Please read this handbook now and refer to it throughout the year

This handbook is only available online
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Welcome to the History Department and to the Graduate Programme in History. We hope that your period of study in the Department will be rewarding, intellectually stimulating and happy. We are looking forward very much to working with you during your programme of study.

The Warwick History Department is a large and broadly-based research community with a high international reputation in British, European, Global and Comparative American history. The Department supports three major research centres: the Centres for Eighteenth-Century Studies, Global History and History of Medicine. Strong core research groups in British social history, women’s history, and Renaissance and early modern British and European history complement the Department’s other strengths in the modern history of Germany, Eastern Europe and Russia; we also have a strong cohort of historians of Asia. The Department includes a unique concentration of US, Caribbean and Latin American historians of a high international reputation, grouped together in the School for Comparative American Studies (or CAS).

The History Department provides a lively and friendly environment for graduate study. In addition to any formal programmes you are following, there is an array of research seminars and informal reading groups in the Department, and in the Faculties of Arts and Social Sciences, in which we hope you will participate. You can also avail yourself of opportunities for training and development in the Faculty of Arts. Your most direct contact with the staff is likely to be with your research supervisor and tutors on taught courses, but please feel free to approach any member of staff who may be able to help you with your work. You will find a full list of staff and their research expertise at the back of this booklet.

The following members of staff are responsible for the Research Master’s Programme; their contact details can be found on page 6:

- Director of Graduate Studies: Professor David Anderson
- Postgraduate Coordinator: Ms Sarah Doughty

I look forward to meeting you at the Reception for new postgraduate students on Monday 3 October at 1pm in the Graduate Space.

Professor Daniel Branch
Chair, Department of History, University of Warwick
1. THE HISTORY DEPARTMENT

1 (i). Departmental Organisation
The History Department currently has 43 full-time members of staff, making it the largest department in the Arts Faculty. History admits 300 undergraduates each year, and runs five MA programmes: the MA in Modern History, the MA in Global & Comparative History, the MA in Early Modern history; the MA in the History of Medicine; and the Masters by Research (MRes). We welcome part-time students; students following an MA programme on a part-time basis cover the material over two years.

1 (ii). Graduate Programmes – Key Staff
Those staff with special responsibilities in the Graduate Programme are as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Room</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Graduate Studies</td>
<td>Professor David Anderson</td>
<td>H0.13</td>
<td>50991</td>
<td><a href="mailto:d.m.anderson@warwick.ac.uk">d.m.anderson@warwick.ac.uk</a></td>
</tr>
<tr>
<td>MA Director</td>
<td>Dr Sarah Hodges</td>
<td>H026</td>
<td>23451</td>
<td><a href="mailto:s.hodges@warwick.ac.uk">s.hodges@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Postgraduate and Research Coordinator</td>
<td>Ms Sarah Doughty</td>
<td>H322</td>
<td>23292</td>
<td><a href="mailto:PGHistoryOffice@warwick.ac.uk">PGHistoryOffice@warwick.ac.uk</a></td>
</tr>
</tbody>
</table>

Please note that the above 5-digit telephone numbers are for use when dialling from a University phone on the internal system. If you are dialling from outside campus, you need to prefix each of them with 024765.

1 (iii). Communications
The atmosphere in the Department is friendly and informal and it is easy to see individual members of staff. All staff post ‘office hours’ on the doors of their rooms when they will certainly be available, and you can always set up appointments at other times by e-mailing them. If the individual you are seeking is not available, please contact the Postgraduate and Research Coordinator.

There are staff and student pigeonholes in which messages may be left. The Postgraduate and staff pigeonholes are located on the third floor. History staff pigeonholes are located in H306. Please check your pigeonhole regularly. You should also check your Warwick e-mail address regularly since staff will only correspond with you via your University email address during your period of study.
Correspondence should be addressed to the Graduate Programme in History, Department of History, University of Warwick, Coventry CV4 7AL.

It is essential that we have up-to-date information on your address, phone number and email so that we can contact you at any time.

Within a week of your arrival, you **must** complete the departmental registration form at: [http://www2.warwick.ac.uk/fac/arts/history/students/research/researchreg](http://www2.warwick.ac.uk/fac/arts/history/students/research/researchreg)
Please inform the PG and Research Coordinator of any subsequent changes to correspondence information.

Please note: if you do not complete the registration form you will not be added to the departmental contact lists.

1 (iv). Staff-Student Liaison Committee
The Department has a Postgraduate Staff-Student Liaison Committee (SSLC), for which Dr Sarah Hodges MA Director, acts as convenor. Membership of the Committee is as follows: one representative from each of the taught MA Programmes (including or plus one part-time student); one research student from each year of study (including or plus one part-time student); at least two members of staff; and Lynn Wright (ex-officio as Library representative).

Student representatives will be elected during the first week. A Chair and a Secretary will be elected by the Committee at the SSLC Election meeting in Induction Week (Thursday 5 October, at 2.15pm).
The Committee meets four or five times a year, to discuss matters of mutual interest and concern. It acts as a forum in which questions about your course of study, teaching and learning, and the running of the Graduate Programme can be raised, and suggestions and remedies considered.

Minutes of each meeting and details of upcoming meetings are posted at http://www.warwicksu.com/sslc/20246/ Items for inclusion on the agenda can be left for the SSLC secretary in the dedicated Postgraduate SSLC pigeonhole on the third floor or by emailing any of the SSLC members. If you have any questions or concerns about the degree or your programme, do not hesitate to contact one of the SSLC members.

You should consult the University SSLC Handbook for a full account of Warwick’s SSLC system. This can also be consulted at http://www.warwicksu.com/sslc/.

1 (v). The Postgraduate Committee
The Postgraduate Committee is the academic body appointed by the History Department with oversight of all aspects of postgraduate teaching and administration. This Committee consists of the Director of Graduate Studies, the MA Director, all Taught Masters’ Course Directors, and other nominated members of staff. Representatives of the SSLC are invited to join this Committee each year, with the specific remit to discuss issues arising from the SSLC. The Postgraduate Committee normally meets twice a term. It receives the Minutes of the Postgraduate SSLC, and reports to the History Department Staff Meeting.
2. THE MA by RESEARCH (MRes)

As a research student, your closest contact will be with your supervisor(s), who will meet with you regularly to discuss your work, and agree a programme of reading, research and writing with you. We have high expectations of you as a writer (as well as a researcher), and consider that one of the causes for the Department’s successful submission rate of research theses is that we encourage and expect students to start writing very early in their programme of study. Whatever you write, and at however early a stage, your supervisor will expect it to conform to the guidelines in the Graduate Programme Style Guide.

Your performance on the MRes is examined solely by the research dissertation you will write, so it is important that you focus on the requirements of this piece of work from the outset of your studies.

As an MRes student you are given considerable control over your own study time, so it is important to structure your work appropriately. Your supervisor will assist in setting deadlines and ensuring that you work toward reasonable targets. There are two watersheds you should be aware of as you plan your studies, and they fall at the beginning of the Spring Term and the Summer term.

By the beginning of the Spring Term (early January) you must submit a formal Research Outline, with a working dissertation title, based on what you have done thus far. This will be approximately 2,500 words long, and contain as an appendix a full Bibliography of works and research materials to be consulted. The Research Outline will help you to clarify a number of considerations crucial to the design of a successful research project. (It is essentially the first draft plan of your dissertation) You will need to show:

- awareness of the existing secondary literature and gaps within it;
- central research questions you plan to address and what kinds of answer you are looking for;
- what methods you plan to use, including any theories you wish to apply;
- what your source-base will be (printed primary sources, major secondary works, manuscripts, etc.);
- where you will be consulting these materials (this may involve letters or reconnaissance trips to relevant archives in advance);
- your preliminary chapter plan; and
- a detailed timetable for the research and writing up.

Try to cover as many of these areas as possible in your Outline. You will find it useful to use these italicised topics as section headings in your writing. You should use the outline as the basis for the presentation you will give to the Graduate Research Forum in the first half of the spring Term.

By the beginning of the Summer Term (late April) you must submit a formal Progress Review to your supervisor for his/her comment. The detailed requirements of this review are set out below, but it is essential that you by this stage you have completed a significant portion of the reading and research for your dissertation and that you have begun drafting parts of the text, the assessment of which is part of this progress review.
2 (i). Dissertation

- The dissertation for the MRes degree should be no longer than **40,000 words**, excluding footnotes, bibliography and appendices. If included, appendices should not exceed 5,000 words in length.
- Your dissertation should be produced to the same style guide as applies to PGR theses completed by doctoral students.
- The deadline for the submission of your dissertation is **3 October 2017**.

MA by Research students must consult the ‘**Graduate School’s Guide to Examinations for Higher Degrees by Research**’, which can be found at http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/guide_to_examinations_for_higher_degrees_by_research.pdf Part I: ‘Guidance to Students on Submission and Examination of the Thesis’, No. 4 ‘Presentation of The Thesis’ (pp. 7-9) contains further vital information about the presentation of your dissertation. Details of the University’s submission procedure and requirements are also available on the Departmental website at http://www2.warwick.ac.uk/fac/arts/history/students/research/viva/checklist/

(a) Plagiarism

Plagiarism has become an increasing problem in all UK universities, and so it is important that we draw your attention to the need to take the greatest care in presenting your work. When writing your dissertation, always identify your sources for specific information and, where appropriate, the ideas which you use. It is bad academic practice for a student to fail to do so, just as it would be for an author writing a book or learned article. Copying without acknowledgement from a printed source is as unacceptable as plagiarising another student’s essay.

It is equally wrong to reproduce and present as your own work a passage from another person’s writing to which minor changes have been made, e.g., random alteration of words or phrases, omission or rearrangement of occasional sentences or phrases within the passage. This remains plagiarism **even if the source is acknowledged in footnotes**. Unacknowledged quotation, disguised borrowing, or near-copying will be treated as plagiarism and penalised according to its extent and gravity.

Your attention is drawn to Part B of the University’s Regulation on **Essays, Dissertations, Reports and Other Assessed Work, not Undertaken under Examination Conditions as Laid Down in the University Regulations for the Invigilation of Examinations** (University of Warwick Calendar, Section 2; at http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/) and to the fact that, in extreme cases, the penalty for plagiarism is a grade of zero in the whole module. The History Department may use plagiarism software or other appropriate means to identify plagiarism in students’ assessed and non-assessed work. In the last few years the University disciplinary machinery has imposed penalties in several cases on students who have been convicted of plagiarism in assessed work. **If you are uncertain about what constitutes plagiarism, please talk it over with either your module tutor, personal tutor, or the Director of Graduate Studies.**

2 (ii). Supervision

Students taking the MRes course will be assigned a supervisor at the start of the course in October, and are subject to the same monthly **attendance monitoring** procedures as other PGR and PGT students, and should expect the same regularity of supervision as a PGR student. Thus, you should expect to meet with your supervisor at least once a month, and many MRes students will meet more frequently.
The supervisory relationship is at the heart of your research. The University lays down guidelines on the respective responsibilities of supervisors and research students, and you will be provided with an up-to-date copy at the beginning of your course of study. The complete set of guidelines can be found at http://www2.warwick.ac.uk/services/academicoffice/gsp/current but the most important are reproduced below.

(a) Responsibilities of Supervisors

Supervisors are expected:

- To give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, attendance at taught courses or specialist training and the use of requisite techniques (including instruction where necessary) and to encourage students to keep aware of all relevant developments within the subject.
- To liaise with the Director of Graduate Studies as appropriate with regard to the progress of individual students and to report on each student’s progress in line with departmental procedures for monitoring progress.
- To provide advice on writing up the work, requesting written work as appropriate and returning such work with constructive criticism and within reasonable time. To read through a complete draft of the thesis and provide detailed comments.
- To maintain contact with students through regular supervisory meetings and other types of structured communication as appropriate, to ensure that meetings are largely uninterrupted and of adequate length. The frequency of such contact should be agreed between the student and supervisor at the start of the project and should be reviewed throughout the period of study. It is expected that these arrangements will vary depending on the stage which the student has reached in their project and on the nature of the academic discipline. As a guide to frequency of interaction, one such contact per month throughout the academic year is a generally acceptable minimum for full-time students. Contact with part-time students will typically be less frequent than that with full-time students of the same discipline in proportion to the length of their period of study. Supervisors are expected to ensure that part-time students are aware of the frequency of supervisory contact and feedback that they can expect during their period of study.
- To be accessible to students at other times by arrangement should advice on academic personal problems be required. To refer students to the Counselling Service, Advice and Welfare Services or other University support services as appropriate.
- To encourage the student to approach other workers in the field and appropriate academic bodies and societies.
- To agree with other supervisor(s) and with the student the respective responsibilities and roles of the different supervisors and to maintain good communication with the other supervisor(s) concerning the student’s progress throughout the period of study.

Every effort will be made to ensure that the supervisory arrangements put in place for your dissertation work continue to work as well as possible throughout your period of study. However, the Department is aware that difficulties do sometimes arise between doctoral students and their
supervisors. If you have concerns relating to supervision, please firstly raise the matter directly with your supervisor, and if necessary then consult with the Director of Graduate Studies. It is important to note that it is the responsibility of the student to bring the difficulties to the attention of the Director of Graduate Studies at the time the concerns arise. The University cannot remedy difficulties or failings of which it was not made properly aware.

If your supervisor should become absent or unavailable to direct your work for a period of 4 weeks or longer, the Director of Graduate Studies (DGS) will meet with you to discuss the support you need. The DGS may assign a replacement supervisor, on either a temporary or a permanent basis. Be sure to advise the DGS fully of your requirements: it is important not to allow your research to fall behind schedule.

(b) Responsibilities of Research Students

As candidates for research degrees, students are expected:

- To discuss with their supervisor(s) the type of guidance and comment they find most helpful, and to agree from the outset of the project a schedule of meetings and other contact both during term-time and vacations for the prescribed period of study.
- To seek advice from their supervisor(s) in an active manner recognising that it is the student’s responsibility to have their own topics to raise with the supervisor(s).
- To maintain the progress of the work in accordance with the stages agreed with the supervisor(s) and in accordance with departmental monitoring procedures, including in particular, the provision of well-presented written work within the agreed timescales for comment and discussion before proceeding to the next stage.
- To take note of the guidance and feedback on their work provided by their supervisor(s) and to recognise that the supervisor’s role is to offer advice on the academic content of the work and its general presentation and not to provide detailed correction of written English.
- To contribute to the research environment of the department as appropriate by taking up opportunities to present work at departmental seminars etc and by engaging in discussion with other researchers.

A review of your progress takes place at the beginning of the Summer Term, but if you are dissatisfied with any aspect of your work, including supervisory arrangements, you may approach the DGS at any time to discuss this.

(c) Ethics in research

The University requires departments to consider the ethical implications of the students’ research. In most cases, there will be no ethical implications, but in cases where your research involves human participants, data or tissue, prior approval is required. We ask you to fill in a form, available via the link above, and submit it with your dissertation proposal. It is the responsibility of your MA dissertation supervisor to alert the Director of Graduate Studies to any pertinent ethical issues arising from your work. In such cases, you will need to supply the DGS with an appropriate written description of the scope of the project, and a formal record of the decision to grant ethical approval will be kept in the departmental office.
2 (iii). Graduate Research Forum

All MRes students are required to attend the Graduate Research Forum. Details of the programme for 2016-17 are as follows:

**GRADUATE RESEARCH FORUM, 2016-17**

**Mondays, 5.00 – 7.00, Ramphal R1.03**

**Autumn Term**

Week 1  Graduate Induction and Welcome Reception

**Part 1 – open to Year 1 PGR students only**

Week 2  Starting out: Research profile and upgrade

Week 3  Design: Project Planning

Week 4  Evidence: Data Collection and Management

Week 5  Ideas: Historiography, Theory, Method

Week 6  Reading Week

**Part 2 – open to all PGT students and Year 1 PGR students**

Week 7  Research Journey 1: The Body of the Conquistador, Rebecca Earle

Week 8  Research Journey 2: Conceiving Freedom, Camillia Cowling

Week 9  Research Journey 3: Mastering the Niger, David Lambert

Week 10  Research Journey 4: Mother Leakey & the Bishop, Peter Marshall

**Spring Term**

**Part 3 – open to all PGR students and all staff in History**

Week 1  Research Design Seminar 1 – student presentations

Week 2  Research Design Seminar 2 – student presentations

Week 3  Research Design Seminar 3 – student presentations

Week 4  Research Design Seminar 4 – student presentations

Week 5  Research Design Seminar 5 – student presentations

Week 6  Reading Week

**Part 4 - open to all PGR students, and all Department research community**

Week 7  Inter-disciplinarity – Do I need it? How do I do it?

Week 8  Presenting and Disseminating your work

Week 9  Getting Published

Week 10  Post-doc applications

**Summer Term**

Week 1  MRes students submit Progress review materials

Week 4  Progress Review Panel interviews (PGR Years 2, 3, 4)

Week 5 or 6  Graduate Conference, 2 days (all PGR students)

Dates t.b.a.  Upgrade interviews (PGR Year 1 only)

2 (iv). Auditing Taught Courses

**Historical Research: Theory, Skill & Method (TSM)** is the core methodology course offered at PGT level in the History Department. MRes students who do not already hold an MA in History (or other approved training) will normally be expected to audit TSM, but they may also be required to produce written work for this course. Any written work is assessed by their supervisor, and may be
incorporated into their dissertation. Details of TSM can be found online at http://www2.warwick.ac.uk/fac/arts/history/students/ma_studies/tsm

In consultation with their supervisor and the DGS, it may be decided that an MRes student should audit one or more of the other taught MA courses, either core or optional papers. This will be done only where it is necessary for the training of the student and a clear academic case has been made. Details of the optional courses available can be found at http://www2.warwick.ac.uk/fac/arts/history/students/modules/ma

2 (v). Attendance at Departmental Research Seminars
Those taking the MRes degree are expected to regularly attend the various research seminars hosted in the History Department. As part of your Progress Review in Term 3 you will be asked to report upon those seminars you attended, and it is required that MRes students should attend no fewer than 6 seminars in the previous two terms. Details of the various seminar series being run by the Department in 2016-17 are at http://www2.warwick.ac.uk/fac/arts/history/research/seminars_readinggroups

2 (vi). The Postgraduate Conference
MRes students are required to attend the Postgraduate Conference, which takes place 31 May – 2 June 2017. You are also encouraged to present a paper on your dissertation research at this conference. Conference paper proposals will be invited toward the end of Term 2.

2 (vii). Monitoring Your Progress
The progress of all MRes students is reviewed at the beginning of Term 3. To complete this process you must submit the following documentation to your supervisor by 24 April 2017:

- A Progress Report Form, in which you will be asked to comment upon your own progress, including a record of relevant training you have received and seminars you have attended;
- A dissertation title and abstract, of not more than 350 words;
- An outline of the dissertation, or a draft section from the dissertation, of up to 6,000 words. The form of this piece of work should be discussed with your supervisor.

The supervisor will then comment on your work in completing the Progress Report. This document will be submitted to the DGS by Friday 12 May 2017.

Should the report on your progress be considered unsatisfactory, then an interview will be arranged with your supervisor and the DGS to decide what needs to be done to bring the work up to the required standard, and a resubmission will be arranged.

2 (viii). Monitoring Your Attendance
The University requires the History Department to provide evidence of research students’ engagement with their course by ensuring that students meet with their supervisor(s) on a monthly basis to review progress and set objectives. Attendance at these meetings is monitored up to the point at which students submit their theses, and will be recorded on Tabula by supervisors. It is expected that meetings between students and their supervisor will be held face-to-face, but contacts via telephone, email, or Skype will be accepted as demonstration of engagement

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physical meetings are not possible. Failure to maintain monthly contact with supervisors may result in students being reported to the Academic Office for inadequate engagement. For further details of the Department’s responsibilities in relation to monitoring research student attendance, see [http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/](http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/)

2 (ix). Personal Tutor and Pastoral Care
Professor David Anderson (DGS) is the personal tutor for all MA by Research students. If you have any queries or problems you may discuss these with him or, alternatively, the Chair of Department. Under the University’s Code of Good Practice, a Personal Tutor will:

- Meet all students at least once a term for an individual review of general progress and well-being.
- Set aside some fixed times (of at least one hour each week) when students may drop in. Professor Anderson has office hours on Monday, 12-1, and Thursday, 1-2.
- Give students advice about courses and options and about their academic progress.
- Give students help and advice about non-academic matters as far as it is in their competence to do so, or advise them where further help can be obtained.
- Be sensitive to the need of students to discuss personal matters with members of staff of the same sex as the student, and to make appropriate arrangements for this to happen. MRes students may see the Department Tutor on any matter they do not wish to discuss with the DGS.
- Advise students of the procedures to be adopted in the event of an emergency.
- Be prepared to act as referee for their students for job and other applications.
- Perform the responsibilities conferred on Personal Tutors in University Regulations.

Should you feel you have problems that are affecting your ability to work effectively, you can discuss them first with your personal tutor or supervisor. However, pastoral care within the Department is also backed up by the University’s Counselling Service, located in Westwood House. Further information can be found at [http://www2.warwick.ac.uk/services/tutors/counselling/student/](http://www2.warwick.ac.uk/services/tutors/counselling/student/)

The Counselling Service also offers help with study skills problems, and with conditions such as dyslexia. In addition, they will supply you with information concerning the University’s guidelines on sexual and racial harassment. These Guidelines are also available at the University’s Website: [http://www2.warwick.ac.uk/insite/topic/healthsafety/welfare/harassment/](http://www2.warwick.ac.uk/insite/topic/healthsafety/welfare/harassment/).

Details of the University’s Complaints Procedure are available at: [http://www2.warwick.ac.uk/services/aro/academiccomplaints/](http://www2.warwick.ac.uk/services/aro/academiccomplaints/)

Here are some useful pastoral/welfare telephone numbers:

- Stephen Lamb, Senior Tutor 024 7652 2761 (Internal 22761)
  Email: seniortutor@warwick.ac.uk
- Counselling 024 7652 3761 (Internal 23761)
  Email: counselling@warwick.ac.uk
- Disability Services 024 7615 0641 (Internal 50641)
  Email: disability@warwick.ac.uk
2 (x). Appeals

The University has agreed appeals procedures. If you wish to consult them, you should approach the Graduate School, or consult

http://www2.warwick.ac.uk/services/academicoffice/ourservices/examinations/appeals/
3. FACILITIES AVAILABLE TO RESEARCH STUDENTS

3 (i). University Library
Your University card will give you access to the Library. Training sessions on the use of the general use of the library, and in the operation of specific databases relevant for historical research, are advertised early in the Autumn Term, and all research students are encouraged to sign up for these sessions. Full details of the Library’s services are available at http://www2.warwick.ac.uk/services/library/.

The Library Subject Specialist for History is Lynn Wright (lynn.wright@warwick.ac.uk). You may contact her by email with library questions. She is also a member of the Graduate Programme SSLC.

A comprehensive list of History-related Library resources available to students is available at http://www2.warwick.ac.uk/fac/arts/history/students/library_resource

3 (ii). IT Facilities and Training
An overview of the University’s IT facilities and training courses will be provided as part of your Week 1 induction programme on Tuesday at 12pm in room H3.02. Please ensure that you attend this session.

PCs are available to students in many parts of the campus, notably the University House Learning Grid and the Student Computing Centre on the Library Road. The Library and Learning Grid also have network points for laptop computers. To make use of these facilities, you must register for an IT Services account at https://www.warwick.ac.uk/cgi-bin/secure/register.pl If you have your own computer you will probably be able to access the University network from your own room on campus, and by connecting wirelessly at various points around campus, including the Library. For more details please see www.warwick.ac.uk/services/its/servicessupport/.

If you need any help accessing the website or registering with IT Services please contact the Help and Advisory desk in the Student Computer Centre, phone 73737, or by e-mail at helpdesk@warwick.ac.uk.

IT Services provide an extensive range of free training courses for students, full details of which can be found online at http://www2.warwick.ac.uk/services/its/servicessupport/training/a-zcourseindex/

3 (iii). Work Spaces
The Graduate Space, Humanities Building
The Graduate Space, on the fourth floor of Humanities Building, provides a meeting place for postgraduate students. Adjacent to this is a postgraduate computing room, with networked PCs available to all History research students on a first-come, first-served basis. These facilities are shared with other graduate students in the Arts Faculty. There are some lockers on the Graduate Space that can be booked; you will need to contact the Arts Faculty Secretary
Faculty Study Space
The Faculty provides dedicated PGR study space within the Humanities building. From October 2015, 10 bookable hot desks for individual study will be available in rooms H4.06 and H2.05, with an additional 5 available from January 2016. Room H4.05 can be used by PGR students as a group working area, and will house a further two drop-in desks. To book a hot desk please consult the CADRE website for further instructions.  [http://www2.warwick.ac.uk/fac/arts/cadre/](http://www2.warwick.ac.uk/fac/arts/cadre/)

The Learning Grid, University Library
The University Library and the Learning Grid also offer access to computers and flexible spaces to work. Opening times of the Library vary throughout the year, so please check the library website for details.

Postgraduate Hub, Senate House
Senate House has a dedicated space set aside for postgraduate students. The ‘Postgraduate Hub’ has many facilities for research students. Check here for details: [http://www2.warwick.ac.uk/services/library/pghub](http://www2.warwick.ac.uk/services/library/pghub).

History Department Rooms
Some study-space will be made available in the Department for research student use, and this will be allocated at the start of the Autumn term. Priority for allocation will be given to doctoral students in Years 3 and 4 who are writing-up, but if space is available those in other years may be allocated desks.

3 (iv). Common Room
Room H3.01 is the History Departmental Common Room, shared by staff and postgraduate students. All research students are encouraged to use this room, where you can help yourself to tea and coffee during the working day. There is also a microwave oven, and a refrigerator.

3 (v). Language Learning Facilities
The University’s Language Centre is located in the Humanities Building, and offers a wide range of courses at every level. Details of courses provided by the Language Centre can be found at [http://www2.warwick.ac.uk/fac/arts/languagecentre/](http://www2.warwick.ac.uk/fac/arts/languagecentre/)

The History Department will contribute one term’s fees towards the cost of one language course for each graduate student, provided the course is demonstrably relevant to the student’s research project and the student commits to attend the full course and undertake all the required assignments. Students wishing to take a language course should contact the DGS, explaining the relevance of the proposed language training to their programme of research. A letter of support from the Supervisor will be required.
4. RESEARCH SUPPORT

4 (i). Research Student Skills Programme
The Research Student Skills Programme offers a wide range of training courses in skills ranging from constructing an e-portfolio to proofreading and voice training. For example, they offer a multi-session programme in academic writing. You can find details of their programme at [http://www2.warwick.ac.uk/services/skills/pgr/programme/](http://www2.warwick.ac.uk/services/skills/pgr/programme/). There will also be a brief overview of the RSSP for all research students during induction week on Thursday 6 October at 1.45pm in the Graduate Space.

In addition, Dr. Mihail Balanescu provides individual academic coaching sessions. You can use these to discuss work-related issues and receive one-to-one help and guidance. You are welcome simply to drop in to talk to Mihail. Alternatively, you may wish to email him first (including a brief description of your enquiry) and thus receive a confirmation for the best time for your visit, so that you do not have to wait for too long. Otherwise, please expect to have to wait if other students are present already. For more information, see [http://www2.warwick.ac.uk/services/skills/pgr/services](http://www2.warwick.ac.uk/services/skills/pgr/services).

4 (ii). Centre for Arts Doctoral Research Excellence (CADRE)
The Centre for Arts Doctoral Research Excellence (CADRE) will be running a development programme tailored to the needs of Arts research students throughout the year.

For full details of their 2016-17 programme, please visit [http://www2.warwick.ac.uk/fac/arts/cadre](http://www2.warwick.ac.uk/fac/arts/cadre).

4 (iii). From Manuscript to Print
Historians with an interest in developing their research and palaeographical skills in Renaissance and Early Modern Europe are encouraged to participate in a series of classes and workshops organised by the Centre for the Study of the Renaissance. Students may choose to follow the skills programme throughout the year, or to focus on one particular term. To register and/or further information contact the Renaissance Centre secretary, Jayne Brown, on [renaissance@warwick.ac.uk](mailto:renaissance@warwick.ac.uk) (office: H4.48b, near the Graduate Space). Further information can also be found on the web page: [http://www2.warwick.ac.uk/fac/arts/ren/postgradstudy/manuscripttoprint/](http://www2.warwick.ac.uk/fac/arts/ren/postgradstudy/manuscripttoprint/).

4 (iv). Funding
(a) Postgraduate Research Fund
The Department administers a small Postgraduate Research Fund. The fund is available only to those who cannot claim from their funding body for research-related and training costs. In the past, money from the fund has mainly been used to cover the cost of visits to archives and libraries, and attendance at conferences. Funds are limited, and individuals will not normally receive more than £300 per full year of study. Please use the short application form, available online at [http://www2.warwick.ac.uk/fac/arts/ren/postgradstudy/manuscripttoprint/](http://www2.warwick.ac.uk/fac/arts/ren/postgradstudy/manuscripttoprint/).
(b) The Kineton Hundred
Each year, funds permitting, the Kineton and District Local History Group offers a bursary of up to £100 to help meet costs incurred (travel, photocopying, microfilming) by a postgraduate student working in one of the local record offices on the history of Kineton or one of its neighbouring parishes. If you think you might be eligible please apply to the Director of Graduate Studies.

(c) The Callum MacDonald Memorial Bursary
The Callum MacDonald Memorial Bursary is intended to support postgraduate students in their research. It may be used either to fund a specific research project or to cover the costs of presenting a paper at a conference. Students may apply for up to £500.00. Information on the Callum MacDonald Memorial Bursary can be found via the history funding pages: http://www2.warwick.ac.uk/fac/arts/history/postgraduate/admissions/pgfunding/sources.

(d) Annual Bursary in Social History
A former History student has donated an annual bursary in memory of the late Dr Joan Lane, a former member of the History Department. Students will be invited to apply for this in March 2017.

(e) Modern Records Centre Research Awards
The Modern Records Centre offers two awards per year to a maximum of £500 per award for MA by research students. The purpose of this award is to encourage the use of the holdings of the Modern Records Centre. To this end the awards may be used to cover the expense of photocopying documents in the MRC or related archives. The awards can also be used to travel to archives where relevant research work might be completed. A call for proposals via your email address will be made in March 2017.

(f) Other Funds available
- The Royal Historical Society provides grants for postgraduate students to attend conferences or training courses, and to meet the costs of visits to archives. For further details go to: http://www.royalhistoricalsociety.org/postgraduates.htm.
- The Economic History Society will consider applications for grants – normally of up to £500 – to assist postgraduate students with travel and subsistence expenses incurred in the undertaking of research into any aspect of economic and social history. Applications should be made, supported by a supervisor’s statement, to the Honorary Secretary, via the administrative secretary. Closing dates for applications are on the first day of each of the following months: February, May, August and November. Please visit http://www.ehs.org.uk/ehs/GrantsAwardsPrizes/PostGradTravelGrants.asp for details.
- Limited funds are available on a competitive basis, for students working in the field of Renaissance/Early Modern studies (c.1500-1800) to attend selected seminars and workshops or to undertake research at the Newberry Library in Chicago, through Warwick’s membership of the Newberry Renaissance Center Consortium. For further information, please visit http://www.newberry.org/renaissance/consortium/ReimburselInfo.html. Announcements of
relevant activities and deadlines will be circulated, but we also welcome student-driven enquiries. Applications (which should always include a budget as well as a motivational statement) may be made in writing (e-mails are acceptable) to the Director of the Centre for the Study of the Renaissance, Dr Maude Vanhaelen [M.Vanhaelen@warwick.ac.uk], with a copy to renaissance@warwick.ac.uk. Please contact the Centre’s secretary, Jayne Brown (rennaissance@warwick.ac.uk) for deadlines or further information on the Warwick-Newberry collaboration.

For the most up-to-date information about available sources of funding whilst in study, please visit http://www2.warwick.ac.uk/fac/arts/history/postgraduate/postgrad_life/funding.

(g) Hardship Funds

Access to Learning Funds are allocated to the University by the Government to provide selective help to home undergraduate and home postgraduate students who have serious financial difficulties. Full- and part-time students paying home fees, and who have been ordinarily resident in the British Isles for the three years immediately before the start of their studies, are eligible to apply. http://www.go.warwick.ac.uk/hardshipfunds

4 (v). Student Careers and Skills

The Student Careers and Skills Office works closely with the Department to provide advice and assistance to all students, including a designated Careers Consultant who acts as the first point of contact for all History students. Please read through the Student Careers and Skills website at www.warwick.ac.uk/services/scs/, which includes Department-specific information at www.warwick.ac.uk/services/scs/started/departments/. If you need help finding material for your study, please contact the Academic Support Librarian for History, Lynn Wright at Lynn.Wright@warwick.ac.uk.

For more information, please see the Library website at www.warwick.ac.uk/services/library/.

4 (vi). Overseas students on Tier 4 visas

The History Department is required to notify the Graduate School of changes of study location lasting three months or more for research students who are Tier 4 visa holders. Overseas students should therefore ensure that they provide Sarah Doughty with details of any planned research trips, fieldwork etc of this duration as soon as they are settled. We need to have full details of your departure and return dates, and your temporary address while away, and you must also provide a clear statement of the purpose of the trip. You should also ensure that your Supervisor has full details of your contact address when away from Warwick for your research. This applies to trips within and outside the UK.

Details of shorter trips undertaken by Tier 4 visa students should also be confirmed to Sarah Doughty prior to departure. Please be aware that these are requirements of British law, which the History Department is obliged to monitor and report.
APPENDICES

Health and Safety Policy
1. The Department of History considers that high standards of health and safety are of vital importance in enabling it to achieve its objectives.
2. The Department regards compliance with legal requirements as the minimum acceptable health and safety standard.
3. The Department is committed to updating its arrangements in accordance with the advice of the University Safety Officer in order to achieve a continual improvement in its standards of health and safety.
4. The Head of Department, Professor Daniel Branch, has overall responsibility for health and safety matters. He is assisted by the Departmental Health and Safety Officer (DHSO), Mrs Jean Noonan. These two officers convene the Department Health and Safety Committee which has oversight over planning, monitoring, review and development of health and safety policy.
5. All staff, students and other members of the Department (including visitors where appropriate) are entitled to a Personal Emergency Evacuation Plan (PEEP). If you believe that you will require evacuation assistance or would like to have an evacuation plan then please contact the DHSO, Mrs Jean Noonan.
6. Mrs Jean Noonan (Room H3.21) is a qualified first aider. She also keeps records of accidents and other incidents.
7. Car Parks 8/8A are designated as safe evacuation areas (for Humanities, Claycroft and Tocil Residences and the Sports Centre) where people can go in the event of an emergency and are sufficiently far from the evacuated buildings so as not to be at risk.
8. All staff, students and other members of the Department (including visitors where appropriate) are expected to take a constructive attitude towards issues of health and safety and must:
   a. comply with the appropriate legal requirements as laid down by the publications that make up Safety in the University (SITU Part 1);
   b. take reasonable precautions for their own health and safety and for that of others involved in their activities;
   c. inform the DHSO or deputy of any accidents, near misses and work-related ill health;
   d. inform the DHSO or deputy of any situations that they consider could give rise to serious or imminent danger, or fall short of the standards expected.
9. The Department makes suitable arrangements for health and safety, as far as reasonably practicable.
10. All accidents and reported incidents will be investigated.
11. Information on health and safety is communicated to those working in the Department via the notice boards on the third floor and contained within the Handbook.

Car Parking
Car Parking is particularly difficult for students, for example part-time students, arriving after the early morning. It is usually possible to find spaces in fee-paying car parks. Students who face particular problems should contact University House Reception.
## Appendix I: Staff List 2016/17

### Academic Staff (46)

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Office</th>
<th>Email (add @warwick.ac.uk)</th>
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<tbody>
<tr>
<td>David Anderson</td>
<td>DA</td>
<td>024 761 50991</td>
<td>H314</td>
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<tr>
<td>Maxine Berg</td>
<td>MB</td>
<td>024 765 23377</td>
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<tr>
<td>Roberta Bivins</td>
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<td>Daniel Branch</td>
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<td>Bernard Capp</td>
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<tr>
<td>Camilla Cowling</td>
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<tr>
<td>Jonathan Davies</td>
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<tr>
<td>Angela Davis</td>
<td>AD</td>
<td>024 761 50853</td>
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<tr>
<td>Aysu Dincer Hadjianastasis</td>
<td>ADin</td>
<td>024 761 50928</td>
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<tr>
<td>Rebecca Earle</td>
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<td>RFag</td>
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<tr>
<td>Anne Gerritsen</td>
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<td>Maria Luddy</td>
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<td>Hilary Marland</td>
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<td>Celeste McNamara</td>
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<td>Aditya Sarkar</td>
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<tr>
<td>Charles Walton</td>
<td>CW</td>
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### Administrative and Support Staff (11)

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<td>J.J.Spalding</td>
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<tr>
<td>tba, Academic Administrator</td>
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### Teaching Fellows (14)

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### Research Fellows (17)

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<td>Francesco Buscemi</td>
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<td>Michael Bycroft</td>
<td>024 765 23624</td>
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<td>M.Bycroft</td>
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<td>Adrianna Catena</td>
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<td>Margaret Charleroy</td>
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<td>Natalie Jones</td>
<td>H017</td>
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<td>Viviana Mellone</td>
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<td>V.Mellone</td>
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<tr>
<td>Guido van Meersbergen</td>
<td>024 765 23624</td>
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<td>G.van-Meersbergen</td>
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<tr>
<td>Tania Woloshyn</td>
<td>H023</td>
<td>CHM</td>
<td>T.Woloshyn</td>
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</table>
Appendix II: Map of the Humanities Building

The History Department

The Department of History is situated in central campus, predominantly on the third and ground floors of the Humanities Building, and on the fourth floor of the Humanities Extension.
Car Parking

Car Park 8 is the most convenient for anyone working, studying in, or visiting the History Department. This multi-storey car park is opposite the Humanities Building on the other side of University Road, and is alongside the Sports Centre car park. Car Park 8 operates as a pay-and-display or permit car park during term time, and is free during vacations.
Dates of Terms

2014/2015
Autumn Term Monday 29 September 2014 – Saturday 6 December 2014
Spring Term Monday 5 January 2015 – Saturday 14 March 2015
Summer Term Monday 20 April 2015 – Saturday 27 June 2015

2015/2016
Autumn Term Monday 5 October 2015 – Saturday 12 December 2015
Spring Term Monday 11 January 2016 – Saturday 19 March 2016
Summer Term Monday 25 April 2016 – Saturday 2 July 2016

The information contained 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. However, the final arbiter of university policy is the university regulations, as laid down in the Calendar, the Course Regulations and the official timetable.