLC is not a forum to discuss individual problems. As a rule, student representatives should seek the opinion of a significant number of students on issues to be discussed. These issues will vary greatly, but recurrent themes include syllabus, examinations and assessment, library provision, computing and welfare issues.

**Humanities Research Centre/RSSP conference funding**

The University’s Humanities Research Centre (HRC) provides funding for Warwick-based conferences and runs a Doctoral Fellowship Competition, providing current students with a small budget to run a one-day conference. The HRC also offers some funding towards conference travel. Recently it has developed an HRC Scholars Scheme for PhDs which seeks to nurture collective, interdisciplinary projects on a specific theme amongst Arts Faculty students and Theatre and Performance Studies candidates have been selected to become involved. See [http://www2.warwick.ac.uk/fac/arts/hrc](http://www2.warwick.ac.uk/fac/arts/hrc)

**IATL and IAS**

The Institutes for Advanced Teaching and Learning (IATL) and Advanced Study (IAS), the former based at Senate House, the latter at Millburn House, run various funding programmes and initiatives that may prove relevant to PGRs at various stages of their research (or, in the case of IAS, towards the end of a study programme with its postdoctoral fellowship scheme). The former, for instance, offers pockets of funding for exploratory workshops and has practical studio space available for bookings (Humanities Studio).

**Library Carrels**
On the first floor of the University Library there is a postgraduate reading room, accessed via a code lock. Apply at the Enquiry Desk for further details. There are also a limited number of library carrels (small personal study areas) available in the Library. It is important to apply at the very start of term should you wish to be allocated one. Joint applications are strongly encouraged and it is likely that most carrels will be allocated to more than one student in order to optimise their use.

On the ground floor of the Library there is another computer cluster, with 150 machines. Access is available 24 hours a day, using your library card for entry. A Help Desk is available during office hours.

Students may also access the Learning Grid at University House, and the Arts Faculty Graduate Space currently on the 4th floor of the Humanities Building.

**Advice and Student Wellbeing**

Your supervisor will be available to discuss personal issues to the extent that they impinge on academic matters. If you would prefer to speak to someone else, your first port of call should be your mentor, though the DGS or any member of the department will be happy to see you too should the need arise.

Outside of the department the Senior Tutor, who is also an active member of an academic department, promotes the academic welfare of students, individually and collectively. Along with the Counselling Service, the Senior Tutor’s Office provides a sympathetic person to whom students can turn to in confidence for support regarding difficulties with their studies: [https://warwick.ac.uk/services/dean-of-students-office](https://warwick.ac.uk/services/dean-of-students-office)

The Student Union provides an Advice and Welfare Service independent of the University and can give information and guidance on all areas of university life. There is also a Wellbeing at Warwick which provides various kinds of support for students, see [https://warwick.ac.uk/services/wellbeing](https://warwick.ac.uk/services/wellbeing)

Information on equality and diversity issues ([https://warwick.ac.uk/services/equalops](https://warwick.ac.uk/services/equalops)) and the University’s policies regarding bullying and harassment can be found at [https://warwick.ac.uk/services/equalops/dignityatwarwick](https://warwick.ac.uk/services/equalops/dignityatwarwick).

Contact details for advice and assistance including:

University Senior Tutor and Counselling Service, telephone 024 7652 3761 or extension 23761

Students’ Union Advice and Welfare Services, telephone 024 7657 2824 or extension 72824

Welfare and Equal Opportunities Officer (Students’ Union sabbatical officer), telephone 024 7657 2778 or extension 72778

Nightline (please note that Nightline is a listening service and will not offer advice), 9pm-9am, telephone 024 7641 7668 or extension 22199

Chaplaincy, telephone 024 7652 3519 or extension 23519

**Warwick Graduate School**
The Graduate School Office is a component part of the Academic Office and is responsible for all aspects of administration relating to postgraduate students and scholarships. In addition to providing administrative support, the Graduate School Office offers advice and assistance on all postgraduate matters and, if unable to handle a specific query, will direct you to a department in the University which can. The Graduate School Portal is the easiest way to access information and services. See https://warwick.ac.uk/services/academicoffice/gsp

Health and Safety

The Department website features important information regarding health and safety in the University, https://warwick.ac.uk/services/healthsafetywellbeing. All students should familiarise themselves with the responsibilities and regulations plus procedures for reporting risks and accidents, particularly if you are liable to be working practically in studio or edit suite spaces.

Online Social Networking Sites

The use of online social networking sites (e.g. Facebook, Twitter etc.) has become a very significant part of the lives for many people. They provide a very positive way to keep in touch with people in different places, share common interests, exchange ideas, thoughts and content on academic matters, and to have fun.

There have been a number of examples where these services have been used for less positive reasons and it is because of this we offer these words of guidance:

- Ensure that you avoid using language which would be deemed to be offensive to others in a face-to-face setting as the impact on individuals is just the same.
- Avoid allowing the formation of an online group from isolating or victimising your fellow students or academic colleagues. That may not be your intention but if used carelessly it could be the impact that is achieved.
- Avoid using such services in classes unless your tutor has given the group express permission to do so.
- Please ensure that you never use such sites for accessing or sharing illegal content.

We encourage students to make use of such services. However, students should also be aware that the University will take seriously any occasions where the services are used inappropriately. If occasions of what might be read to be online bullying or harassment to students or staff are reported, they will be dealt with in the same way as if it took place in a face-to-face setting.

Information on the University’s acceptable use policy for IT and its disciplinary regulations can be found at the following sites:

http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/computing/

Presentation of your thesis

Regulation 38 Governing Research Degrees (http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/guidance/guidance_for_regulation_38__-_updated_augsut_2017.pdf) states that
1.1 To satisfy the requirements of the degree of PhD, a thesis must constitute a substantial original contribution to knowledge and is, in principle, worthy of peer-reviewed publication. The thesis shall be clearly and concisely written and well argued and shall show a satisfactory knowledge of both primary and secondary sources. It shall contain a full bibliography and, where appropriate, a description of methods and techniques used in the research.

1.2 The maximum length of the thesis is 70,000 words in the Faculty of Science and 80,000 words in the Faculties of Arts, Medicine and Social Studies. These limits are exclusive of appendices, footnotes, tables and bibliography.

1.3 In the Faculties of Arts and Social Studies an appendix may contain material that functions as data to supplement the main argument of the thesis. This may not contain material that is an essential or integral part of the thesis. The total length of all appendices combined may not exceed 5,000 words in length.

1.4 A student must attend an oral examination, which shall cover the thesis itself and the field of study in which the thesis has been written. The examiners may also require the student to take a written and/or practical examination. The student must complete satisfactorily the oral examination and written and/or practical examination, in order to satisfy the requirements for the degree.

Citation style

At undergraduate level the Department currently stipulates MLA (Modern Languages Association) presentational style, but at PGR level it is up to individuals to decide which system they wish to use. More detailed advice on the presentation of submissions may be found, for example, in the MHRA Style Book (London: Modern Humanities Research Association, various editions) and a copy is kept in the department office for consultation. It is also accessible at http://www.mhra.org.uk/Publications/Books/StyleGuide/

Submitting Theses

All PhD, MPhil and MA (by Research) candidates must submit two copies of their thesis for examination in a soft binding, which is carried out by Warwick Print, with corresponding copies on disc. Theses should be taken to the Graduate School Office in University House, see for guidance, http://www2.warwick.ac.uk/services/academicoffice/gsp/formslibrary/#submissionexamination.

Upon passing, the University will retain one hard-bound copy and one disc copy for the library. For details, see: http://www2.warwick.ac.uk/services/library/staff/research/wrap/thesis-deposits

It is a candidate’s responsibility to ensure that their dissertation is submitted on time. You are advised to check with Warwick Print beforehand regarding the amount of time they will need
to bind the dissertation. This can take several days. Also check Graduate School Office opening times.

**Plagiarism in Dissertations**

Plagiarism is the direct transcription, without acknowledgement of passages, sentences or even phrases from someone else’s writing, whether published or not. This includes the presentation as your own of material from a printed or other source with only a few changes in wording. There is of course a grey area where making use of secondary material comes close to copying from it, but the problem can usually be avoided by acknowledging that a certain writer holds similar views, and by writing your thesis without the book or direct transcription from it open before you. Please bear the following points in mind:

- Unacknowledged use of the internet and unacknowledged direct citation from websites will also be counted as plagiarism.
- All quotations from secondary sources must therefore be acknowledged each time they occur. It is not enough to include the work from which they are taken in the bibliography at the end of the dissertation, and such inclusion will not be accepted as a defence should plagiarism be alleged. When you write your thesis you will be asked to sign an undertaking that the work it contains is your own.

Plagiarism will be detected and will be punished. The University regards plagiarism as a serious offence. A supervisor who finds plagiarism in a thesis will report the matter to the Chair of School.

In practice, few students are deliberately dishonest and many cases of plagiarism arise from bad scholarly practice. There is nothing wrong in engaging with other people’s ideas. Indeed, much academic writing can comprise a silent discussion with other texts, and most dissertations include an intelligent survey and synthesis of existing views. The important thing is to know what yours is and what is not and to communicate this clearly to the reader. In this respect, scholarly practice is more than a matter of mechanical convention: it is a means of intellectual discipline for oneself and of honest service to others.