

Departmental Handbook for Postgraduates

2023-24

A Guide to the Department of Classics and Ancient History
for Postgraduate Students

Director of Graduate Studies 2023/24: Dr. Clare Rowan

C.Rowan@warwick.ac.uk (Terms 1 and 2), Dr. Elena Giusti

E.Giusti@warwick.ac.uk (Term 3)



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Table of Contents

1. Welcome and Introduction	3
1.1 Departmental Organisation and Contact Details.....	3
2. Induction and Research Training	4
3. Supervision	5
4. Personal Tutor	5
5. Skills Training and Professional Development	6
6. Seminars.....	6
7. Teaching experience	7
8. PG Study Rooms.....	7
9. Societies and Conferences.....	7
11. Research funds.....	8
12. Computers and IT.....	9
13. Library and other Resources.....	9
14. Advice, Support and Feedback	11
15. General Tips	13
16. Student Opportunity (including Careers Advice).....	14
17. Staff-Student Liaison Committee (SSLC)	14
18. Feedback, surveys and complaints	14
19. Information for Taught MA Students.....	15
20. Research postgraduate reviews and upgrades.....	15
21. Examination Schedule including Nomination of Examiners.....	18
22. Examination Criteria	19
23. Academic writing, plagiarism and proofreading policies	20
24. Attendance Requirements and Monitoring Points.....	22
25. Term Dates, Study Hours and Annual Leave	24
26. Disclaimer	24
27. University Information	24

1. Welcome and Introduction

Welcome (back) to the department of Classics and Ancient History. We hope you are as delighted as we are that you have the opportunity to pursue postgraduate study, and as a department we look forward to working with you. Warwick has a vibrant research environment; make sure you make use of the reading groups, seminars, and training opportunities offered by the department and beyond.

This handbook is designed to provide a reference guide to postgraduate study in the Department of Classics and Ancient History. It includes details of how to get in touch with members of the Department as well as your rights and responsibilities as a postgraduate student here. It is designed to supplement, rather than replace, the information pack issued to you by the Doctoral College which should be consulted for detailed instructions on the presentation and submission of theses. For full details of the university's guidelines for Research degrees, consult the information provided by the [Doctoral College \(https://warwick.ac.uk/services/dc/\)](https://warwick.ac.uk/services/dc/). For further information for Taught Masters students, consult the Taught Masters Handbook.

The information in this handbook is as accurate and up-to-date as we can make it. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices, but they do not replace entries in university regulations. In the event of uncertainty regulations take precedence. Full links to University policies and sources of support can be found at the bottom of the handbook.

1.1 Departmental Organisation and Contact Details

The Department is based on the second floor of the Faculty of Arts Building, where staff also have their offices.

- Tel: (024) 76 523023
- Office: Faculty of Arts Building, Second Floor, Room FAB2.01; email classics@warwick.ac.uk.
- Office opening hours will be Mon-Friday 10-2.30. Outside these times please email classics@warwick.ac.uk to make an appointment. Please note that we will endeavour to keep the office open at these times, but depending on staff circumstances it may prove necessary to close it at short notice.
- Postal address: Dept of Classics and Ancient History, University of Warwick, Gibbet Hill, Coventry CV7 4AL

Emails

Contact between members of staff and students or between students themselves is regularly done through email. You MUST check your Warwick email addresses EVERY DAY – this is the official route for communications between dept/university/student. Do not rely on a personal email account: if you set up a forwarding system please be aware that emails may be diverted into the 'junk'/'clutter' folder. Please remember to keep your home/university address and telephone number up-to-date on Student Records Online.

- Cancellation of classes: in cases where this is unavoidable, you will be notified via email.

Administrative Staff

- Mrs Susan Doughty – Administrator, part-time, Monday-Thursday.
- Miss Donna Davies - Programme Coordinator (Honours)/ Finance Assistant

Our administrative staff are based in FAB2.01. The office will be open Mon-Friday 10am -2.30pm. Please use the email resource account to contact the office team: classics@warwick.ac.uk

Academic Staff

For academic staff profiles and emails see [individual staff pages](https://warwick.ac.uk/fac/arts/classics/intranets/staff/) (<https://warwick.ac.uk/fac/arts/classics/intranets/staff/>). This page also details the administrative roles of each member of staff.

Postgraduate Courses

The Department offers MA, MPhil and PhD degrees by research. We also offer Taught [MAs in Ancient Visual and Material Culture](#), including two streams specifically focussed on either Greece or Rome, and a [Taught MA on Ancient Literature and Thought](#).

2. Induction and Research Training

Departmental inductions and research training details can be found at: <https://warwick.ac.uk/fac/arts/classics/intranets/postgrads/training>

During induction sessions students will receive details of departmental sessions in research techniques and methodology. These sessions are compulsory for MA research students and new PhD students, and some may be of interest for continuing research students. They are designed to help you make the transition to further research as well as to introduce you to the resources available for conducting research. Further sessions on particular topics are provided by the Arts Faculty as a whole and postgraduates in all departments are encouraged to attend those relating to their particular research interests. For full details see the [CADRE website](#). Please

also familiarise yourselves with the University's Professional Development [website](#) which brings together the training offered across the university. The Autumn 2023 programme, for example, is available [here](#).

3. Supervision

All research students will be assigned a supervisor whose role is to help you to define and plan your research topic, suggest initial bibliography and material, and respond to drafts of your dissertation. As a research student you will be largely responsible for organising your own time and for arranging to meet your supervisor on a regular basis. You have a right to expect regular meetings with your supervisor and to receive detailed feedback on submitted work. However, you will be expected to be proactive in arranging these meetings and asking for help when required. As a general guideline you would probably expect to see your supervisor within the first two weeks of term one and then at intervals of every few weeks to report on progress. **You are required to keep a record of supervision meetings on Tabula (tabula.warwick.ac.uk).**

The Department has a Graduate Progress Committee that reviews the progress of all postgraduate research students annually.

The University's full guidelines on Research Supervision, including on students based away from the University, can be found [here](#).

If you feel that you are experiencing difficulties with supervision you should raise the matter with the Director of Graduate Studies, or, if the DGS is your supervisor, with either the Head of Department or your personal tutor, so that we can work together to settle the matter.

Students on the taught MA courses are expected to attend all classes for their two core module sessions and their two optional modules. You too will be assigned a supervisor to help you with your dissertation. You should meet with your supervisor on a regular basis and discuss your work and progress. As with full research students, students on the taught MA are expected to be responsible for organising their own time and arranging meetings with their supervisor when working on their dissertations. For more information on the taught MA, see the relevant dedicated handbooks, available to download at <https://warwick.ac.uk/fac/arts/classics/intranets/postgrads/>.

4. Personal Tutor

You will also be assigned a separate member of the Department as your personal tutor. He or she is available to offer general support and guidance, and in particular to advise you in the event of any medical or personal problems which you feel are

affecting your work (see also below). You should also feel free to raise any problems with your academic work or supervision with your Personal Tutor. You should meet with your personal tutor soon after you begin at Warwick and then at least once a term.

5. Skills Training and Professional Development

You should discuss with your supervisor any additional **skills** training you require for the successful completion of your research project, or in order to progress onto further research in the future. In many cases the most useful extra training will be to further your knowledge of either Greek or Latin. If this is the case, you can join an undergraduate class in one of those languages at the appropriate level. Please note, however, that the decision to take part in such a class implies a commitment to completing all the requirements of the module, including regular attendance at classes and the submission of required work. For further information on the Department's skills training and induction session, [see the training page](#).

Professional Development

All Warwick doctoral research students are required to engage with at least **ten days professional development** per year. Five of these days will be completed through professional development within an academic context, with an additional two days including conference attendance or seminar presentations. At least three days per full-time year must normally be spent on formal professional skills development, outside your academic discipline. **You will be required to assess your needs and log your training via the [Skillsforge platform](#)**. By fulfilling this requirement, you will develop a broad and flexible skill set that will complement your research and enhance your employability. Sessions concentrating on academic and generic skills are provided by [CADRE](#) and the University (the last are mostly advertised via the [Research Development Programme](#) of the Doctoral College, or via [Skills Forge](#)).

6. Seminars

The Department hosts a weekly work-in-progress seminar and well as one-off research days. All students reading for research degrees will be required to give a presentation on their research topic at the WiP seminar. These seminars are designed to give you experience and confidence in presenting your research and to encourage discussion among the group as a whole. A **postgraduate colloquium** will also be held in the summer term at which all PhD students give presentations on their research. You should attend these seminars in order to broaden your appreciation of intellectual approaches to the study of the ancient world.

Attendance at the **Work in Progress (WiP) seminar** is **compulsory**. In 2023-24, seminars are run by Joe Watson and Nic Liney and will take place on a weekly basis on Wednesdays, 2.00-3.30pm. The programme is available at <https://warwick.ac.uk/fac/arts/classics/research/seminars/wip/>.

7. Teaching experience

Subject to availability, we will open to PhD students the opportunity to gain experience in undergraduate level teaching, as part of your professional development. We usually expect that PhD students will be at least in their second year of research, and will have completed the University training or an equivalent programme. All teaching will be paid, at the University's published rates.

8. PG Study Rooms

There is postgraduate study space provided in the library, the PG hub, and Wolfson Research Exchange. Further bookable spaces are available at https://warwick.ac.uk/fac/arts/cadre/current_students/hotdesks/. In the department postgraduate students are invited to use the academic studio space for quiet study, and may also make use of the lockers (please see the administrative office to obtain a locker key in exchange for a deposit). This year, since we have a low number of postdoctoral researchers, PGR students may also use FAB 2.08 for quiet study; key access is being finalised.

9. Societies and Conferences

Societies

- You may wish to consider becoming a student member of either the [Hellenic](#) or [Roman](#) Societies. Apart from receiving the relevant society's journal annually (*Journal of Hellenic Studies* or *Journal of Roman Studies*), you will also have access to their impressive joint library, which is housed with the library of the Institute of Classical Studies in London. They also have programmes of lectures both in London and around the country.
- You are also encouraged to join the [Classical Association](#) and to attend its annual conference, which is a friendly forum to meet other students and scholars and to attend or give brief papers. Postgraduates may be nominated by the Department for bursaries to help defray the costs of attending this conference. Please contact the DGS for further details in the autumn term.

There are also specialist societies:

- [British Epigraphy Society](#)
- [Royal Numismatic Society](#)
- [Classical Reception Studies Network](#)

Conferences

- Annual meeting for Postgraduates in Ancient History (AMPAH), usually held in March.
- Annual meeting for Postgraduates in Ancient Literature (AMPAL)
- Classical Association Annual Conference. Bursaries to help fund attendance are regularly available.
- Roman Archaeology Conference (RAC)
- Theoretical Roman Archaeology Conference (TRAC).
- Any conferences relevant to your area of research (ancient medicine, textual criticism, Latin literature, numismatics, ...)

10. Publications

It is a good idea to try to get your work published. The Rosetta Journal (University of Birmingham) (<http://www.rosetta.bham.ac.uk/submissions.html>) accepts articles from postgraduate students. Publications in standard academic journals (not aimed at postgraduates) are of course possible and even more desirable. **Discuss any ideas with your supervisor(s).**

Blogs can be a good medium to showcase your research. In the department we have a dedicated numismatics blog (<https://blogs.warwick.ac.uk/numismatics/>, run by Clare Rowan) and a material culture blog (<https://blogs.warwick.ac.uk/materialmusings/>, run by Jacqui Butler and Matthew Evans). Contact the organisers to discuss any ideas you may have.

11. Research funds

The Department has a small travel fund which is available to help postgraduate students to attend essential conferences or complete travel for research. There are also [other sources of funding](#).

The criteria on which we judge applications are as follows, in order of importance:

- matched funding - if students are applying elsewhere and required to show a Dept contribution we will contribute to the costs
- personal financial need: students on the most generous scholarships, such as Wolfson scholarships or M4C, are usually expected to meet expenses from the research allowance in their studentships, while self-funding students would be deemed to be in the greatest need of support.
- importance of the travel undertaken (prioritising papers at conferences, or essential research travel)

- how much students have already claimed from the Department in a given year

To apply, please download a travel funding request form (<https://warwick.ac.uk/fac/arts/classics/intranets/postgrads/handbook/>), which must be signed by your supervisor and then passed to the DGS.

If successful, you will be required to fill in a claim form and submit it with original receipts no later than two months after the travel was completed, and **before the middle of July**, for payment within the financial year ending each July.

12. Computers and IT

The University, through IT Services, provides a wide range of courses to impart or enhance IT skills. A full list of courses is available at <https://warwick.service-now.com/itstraining/>. It is very much in the interest of students to take advantage of these opportunities. There are clusters of workstations in the University Library Building, and elsewhere on campus. It is however expected that research students work on their own laptops. Please make sure your machine is able to support Microsoft Teams, which is now widely used across the university.

Data Protection

For information about the university's data protection policies and procedures see <https://warwick.ac.uk/services/legalandcomplianceservices/dataprotection/>.

13. Library and other Resources

The Library is the main academic resource for the department and makes purchases each year on material relevant to the classical world. However, because of the vast range of areas we cover, it is not possible to buy every work published, even though we do try to secure what will be of direct interest and use for students. As a research student you will also need to consult books that are not available in the Warwick Library. Book and articles can be ordered through inter-library loans (called '[Get it for me](#)'), or you may need to arrange a visit to a research library elsewhere, perhaps in Oxford or London. Further information on postgraduate study and the library can be found here: <https://warwick.ac.uk/services/library/students/postgraduates/> and <https://warwick.ac.uk/services/library/pghub/>. Students can request books for purchase by adding them to the list at <https://warwick.ac.uk/fac/arts/classics/intranets/postgrads/booksuggestions/>.

Sessions on using the Library for research and on IT resources will also be held at the start of the Autumn Term.

The Classics subject librarian is **Rhiannon Taylor** (Rhiannon.Taylor@warwick.ac.uk) who can be contacted via email. She can also offer advice on e-resources.

In addition to the main Library the department has a small collection of books and papers, as well as numismatics resources in the numismatics hub.

Other libraries:

Birmingham University Library

Access to the library is open to students registered at Warwick University and the library has a good range of classical material. It is worth checking here before you look further afield. Access is via the SCONUL access scheme, which also entitles you to access to other participating institutions. To join, you need to fill out a SCONUL application and submit it to Warwick library. See [here](#) for further details. For more details of Birmingham's opening hours see <http://www.library.bham.ac.uk/using/>

Institute of Classical Studies, London

The Institute of Classical Studies in London (based in Senate House, Malet Street) houses one of the major research collections for the study of the ancient world. Access is free for those conducting postgraduate research, providing a letter of introduction is produced. However, you may consider joining either the Society for Roman Studies or the Society for Hellenic Studies. This allows you free use of the library, the ability to borrow books, and receipt of the relevant Journal. For further details see <http://icls.sas.ac.uk/library/Home.htm>

Warburg Institute Library, London

Extensive collections in antiquity and its transmission/reception, and also houses the collection of the Royal Numismatic Society (<https://numismatics.org.uk/library/>).
<https://warburg.sas.ac.uk/library-collections>

Wellcome library, London

Extensive collections in the **history of medicine** and more. Special collections include manuscripts, early printed books, visual material...
<https://wellcomelibrary.org/>

British Library

<https://www.bl.uk/>

Libraries in Oxford

Research students at British Universities can gain admission to the Bodleian, the Sackler (the main library for Archaeology, Art History and Classics) and other more specialised libraries like the Institute of Oriental Studies. The catalogue can be searched online - https://solo.bodleian.ox.ac.uk/primo-explore/search?vid=SOLO&lang=en_US. The main libraries for Classics research are

the Bodleian or the Sackler library. College libraries are generally inaccessible to visitors. More information about joining is available at <https://www.bodleian.ox.ac.uk/join-the-libraries/apply>. Taught MA students are generally only allowed access during Oxford University vacations, but research postgraduates should be admitted at any time of year.

14. Advice, Support and Feedback

There are a variety of sources of support and advice available to students. For individual matters relating to the progress of your research, your supervisor will usually be the first contact. However, if you are unwilling to raise the matter with your supervisor then you can approach the Director of Postgraduate Studies or (if this is your supervisor) the Head of Department.

You will also be assigned from the Department a personal tutor whom you can approach concerning both academic and personal matters. In addition to this the University has a network of [support services](#) available to students.

Leave

The University's policy on paid and unpaid leave for PGR students is available [here](#).

Problems affecting your Research

If you have any personal or medical problems which are affecting your work it is imperative that you let us know before the situation escalates. There are a variety of ways in which we may be able to help or offer support. Your supervisor or personal tutor is usually the first port of call, but you can also talk to the Director of Graduate Studies (Clare) or the Head of Department (David). Confidential advice on academic issues is also provided by the Senior Tutor's Office (University House; ext. 22761, external 024 7652 2761). In serious cases, we can apply to the Doctoral College for a suspension of studies until the problem is resolved. In such cases we would require documentation to support the request, usually a medical note or a report from the Senior Tutor.

Matters relating to the organisation of the degree or aspects of training can also be raised directly with the Director of Postgraduate Studies or through the Postgraduate Staff-Student Liaison Committee (SSLC).

Mitigating Circumstances and Reasonable Adjustment

What are Mitigating Circumstances?

During the course of study, you may experience exceptional unforeseen short-term circumstances which are outside your control and might have a detrimental effect on your studies. Examples are provided below (this list is not exhaustive). The purpose of mitigating circumstances is to inform exam boards about the circumstances in your life which may have affected your studies to allow them to take this into account when making decisions about your assessment, progression and degree classification. Mitigating circumstances cannot result in the change of marks for specific pieces of assessed coursework, exams, or modules. Equally, a successful mitigating circumstance case does not excuse you from assessment in any of your modules, and mitigating circumstances cannot be used to allow you resit assessment in order to improve your marks.

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

Clearly, though, in order for your circumstances to be considered as mitigating by your department, they must be conveyed formally to someone in your department (personal tutor, the Director of Graduate/Undergraduate Studies, your supervisor, for instance) as soon as possible.

Mitigating circumstances are defined as:

- Situations that the student could not have predicted and had no control over (e.g. serious illness, death of someone close, being the victim of crime, family difficulties and financial hardship);
- Situations with negative impact on the student's ability to undertake assessments/examinations which are independently evidenced in a timely fashion; (e.g. doctor's note during illness showing duration and level of negative impact);
- Situations that are acute or short term, the timing of which are relevant to the impact on study (normally within three weeks of the relevant assessment event deadline).

The University expects that you will discuss your circumstances before Exam Boards meet, so that they may be taken into account in good time. You should be aware that, in the event you feel you need to appeal the outcome of an Exam Board, offering extenuating or mitigating circumstances at that point will need to be accompanied by a good reason why you withheld the information earlier. Without wanting to invade your privacy, the University does expect that you bring such

circumstances to your department's attention in a timely manner, despite the discomfort you might feel in so doing. Failure to disclose such circumstances at a time when you could have done so may subsequently be problematic. Your department will do all it can to support you in difficult situations.

For further advice on claiming mitigating circumstances for Taught MA students, please see the MAT Handbook.

What is Reasonable Adjustment?

- Long term chronic conditions (normally greater than a term in duration and that are likely to continue) and disabilities are dealt with under the reasonable adjustments policy.
- Students who have long term chronic conditions or disabilities and who believe they are entitled to reasonable adjustments should in the first instance contact Disability Services or Mental Health and Wellbeing and request an appointment to discuss their support requirements.
- A reasonable adjustment may be unique to the individual and could include special examination arrangements, delayed deadlines but also alternative methods of assessments.
- Any reasonable adjustments made are evidence based; students are required to supply appropriate and recent medical evidence, or, in the case of a specific learning difference such as dyslexia or dyspraxia, a full diagnostic assessment. The type of appropriate evidence required can be discussed with Disability Services or Mental Health and Wellbeing.
- Once a student has met with Wellbeing Support Services, the adviser will contact the student's department and the Examinations Office (with their permission) to recommend any specific adjustments.
- Reasonable adjustment recommendations for examinations must be made before the annual deadlines as set out by the Examinations Office on the Disability Services website. Recommendations that are made AFTER these deadlines will be handled under the Mitigating Circumstance Policy.
- However a significant deterioration of a chronic condition or disability already reported and covered by reasonable adjustments, is classed as a mitigating circumstance. In which case, students should apply via the Mitigating Circumstances Route.

For further information please see the department website:

<https://warwick.ac.uk/fac/arts/classics/students/mitigatingcircumstances>

15. General Tips

A research degree requires a great deal of self-organisation on your part. In consultation with your supervisor you should draw up a realistic timetable outlining when you intend to have completed various chapters of your thesis. Writing as you research is preferable to leaving all your writing-up until the end, when writer's block is more likely to strike! Further details of the specific attainment expected of you will be found below, under Progress and Review Procedures.

16. Student Opportunity (including Careers Advice)

The university provides a helpful and efficient 'Student Opportunity' Service which is situated in the plaza (Hub). Sessions on careers for postgraduate students are also run as part of the Doctoral College Training Programme and the CADRE Programme. Our Departmental careers advisor, Clare Halldron, can also be contacted for advice. <https://warwick.ac.uk/services/careers/>

17. Staff-Student Liaison Committee (SSLC)

This is an official committee made up of representatives from the departmental staff and postgraduate students. It meets around four times a year and its function is to provide an official forum for the discussion of issues raised by either side that have a bearing on the running of the department and its courses.

SSLCs consist of Course Reps and staff who are known as Academic Convenors. The role of the Academic Convenor is to help with the running of the SSLC as well as ensuring the voice raised at SSLCs is distributed to the right areas of the department. SSLCs are student-led and this is ensured by electing a Chair and Secretary from the Course Reps in the SSLC. The Students' Union elects Course Reps in Term 1 (new) and Term 3 (returning) according to the Partnership Agreement. Course Reps have to be elected every year and through the Students' Union Systems. Throughout Term 1, the Students' Union runs the mandatory training sessions for all Course Reps as well as a range of development activities throughout the year. In Term 3, SSLCs are required to fill out the Annual Report which is an important document for SSLCs to be able to handover between Academic Years as well as a monitoring tool around student voice for the Students' Union and the University.

18. Feedback, surveys and complaints

We welcome your feedback on your experience of the department and encourage you to provide feedback (both compliments and concerns) so that, where possible, student experience can be improved. The SSLC is a particularly useful forum for this. If you feel that there is a problem with some aspect of the teaching, administration, or student experience within the dept., please discuss it with your

supervisor, personal tutor, David or Clare. Many problems can be simply resolved by talking through the issues. If you raise a problem and feel that a satisfactory resolution has not been forthcoming, please then make sure to approach Clare as DGS or David as Head of department, if you have not already done so.

If you are not able to find a resolution for a particular problem, or do not know who to go to, please seek advice via the range of services available to help you (e.g. your Personal Tutor and/or your Student Staff Liaison Committee representative within your academic department or Student Support Services (including Disability Services), the University Dean of Students, or the Students' Union Advice Centre). Should your issue or concern not be resolved through available methods, the University has a clear three-stage Student Complaints Resolution Pathway for all types of informal and formal concerns or complaints. Further information, advice and guidance is available on the following webpage:

<http://www2.warwick.ac.uk/services/aro/studentfeedbackandcomplaints>

You will also be invited to take part in the following student experience surveys, as relevant to your course: the Postgraduate Taught Experience Survey (PTES), the Postgraduate Research Experience Survey (PRES; biennial) and the (International) Student Barometer (I/SB). Please do complete these surveys in order to ensure that the results accurately reflect the views of the majority of students. The results of these surveys are discussed by both the Department and the University and action is planned to address any issues which arise; information on the results of and actions following surveys is provided at SSLC meetings.

19. Information for Taught MA Students

For full advice on examination conventions, marking criteria and assessment, please see the **MA handbook**.

20. Research postgraduate reviews and upgrades

MA by Research Students: reviews of progress

Full-Time:

In order to evaluate the progress of your research you will be formally contacted by the Director of Graduate Studies at the start of the spring term and again during the course of the summer term. You will be asked to comment on the progress of your research so far and your timetable for completion. You will also be given the opportunity to raise any matters of concern regarding either training or supervision.

The Director of Graduate Studies will also contact your supervisor at the same time for a report on your progress. In the event of any concerns about your progress (expressed by yourself or your supervisor) you may be required to attend a meeting with the Director of Graduate Studies to discuss matters.

Part-Time:

Review procedures will be carried out as above, in the summer term of years one and two of your research.

MPhil/PhD Students: Reviews and Upgrade Procedure

Upgrade: Year 1/2:

All PhD students are initially registered for a MPhil, and are only permitted to upgrade to full PhD registration following a successful Upgrade Interview. This usually takes place at the end of the first year (f-t), or end of second year (p-t), after a year's worth of full-time research, and consists of an interview with two academic members of the Department, on the basis of the materials submitted below.

In order to prepare for the upgrade interview you are required to do the following:

- Present a draft chapter of your thesis. This should be between 5,000-10,000 words in length, and should be formatted and referenced as it would appear in the final thesis, with a full bibliography attached. You should discuss with your supervisor what form the chapter will take: it might be a methodological overview or a piece of research which will form a core part of the thesis.
- Write a research proposal of approx. 1000 words outlining the scope of your project and explaining how the sample chapter fits into this.
- Produce an outline timetable for the completion of your research within the given time-frame (3-4 years full-time, 5-7 years part-time), explaining what work has already been completed, and what remains to be done.

Please liaise closely with your supervisor in producing these materials. S/he will liaise with the Director of Graduate Studies to choose the members of the upgrade panel and fix a date for the upgrade meeting. It is reasonable for students to expect that this will fall within six weeks from the final submission of upgrade materials.

Following the meeting, the readers will then prepare a report which is passed to your supervisor who will discuss it with you. After you have read and signed this report it is placed in your file and we ask the Doctoral College to upgrade your registration. In some instances we may recommend that upgrade be deferred until a student is ready to proceed to the PhD; or a student may be advised to proceed to the degree of MPhil.

Annual Reviews:

An annual review of progress will be carried out during the summer term or vacation (in year one for full-time students this will be the upgrade panel). During this you will meet with two members of academic staff, separate from your supervisor. Prior to the meeting, you are required to complete the annual report form (found at <https://warwick.ac.uk/fac/arts/classics/intranets/postgrads/handbook/>), which consists of the following:

- A one-page account of the progress of your research over the last year, including (in year 2) reference to the upgrade interview held in year 1.
- A revised timetable for completion.
- a statement of 300 words reflecting on your professional development
- details of teaching, training and conferences undertaken
- You will also submit a piece of recent academic written work, usually the paper presented at the Annual PG colloquium, or an equivalent piece.

You will then discuss this material and your progress in general with the review panel, who will provide you and your supervisor with written feedback after the meeting.

Part-time students will complete review forms and report on their progress at the end of each year of research. The Upgrade Interview will be held at the end of two years of part-time research.

Completion Review:

Six months before the end of your registration period, you will have an additional review, the format of which will follow that of the annual review, as outlined above.

University Annual Report Forms

In addition to the Department's annual review, the Doctoral College also sends out annual report forms to all postgraduate research students during the summer term. These have to be completed and returned by 30th June. As well as monitoring your progress, these forms also give you the opportunity to comment on the training or supervision you have received.

Unsatisfactory Progress (all research degrees)

If it becomes apparent that your work is being affected by ill health or personal problems, your supervisor will advise you of the possibility of requesting a suspension. If progress is unsatisfactory and there do not appear to be any mitigating circumstances, your supervisor will raise the issue with you and inform the Director of Graduate Studies. You will develop a plan of action together with

your supervisor, but if this does not show results within a clearly defined period, you might well be advised to withdraw from the degree.

21. Examination Schedule including Nomination of Examiners

Research students: Your final submission date is the last date of your registration as shown on Tabula.

MAR students: you will submit your thesis (Route A) or thesis and essays (Route B) as a single file to the doctoral college. For Route B students the language dossier is to be submitted to classics@warwick.ac.uk at the same time as your other work to be marked internally within the department.

MPhil/PhD students: your thesis is submitted directly to the doctoral college.

The full guide to the examination of higher degrees by research can be found at: <https://warwick.ac.uk/services/dc/pgrassessments/gtehdr/>

A couple of months before you intend to submit your thesis you and your supervisor will complete a form for the nomination of examiners. This form will be sent to you by the Doctoral College. You must submit an electronic copy of the thesis on the doctoral college portal together with a thesis declaration submission form (<https://warwick.ac.uk/services/dc/pgrassessments/thesissubmission/>). It will be sent to your examiners. They are obliged to read and report on it within 2 (for MA) or 4 (for MPhil, PhD) months of receiving it.

Oral (viva) examinations will be held for PhDs and MPhils but are at the discretion of the examiners for MAs. After the examiners have sent in their final reports the Graduate Office will advise you of the result (thesis awarded, passed with minor corrections, passed with major corrections, request for the thesis to be resubmitted or fail). Theses are often awarded subject to minor corrections (eg correcting spelling or minor inaccuracies) so make sure you keep our files safe until after you have heard from the Doctoral College. Once the thesis is approved, you are required to submit a final, hard-bound copy to the Doctoral College which will be kept in the University library.

Submission Deadlines/Extensions and Temporary Withdrawals

All theses are due by the end of the period of study of which you will be notified by the Doctoral College. If you think you might go beyond these it is very important that you discuss it with the Director of Graduate Studies as soon as you can.

MA by Research degrees are due in after one full year (f-t) or 2 full years (p-t), i.e. usually by 31st September, but you will automatically be given an optional extra 3 months for completion (until 31st Dec). Any extension beyond that must be applied for.

PhDs: all new PhD students will be registered for 4 years. Any thesis not submitted to the Doctoral College by the expected end date will be considered a late submission. Should you believe that you will submit late then you should discuss with your supervisor whether you need an extension to your registration, noting that extensions are only granted in extenuating circumstances. Failure to submit your thesis on time may result in you being permanently withdrawn from the University. For more information see <https://warwick.ac.uk/services/dc/pgrassessments/gtehdr/timing/afteraugust2011/>.

If you experience significant delays to your research during your period of registration (e.g. due to ill-health or personal problems), it is very important you discuss with your supervisor and the DGS at the time whether you should apply for a [temporary suspension of studies](#).

22. Examination Criteria

MA by Research

A thesis submitted in fulfillment of the requirements of a degree of Master shall be clearly and concisely written, show evidence of originality in knowledge and interpretation, and shall also be judged on its scholarly presentation. In addition, it shall contain a full bibliography. The thesis shall not exceed 40,000 words, exclusive of appendices, footnotes, tables and bibliography.

Candidates may also research and write a 25,000 word dissertation plus two 5,000 word essays. The topics of the essays and dissertation can be different from one another.

MPhil

A thesis submitted in fulfilment of the requirements of the degree of MPhil shall constitute an original contribution to knowledge. The thesis shall be clearly and concisely written, well argued, and shall show a satisfactory knowledge of both primary and secondary sources. In addition, it shall contain a full bibliography and, where appropriate, a description of methods and techniques used in the research.

The thesis shall not exceed 60,000 words, exclusive of appendices, footnotes, tables and bibliography.

In the Faculty of Arts an appendix may contain material that functions as data to supplement the main argument of the thesis, and may not contain material that is an integral part of the thesis. An appendix may not exceed 5,000 words in length unless permission to exceed this length is given by the Chair of the Board of Graduate Studies.

PhD

To satisfy the requirements for the degree of PhD, a thesis shall constitute a substantial original contribution to knowledge which is, in principle, worthy of peer-reviewed publication. The thesis shall be clearly and concisely written, well argued, and shall show a satisfactory knowledge of both primary and secondary sources. In addition, it shall contain a full bibliography and, where appropriate, a description of methods and techniques used in the research.

The thesis shall not exceed 70,000 words in the Faculty of Science and 80,000 words in the Faculties of Arts, Medicine and Social Sciences. This limit shall be exclusive of appendices, footnotes, tables and bibliography. Any requests to exceed the word limits set out above are subject to approval by the Chair of the Board of Graduate Studies.

In the Faculty of Arts and Social Sciences an appendix may contain material that functions as data to supplement the main argument of the thesis, and may not contain material that is an essential or integral part of the thesis. The total length of all appendices may not exceed 5,000 words in length unless permission to exceed this length is given by the Chair of the Board of Graduate Studies.

In addition, the Board of Graduate Studies has resolved that a thesis submitted for the degree of PhD should be an original investigation characterised by rigorous methodology and capable of making a significant contribution to knowledge commensurate with the normal period of registration for a full-time or part-time student.

Full details of the timetable for submission of theses and regulations concerning presentation can be found at

<https://warwick.ac.uk/services/dc/pgrassessments/gtehdr/>.

23. Academic writing, plagiarism and proofreading policies

Conventions of Academic Writing

All drafts and final versions of thesis should be word-processed. If you lack the necessary skills, the university runs regular course on the basics of word-processing, as well as providing self-study courses. All work must be written in good English, with due attention given to spelling, punctuation, and grammar. When quoting foreign languages, eg Greek and Latin, take care to do so accurately.

See the departmental style guide

(<https://warwick.ac.uk/fac/arts/classics/intranets/students/essaywritingresources/styleguide.2015.docx>) for detailed advice on presentation of footnotes and bibliography.

Proofreading

The university has a proofreading policy that means you will be required to state whether or not you have used a proofreading service (paid or unpaid) when you submit your dissertation, and that you must ensure that any proofreader used follows the [University policy](#) on what is acceptable and unacceptable practice.

Plagiarism

Plagiarism is the unacknowledged or slightly disguised quotation of material or opinions from other sources. Like copying another student's work, it is regarded as theft and a form of cheating. To avoid the charge of plagiarism, you should ensure that any passage being quoted is signalled as a quotation by the use of both inverted commas and a reference to the source in a footnote or endnote. This applies to sources in both paper form and taken from the web. Paraphrased arguments should also be acknowledged through a reference to the source in a footnote or endnote.

Research students are reminded that plagiarism is taken very seriously by the University. In the event that a piece of work suspected of plagiarism is submitted to an annual review or upgrade panel, it will be referred to the Head of Department who will investigate the case. The Head of Department may require the piece to be resubmitted, or may decide to refer the matter to the Academic Registrar for the attention of the Investigation Committee. If a piece of work suspected of plagiarism is submitted for examination, the examination process will be stopped and the matter referred to the Academic Registrar. For full details of the procedures in these cases see [University Regulation 11](#).

Assessment Criteria

When reading your work, your supervisor and, later, examiners, will be looking for the following qualities:

- clarity of analysis
- construction of a logical argument
- critical use of the relevant evidence, both ancient and modern
- originality and sophistication
- awareness of methodological issues

- clarity of presentation (including correct English and accuracy in quoting foreign languages)
- correct use of referencing conventions

24. Attendance Requirements and Monitoring Points

Postgraduate students are required to attend all teaching sessions, induction events and supervisions provided by the Department. The department is required to keep a formal record of attendance at such sessions and to communicate to the University the names of students who miss specified monitoring points (see below).

International students in particular should be aware of the consequences of missing Contact Points: the Academic Office is obliged to report to the home Office UK Visas and Immigration (formerly the UK Border Agency) if any Tier 4 students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas. If you are facing difficulties which affect your ability to engage in your studies, please do approach us to see how we can help (see Support, above).

Students who miss 3 formal monitoring points in one academic year will be required to meet with their Personal Tutor and will receive an email from the Academic Office. Students missing 6 monitoring points will normally be referred to the Continuation of Registration Committee as set out in University Regulation 36.

The Dept also implements Regulation 36 in cases of exceptionally bad attendance, which can lead to a student being required to withdraw from the course in cases where

- (a) If a student fails to enroll within five weeks of being asked to do so.
- (b) If a student is absent from classes for five weeks without a reasonable explanation or excuse.
- (c) If a student misses eight departmental monitoring points without a reasonable explanation or excuse.

<http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress>

Regulation 36.3: Attendance at classes and seminars is compulsory, as is the submission of prescribed course-work. Failure to do this may result in a student being required to submit additional assessed work, or to sit a written examination in

place of submitting course-work, or in the student being required to withdraw from his/her course of study.

If you have a valid reason for non-attendance, this should be reported to the module convenor as soon as possible. Absence due to illness lasting more than five working days requires a medical note which you should obtain from the Medical Centre. If you are having difficulty coping with a module, this should first be discussed with the module tutor. If this fails to resolve the problem, the Personal Tutor, Director of Graduate Studies, or Head of Department should be approached. If your illness or other personal circumstances affect your ability to complete assessed work on time and to the best of your ability, it is essential that you produce documentation to place on file, for consideration by the Examination Mitigations Committee. Without documentation, no allowances can be made.

Taught Postgraduate Students:

You are required to attend all taught module sessions and research seminars. You must submit all required assessed work, and also meet regularly with your personal tutor. For the full list of monitoring points see the Taught MA handbook.

Research Students (MA by Research and MPhil/PhD)

You are required to meet regularly with your supervisor, at least monthly, and to keep a record of those meetings on Tabula. You are also required to attend work-in-progress meetings, upgrade interviews and meetings with personal tutors.

Important: Postgraduate research Student Visa sponsored students who are in the UK require monthly physical face-to-face contact, so you must meet with your supervisor IN PERSON once a month.

October - attendance at induction on 4/10/23

October: Attendance at WIP Seminar (Wed 25th Oct 2023)

Nov: Monthly supervision

Dec: Monthly supervision

Jan: Monthly supervision

Feb: Attendance at WIP Seminar (Wed 7th Feb 2024)

March: Monthly supervision

April: Monthly supervision

May: Colloquium

June: Monthly supervision

July: Monthly supervision

Aug: no point.

Sept: Monthly supervision

25. Term Dates, Study Hours and Annual Leave

Both taught and research postgraduate students are expected to be in attendance throughout each term, and to take holidays only in vacation periods. Students may undertake part-time work during term-time only if this does not interfere with class attendance. Part-time students should discuss their working hours with the DGS if they experience problems balancing their commitments.

Full-time PGR students are expected to study at their normal place of work/study for 37-40 hours per week. Annual leave is important to maintain a work/life balance, as well as to maintain your stamina over your degree! It is anticipated that research students will not take more than 4 weeks annual leave at a time. Full-time PGR students are entitled to take a maximum of eight weeks/40 days holiday in the year (incl. the statutory (i.e. Bank Holidays) and customary University holidays). For part-time students this will be pro rata. Students on visas must refer their plans to the immigration team prior to requesting a leave of absence, since this may affect your visa.

For more information see

https://warwick.ac.uk/services/dc/policies_guidance/leave/annual

Term Dates:

- Autumn Term 2023: Mon 2 Oct – Sat 9 Dec 2023
- Spring Term 2024: Mon 8 Jan – Sat 16 Mar 2024
- Summer Term 2024: Mon 22 Apr – Sat 29 June 2024

Procedures for students based away from the University are outlined in the [Guidelines for the Supervision of Research Students](#).

26. Disclaimer

While every effort has been made to make this handbook as accurate as possible, the Regulations as set out by the University in the Calendar, course regulations and examination conventions have ultimate authority.

27. University Information

University Information

1. Term dates: <http://warwick.ac.uk/termdates>

2. Community

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

We value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact.

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

We uphold the importance not only of freedom of thought and expression, but also the significance of academic and personal integrity, [equality and diversity](#), and mutual respect and consideration for the rights, safety and dignity of all.

We place great importance on the responsible behaviour of both our students and staff at Warwick. It is important for you, as a student, to have an idea of Warwick's core values and an understanding of the primary expectations of student members of the Warwick community. Take a look at the following to help you understand what this means for you:

[Our values](#), the principles that set out expectations of how we behave as a University community, both as individuals and as an institution.

[Equal Opportunities Statement](#), setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential.

[Dignity at Warwick](#), setting out the policy that outlines unacceptable behaviours and the process on reporting and dealing with inappropriate behaviour.

[University Strategy](#), which sets our vision as a world-class university and our values.

[Warwick Student Community Statement](#), which sets out aims for the University as well as for students.

[University Calendar](#), the main 'rule book' and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour.

[Student Rights and Responsibilities](#), which provides quick and easy links to University regulations, policies and guidelines that govern what a student

3. For all students:

a. 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/>).

b. Health, Safety and Wellbeing Policy Statement:

<http://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy>

c. Smoking Policy:

<http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy>

d. Anti Bribery Policy:

<https://warwick.ac.uk/services/gov/university-policies/antibribery/>

e. Attendance and Study

i. Regulation 36; Regulations Governing Student Registration, Attendance and Progress: <http://warwick.ac.uk/regulation36>

ii. Policy on Recording Lectures:

<http://warwick.ac.uk/quality/recordinglectures/>

iii. Regulation 31; Regulations governing the use of University Computing Facilities: <http://warwick.ac.uk/regulation31>

f. Recommended IT Device Specifications

During the 2021/22 academic year and beyond, students will need a personal computing device. As a result we have produced central guidance on the recommended specification for any device students use to undertake their academic work.

We have good quality IT workspaces and computing labs on campus, but due to the potential for ongoing social distancing or periods of self-isolation, we are advising all students during the 2021/22 academic year to have a personal computing device.

We recommend a laptop for portability, as they may need it on campus, in residences and at home during term time and holidays, and devices

must support [Microsoft Office Pro Plus](#) (or equivalent), [Microsoft Teams](#) and [Moodle](#).

To participate in the learning and assessment for their particular course activities, students may need a different device specification. Departments will provide additional information to their students if required.

We are stressing to students that it is not essential to buy a new device to study at Warwick – a reliable laptop that is less than three years old is likely to be sufficient. For older laptops, we advise students to check their specification (going to System > Settings).

To find out more and read the full recommended technical specification for student devices, [please visit our website](#).

- g. Assessment:
 - i. University assessment strategies:
<http://warwick.ac.uk/quality/projects/assessmentreviewprogram/me/assessmentstrategiesproject>
 - ii. Policy on the Timing of the Provision of Feedback to Students on Assessed Work:
<http://warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness>
 - iii. Moderation guidance:
<http://warwick.ac.uk/quality/categories/examinations/moderation>
 - iv. Regulation 10; Examination Regulations:
<http://warwick.ac.uk/regulation10>
 - v. Regulation 11; Academic Integrity:
<http://warwick.ac.uk/regulation11>
 - vi. Regulation 23; Student Disciplinary Offences:
<http://warwick.ac.uk/calendar/section2/regulations/disciplinary/>

4. Undergraduate students

- a. Regulation 8; Regulations for First Degrees:
http://warwick.ac.uk/regulations/reg8to8_5_1/ and
http://warwick.ac.uk/regulations/reg8from8_6/
- b. Regulation 12; Absence for Medical Reasons from a University Examination for First Degrees: <http://warwick.ac.uk/regulation12>
- c. Undergraduate Degree Classification Rules:
<http://warwick.ac.uk/quality/categories/examinations/conventions>
- d. Harmonised First Year Board of Examiners' Conventions (including any approved exemptions and specific departmental requirements):
<http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe>
- e. Undergraduate Progression Requirements for Intermediate Years of Study:
<http://warwick.ac.uk/quality/categories/examinations/conventions>

5. Postgraduate Students

- a. Postgraduate Taught

- i. Regulation 37; Regulations Governing Taught Postgraduate Courses: <http://warwick.ac.uk/regulation37>
- ii. Requirements for Taught Postgraduate Awards (harmonised PGT conventions), including any approved exemptions and specific departmental requirements:
<http://warwick.ac.uk/quality/categories/examinations/conventions>
- iii. [Masters Skills Programme](#)
Use the Masters Skills Programme to develop your academic, personal and professional skills whilst at Warwick. Our range of workshops, events and online resources will help you adjust to postgraduate study, boost your employability and enhance your research skills.

Selected highlights:

- Warwick Skills Portfolio Award: tailored by you to meet your personal development needs, this award encourages you to work towards your own goals and reflect on your learning experiences
- Leadership Scheme: this scheme runs during the spring term and is designed to support students in developing their leadership skills whilst at Warwick

There are plenty of opportunities to meet other students and you can gain recognition for your efforts through the Warwick Skills Portfolio Award.

For more information:

<http://warwick.ac.uk/skills/events/mastersworkshops>
skills@warwick.ac.uk
[@warwickskills](#)

- b. PG Hub (Junction Building (card access, postgraduate-only))
PG Hub is a peer-led collaborative community space that brings together postgraduates from across Warwick.

At PG Hub you can:

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

We recognise that postgraduate life is about more than just work. The PG Hub exists to make your time at the University more productive and enjoyable, so we welcome your ideas on things you want to see as a Warwick postgraduate.

Opening times: 09:00 – 00:00 (see website for holiday opening)

Please note: due to Covid 19 there are restrictions currently in place regarding group-study areas, overall capacity and other services.

For more information:

http://warwick.ac.uk/pghub/postgraduate_hub

[#WarwickPGHub](#)

pghub@warwick.ac.uk

c. Postgraduate Research

i. Doctoral College

As a Doctoral College we focus almost exclusively on postgraduate research students (including master's students on a research degree).

Our aims are that:

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

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

ii. Regulation 38; Governing Research Degrees:

<http://warwick.ac.uk/regulation38>

iii. Doctoral College Research Students Information

<https://warwick.ac.uk/services/academicoffice/gsp/research>

iv. Guide to Examinations for Higher Degrees:

<https://warwick.ac.uk/services/academicoffice/gsp/gtehdr>

v. Policy on Postgraduates who Teach:

https://warwick.ac.uk/services/academicoffice/gsp/research/hp-contents/university_of_warwick_policy_pg_who_teach.pdf

vi. Guidelines of the Supervision and Monitoring of Research Degree Students:

<https://warwick.ac.uk/services/academicoffice/gsp/supervisionpg>

vii. Research Code of Practice:

https://warwick.ac.uk/services/ris/research_integrity/code_of_practice_and_policies/research_code_of_practice

viii. 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.

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

For more information:

<https://warwick.ac.uk/library/pghub/about/wolfsonresearchexchange/>
[#ResearchEx](#)
researchexchange@warwick.ac.uk

ix. PGR Professional Development Framework

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

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

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

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

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

x. Researcher Development Online

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

Researcher Development Online (RDO) is designed to support the personal and professional development of all postgraduate

researchers at Warwick. Every researcher's journey is different, so whether you want to learn to navigate the challenges of your research degree, develop your skills, build your academic profile or prepare for your next career step, the RDO offers a wide range of online training, events and resources to help.

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

For more information:

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

Email: pgresearchskills@warwick.ac.uk

Twitter: @warwickrssp

- xi. 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 Academic Development Centre (ADC) offer a pathway specifically for postgraduates who teach as part of their Academic and Professional Pathways programme (APP PGR), which encompasses first steps into teacher training and offers students the opportunity to become Associate Fellows of the Higher Education Academy, a nationally recognised teaching status. In addition, students have the opportunity to expand and enhance their teaching skills and pedagogical understanding further with a Warwick postgraduate award.

Following a mandatory introduction to teaching (often delivered in departments) students who have a minimum of 15 hours of teaching can join the APP PGR and attend a range of core and free choice workshops designed to support, challenge and inspire their teaching practices. ADC run the workshops with support from subject discipline experts from across the University, giving postgraduate teachers varied experience of teaching practices to draw upon. One of the key benefits of the course is meeting other postgraduate teachers from across campus and sharing practice and ideas.

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

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

6. Learning Resources and Student Experience Support

a. Library

The Library has a designated [Academic Support Librarian \(ASL\)](#) for each academic department. The Academic Support Librarians are able to provide advice about Library services and resources for staff who are planning courses or putting together course materials and module websites. They can give advice on the [Talis Aspire Reading List software](#)

which can help you with acquiring resources and which improves the student experience by connecting them seamlessly to their reading material.

The ASLs work with academic colleagues to embed information skills throughout the curriculum, including the Student as Researcher programme (see <https://warwick.ac.uk/services/library/staff/student-as-researcher/>).

They can also provide discipline-specific text about the Library for student handbooks. These include:

- General information about accessing and using the Library, various Learning Grids and the Modern Records Centre
- Information resources for your subject
- Developing information and research skills
- Sources of help and advice

Students can be directed to the Library website at: <http://warwick.ac.uk/library> for general information, and to subject web pages at: <http://warwick.ac.uk/library/subjects/> for support in starting research in their subject area. Regular news and updates can be found via the Library's homepage, Facebook pages (@WarwickUniLibrary) and its Twitter/Instagram account (@warwicklibrary).

The Library also manages a number of learning and teaching spaces from which skills enhancement and community engagement programmes are run:

- The Learning Grid, University House: (http://warwick.ac.uk/library/using/libspaces/learning_grid/)
- The Learning Grid Rootes: (http://warwick.ac.uk/library/using/libspaces/grid_rootes)
- The Learning Grid Leamington: (http://warwick.ac.uk/library/using/libspaces/grid_leamington)
- The BioMed Grid (for Biological Sciences and Medical students): (http://warwick.ac.uk/library/using/libspaces/biomed_grid)
- Wolfson Research Exchange (for all Warwick's researchers): <https://warwick.ac.uk/library/pghub/about/wolfsonresearchexchange/>
- The Postgraduate Hub (for PG students): (http://warwick.ac.uk/pghub/postgraduate_hub):
- The Teaching Grid (for teaching staff): (<http://warwick.ac.uk/services/library/using/libspaces/teaching-grid>)
- Modern Records Centre: (<http://warwick.ac.uk/library/mrc>)

More on the Library's community engagement wellbeing services for students can be found at: <https://warwick.ac.uk/library/students/study-happy/> or via Twitter at #StudyHappy.

b. Student Opportunity

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

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

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

Each academic department has a designated Senior Careers Consultant who can provide discipline-specific support for students. This can include 1:1 careers guidance, support for alumni events and discipline-specific information sessions or employability sessions embedded in academic curricula. Students can also be referred to the Careers website for more information, see <https://warwick.ac.uk/services/careers>

The **Skills Development team** offers a wide range of online resources, workshops, 1:1 support, advice and guidance as well as specific development programmes. They lead on the provision of Warwick Core Skills. Look online for:

- Warwick Core Skills, a collection of 12 core skills synthesising academic and employability skills specifically sought by graduate recruiters. Students can use a self-diagnostic tool and seek out opportunities to upskill in these specific areas
- The Warwick Skills Portfolio Award
- The Undergraduate Research Support Scheme
- 1:1 appointments on academic skills, academic writing
- Study and Research Skills sessions including notetaking, speed reading, project management, critical thinking and exam revision.
- Personal Development sessions like presentation skills, leadership, assertiveness and team work
- Programmes and events for female personal development

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

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

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

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

The **Internationalisation team** (<https://warwick.ac.uk/worldatwarwick>) seek to internationalise the student experience for all, facilitate integration and help students develop their intercultural curiosity and competence. The team supports international students' transition to Warwick and participation in student life. The international student reception is located on the first floor of University House .

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

The **Internships Development team** (<https://warwick.ac.uk/workexperience/>) supports students to secure work experience opportunities and gain the maximum benefit from work experience, supporting students through online learning, managed programmes and access to bursaries.

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

c. 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, 9am-5.30pm) or email: helpdesk@warwick.ac.uk.

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

A range of Help Desk Leaflets providing useful IT support information are available from: <http://warwick.ac.uk/servicedesk/leaflets> [Classics Dept PG Handbook 2021-2.docx](#) or students can pick up copies from the IT Services Help Desk Drop-in centre. IT services also provide support for personal computer-related issues such as slow performance, removing viruses, replacing hardware and assisting with file recovery.

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

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

Other useful links:

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

d. 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 and staff from beginner through to advanced level. More information is available from: <http://warwick.ac.uk/languagecentre/lifelonglearning/>.

Enrolment for academic modules in 2021/22 will take place online; please consult <https://warwick.ac.uk/fac/arts/languagecentre/academic/enrolment/> for further information on the enrolment process.

Online enrolment for Lifelong Language Learning courses will be available from late September. The Language Centre can be contacted by email at language.enquiries@warwick.ac.uk for more information on these courses.

e. Wellbeing Support

Wellbeing Support offers an access point to all Wellbeing services – following a short consultation, we will refer you to the most appropriate Wellbeing colleagues for support.

In addition, the Wellbeing Support team offers advice and support appointments on a wide range of issues. Whether you are an undergraduate or a postgraduate; home or international – if there is something troubling you, or hindering you from focusing on your studies, please come and talk to us.

The issues may be:

- practical - for example, difficulties with accommodation
- emotional - family difficulties, homesickness, support through a disciplinary process
- wellbeing-related - concerns about your wellbeing and how you can better manage it, or that of another member of the University community
- safety-related - concerns about security, harassment or crime

Wellbeing Support is located on the ground floor of Senate House, although please note that this facility may not operate depending on the current University approach to Covid-19. To access services, visit <https://warwick.ac.uk/services/wss/> or telephone 024 76575570

f. Counselling and Psychology Interventions Team

The Counselling and Psychology Interventions Team makes up part of the network of support for all students at any level of study. The team offers students opportunities to access professional support to help them

better develop and fulfil their personal, academic and professional potential. There are a wide variety of services, including individual counselling, group sessions, workshops and email counselling.

Students engage with the Counselling and Psychology Interventions Team to work through issues such as depression, anxiety, or problems with self/identity or interpersonal relationships. Students bring problems from their past or present that hinder their capacity to function, such as: abuse, self-harm, eating disorders, loss. Counselling and psychology can help with exploring issues to develop insight and bring about positive change to psychological and emotional distress.

The Counselling and Psychology Interventions Team is located on the ground floor in Senate House. To access our services, submit an enquiry through <https://warwick.ac.uk/services/wss>.

g. Disability Services

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

Academic Departments, the Dean of Students Office, the Students' Union, the Health Centre and other teams in Wellbeing Support Services can also offer advice and guidance to students with disabilities. Further information can be found at <https://warwick.ac.uk/services/supportservices>.

The Disability Services team in Wellbeing Support Services can also provide information and guidance to staff supporting students with disabilities, also in relation to inclusive teaching and learning practices, the accessibility of course resources, assessment and delivery. Further information is available at <https://warwick.ac.uk/services/wss/students/disability>.

h. University Dean of Students and Faculty Senior Tutors

The University Dean of Students works closely with Faculty Senior Tutors to promote and develop the academic support of students, individually and collectively.

The Dean of Students and Faculty Senior Tutors are experienced members of academic staff whom students can turn to in confidence for support regarding difficulties with their studies, which they have been unable to resolve with departmental Personal and departmental Senior Tutors.

The University Dean of Students has overall responsibility for the development of the personal tutor system, but no disciplinary function. Issues typically dealt with by the Dean of Students Office include: academic course issues unresolved at the departmental level; advice on temporary withdrawal; appeals against academic decisions; academic complaints; ongoing difficulties with a Personal Tutor, Course Tutors or Supervisors; and problems with termination of registration proceedings.

To contact the Dean of Students Office please contact the Dean of Students PA (DofSResourcePA@warwick.ac.uk) who will put you in touch with Dean of Students or the appropriate Faculty Senior Tutor (<http://warwick.ac.uk/services/tutors/about/>).

i. Personal Tutors and Directors of Student Experience

Personal tutors are extremely valuable members of the community at Warwick, offering academic support and signposting students to university support services and opportunities where appropriate. Read [this blog](#) by English Language and Literature with Intercalated Year student Abigail Booth about how to make the most of your personal tutor during your studies.

Personal tutoring:

- is a two-way conversation, between you and your tutor, focused on your academic experience and development;
- provides access to an ongoing face-to-face professional relationship while you study;
- means you are known by name, and as an individual, by a member of academic staff in your home department who can advise you about your studies and support you to navigate department processes;
- enables you to draw on your tutor's expertise about available development and support opportunities;
- creates the opportunity for you to become part of the learning community within your department and the wider University.

Heads of Department and departmental Senior Tutor(s) are responsible for the operation of personal tutoring within their respective departments. Your department [Senior Tutor](#) is responsible for leading personal tutoring in your department. The University's [Dean of Students](#), with the Faculty Senior Tutors, have strategic responsibility for personal tutoring and its development across the University. Faculty Senior Tutors are able to assist students who need support with their studies when issues have not been resolved with departmental Personal and Senior Tutors.

Directors of Student Experience (DSEs) are responsible for working with students to enhance the student experience. Roles vary in different departments but usually include a focus on building a strong departmental learning community, working with students to enhance learning, teaching and inclusion, and developing department policies and practice to improve student experience. They work closely with departments' Student Staff Liaison Committees.

j. Residential Life Team

All students who have accommodation on campus have access to the Residential Life Team support network. The Residential Life Team works and lives alongside students within the Halls of Residence.

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.

Guidance about life on campus has been compiled, including information for students who find themselves in residences and need to self isolate: <https://warwick.ac.uk/services/residentiaallife/lifeinhalls>
The Residential Life Team can be contacted via email: residentialteam@warwick.ac.uk or telephone 024 765 75570.

k. University Health Centre

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

Please see full details of eligibility on the **New Patient Registration** page within the **Do It Online** tab on the Health Centre website: <http://www.uwhc.org.uk>

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

Students living off-campus, who are not able to register with the health centre, can locate their nearest GP by visiting: www.nhs.uk.

The University Health Centre is located on Health Centre Road and can be contacted by telephone on 024 7771 0998.

l. Chaplaincy

The Chaplaincy Team can offer support to students and a listening ear on any topic. To arrange to see a Chaplain get in touch via the website – you can contact a specific Chaplain or fill in a general form if you are not sure (or need whoever is available soonest). Chaplains are available to meet students and staff online or where necessary in person. It is intended that the Chaplaincy Building should be open on a limited basis

in Term 1 to provide for prayer and religious services, the opportunity to meet with a chaplain and for Faith Society activities. For the latest details, check the [website](#).

m. Warwick Students' Union Advice Centre

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

Academic advice: Appeals, complaints, change of course and problems, temporary or permanent withdrawal, any University Committee proceedings continuation of registration, misconduct or plagiarism, fitness to practice.

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

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

Money advice: Fees, debt advice, budgeting SFE problems, hardship, money owed to the university.

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

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

n. Student Funding

The Student Funding team offers information, advice and guidance on all aspects of financial support. This includes government grants and loans, and undergraduate scholarships and bursaries provided directly by the University to home students. 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 essential 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.

o. Campus Security

The Campus Security team works 24 hours a day, 7 days a week, 365 days a year to support the University community by ensuring there is a safe, secure and friendly environment for students, staff and visitors. If you have any queries about security on campus, you can email: campussecurity@warwick.ac.uk. You can also phone the Campus Security team on 024 765 22083. In an emergency on campus, phone 024 765 22222 and in an emergency off-campus phone 999, which will take you through to external emergency services.

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

p. University Children's Services

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

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

In recent years, school holiday schemes and summer schemes have also been available (<http://warwick.ac.uk/services/childrensservices>) to primary school age children for all holidays (exc. Christmas). Booking opens approximately 6 weeks before the beginning of the individual schemes. For more information on the scheme parents can email holidayscheme@warwick.ac.uk.

7. Education Group

- a) Academic Office: <http://warwick.ac.uk/ao>
- b) International Student Office: <https://warwick.ac.uk/services/iso>
- c) Student Recruitment, Outreach and Admissions Service: <https://warwick.ac.uk/services/aro/sroas>
- d) Student Careers: <http://warwick.ac.uk/careers>
- e) Skills & Student Development: <https://warwick.ac.uk/services/skills>
- f) Education Policy and Quality: <http://warwick.ac.uk/quality>

8. Academic Office

- a) Examination Office: <https://warwick.ac.uk/ao/examinations>

- b) Student Records: <https://warwick.ac.uk/studentrecords>
- c) Awards and <https://warwick.ac.uk/ao/congregation/ceremonies>
- d) Student Finance: <https://warwick.ac.uk/ao/finance>
- e) Student Funding: <https://warwick.ac.uk/ao/funding>
- f) Doctoral College: <https://warwick.ac.uk/services/dc>

Ceremonies: