Warwick Law School

POSTGRADUATE RESEARCH STUDENTS GUIDE

'Blue Book'

CONTENTS

Information from the Law School

Part 1: Introduction

1.1 Welcome

Welcome to Warwick Law School. This Guide has been prepared to help you with the formal aspects of your study. In addition to general information about the Law School it contains important information about administrative and regulatory issues. We hope that this Guide, together with information that you will receive from Warwick Doctoral College, will provide a thorough introduction to the arrangements for postgraduate study at Warwick, as well as giving you some idea of how to find your way around the Law School.

The PDF version of this document (required in order to follow the website links) is available at: [PGR Handbook 2024/25](#)

Extensive information is also available from the Doctoral College by following this link: http://www2.warwick.ac.uk/services/academicoffice/gsp/ Please use this portal to access general services provided by the University for all research students.

Disclaimer: The Department endeavours to ensure that the information in this handbook is as accurate and up-to-date as possible. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices. However, the final arbiter of policy and procedure is the University Regulations as laid down in the University Calendar, which can be found on the University Governance webpages (www.warwick.ac.uk/services/gov/).

Any significant changes to the practices and procedures detailed in this handbook will be communicated to students by email, and the electronic copy of the handbook available from the Law School website will be updated accordingly.

1.2 The Law School

Contact

Law School Reception Telephone: 02476 523 075

Email: postgraduate.law@warwick.ac.uk

Postal address: School of Law, University of Warwick, Coventry CV4 7AL, United Kingdom

Where to find us: Law School Reception, Room S0.07C, Social Sciences Building, Library Road, Main Campus

The School offices are shared between the ground, first and second floors of the Social Sciences Building. You can find room numbers and contact details for academic and administrative staff on the Law School website People pages and rooms can be located using the Interactive Campus Map

Our working hours are Monday to Thursday 9am to 4.30pm and Friday 9am to 3.30pm. Please note that we do not work weekends or public holidays and will not reply to your enquiries outside of normal office hours.

In case of emergency outside of office hours please contact the campus Community Safety Team for assistance on 0247652222.
https://warwick.ac.uk/services/wss/students/emergency_contacts/

Communication in the Law School

Email is the primary way in which we will communicate with you. **You must use your Warwick email account for all communications with the Law School and University. See Data Protection statement below.**

Law School Common Rooms and University Dedicated Postgraduate Spaces

PGR Workrooms

There are several multi-occupancy offices in the first-floor B corridor of the Law School, each with several workspaces that are available to PGR students, including some with University-managed desktop PCs that can be used by anyone with a University ID and login. Details of these offices, including the link to the booking system, are available at PGRs, Academic Visitors, and STP Staff: Workspaces (warwick.ac.uk), and it is important to be aware that all occupants of these workspaces must observe the following:

These rooms can be accessed using your Warwick University ID Card.

- Do not spread your personal belongings onto another desk
- Do not exceed the maximum capacity for the room
- Do not rearrange the furniture in the room
- Operate a clean desk policy, removing all personal belongings from desks at the end of each day
- Report any problems with the rooms to law.xo@warwick.ac.uk or to Law Reception

- Do not consume food in the rooms; use the S1.44 Common Room for all food consumption
- Recognise that these are communal workspaces, and anything that might disturb other occupants of the room must be kept to a minimum
- Report any problems with the rooms to law.xo@warwick.ac.uk

Law School PGR Lockers

There is a bank of lockers in the S1.44 Common Room. These are available to PGR students for one academic year at a time, and are allocated on a first-come first-served basis. If you have a genuine need for a locker in the School, please contact Robert Horton (R.S.Horton@warwick.ac.uk) who can provide you with a key to one of the lockers. Please note that the lockers have keys and S1.44 has a keycode door lock, and so will be reasonably secure, but the University policy that any and all personal possessions left on campus is done so at the owner's own risk still applies.

Room S1.44: 1st floor, Law School. Research Common Room & Kitchen, for the use of Law PhD students only.

Postgraduate hub The Postgraduate Hub is located on Floor 2 of the Junction Building. It is open every day from 9am to 12pm as a library study space. The main library policy applies to the Postgrad Hub. https://warwick.ac.uk/services/library/using/visiting

Wolfson Research Exchange The Wolfson Research Exchange is located in the library on the 3rd floor extension. It is open to all research staff and postgraduate researchers PGR's. opening times

Library Study Spaces: **Learning Grid 1,** University House. Approximately 86 study spaces.
Learning Grid Rootes. Approximately 94 study spaces.

Please visit the Library Services webpages for the latest information on access to study spaces
https://warwick.ac.uk/services/library/library-re-start

Data Protection

The Law School holds personal data for all students and works to ensure compliance with the General Data Protection Regulations, with clear and careful procedures around the personal data we hold, why we hold it and how it is used. When corresponding by email, students must use their Warwick email account in order that staff can be sure of the identity of the person they are communicating with. Except in the case of an emergency we are also unable to discuss students with other parties outside of the University, without the explicit permission of the student themselves.

1.3 Key Law School Staff Contacts and Roles

All staff can be contacted by email. Individual contact details, office hours, modules taught and research interests can be found on the People Pages of the Law School website. Key postgraduate staff contacts are:

Director of Postgraduate Research
Dr Daniel Matthews
email: Daniel.matthews@warwick.ac.uk
Tel: +44 (0) 2476 523094, Room S2.31
          Office hours Monday 09.00-10.00 Friday 09.00-10.00

Postgraduate Programmes Coordinator and PGR Admissions
Rachael Bidgood
email: Rachael.Bidgood@warwick.ac.uk
Tel: +44 (0) 2476 523 685, Room S0.07

Research Student Mentor
Ali Struthers
email: a.struthers@warwick.ac.uk
Tel: +44 (0) 24 76 575306 Room S1.24

Our Research Mentor will be available to assist with any issues in addition to your supervisors. Usually, any regulatory matter will be dealt with by the Director.

Postgraduate Director of Wellbeing
Dr Helen Toner
email: h.f.toner@warwick.ac.uk
Tel: +44(0) 2476 523326 S1.08

Deputy Director of EDI (Student facing)
Rachael Blakey
email: rachael.blakey@warwick.ac.uk
Tel: +44(0) 2476 524954 Room S1.01

Careers Consultant
Samantha Brown
e-mail: sam.brown@warwick.ac.uk
Tel: +44(0) 2476 575364. Room S2.20a

1.4 General Information
Term Dates all upcoming dates are listed here.
2024/2025
Campus Arrivals   Thursday 19 September 2024 to Sunday 22 September 2024
Welcome Week   Monday 23 September 2024 to Sunday 29 September 2024
Autumn Term   Monday 30 September 2024 to Saturday 7 December 2024
Spring Term   Monday 6 January 2025 to Saturday 15 March 2025
Summer Term   Wednesday 23 April 2025 to Saturday 28 June 2025

Note that these dates refer to the University teaching terms. Teaching takes place during these periods. However, postgraduate research students are registered by the University to study throughout the year and are expected to be in attendance throughout this period.

General Induction Information
Visit the My Warwick website for all general University of Warwick student information, including a host of welcome information.

The Doctoral College
Please use the Doctoral College portal to access general services provided by the University for all postgraduate students. https://warwick.ac.uk/services/academicoffice/gsp

Students' Union
Warwick Students' Union is an independent organisation which represents the interests of Warwick students and provides a huge range of student services from the organisation of student societies and social events to the provision of food and drink outlets on campus to campaigning on issues such as democracy and welfare. Do visit the Warwick Students' Union website for further information on their services.

Student Wellbeing and University Counselling Service
Visit our Wellbeing and Academic Support for guidance if you are struggling to meet deadlines due to ill health or other reasons. There is also an online appointment system for those who feel they need support for their mental health.
If we can't help within the Law School the university has a range of student support services. Visit Student Support Services for further support and guidance.
There is also Warwick Counselling Service

Disability Services
The university offers a full range of special academic support services to students with disabilities including specific learning difficulties such as dyslexia. If you consider that you have a disability it is very important that you take advantage of these services as early as possible in your period of study. Further information can be found at http://www2.warwick.ac.uk/services/tutors/disability
If you need special arrangements for examinations, the request should be made through Disability Services as soon as possible in Term 1.

The Library

All books, journals and databases are available via the Library website https://warwick.ac.uk/services/library/. There is also a subject guide for law https://warwick.libguides.com/law/home which includes information about law books, journals, databases, study skills, referencing and research skills. The law librarian is Jackie Hanes, and you are welcome to contact her by email Jackie.Hanes@warwick.ac.uk and telephone 024 7657 2588. You can also book appointments using the booking form on the law subject guide.

Research students are able to join the library at the Institute of Advanced Legal Studies https://ials.sas.ac.uk/library/joining-library and they can use and borrow books from other university libraries using the SCONUL library access scheme https://warwick.ac.uk/services/library/using/using-other-libraries/. The library operates a document supply service (Get It For Me) for items not available in the library https://warwick.ac.uk/services/library/using/get-it-for-me, and there is a Book Suggestion form to request the purchase of new books to support your research https://warwick.ac.uk/services/library/using/book-suggestion/.

The library has a vibrant postgraduate community. There are dedicated postgraduate study areas in the Wolfson Research Exchange (3rd floor annex, library) and Postgrad Hub (The Junction). The library's community engagement team also run wellbeing events including Study Happy and PG Tips. Please follow the library on social media to stay up-to-date with events.

Part 2: Our Research Community
2.1 Introduction
Our aim in the Law School is to establish a community of researchers which fully incorporates PhD and LLM by research candidates. In order to achieve this we look to form a partnership between academic members of staff and the research student body as a whole. There are many ways in which we hope to do this and this part of the guide outlines what we have instituted. However, much depends on the willingness of students to engage with these initiatives. Undoubtedly, you will benefit in your studies and future career the more you take part in forging this community. Consequently, we are always open to new ideas on how to improve the opportunities we provide, and of course look to your participation in

these respects. Below you will find out what we have in place. If you have any questions about any item please see the Director or discuss the matter with your supervisor.

2.2 Research Student Representation

The PhD student representative group (Staff Student Liaison Committee, SSLC) provides the main formal channel for research student communications with the Department on a collective basis. Early in the Autumn Term, we will ask for volunteers from each year of study to sit on the group. The group will meet at least once a term and your participation via your representatives is encouraged. It is chaired by one of the students, elected to the position by their peers. Your representatives also sit on the full Law School PG Committee (except for closed agenda items of a confidential nature). The group will produce an annual report, compiled by the convener (Director of Postgraduate Research) and the chair (one of the student representatives).

2.3 Law School Seminars

Throughout the academic year, the Law School organises a variety of seminars, workshops and public lectures. You will be invited to all of these. We believe it is important that you get in the habit of attending even if the subject matter does not appear to be related to your research topic. The skills of presentation, argument and debate that you will need to present and defend your research can be enhanced by watching how others handled these matters. The main reason for taking part is to develop your engagement in and contribution to the intellectual community of the Law School.

Regular opportunities for you to engage with the law school's broader research community will be provided with the **Law School Staff Seminars**. These are organised by a member of the faculty. They are usually held at lunchtime on Wednesdays. When the campus is accessible, these will take place in the School Research Room (S2.09). Lunch is provided.

We also have a number of research workshops designed specifically for career development. These can be on publishing, editing collections or other relevant topics. Again, you will be sent a notice of these and we would very much like to see you there.

2.4 Discussion and Reading Groups

Members of the Law School are involved in a number of discussion and reading groups with other departments in the Faculty of Social Science. Among these are:
- **Social Theory Centre**
- **The Centre for Ethics, Law and Public Affairs**
- Various other departments in the Faculty run similar series and you are advised to look through their websites to see what is on offer. We will do our best to let you know of any events as well.

2.5 Research Centres

There are a number of active Research Centres within the School.
- The **Centre for Critical Legal Studies**
- **Centre for Human Rights in Practice**
- **Criminal Justice Centre**
- **Centre for Law, Regulation and Governance of the Global Economy (GLOBE)**

- **Centre for Operational Police Research**

2.6 Informal Presentations

There has been a tradition in the Law School of research students holding their own, informal discussion and reading groups. This is a good way of developing your skills at presentation and airing your ideas in a safe environment. If anyone is interested in developing these initiatives further, then the Director of PG Research can assist. In addition we also aim to give you the opportunity to present to Law School faculty as well as students. Particularly in the later stages of your registration with us, the greater the experience you can gain in presentation the better prepared you will be for your final viva.

2.7 Teaching and Research Assistance

We recognise that during your PhD studies you may want to gain experience (and income) from teaching and providing research assistance. Every year we have paid teaching opportunities under the Graduate Teaching Assistance scheme available particularly at undergraduate level and welcome expressions of interest. A UK LLB background will help but we do offer an extensive range of international focused modules for which you might be suitable. If any specific teaching opportunity arises all PhD students will be notified and invited to apply.

Opportunities to carry out research for staff members may also arise. However, you might also like to contact staff members who specialise in areas of law with which you are familiar in case they require research assistance. A fee will be paid to you if you are appointed to carry out any such research.

Before accepting any work you should speak with your supervisor to discuss the potential impact on your studies.

2.8 Contacting Academics

Your primary working relationship will of course be with your supervisor(s). However, this should not prevent you from engaging with other academics in the School. You will find that discussing your work with a range of people will help the progression of your ideas and present opportunities which otherwise will not occur. You are welcome to contact any academic by knocking on their doors (when campus is accessible) or arranging an appointment by email. Staff office hours, physical and virtual, and areas of research interest are published on the Law School People Pages.

2.9 Guidance on Mitigating/ Extenuating Circumstances

The University has issued the following guidance note which may have relevance to those studying for a research degree.

Mitigating Circumstances are unforeseen events or circumstances which have a significant negative impact on your ability to successfully complete, or study effectively in preparation for, summative assessment tasks such as essays, written or oral examinations, assessed

presentations or assessed laboratory work. If you want any such events or circumstances to be considered by the relevant Board of Examiners you are required to communicate formally (in writing) with the Department about them. Please note that while it is acknowledged that cultural attitudes to the disclosure of personal information may vary, students are expected to fully disclose all matters they wish to have taken into consideration by the Board of Examiners.

If you are unsure whether something that has happened to you, or to someone close to you, is eligible to be considered as a Mitigating Circumstance, it is likely to be eligible if it was unforeseeable or beyond your control and if it also had a significant impact on your ability to prepare for or complete the assessment in question. If you are in any doubt about whether something that has happened to you or someone close to you is eligible for consideration then you should consult your Personal Tutor or Wellbeing Support Services or one of the advisers at the Students' Union Advice Centre. Even if the event or circumstance is not eligible for consideration in this way it may nevertheless be something for which you should seek support and the tables below indicate, in their final column, where to go to access that support.

For further information see *Mitigating Circumstances Process and Procedures* online at: https://warwick.ac.uk/quality/categories/examinations/policies/u_mitigatingcircumstances/.

If you need assistance with the process please refer to the Law School website you can contact postgraduatelaw@warwick.ac.uk

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 University are fully supportive of students in difficult circumstances and want to assist if at all possible. If you feel inhibited from talking to a tutor or other member of staff in the first instance, you may also consider talking to a member of your SSLC, the Student's Union, the Faculty Senior Tutor or a member of staff in Student Support for initial, informal advice. At postgraduate research level, this is generally dealt with through granting extensions to research deadlines.

Part 3: Your Research Degree

3.1 Relationship with Supervisor

For a higher degree candidate the relationship with your supervisor is of crucial importance. It is important that you make immediate contact with your supervisor(s) at the start of your period of study.

The Department will sometimes allocate two supervisors, at least one of whom will be actively engaged in, or has had experience of, research in the field of your thesis. The division of responsibilities between supervisors is not always the same. In some cases, they take joint and equal responsibility. In other cases, there will be a lead supervisor with the second supervisor

taking a less active role. Make sure that you are clear about the arrangements in your case at the earliest possible stage.

You should agree a regular schedule of meetings with them. The Department expects that you will meet with your supervisor approximately once a month. **Please note that in keeping with University regulations, it is the student's responsibility to contact their supervisor(s) to arrange meetings — don't wait to be contacted by them.** After these meetings, students are required to provide a brief report on the meeting outlining what was discussed and what conclusions and directions for future work were agreed. You will need to **post the report onto Tabula after each meeting for your supervisor to sign off**. Occasionally, the student and supervisor(s) may disagree over what action was decided on. In these cases, it is important to reach agreement as soon as possible — the point of the exercise is to ensure that everybody is clear about what needs to be done next.

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 the postgraduate mentors, who can offer impartial advice.

If you are dissatisfied with the quality of the supervision you are being offered (e.g., accessibility of your supervisor), try to discuss the problem with the supervisor in the first instance. They may be able to deal with the problem once it has been raised. If you feel unable to discuss the matter with the supervisor, or you are dissatisfied with the response, you can speak to the Director of Postgraduate Research (or if the Director is your supervisor, the Head of Department). Ultimately, it may be possible to reallocate you to another supervisor, although clearly such disruption to your study is to be avoided if at all possible. 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 Postgraduate Research Studies or, in the last resort, to the University Doctoral College, in good time. The University cannot remedy difficulties or failings of which it was not made properly aware.

If your supervisor should become absent or unavailable to direct your work for a period of 4 weeks or longer, the Director of Postgraduate Research Studies will meet with you at the earliest available opportunity to discuss the support you need. The 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 (from second supervisors, tutors or other members of the research group), the Director will agree a support plan with you. Be sure to advise the Director fully of your requirements as it may be difficult to recoup time lost if your research falls behind schedule.

3.2 Academic and Personal Development

Our aim is to help each student develop as an academic researcher and not just to complete the formalities of a research degree. Most of what we offer as a department has already been set out above in relation to the Research Community. However, we also provide a **compulsory** research training programme in Year 1 (see below). You should also discuss with your supervisor(s) any additional training or developmental opportunities that you would like to take. You are encouraged to use the facilities within the university to develop a portfolio of transferrable skills which will support your future career opportunities.

Year 1 Research Training Programme
The Law School provides a module focused on the theoretical and methodological aspects of legal research. It is held every week, commencing in Week 2 of each term. The module is designed to encourage research students to investigate theoretical and methodological issues relating to legal research. The aim is to improve student's awareness of theoretical issues and to examine how they might inform and deepen their research, and also to develop a critical analysis of the methodologies of research. The module convener is Dr George Meszaros in Term 1 and Professor Victor Tadros in Term 2.

Doctoral College Researcher Development
The Researcher Development resources compiled by the Doctoral College are there to provide training and skills courses to assist in your development as a researcher.
Doctoral College Researcher Development programme

As part of your annual review process, you are expected to submit a narrative report reflecting on your academic, personal, and professional development across a range of the resources provided that will form the basis for a discussion about professional development with your academic reviewers/advisory panel. By fulfilling this requirement and taking steps to identify and develop skills, you will acquire the knowledge and expertise to achieve standards of excellence in your research complemented by a broad and flexible skill set that will enhance your employability.

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

A FAQs page has been created PGR Assessments FAQs webpage and you can also contact the team at: RDcontact@warwick.ac.uk Or use the Contact and Feedback Form

What's available to help me?
Warwick SkillsForge is a single portal from where you can:
- complete a Development Needs Analysis (DNA);
- find and book onto training courses;
- record and reflect on activities undertaken;
- record your own development activities.

Completing a DNA can help identify skills that you may not have been aware of and help inform discussion with your supervisor about your skills development needs.

Having a single online portal for evidencing your professional development can also be particularly useful when you are constructing/updating your CV.

Warwick also offers a diverse range of professional development opportunities, including: workshops; online training courses; accredited programmes; and events. You can view and book on to the majority of these via the Warwick SkillsForge portal.

There are a number of services that can help support your professional development including:

- Wellbeing Support services– advice, guidance and training on mental health and wellbeing;
- Student Careers and Skills – skills training and career consultations;
- Doctoral Training Centres – Transferable Skills in Sciences (PGCTSS) / Centre for Arts and Doctoral Research Excellence (CADRE) etc;
- The Doctoral College – advice and guidance / events on careers;
- The Learning and Development Centre – teacher training;
- Library and the PG community engagement – networking and peer events;
- Research and Impact Services – required ethics training and funding support;
- Public Engagement Team – workshops in public engagement;
- International Student Office – intercultural training;
- Information Technology Services (ITS) – software training.

Pre-Travel Risk Assessments

All staff and all students travelling overseas on University business or as part of their studies must familiarise themself with the University's Overseas Travel policies in advance of their trip, and must complete a Pre-Travel Risk Assessment Form to be submitted to law.xo@warwick.ac.uk t before leaving. This should ideally be done as soon as possible and no later than a week before departure in order that there is sufficient time for the form to be reviewed and approved. Without completing and submitting the form, and having the form approved and returned, travellers may not be covered by the University's travel insurance policy and providing any assistance in the event of an accident or illness becomes highly problematic. This has always been an important element of arranging overseas travel, but in light of the current global circumstances this is now of paramount importance.

Preparing to Teach in Higher Education

It is a University requirement that all PhD students complete a teaching skills development course by the end of their first year of registration, and *Preparing to Teach in Higher Education* has been created for this purpose. More details are available at Preparing to Teach (warwick.ac.uk), and Laura Lammasniemi (Laura.Lammasniemi@warwick.ac.uk) is the Law School contact regarding access to this course. Would all first-year PhD students please ensure they complete this course during the current academic year.

Replacement IT Equipment

In the unfortunate event that your personal laptop or alternative IT device breaks, the Law School is unable to provide you with the loan of a replacement. Nor can your PhD Research Allowance be used to purchase IT equipment. However, there are PCs available to use in the Law School PGR Workrooms, and in the Library and elsewhere on campus, and the University's IT Services operates a [laptop loan scheme](#) for students to borrow a device for up to 28 days to allow sufficient time for you to have your device repaired or to purchase a replacement.

Postgraduate Research - Visa/IHS Reimbursement Scheme

The Law School's 'Postgraduate Research - Visa/IHS Reimbursement Scheme' is intended to alleviate some of the costs incurred by international students, but unfortunately cannot reimburse all of those costs. The IHS is typically paid to cover a five year stay in the UK, but the School can only reimburse a maximum of three years of that cost and only at the rate of one year at a time over a three-year period.

Postgraduate Research students in the Law School may apply for reimbursement of the following costs:

·   UK Student Visa: £490 to apply for a Student Visa from outside of the UK

·   Immigration Healthcare Surcharge (IHS): £776 per year for a student, up to a maximum of three years

The conditions of application are:

·   Students joining the School can only receive reimbursement for new visa costs or IHS charges in preparation for starting their studies in the School, i.e. they cannot have any reimbursement to retrospectively pay for visa costs or IHS changes that relate to previous years in the UK.

·   Proof of payment for the visa and/or IHS is required before a reimbursement can be authorised.

·   It is not possible to provide reimbursement in advance of a student starting in the School and being fully enrolled on their course.

·   If a student comes to the UK with any dependants, they will need to pay the fee for each of their dependants as well as themselves. The School can only provide the reimbursement of costs for the student, not for any of their dependants.

·   The IHS reimbursement is for a maximum of three years, to be reimbursed in three annual instalments. Students must apply annually for each year's reimbursement.

·   If a student takes temporary withdrawal and remains in the UK, and thereby incurs additional visa or IHS charges, the School cannot reimburse those additional costs.

·   All requests for reimbursement of visa costs must be made within three months of incurring that cost.

· All requests for reimbursement of IHS costs must have the request for funding of the first year's costs made within three months of incurring that cost, and then the request for the second year's costs made one year later and the request for the third year's costs made one year after that.

If you would like to apply for this financial support, please complete the online application form.

Research Students Support Fund/Personal Allowance
The Law School operates a Research Students Support Fund (RSSF) which provides limited research funding support for MPhil/ PhD students. Students can apply to the fund for the following purposes if they can demonstrate that the activity is integral to the completion of their thesis and that no alternate source of funding is available:
- The conducting of fieldwork
- The attendance of conferences and seminars.
- Visits to research institutes (subject to the university's travel restrictions below)
- Proof reading

An amount of £800 per year of registration (or per 2 years for part-time students) is available, with a total of £2400 for PhD students for the duration of the degree. No more than £800 can be obtained in the first year or second year (part-time).
online form: Student Allowance Form

Please remember:
- **Always apply through this form *first*.**
- **Approval from the supervisor** is required
- We are not able to pay out the allowance; it has to be for **a *specific expenditure***, i.e. fieldwork, attendance of conferences and seminars, proof reading, visiting research institutes (subject to the university's new travel restrictions)
- Once your application *for a specific expenditure* has been approved, you will be sent a link that can set you up with the **university's expense system (Concur).**
- Please keep in mind that university policy to support **travel is very restricted** due to covid-19 and also due to a new policy on C02 emissions. You must be able to demonstrate that the travel is critical for your research. The process includes a risk assessment.
- If the total cost of your trip – accommodation is more than £1,000 or outside of Europe (irrelevant of cost) the booking must be done with Key Travel.
- Trips totalling under £1,000 and within Europe, can be booked and paid for by themselves and then claimed back.

- Before engaging a proof-reader to need to check they are an approved supplier or have proved self-employment status. You must not pay a proofreader directly yourself as this conflicts with employment laws.

Please contact the Law School Finance Office brenda.lee@warwick.ac.uk or the postgraduate.law@warwick.ac.uk if you have any questions about this process.

Travel:

- o Any staff and PGR students wishing to undertake critical business-related travel must seek departmental budget approval, complete a Pre-Travel Risk Assessment Form and ensure that appropriate travel insurance is in place.
- o If the travel is not being funded by the University of Warwick, staff members and PGR students must still seek departmental approval for the trip, complete risk assessments (both for travel and for any work activity independently) and ensure that appropriate travel insurance is in place to ensure staff and student safety and wellbeing and to take any quarantine implications into account.
- o If the objectives of any business-related trip could largely be achieved by other means (such as video conferencing/ Microsoft Teams) then travel cannot be justified. This is both to support the University's planned cost savings in light of Covid-19 and to support the University's plans to help combat climate change and significantly reduce our direct and indirect carbon emissions.
- o Quarantine periods must be taken into account when planning any business-related travel. If staff members are unable to undertake timetabled teaching commitments upon their return due to quarantine restrictions and alternative teaching arrangements cannot be made, travel approval will be declined.
- o Until further notice, all overseas travel bookings should only be made through the university approved travel management company, Key Travel.

3.3 The Upgrade and Annual Review Process

Once you have started your studies with us we need to make sure that you are progressing well with your work. The first year review is perhaps the most important as it determines whether you are allowed to progress from the MPhil to the full PhD programme. **Please take particular care over the requirements for these reviews.** You should also see these reviews as opportunities to assess the supervision arrangements for you and any other issues related to your working environment.

The First Year MPhil/PhD Review

The Law School is required to conduct a first year review in accordance with University Regulations. Only if you are successful in this will you be allowed to transfer from the MPhil programme (on which you are registered to begin with) to the full PhD programme. The review should be seen as an opportunity for you to present your work and demonstrate how it has the potential to produce a PhD quality thesis.

For MPhil/PhD Research Students

The online [First Year Review/Upgrade Meeting Form](#) should be completed for the purposes of your Upgrade. The formal requirements for the First Year Review are that you submit on Tabula by Friday 23 May 2025 (if you started in October) in your first year:

1) A **thesis title and research proposal** (approx. 2,000 words). This should summarise the main themes of your research, concisely present the research/project design, including the central research question(s), a table of contents, contribution to knowledge, and analytical strategy
2) A **substantial piece of written work of PhD quality** (6,000-8,000 words). In consultation with your supervisor, you can elect to submit either a substantive draft chapter or a literature review. The literature review should provide an overview of the current research in this area and make specific reference to what additional/original contribution the thesis is expected to make
3) A one-page list detailing all the **work submitted to your supervisory team** between October and May.
4) A detailed **two-page monthly timetable** of your target dates and intended research activities from June 2025 to the target completion date.

Please note that the required documents **listed under points 1-4** must not exceed 10,000 words. Just as is the case for the length of your thesis, this upper word limit does not include the extra words used for appendices, footnotes, tables, diagrams, and bibliography.

Your supervisor will complete a separate form providing a report on your progress but will not take part otherwise in the Review Panel. The Review Panel will make any appropriate recommendations to you and your supervisor and make a brief written report.

Your first-year review normally takes place at the end of Term 3. The Panel will comprise two members of the academic staff. At the review you will be asked to give a presentation of current progress, research plans and anticipated problems to the Review Panel. The presentation should not exceed 20 minutes.

The review panel may make one of the following decisions:
1. The candidate is permitted to be upgraded from MPhil to PhD.; or
2. The candidate's progress is unsatisfactory and he/she is requested to submit further work no later than three months after the date of the review when the panel will make a further assessment of the ability to upgrade or require the candidate to withdraw; or
3. The candidate be permitted to continue with the MPhil with the possibility of conversion at a later stage; or
4. Exceptionally, the candidate may be required to withdraw.

The Review Panel must provide brief written reasons for the decision which are made available to the candidate and supervisor.

Any candidate is entitled to appeal against a decision that they only be allowed to proceed for the MPhil or be withdrawn within 10 University working days of that decision.

Appeals may only be made on one or more of the following grounds:

(a) There is evidence of exceptional circumstances that affected the student's performance. The student is required to provide an explanation why the evidence was not available before the upgrading process.

(b) There appear to have been procedural irregularities in the conduct of the upgrading process.

(c) There appears to be evidence of prejudice or bias during the upgrading process.

(d) There appears to be evidence of inadequacy of supervisory or other arrangements during the student's enrolment at the University. In this instance, the student is required to explain why they did not make a complaint at an earlier stage.

Appeals made on grounds covered by (a) or (d) will be rejected if the student does not provide an explanation for failure to provide the evidence during the upgrading process.

All appeals will be conducted in accordance with University Regulations Reg.42 Governing Academic Appeals

Subsequent Years Reviews – Annual Reviews

The Law School monitors progress at the end of each year prior to your submission. At the end of the summer term each year, all second, third, and fourth year PhD candidates are invited to take part in an Annual Review meeting. The panel will be constituted of two academic members of staff. At the review, you will be asked to give a short (10 minute) presentation of your research question and progress to date. Our aim is to identify any issues and whether we can help with your progress or deal with any barriers to your completion of your thesis or indeed development of your future career. Please upload via the Annual Review Form a one-page overview which sets out your research question, your progress to date, and a time-line for completing your thesis. If you wish, you can also submit a substantive chapter for your panel to read and discuss.

If you have any concerns or questions about the review process, please contact the Director of Postgraduate Research as soon as you can. You can also ask your supervisor about the requirements and how you can fulfil them.

3.4 Monitoring of Attendance for Research Students

Monitoring Point Scheme for PhD candidates

During your studies with us we are obliged to monitor your attendance at the Law School. This helps us keep track of every candidate and ensure that their progress is properly supported. The scheme of recording, which you should consider with your supervisor, is as follows:

	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 (Must be in person)	Monthly supervisions/annual review/upgrade/ research skills training sessions (Must be in person)	Monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)	Monthly supervisions/annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month periods 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)

Change of Study Location
Studying away from the University (Research)

Under normal circumstances, if you wish to study away from the University for a period you **must** obtain permission from your supervisor(s) and inform the Postgraduate Administrator. Different rules apply for covid-19. These rules are subject to change, but at present travel restrictions are still in place, meaning that you may have no choice but to study elsewhere. Support for fieldwork and other study visits is often obtainable from the body which is funding your postgraduate studies.

Change of study location form

Students on a Tier 4 visa who wish to change their study location for 3 months or longer, must under normal circumstances get permission from their Supervisor & Director of Postgraduate Research to do this.
Once this permission is obtained, you should ask the Postgraduate Administrator to complete the online form through Student Records to inform the Doctoral College of this change in circumstance. This will be reported to the Home Office under the University's Tier 4 sponsor licence duties. At present, these rules are suspended, subject to review.Immigration and Compliance Change of Study Location

Change of study location - return to Warwick form

Under normal circumstances, Tier 4 students returning from a period of study away from the University of 3 months or longer must notify their Supervisor and the Postgraduate Administrator. The Postgraduate Administrator can then complete a form through Student Records to inform the Doctoral College of your return. This will be reported to the Home Office under the University's tier 4 sponsor licence duties.

Authorised Absence Requests

Postgraduate Research Students are permitted to take a maximum of 42 calendar days of authorised absence per 12 month period. Authorised absence may be agreed in case of illness, medical treatment, bereavement, to undertake paid work of more than 20 hours a week or to take a vacation. If you wish to take a period of authorised absence you must first seek agreement from your Supervisor and then let the Postgraduate Administrator know the dates you will be away from. Please see the link for further details:

https://warwick.ac.uk/study/international/immigration/tier4/changes/withdrawalsandbrea ksinstudy/authorised-absence

Part 4: Your Thesis

4.1 Ethics

At Warwick, any research proposals that involve "direct contact with participants, through their physical participation in research activities (invasive and non-invasive participation), that indirectly involves participants through their provision of data or tissue and that involves people on behalf of others (e.g. parents on behalf of children)" require ethical scrutiny. It is the researcher's responsibility to ensure that ethical approval is secured. Please note that your research does **not** require ethical scrutiny if it does not involve direct or indirect contact with participants. For example, most research involving previously existing datasets where individual-level information is not provided, or where individuals are not identified, or are anonymised, or using historical records, does not require ethical scrutiny, and this is likely to include most research conducted in the Department. Students' research work may also require ethical scrutiny and approval; in this case, checks are conducted within the Department in line with rules approved by the University's Humanities & Social Sciences Research Ethics Committee. When you submit your dissertation, you will be asked to declare on the submission form that you have considered whether ethical approval is required. If you consider that ethical approval is necessary, please consult with your supervisor and complete the Department's form for ethical approval of student research. The completed form will need to go to Dr Ming-Sung Kuo (M-S.Kuo@warwick.ac.uk), our Academic Research Ethics Advisor in the Law School.

4.2 Standards of Academic Practice

Unfortunately, the University is occasionally faced with instances of students presenting work which does not meet the standards of good academic practice required by this University. In an effort to prevent such incidents we have devised the following guidance for your assistance.

Please read, understand and comply with the following notes of advice concerning the identification of sources and the avoidance of cheating. Neither the University nor the School of Law will tolerate cheating, and offenders will be punished under University Regulations. All cases of suspected cheating are investigated carefully and, where cheating is established, severe sanctions may be imposed.

The General Rule

Any piece of work submitted by a student <u>must</u> be that student's own work. For this reason, all forms of 'cheating' are forbidden.

'Cheating' is defined in University Regulations as "an attempt to benefit oneself or another, by deceit or fraud". This includes "deliberately reproducing one's own work or the work of another person or persons without acknowledgement. " (Extract from Regulation 11, which can be found at
https://warwick.ac.uk/services/gov/calendar/section2/regulations/academic_integrity/

Additionally, in the School of Law, cheating in assessments occurs where a student takes passages, ideas or structures from another work or author without proper attribution (on which, see section below). The instructions of the School are supplementary to those

contained in University Regulations. Details of good academic practice can be found on the
[Law School Web Pages.](#)

Correct Attribution
Where passages, ideas or structures are taken from another author, the student assessment
<u>must</u> indicate unequivocally the source of the material in question according to the
following conventions:

1. Where material is reproduced from another source (such as a book, article, judgment or
    statute), the relevant passage <u>must</u> be enclosed within quotation marks ("…") and
    accompanied by proper citation.

Example
In seeking to understand the role of victims in crime, criminologists have commonly used
victim surveys. Whilst these provide an insight into victims and crime, surveys are subject to
limitations. Thus, for example, victims may "exaggerate incidents or fail to remember them
at all" (H. Croall, *Crime and Society in Britain*, (1998) Longman, at p.89). Surveys may also be
misrepresentative…

2. An alternative method of presentation is to indent the relevant passage so as to
    distinguish it from the rest of the text of the assessment. Where material from another
    source is indented in this way, it <u>must</u> also be enclosed within quotation marks ("…") and
    accompanied by proper citation.

<u>**Example**</u>
Whilst the spread of CCTV surveillance might help dissuade prospective criminals from
committing criminal acts, video evidence derived in this way may not be all good news in
court cases:

> "Video evidence is very persuasive and possessed of a high degree of reliability. It is
> not entirely reliable however. 'Seeing is believing' and 'the camera never lies' are
> brocards which cannot be completely and invariably true. There is thus a risk of
> over-persuasion of the jury." (D. Elliot, "Video Tape Evidence: The Risk of Over-
> Persuasion" (1998) *Criminal Law Review*, 158-174, at p. 159).

This risk of over-persuasion may occur in several different ways.

Citation
There are two aspects to acknowledgement of sources. You must always list the works (and
people) you consulted in doing the research for the thesis in a general bibliography at its
end; but you must also acknowledge the sources for specific points as your work goes along.
It is important that your citation refers to the precise page(s) of the book or article; it is not
sufficient to merely cite the book or article without reference to the page(s) relied upon.
The proper citation of sources is an art rather than a science and it is a skill, which the
School intends to help you to acquire, but there will always be grey areas of difficult
interpretation. You should try to be aware of the citation techniques used in the books and
articles, which you are reading in connection with your work. These techniques will provide
useful guides.

Once you have decided that a given statement or passage should be attributed to a source or group of sources, you can do so in a variety of different ways. The most common is to provide a footnote number at the appropriate point in your text, leading the reader to a note at the foot of the page or at the end of the chapter. Other systems include putting the source in brackets following the item, putting it in the margin, incorporating it in the text itself - ("Street points out (*Freedom, The Individual and the Law,* p.22) that...") - or doing anything else that does the job without interrupting the flow of the text too drastically. When citing a book, you should include:

- the author's name (or authors' names)
- title of the work
- edition
- year of publication
- page or pages from which the information is drawn.

When citing a journal article, give the following:

- author's name
- title of the article
- year of publication
- volume number
- name of periodical
- page number on which the article begins
- page or pages from which the information is drawn.

When citing a case report, you should give:

- its full title (the parties' names should be underlined)
- the year of its publication
- the volume number (if there is one)
- the series of reports which you consulted
- where appropriate, the specific page and judge whose view you are referring to.

If you are citing a source quoted in another source, without having yourself gone to the original, you should make this clear.

Footnoting

There are a variety of systems for cutting down on the amount of information which you need to supply in a given footnote. If you have already provided all the details of a source in a previous note, you can refer back to it. For example, where you have already cited a book by Fawcett at footnote 3 in your essay, you can refer to it again as: "Fawcett (note 3 supra)". Or you can use op. cit. (meaning "in the work already referred to"). If the work in question is cited in the note immediately preceding, you use ibid (meaning "the same work"). Footnotes also supply a vehicle for the inclusion of extra material which, although relevant to your theme and of likely interest to the reader, would interfere with the flow of your argument if included in the main text. You do not have to use such textual footnotes, but they are a well-established part of the scholarly scene and you may wish to make use of them accordingly.

Author-Date System

The Author-Date system is an alternative and acceptable system for citation. Instead of footnoting the citation, the reference is placed within the text itself thus:

Harvey (1996: 4), for example, suggests that 'maps are typically totalising usually two-dimensional Cartesian, and very undialectical devices with which it is possible to propound any mixture of extraordinary insights and monstrous lies' (See also Santos 1995: 441).

The full reference is then provided in the Bibliography at the back of the assessment as:

Harvey, D (1996) *Justice, Nature & the Geography of Difference*, Blackwell, Oxford

Santos, B (1995) *Toward a New Common Sense: Law, Science and Politics in Paradigmatic Transition,* Routledge, London.

Paraphrasing

Your work must be in your own words. It may sometimes be appropriate to reproduce a useful quotation in order to emphasise a point. You should only make selective use of direct quotations, which, in accordance with paragraphs 5.2 and 5.3, must be fully and properly attributed. **Any work which consists of excessive use of direct quotations, e.g. a series of quoted paragraphs with linking sentences, is not work of an acceptable degree standard**. If the quotes are fully and properly attributed, this will not be an example of plagiarism. However, it will not be in the student's own words, and will likely not meet the requirements of the degree because it will not show that you can explain in your own words what the arguments are.

In writing, students will generally refer to a variety of primary and secondary sources, and may legitimately paraphrase the ideas contained in these sources. These sources must not be presented as the student's own work; rather, students must show that they have understood and assimilated so that they can engage in critical evaluation. **All sources must be fully referenced.**

There are various sorts of paraphrasing. The first may be described as syntactical paraphrasing, e.g. where the sentence is changed from the present to the past tense, or some synonyms are used, or where the word order may be changed. Even if this is attributed, and therefore not plagiarism, this is not work of acceptable degree standard and will receive a low mark. This form of paraphrasing does not display any qualitative understanding or critical evaluation on the part of the student because it is not using the student's own words.

The second form of paraphrasing distils the essence of a legal argument. Here, after reading a number of sources, a student would summarise, in his or her own words, the key elements of an idea or argument. This goes beyond superficial changes in style or grammar, and requires a degree of internal processing of the legal concepts involved. In contrast with syntactical paraphrasing, where someone untrained in legal studies could recognise the similarity between the two paragraphs, here a degree of legal expertise would be necessary in order to link the paraphrase with its source. **It must be stressed that even where students are properly paraphrasing, as in the second example, full and proper citations must be supplied.** The source of all ideas, which are not the student's own, must be referenced. Much of what students have to do in degree assessments consists of this form of work.

The structure and argument must be the student's own work. Whether an essay will be considered a student's own work may depend on the degree and extent of paraphrasing, and the nature of the question set. For example, where instead of using direct quotations, an essay consists mainly of paraphrased references to various authors – according to Dicey, X is the rule on constitutional conventions, whereas according to Jennings it is Y – this may be poor quality work if there is not sufficient original contribution by the student. However,

if the question asks a student to make a critical evaluation of various perspectives on a particular issue, then a greater degree of paraphrasing may be permissible, provided this is used in support of a student's own argument about the sources referred to.

Using the Internet
If you draw upon material obtained via the Internet you <u>must</u> observe the following protocols:
- give a full citation to the source and site consulted; and
- copy the material (or in the case of very long articles, key extracts) onto a disc which should be included with your thesis.

Citation of material on the web should in principle be in the same form as that for any other references. However, in addition it is **essential** to include the full universal resource locator (URL) and, in the case of websites which are likely to change, the date on which the author accessed the material. Thus:

<u>**Example**</u>
Bruce, T. (1995) 'Legal Information, Open Models and Current Practice', Montreal Conference on Crown Copyright in Cyberspace, May 1995, http://www.droit.umontreal.ca/CRDP/Conferences/DAC/BRUCE/BRUCE.html. 20 July 1998.

Where there is no specific author indicated on the website, then the reference should commence with the website name.

<u>**Example**</u>
Civil & human rights bulletin board, Wednesday, 8 July 1998, One out of three children born each day are at risk. http://lawlounge.com/setup.hts. 20 July 1998.

The Investigation of Cheating
The Law School uses various methods, including electronic detection software, to screen work submitted by students for unattributed or improperly attributed copying of the work of others. If there is a prima facie case of cheating within the University rules, the Director of Academic Practice will refer the matter to the Cheating Adjudicator, acting on behalf of the Head of School, who may deal with the matter or may refer it to the Academic Registrar.

A finding of cheating can have serious implications for your academic and professional career. For example, University Regulation 11B(11) states: 'In cases where cheating is proven and the circumstances are such that it is appropriate for the University to inform a regulatory body for the student's intended profession of the finding, the Academic Registrar shall be responsible for informing the regulatory body'.

Further Information
Detailed rules concerning cheating investigations are set out in University Regulation 11B which can be found here:

For more information on University and Law School rules and policies relating to cheating and bad academic practice as well as advice on how to avoid cheating and bad academic practice, see: http://www2.warwick.ac.uk/fac/soc/law/current/gap/

The Student Career and Skills Service has useful links and advice on referencing and avoiding plagiarism, including an online tutorial and links to their specialist writing workshops: http://www2.warwick.ac.uk/services/scs/skills/asd/referencing/

Information from the University
All Students
Student Protection Plan
This is a document all universities are required to have, setting out the measures in place should a risk to student studies arise https://warwick.ac.uk/services/aro/spp

Warwick Student Community Statement:
https://warwick.ac.uk/services/aro/dar/quality/categories/wscs
University Calendar: http://warwick.ac.uk/calendar/
Regulation 10; Examination Regulations: http://warwick.ac.uk/regulation10
Regulation 11; Procedure to be Adopted in the Event of Suspected Cheating in a University Test: http://warwick.ac.uk/regulation11
Regulation 23; Student Disciplinary Offences:
http://warwick.ac.uk/calendar/section2/regulations/disciplinary/
Regulation 31; Regulations governing the use of University Computing Facilities:
http://warwick.ac.uk/regulation31
Regulation 36; Regulations Governing Student Registration, Attendance and Progress:
http://warwick.ac.uk/regulation36

University Community Values

At Warwick, we value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact. We nurture intellectual challenge and rational, rigorous debate. 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 within which all members of our community can successfully learn, work, live and socialise. 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. Take a look at the following to help you understand what this means for you:

Link to **Student's Rights & Responsibilities:**
https://warwick.ac.uk/services/aro/studentrights/
 which summarises key expectations for students and signposts to associated support.

Link to **Dignity at Warwick Policy:**
https://warwick.ac.uk/services/equalops/dignityatwarwick/dignity_at_warwick_may_20
19.pdf
setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying.

Link to **University Strategy:** https://warwick.ac.uk/about/strategy

which sets our vision as a world-class university and our values.

Link to **Warwick University Community Statement:**
https://warwick.ac.uk/services/aro/dar/quality/categories/wscs which sets out aims for the University as well as for students

Link to the **University Calendar:** http://warwick.ac.uk/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

Feedback and Complaints
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, we have a Student Feedback and Complaints Resolution Pathway and actively encourage feedback on all aspects of the student experience. While we are committed to providing high quality services to all our students throughout their University experience, if there is something that goes wrong and you want assistance to resolve, we have an accessible and clear procedure which you can use to make a complaint http://warwick.ac.uk/studentfeedbackandcomplaints/

Health, Safety and Wellbeing Policy Statement
http://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy

Anti Bribery Policy
https://warwick.ac.uk/services/gov/university-policies/antibribery

Equal Opportunities Statement https://warwick.ac.uk/services/socialinclusion/

 "The promotion of Equality, Diversity and Inclusion concerns all of us and is the responsibility of all members of our community. It is expected that we will all contribute to ensuring that the University of Warwick continues to be a safe, welcoming and productive environment, where there is equality of opportunity, fostered in an environment of mutual respect and dignity.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences. We understand that simply having diversity in our work force and student body is not enough; we must create an inclusive environment where all people can contribute and reach their full potential.

Inclusion is engaging the uniqueness and talents, beliefs, backgrounds, capabilities and ways of working of all individuals, joined in a common endeavour, to create a culture of belonging, in which people feel valued and respected."

Dignity at Warwick Policy: http://warwick.ac.uk/equalops/dignityatwarwick

Policy on Recording Lectures: http://warwick.ac.uk/quality/recordinglectures/

Smoking Policy:
http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy

University assessment strategy:
http://warwick.ac.uk/quality/categories/examinations/assessmentstrat

Student Careers & Skills
The Student Careers & Skills team offers a wide range of online resources, workshops, 1:1 information, advice and guidance, employer presentations, careers fairs and a student helpdesk accessible in person, by email and phone. Student Careers & Skills can help students:
 Succeed in their studies and get help with academic writing, revision, note-taking and seminar presentations
- 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

 Each academic department has a designated Careers Consultant who can provide discipline-specific support for students and online careers. This can include 1:1 careers guidance, support for alumni events and discipline-specific information sessions. Students can also be referred to the Careers & Skills website for more information
http://warwick.ac.uk/careers

IT Services
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-5.30pm), telephone 024 765 73737 (Monday to Friday, 8.30am-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:
https://warwick.ac.uk/services/its

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 and is provided 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.

Language Centre

The Language Centre http://warwick.ac.uk/languagecentre supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students across the University. For those interested in developing their language skills, the Language Centre offers a wide range of modules and the facilities, resources and programmes to support students.
  There are a number of choices available for acquiring a new foreign language or brushing up language skills:
 i. Modules for credits on the academic programme These can be taken as part of an undergraduate degree course, but must be agreed with the student's home department before enrolling. There are a range of levels available, as well as accelerated options for those who want to develop their language skills at a faster pace. More information is available from: http://warwick.ac.uk/languagecentre/academic/
 ii. Academic modules not for credit The same modules as those available for academic credit are also available to take in addition to degree studies. A fee applies to these modules. More information is available from: http://warwick.ac.uk/languagecentre/academic/fees/
 iii. Lifelong Language Learning (LLL) Courses A programme of language courses available to students, staff and the public from beginner through to advanced level. More information is available from: http://warwick.ac.uk/languagecentre/lifelonglearning/.
The Language Centre is located on the ground floor of the Humanities Building and can be contacted by email: language.enquiries@warwick.ac.uk.

Wellbeing Support Services Wellbeing Support Services

http://warwick.ac.uk/supportservices offer a comprehensive support structure available to help with all kinds of different problems, including personal, physical and mental health; financial; problems connected with the law and University regulations; problems involving the provision of facilities for students with disabilities; or harassment of any sort.
 Students may consult the services of their own accord, or may be referred to them by personal tutors/supervisors. There may be more than one option available to students in difficult situations. Support services available to students through the University and the Students' Union comprise the following:

- Residential Life Team (http://warwick.ac.uk/residentiallife)
- International Student Office (http://warwick.ac.uk/services/ofge)
- Counselling Service (www.warwick.ac.uk/counselling)
- Disability Services (http://warwick.ac.uk/disability)
- University Health Centre (http://www.uwhc.org.uk)
- Chaplaincy (http://warwick.ac.uk/chaplaincy)
- Students' Union Advice Centre (https://www.warwicksu.com/advice/) ⬜ Student Funding (http://warwick.ac.uk/academicoffice/funding/)

- Security Services (http://warwick.ac.uk/services/campus-security)

Wellbeing Support Services, located on the ground floor of Senate House, can be contacted by telephone on 024 765 75570 or electronically at https://wellbeing.warwick.ac.uk/ studentsupport@warwick.ac.uk
If you need out-of-hours **emergency support** please contact Campus Security on 02476 5222 22 or internal extension 22222
The Director of Wellbeing and the University Wellbeing Service are there to help students in times of need, and lead on the development of policy and practice in the area of student support across the University.

They advise students on non-academic issues, including personal or family problems, financial difficulties, accommodation problems, and situations where students are unsure who to go to or where to get help.
 The Wellbeing Support Team provide support and pastoral care giving advice and practical help to students on a daily or more long term basis, and manage emergency and crisis situations which impact on students.

Residential Life Team
All students who have accommodation on campus have access to an excellent network of support called the Residential Life Team. The Residential Life Team works and lives alongside students within the Halls of Residence and is a key part of the University's support network.
 Resident Tutors are there to help with a wide range of matters including 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. Resident Tutors in students' accommodation are their primary point of contact, if unavailable, students are advised to contact the Residential Life Team.

The Residential Life Team can be contacted via email: residentialteam@warwick.ac.uk or telephone 024 7652 4704 or internal extension 24704

Immigration Team
The immigration team assists international students 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, providing letters to prove student status for visa purposes, banking); and the International Student Experience.
https://warwick.ac.uk/study/international/immigration/

Advice on immigration can only be obtained via authorised staff who are deemed to meet the Immigration Services Commissioner's Code of Standard and Guidance. Students should be directed to the Immigration Team within the Office for Global Engagement (immigrationservice@warwick.ac.uk) or the Students' Union Advice Centre (advice@warwicksu.com) in the first instance for immigration advice. It is also worth noting that changes in 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 may wish to seek advice accordingly.

Wellbeing Support Services
The Wellbeing Support Services provides an opportunity for all students at any level and at any time of study at the University of Warwick to access professional therapeutic counselling so that they may better develop and fulfil their personal, academic and professional potential. There are a wide variety of services, including individual counselling, group sessions, workshops and email counselling.
Students may wish to visit the Counselling Service if they are suffering from depression or experiencing stress/anxiety; having problems with self/identity or interpersonal relationships; having issues from the past or present that may hinder their capacity to function: abuse, self-harm, eating disorders, loss. Counselling can help with exploring issues to develop insight and bring about positive change to psychological and emotional distress.
Wellbeing Support Services will be available while the university is open, with Brief Consultation sessions being offered from 10am to 3pm, Monday to Friday, via the [Wellbeing Portal](#) or call Wellbeing Support Services on 024 7657 5570: https://warwick.ac.uk/services/wss/

 Disability Services
Disability Services offer advice, guidance and support to students with specific learning differences/dyslexia; hearing and visual impairments; physical disabilities and mobility difficulties; social communication difficulties/ASD; unseen medical conditions; and any other disability that is likely to have an impact on their studies and life at University. The services provided are tailored to the individual and aimed at enabling students to successfully complete their studies and have a positive experience of University life.
 Disability Services can support students with reasonable adjustments and the Disabled Student Allowances (DSAs); NMH support such as mentoring or specialist study skills; information about accessible campus accommodation and assistive technology; and signposting students to other support services.
 Disability Services are located on the ground floor of Senate House (office hours Monday to Friday, 8.30am-5pm) and can be contacted by telephone on 024 761 50641 or email: disability@warwick.ac.uk.

University Health Centre
Students resident on campus and in some local areas should register with the University Health Centre. Students must be registered in order to use the Health Centre, although the Centre may be able to assist non-registered people in emergencies.
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; and physiotherapy sessions. Students should visit 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 024 765 24888.

Chaplaincy

The Chaplaincy is the focus of Spiritual life on campus and provides a meeting place for Christian, Jewish and Muslim prayer and worship. It is a focal point for different faith groups and student societies and offers a safe, supportive space at the centre of campus where people can 'learn to live well together'. Students of all faiths and none can come and find a friendly place to chat and eat. A chapel, three kitchens, meeting rooms and an Islamic prayer hall make the Chaplaincy an inclusive, spiritual and social space that welcomes the whole University community.

Students can visit the Chaplaincy with personal issues: stress, debt, relationships, loneliness, vocational issues, theological issues, and enquiries about using the Chaplaincy for religious and social functions.

The Chaplaincy is located by the Arts Centre and can be contacted by telephone on 024 765 23519 or email: chaplaincy@warwick.ac.uk

Students' Union Advice Centre

The Students' Union Advice Centre is an independent Warwick Students' Union-run service for all students. It offers free, confidential, non-judgemental advice and support on a whole range of issues.

Students can contact the Advice Centre if they have academic problems and difficulties with, for example, exams; change of course; academic appeals and complaints; have a housing problem with their accommodation, on or off campus; have immigration problems such as entry clearance, family members and working in the UK; have money or legal difficulties; or are simply not sure who to talk to or where to get help.

The Advice Centre is on the second floor of SU HQ (open Monday to Friday, 9am-3pm). It will see students usually by appointment or can be reached by telephone on 024 765 72824 or email: advice@warwicksu.com.

Student Funding

The Student Funding team offers advice and guidance on all aspects of financial support. This includes government grants and loans, and scholarships and bursaries provided directly by the University. The team can provide budgeting advice to help make students' money go further and also administers University hardship funds.

Students should visit Student Funding if they want to know what financial support they may be entitled to; want to know more about the scholarships and bursaries; are having difficulty paying for day-to-day living expenses; or have additional financial needs because they care for a child or have a disability.

[The Student Funding 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.

Security Services

The University Security Team works 24 hours a day to support the University's overall aims by ensuring there is a safe, secure and friendly environment for students, staff and visitors. https://warwick.ac.uk/services/campus-security/

For an emergency on campus phone 22222 or 024 765 22222 and in an emergency off-campus phone 999.

Students should call the security team about emergency response requirements: Doctor/Ambulance/Fire; safety and security issues on and off campus; assistance: pastoral care, directions and facility support; outdoor event applications and entertainment support.

Security 24-hour Control Centre (general enquiries) 22083 or 02476 522 083
Security General Enquiries: campussecurity@warwick.ac.uk

University Children's Services
Some students, especially postgraduate or mature, may need information about child care provision on campus. Children of Warwick staff and students are eligible to attend the University Nursery (http://warwick.ac.uk/nursery). In recent years, holiday schemes and summer schemes have also been made available (http://warwick.ac.uk/services/childrensservices).
 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.

Academic Registrar's Office
a. Academic Office: http://warwick.ac.uk/ao
b. International Student Office: http://warwick.ac.uk/services/ofge
c. Student Recruitment, Outreach and Admissions Service: https://warwick.ac.uk/services/aro/sroas
d. Student Careers and Skills: http://warwick.ac.uk/careers
e. Teaching Quality: http://warwick.ac.uk/quality

Academic Office
a. Examination Office: http://warwick.ac.uk/ao/examinations
b. Student Records: http://warwick.ac.uk/studentrecords
c. Awards and Ceremonies: http://warwick.ac.uk/ao/congregation/ceremonies
d. Student Finance: http://warwick.ac.uk/ao/finance
e. Student Funding: http://warwick.ac.uk/ao/funding
f. Doctoral College: https://warwick.ac.uk/services/dc/

Postgraduate Students

Warwick Doctoral College
The Doctoral College at Warwick is responsible for enhancing postgraduate student experience and upholding the high standards of graduate educational provision across the University. The Doctoral College provides support to students to ensure timely progress, academic success and appropriate preparation for careers, and is available as a source of information and support beyond students' departments. To meet the needs of the University's postgraduate students, the Doctoral College:
 Works to ensure that postgraduate students are provided with appropriate facilities and take advantage of the wider student experience offered by the University environment, for example the Wolfson Research Exchange and the PG Hub

- Supports and delivers a series of activities and events to provide postgraduates with opportunities for networking and socialising beyond their departments
- Administers student feedback mechanisms, for example, research students' Annual Reports and the Postgraduate Research and Taught Student Experience Surveys
- Provides information and support to students applying for internal and external bursaries and scholarships
- Offers impartial advice on the University's regulatory framework
- Supports the conduct of formal appeals and complaints processes and other investigations

 For the latest information on how the Doctoral College can support you in your studies please visit: https://warwick.ac.uk/services/dc/

PG Hub
(Ground floor, Senate House (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 through Dissertation Station
- Find mentorship to take you to the next level
- Get actively involved in cultural events, such as Hallowe'en, the Burns Poetry Competition, Chinese New Year and a Nowruz Celebration
- 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 – 00:00 (see website for holiday opening)
 For more information: http://warwick.ac.uk/pghub/postgraduate_hub #WarwickPGHub
pghub@warwick.ac.uk

Postgraduate Research

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

Guide to Examinations for Higher Degrees:
http://warwick.ac.uk/gsp/formslibrary/guide_to_examinations_for_high
er_degrees_by_research.pdf

Guideline on the Use of Postgraduate Students for Teaching:
http://warwick.ac.uk/gsp/formslibrary/university_of_warwick_policy_pg_who_teach.pdf

Guidelines of the Supervision and Monitoring of Research Degree Students:
http://warwick.ac.uk/gsp/formslibrary/guidelines_on_supervision_and_monitoring.pdf

Guidelines on the Supervision of Students Based Away from the University:
http://warwick.ac.uk/gsp/formslibrary/guidelines_on_supervision_and_monitoring.pdf

Research Code of Practice:
http://warwick.ac.uk/ris/research_integrity/code_of_practice_and_polici
es/research_code_of_practice

Wolfson Research Exchange

(Third floor, Main Library (card access, PhD-only)) Wolfson Research Exchange 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.

At Wolfson Research Exchange you can:

- Share tips and experiences, including through the PhD Life Blog
- Attend training to improve your research skills (including the Research Student Skills Programme run by Student Careers and Skills and staff-focused events of the Learning and Development Centre)
- Book seminar rooms for your own interdisciplinary academic events, conferences and networks

Opening times: 24 hours (see website for holiday opening)

For more information: http://warwick.ac.uk/library/using/libspaces/research-exchange #ResearchEx
researchexchange@warwick.ac.uk

Research Student Skills Programme (RSSP)

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.

The Research Student Skills Programme 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 RSSP offers a wide range of training, events and resources to help.

All services are free of charge. We also offer individual coaching and advice on academic-related issues; email: pgresearchskills@warwick.ac.uk to request an appointment.
 For more information:
Web: http://warwick.ac.uk/skills/pgr/services
Email: pgresearchskills@warwick.ac.uk
Twitter: @warwickrssp
Drop-in: Thursdays 10.30am-12pm, Wolfson Research Exchange, Library, Third Floor
Phone: 024 765 24748

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. The Learning and Development Centre (LDC) 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 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. LDC 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 LDC pages: https://warwick.ac.uk/ldc/teaching_learning/app/pgr/