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

This handbook is only available online
MESSAGE FROM PROFESSOR DANIEL BRANCH, CHAIR OF THE DEPARTMENT OF HISTORY. 4

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MESSAGE FROM PROFESSOR DANIEL BRANCH, CHAIR OF THE DEPARTMENT OF HISTORY

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 and Africa. The Department includes a unique concentration of US, Caribbean and Latin American historians of a high international reputation.

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 and our Doctoral Training Centres. Your most direct contact with the staff is likely to be with your research supervisor, 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.

Professor Daniel Branch

Chair, Department of History

University of Warwick
1. INTRODUCTION TO THE HISTORY DEPARTMENT

This Handbook has been compiled to provide you with a range of essential and useful information relating to your studies as a research student in the History Department at Warwick. It provides basic information about the Department, along with information specific to the doctoral degree in History, including details that you will need to know as you proceed through your studies over the next three to four years. It would be wise, therefore, to download this Handbook and keep a copy for reference.

The History Department is the largest unit in the Arts Faculty at Warwick. History currently has 40 full-time members of staff, and also employs a range of Teaching Fellows (up to a dozen each year), post-doctoral researchers, and adjunct temporary teaching staff (usually from amongst the graduate students). With an annual undergraduate intake of 300 students, MA programmes that accept up to 30 students each year, and around 75 registered research students, it is among the largest History Departments in Europe. In the most recent national assessment of Research Excellence the Department performed exceptionally well, the research publications of staff being judged as among the highest quality of any History Department in the UK. History staff are also exceptionally successful in winning financial support for their research, and the Department currently holds major awards from the AHRC, the ESRC, the Wellcome Trust, and several other UK, European, and international funding bodies. We are therefore a large and highly regarded teaching Department, but also a Department with a vibrant research culture in which research quality and publication are recognized as key goals. As a research student in History, you are at the centre of this research culture.

1(i) Key Staff in Graduate Studies

The Director of Graduate Studies (DGS) has oversight of the progress of all postgraduate research students (PGR). In addition to the guidance given by your research supervisor, the DGS is available to meet with graduate students by appointment. The following staff have specific responsibilities in the Graduate Programme:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Graduate Studies</td>
<td>Professor David M. Anderson</td>
<td>Room H314. Tel: 02476 550991 Email: <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>Room H026. Tel: 02476 523451 Email: <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>Room H3.22. Tel: 02476 523292 Email: <a href="mailto:PGHistoryOffice@warwick.ac.uk">PGHistoryOffice@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Module Convenor Historical Research: Theory, Skill and Method</td>
<td>Dr Sarah Hodges</td>
<td>As above.</td>
</tr>
</tbody>
</table>

1(ii) Communication with the Department

You research supervisor will be the member of staff with whom you have the most regular contact, but you may also consult at times with other members of staff. All staff have statutory ‘office hours’ and it is possible to see them at these times without a prior appointment, but as a research student you should contact any member of staff you wish to meet by email or in person in the first instance in order to arrange an appointment.
Messages may be left for staff in the pigeonholes, which are located in the mail room (H3.06) on the Third Floor of the Humanities Building. Your postgraduate student pigeonholes are also located on the Third Floor. Please check your pigeonhole regularly, as communications from administrative staff may often be left here for you. When contacting you by email, our administrative staff will ONLY use your Warwick email address. You should therefore check this address regularly.

The postal address for the Department is:
Graduate Programme in History, Department of History, Humanities Building, University Road, University of Warwick, Coventry CV4 7AL.

Your personal details:
It is essential that we have up-to-date information on you – we need your address, phone number and email - so that we can contact you at any time. It is your responsibility to notify Sarah Doughty of any changes to your contact details throughout your course of study.

1(iii) Your role in Departmental governance
Like all Warwick Departments, History has a Postgraduate Staff-Student Liaison Committee (SSLC), for which Dr Sarah Hodges (MA Director) acts as convenor. Membership of the Committee comprises one representative from each of the taught MA Programmes, a research student from each year of study, two or more members of staff, and an ex-officio Library representative. If not otherwise represented, a part-time graduate student will also be appointed to the SSLC.

Student representatives will be elected, and a Chairperson and Secretary will be nominated by the Committee at the beginning of the Autumn Term. 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 and the running of the Graduate Programme can be raised and suggestions and remedies considered. Minutes are kept of each meeting and posted online at http://www.warwicksu.com/sslc/20246/. Items for inclusion on the agenda may be emailed to any of the SSLC members. For more details of Warwick’s SSLC system, you should consult information online at http://www.warwicksu.com/sslc/.

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 several 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. University and Department Policies
2(i) Equal Opportunities
The promotion of equal opportunities concerns all of us. Please take time to read the information available online at www.warwick.ac.uk/services/equalops and think how we, as individuals and as a community, can ensure that the University of Warwick continues to be a safe, welcoming and productive environment.
2(ii) Sexual, Racial and Personal Harassment
The University and the Students’ Union regard all forms of harassment as unacceptable and are prepared to take disciplinary action against offenders. Both the University and the Students’ Union are committed to creating a community that is free from harassment and discrimination. Sexual, racial and personal harassment can seriously worsen conditions for staff and students at the University and may also, in certain cases, be unlawful. Please take time to read the “Sexual, Racial and Personal Harassment: Guidelines for Students” available online at www.warwick.ac.uk/insite/topic/healthsafety/welfare/harassment.

2(iii) Social Media
The use of online social media (e.g. Facebook, Myspace, Twitter, etc.) has become a very significant part of the lives for many people. However, there have been a number of examples where these services have been used for less positive reasons and it is because of this we offer these words of guidance:

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

The University takes inappropriate use of these services very seriously and details of its disciplinary regulations can be found in University Regulation 31, “Regulations Governing the Use of University Computing Facilities”, available online at: www.warwick.ac.uk/services/gov/calendar/section2/regulations/computing/.

If occasions of what might be considered online bullying or harassment are reported, they will be dealt with in the same way as if it took place in a face-to-face setting.

2(iv) Student Complaints
If you feel you have legitimate grounds for complaint, you should initially raise your concerns within the Department, through discussion with your Course Director, SSLC, MA Director, Director of Graduate Studies, the Head of Department, or with the Students’ Union Education Officer. If this does not lead to a satisfactory outcome there is a formal academic complaints procedure, full details of which are provided on the University’s website at www.warwick.ac.uk/services/gov/complaintsandfeedback/.
2. GRADUATE TRAINING IN HISTORY

2(i) Research Supervision

The relationship with your Supervisor will be at the heart of your training in History here at Warwick. Every research student has a Supervisor assigned when they commence their studies, and in some cases joint Supervisors may be appointed. It is the role of the Supervisor to guide you in the design of your research, and to offer constructive advice and intellectual support as you move through each stage of your project right up to your final viva voce examination.

Your supervisor(s) will meet with you regularly to discuss your work, and agree a programme of reading, research and writing with you. Supervision meetings should normally take place every three to four weeks during your first year of study, but they may be more frequent if necessary. Students being jointly supervised may sometimes meet with both supervisors, but more often you will meet only with one. The planning of fieldwork, archival visits, and other aspects of your research design should be discussed in depth with your supervisor.

How often a student meets with a supervisor varies enormously from student to student, and is likely also to vary over time as your project reaches differing stages of development. However, there is a requirement that Supervisors report their contact with research students for whom they are responsible at least once each month. It is therefore very important that you communicate regularly with your supervisor, and that you schedule regular meetings. Even if you are away from Warwick, undertaking fieldwork or archival research, it remains important to communicate regularly and report your progress to your Supervisor.

You will agree an overall programme of study with your supervisor, and this is likely to include tasks for you to complete to agreed deadlines, including writing. We have high expectations of you as a writer (as well as a researcher), and consider that one of the factors in the successful submission rate of research theses in the Department, 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’, which is online at http://www2.warwick.ac.uk/fac/arts/history/students/ma_studies/style_guide_12-13.pdf

The University lays down guidelines on the respective responsibilities of supervisors and research students, the details of which can be found at http://www2.warwick.ac.uk/services/academicoffice/gsp/current

Here we have highlighted the most important responsibilities of both the Supervisor and the student:

2(ii) Responsibilities of Supervisors

Supervisors are expected:

a) 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.

b) 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.
c) 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.

d) To maintain contact with students through monthly supervisory meetings and other types of structured communication as appropriate, to ensure that meetings are largely uninterrupted and of adequate length. 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.

e) 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.

f) To encourage the student to approach other workers in the field and appropriate academic bodies and societies.

g) 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.

2(iii) Responsibilities of Research Students

As candidates for research degrees, students are expected:

a) 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.

b) 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).

c) 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.

d) 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.

e) 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.

On rare occasions things can go wrong in the relationship between a Supervisor and a student. If you are dissatisfied with any aspect of your work, including supervisory arrangements, you should approach the DGS (Professor David M. Anderson) in the first instance – though students who would prefer to see another member of staff may also take their concerns to the Department’s Senior Tutor, Professor Rebecca Earle at r.earle@warwick.ac.uk or on 024 76523466.
2(iv) 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 most 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 where 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/

2(v) Monitoring your progress
The University also requires that student progress is reviewed annually for all post-graduate research students. Each year this process requires the student to submit written work, and the supervisor and the student to complete a Progress Review Form. Students in their first year of study will be assessed for their upgrade to full doctoral status, whilst students in Years 2, 3 and 4 will be assessed by the Departmental Graduate Progress Review Panel. In the current academic year, this Panel will sit during Week 4 of the Summer Term (15-19 May).

Progress Review forms are available at http://www2.warwick.ac.uk/fac/arts/history/students/useful.

Completing this process annually is a requirement. Students who fail to submit their progress update forms when requested to do so, or who fail to attend a progress review interview without good reason, may be reported to the University’s Academic Office for inadequate engagement.

The Departmental Graduate Progress Review Panel takes place on dates that will be fixed in the calendar and notified to you well in advance. It is very important that you ensure you are available to attend the Panel meeting when requested. (15-19 May for 2016-17).

The Progress Review requirements in each year of study are set out here:

Year One
All students reading for a PhD are initially registered for the degree of MPhil. Your progress is monitored over the first year, during which it is expected you will complete the upgrade to doctoral registration (Confirmation of Status).

- By Term 2 students must begin the preparation of the written work that is required for the Upgrade (Confirmation of Status) Interview. Upgrade interviews will normally take place during the Summer Term, and it is a requirement that they be completed before the end of your first year of registration. Advice on preparing for the Upgrade may be found at: http://www2.warwick.ac.uk/fac/arts/history/postgraduate/research/upgrade/
- For the Upgrade, you should submit the following:
  * draft chapter of 5,000 – 6,000 words in length;
  * 2,500 word Research Proposal, giving a synopsis of your research project.
  * planned and detailed timetable for the completion of your thesis.
  * bibliography of relevant secondary material.
  * completed History Ethics Review (See Appendix 3.6)
• The Upgrade interview is organized by the supervisor, who appoints two assessors from amongst other permanent members of the History Department staff to read your work in preparation for an interview with you.

• At the Upgrade interview you will be accompanied by your Supervisor, who is present as an observer. The two members of staff who have read the work you have submitted will conduct the interview. They will question you about what they have read, and may also ask you about the general framing of the project, your sources, and the prospects for satisfactory completion. As part of the interview process, they will speak with you alone regarding the conduct of your supervisions, and they will meet with your Supervisor alone to discuss any matters that s/he may wish to raise.

• At the conclusion of the Upgrade Interview, your Assessors will draft a formal report making a recommendation. They may make one of four recommendations: (i) that you be upgraded to PhD registration; (ii) that you resubmit your work at a future date for a second Upgrade Interview, having made changes that they may advise in consultation with your supervisor; (iii) that you continue with your project to completion as an MPhil; (iv) that your registration as a research student should be discontinued, on the grounds that the planned project will not lead to a research degree.

• It is our expectation that most students will be successful in their Upgrade interview at the first attempt.

• If you are asked to resubmit your Upgrade, this may be with or without a further interview.

• A resubmission may feel disappointing, but it is important that any weaknesses in your project are resolved in order to allow you to move forward to completion of the doctorate. Many excellent theses have been successfully completed after a second Upgrade Interview. If asked to resubmit, the points to address will be clearly set out by the Assessors in their report.

• Failure to upgrade at the second attempt may lead to either: (i) proceeding to the degree of MPhil; or (ii) the student being required to withdraw their registration. Under University Regulations 13 and 16.3(1) students have the right to appeal against either of these decisions.

### Year Two

• The progress of all students in Year 2 must be reviewed in the Summer Term, requiring an interview with the Departmental Graduate Progress Review Panel during May. In preparation for this interview, students are required to submit the following materials to their supervisor(s) in advance:
  - A report on the progress of thesis research (covering their first 18 months of study.) This should not be longer than 3 pages;
  - An outline work plan to completion of the thesis, in 2 pages;
  - A chapter draft, or other piece of writing related to the thesis research, of between 5000 and 10000 words length (excluding bibliography).

• These submissions are to be read by the supervisor, who will then provide a short report (no more than 1 page) to the Panel prior to the Review meeting, covering the progress made by the student during the year and highlighting any causes or concern. This report should be submitted to the DGS at least one week prior to the meeting of the Departmental Graduate Progress Review Panel. This means that students should submit the required paperwork to their supervisors during April.

• The Departmental Graduate Progress Review Panel will be chaired by the DGs, and will comprise three other members of staff, usually including your supervisor. Those serving on this Panel will usually be drawn from the members of the Departmental Postgraduate Committee.
• The Departmental Graduate Progress Review Panel will question the student about their progress, paying particular attention to planning of the work ahead and to developing a clear strategy toward completion of the thesis. 
• Following the Panel interview, the DGS will prepare a short report on each student, to be sent to the supervisor and the student. It is expected that student progress will be deemed satisfactory in the vast majority of cases.
• Should the Panel consider student progress to be “unsatisfactory” at a Review in Year 2, then the DGS will meet subsequently with the supervisor and the student to devise a programme of ameliorative measures that can be put in place to assist the student in reaching an acceptable level of progress. These measures will be documented, and the student’s progress will be reviewed again after six months. If progress remains unsatisfactory after this second meeting, and after providing support and guidance and after a sustained period of poor performance, then the DGS will discuss the options with the student and supervisor, and may consider proposing that the student be permanently withdrawn via a Continuation of Registration Committee.

**Year Three**

• The progress of all students in Year 3 must be reviewed in the Summer Term, requiring an interview with the Departmental Graduate Progress Review Panel during May. In preparation for this interview, students are required to submit the following materials to their supervisor(s) in advance:
  o A report on the progress of thesis research (covering their first 30 months of study.) This should not be longer than 3 pages;
  o An outline work plan to completion of the thesis, in 2 pages;
  o A chapter draft, or other piece of writing related to the thesis research, of between 5000 and 10000 words length (excluding bibliography). This must not be the same work submitted for review in Year 2.
• These submissions are to be read by the supervisor, who will then provide a short report (no more than 1 page) to the Panel prior to the Review meeting, covering the progress made by the student during the year and highlighting any causes or concern. This report should be submitted to the DGS at least one week prior to the meeting of the Departmental Graduate Progress Review Panel. This means that students should submit the required paperwork to their supervisors during April.
• The Departmental Graduate Progress Review Panel will be chaired by the DGs, and will comprise three other members of staff, usually including your supervisor. Those serving on this Panel will usually be drawn from the members of the Departmental Postgraduate Committee.
• The Departmental Graduate Progress Review Panel will question the student about their progress, paying particular attention to planning of the work ahead and to developing a clear strategy toward completion of the thesis.
• Following the Panel interview, the DGS will prepare a short report on each student, to be sent to the supervisor and the student. It is expected that student progress will be deemed satisfactory in the vast majority of cases.
• Should the Panel consider student progress to be “unsatisfactory” at a Review in Year 3, then the DGS will meet subsequently with the supervisor and the student to devise a programme of ameliorative measures that can be put in place to assist the student in reaching an acceptable level of progress. These measures will be documented, and the student’s progress will be reviewed again after six months. If progress remains unsatisfactory after this second meeting, and after providing support and guidance and after a sustained period of poor performance, then the DGS will discuss the options with the student and supervisor, and may consider
proposing that the student be permanently withdrawn via a Continuation of Registration Committee.

**Year Four**

- The progress of all students in Year 4 must be reviewed in the Summer Term, requiring an interview with the Departmental Graduate Progress Review Panel during May. In preparation for this interview, students are required to submit the following materials to their supervisor(s) in advance:
  - An outline work plan to completion of the thesis, in 2 pages;
- Supervisors are requested to comment on this plan, and to give a clear indication of the likelihood of successful completion of the thesis by September, and to highlight any potential difficulties that might delay submission. Supervisors must supply this brief report to the Panel at least one week before the appointed meeting.
- The Departmental Graduate Progress Review Panel will be chaired by the DGs, and will comprise three other members of staff, usually including your supervisor. Those serving on this Panel will usually be drawn from the members of the Departmental Postgraduate Committee.
- The Departmental Graduate Progress Review Panel will question the student about their progress, paying particular attention to planning of the work ahead and to developing a clear strategy toward completion of the thesis.
- Following the Panel interview, the DGS will prepare a short report on each student, to be sent to the supervisor and the student. It is expected that student progress will be deemed satisfactory in the vast majority of cases.
- Should the Panel consider student progress to be “unsatisfactory” at a Review in Year 4, then the DGS will meet subsequently with the supervisor and the student to devise a programme of ameliorative measures that can be put in place to assist the student in reaching an acceptable level of progress. These measures will be documented, and the student’s progress will be reviewed again after six months. If progress remains unsatisfactory after this second meeting, and after providing support and guidance and after a sustained period of poor performance, then the DGS will discuss the options with the student and supervisor, and may consider proposing that the student be permanently withdrawn via a Continuation of Registration Committee.

It is important to note that, although all MPhil/PhD students are now registered for four years, the University still expects them to submit within three years where possible. Any additional time required should be devoted solely to the process of ‘writing up’ their research. (Part-time students are normally expected to complete the thesis within six years, but may extend their writing up into a seventh year). Further information is available at: [http://www2.warwick.ac.uk/services/academicoffice/gsp/current/studentprogress/4yphdextension](http://www2.warwick.ac.uk/services/academicoffice/gsp/current/studentprogress/4yphdextension)

**2(vi) Your Thesis**

All of the regulations governing the preparation, submission, and examining of your thesis (both MPhil and PhD) can be found in 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](http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/guide_to_examinations_for_higher_degrees_by_research.pdf)

You should pay special attention to Part I: ‘Guidance to Students on Submission and Examination of the Thesis’, No. 4 ‘Presentation of The Thesis’ (pp. 7-9), which contains vital information about the presentation of your dissertation.
As it is essential that you conform to the presentational requirements set out in these guidelines when you submit your thesis, it is wise to adopt these practices from the very beginning of your studies. This is particularly important with regard to referencing systems, and the style and order of your bibliography. The choices you make about these presentational issues should be discussed and clarified with your Supervisor. Everything you write while a research student should conform to these guidelines.

Remember, also, that your thesis MUST strictly conform to restrictions on word length. The **maximum word-lengths allowed** are:

- **MPhil** 60,000 words (excluding footnotes, bibliography and appendices)
- **PhD** 80,000 words (excluding footnotes, bibliography and appendices)

Appendices, if include, should be **no more** than 5,000 words in total.

History Department guidance on thesis submission, and links to the various forms you will need to complete the process, can be found at: [http://www2.warwick.ac.uk/fac/arts/history/students/research/viva/checklist/submission/](http://www2.warwick.ac.uk/fac/arts/history/students/research/viva/checklist/submission/)

As you get closer to the submission of your finished thesis, your Supervisor will discuss with you the appointment of your Examiners. Two Examiners will be appointed, one an Internal Examiner who is usually a member of staff in the Warwick History Department, and an External Examiner, who will be based at another institution. The Internal Examiner may have been involved in your progress during your studies, for example s/he may have been one of the Assessors for your Upgrade in Year 1, but the External Examiner will not normally have had any involvement in your work previously.

The nomination of your Examiners is ultimately the responsibility of your Supervisor, who makes the recommendation to the University’s Graduate School. It is the University, not the Department, that ultimately appoints your Examiners. The viva voce examination normally takes place within 3 months of the submission of your thesis, but not usually in less than 6 weeks following submission (as Examiners need sufficient time to read and assess what you have written).

From the outset of your studies in Year 1, you should have a clear plan for the completion of your thesis, with a submission date that you are working towards. This plan needs to be regularly reviewed and revised, and must always be realistic and practical.

**Ethics in research**

In most historical research projects there will be no ethical implications, but in cases where your research involves human participants (perhaps involving interviews and the collection of oral histories), or confidential data (perhaps medical records might be among your sources), prior ethical approval will be required. We ask **ALL** students to complete an Ethics Review Form, to be submitted as part of the Upgrade process in Year 1.

Any concerns you have about the ethics of your research should be discussed with your Supervisor in the first instance, but you may also seek advice from the DGS.

**Plagiarism**

The University has clear and strictly enforced regulations governing plagiarism and these apply to all assessed work submitted by students, including research theses. It is important that you read and understand the definition of plagiarism set out in these regulations, which can be found here: [http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/](http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/)
Remember when writing your dissertation that you must always identify your sources for specific information and, where appropriate, the ideas that 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. If you are uncertain about what constitutes plagiarism, please talk it over with your supervisor, or if necessary the DGS.

**2(vii) The Graduate Research Forum**

The Graduate Research Forum meets weekly during the Autumn and Spring Terms, on Monday evening between 5.00 and 7.00 pm. Attendance is **REQUIRED** for all research students in their first year of study. Students in other years of study may also attend the Graduate Research Forum, and many do so – especially when the topic to be considered relates directly to their own field of interest, or offers advice on skills and training that may be relevant.

The purpose of the GRF is to assist research students in the design and implementation of their research, aiming toward the successful confirmation of their DPhil status before the end of the first year, and to provide guidance and advice on skills and strategies needed to develop their thesis work toward completion and dissemination (including publication).

Part 1 of the GRF offers four sessions on initial research design, and will prepare students for the requirements of the upgrade process – the preparation of a research outline, a draft chapter, a bibliography, and a research schedule. In Part 2, senior faculty members in History will illustrate the evolution of research through their own experience with a specific project. Four presentations will be made, followed by discussion, and these will cover a broad range of historical topics. Students may be asked to read specific texts in preparation for these sessions. Part 3 of the GRF, commencing in the Spring Term, comprises five sessions at which First Year research students will make short presentations on the design of their own thesis projects. Supervisors and other members of staff may be invited to attend these sessions, and will participate in the discussion. In Part 4 of the GRF four sessions are offered which relate to the later stages of the research process, dealing with dissemination, publication, and further research funding. Students in an advanced stage of thesis research will join us for these sessions, and may participate in the presentations. The session on publication will be led by a History editor from a leading publishing house.

In addition to the formal GRF programme, supplementary sessions may be organized that will bring together the larger body of our research community (including Teaching Fellows, Post-docs, and staff) on issues of career development. These will be notified to all research students by Sarah Doughty.

* * * * * * *
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 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(viii) Postgraduate History Conference**
The GRF will culminate each year in a Postgraduate History Conference, to be held in Week 5 or 6 of the Summer Term.

This is a two-day conference at which Warwick History postgraduate students make presentations of their own research. Both PGR and PGT students may present papers at the conference. Panels are organised to reflect the stage of research that the presenter has reached: some panels will deal with research outlines at a preliminary stage of development, whilst others will present research at a more advanced stage, perhaps by those nearing completion of their thesis.

The audience for the Conference is made up of fellow graduate students, staff in the Department and other academics and Warwick students who may be interested. The Conference has a dual purpose: to provide you with an opportunity to develop your presentational skills in a professional environment, and to enable you to receive informed feedback on your work from other historians. The next conference will take place 31 May-2 June (Week 6, Term 3).

The Conference will be organised by a small panel of 2 or 3 research students (normally drawn from Years 2 and 3). All research students are expected to present their work to at least one Conference during their time at Warwick, and many students will do so more frequently. All PGT and PGR students are normally expected to attend the conference.

**2(vix) Arts Faculty Postgraduate and Professional Training Programme**
All History research students, including those in their First Year of study, may also attend sessions offered as part of the Arts Faculty Postgraduate and Professional Training Programme. This is open to all research students in the Arts Faculty, offering a variety of sessions on practical and theoretical issues relating to research in the humanities.

**2 (x) 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/ 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

**2 (xi) CADRE (the Centre for Arts Doctoral Research Excellence)**
CADRE is the Faculty of Arts doctoral training hub. As a PhD student in the Faculty you have automatic access to all CADRE events and resources. Year 1 students are expected to take part in the four week Introduction to Arts Doctoral Research programme. Students who are further on in their studies may
wish to attend the more advanced sessions on offer. Full details of CADRE programmes, facilities and opportunities are at http://www2.warwick.ac.uk/fac/arts/cadre

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<tr>
<th>Date</th>
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<th>Workshop Title</th>
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<tbody>
<tr>
<td>5th October 2016</td>
<td>11 – 1pm</td>
<td>PG Induction and Welcome event</td>
</tr>
<tr>
<td>19th October 2016</td>
<td>11 – 1pm</td>
<td>PhD Survival Guide</td>
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<tr>
<td>2nd November 2016</td>
<td>11 – 1pm</td>
<td>Locating your Sources: Libraries, Archives and Reference Management</td>
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<td>16th November 2016</td>
<td>11 – 1pm</td>
<td>Developing a Critical Voice through Academic Writing and Critical Reading</td>
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<td>30th November 2016</td>
<td>11 – 1pm</td>
<td>Finding your Research Community</td>
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<td>17th January 2017</td>
<td>2 – 4pm</td>
<td>Completing your PhD</td>
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<tr>
<td>31st January 2017</td>
<td>2 – 4pm</td>
<td>Getting Published</td>
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<tr>
<td>21st February 2017</td>
<td>2 – 4pm</td>
<td>How to get Postdoctoral Research Funding</td>
</tr>
<tr>
<td>7th March 2017</td>
<td>2 – 4pm</td>
<td>What Next?</td>
</tr>
</tbody>
</table>

2(xii) Taught courses in History
When you first meet your Supervisor you will discuss your training needs, to identify any skills you may need to develop in order to successfully complete your research, or any gaps in your training that need to be addressed. Your Supervisor may accordingly recommend that you take one of the Core or Optional modules taught as part of the MA programmes in History. Full details of these modules can be found in the MA Handbook, located here: http://www2.warwick.ac.uk/fac/arts/history/students/handbooks

The module most commonly taken by research students in Year 1 is the Core module “Historical Research: Theory, Skills and Methods” (TSM). This is the core methodology course offered in the History Department for graduate students, designed as a component of our MA teaching. Research students who do not already hold an MA in History (or other approved training) will normally be expected to attend TSM and may be asked to submit the piece of assessed work required for this module. Further details of the TSM module can be found at: http://www2.warwick.ac.uk/fac/arts/history/students/ma_studies/tsm/

It may be possible for Research students to audit MA Optional modules, in full or part, without completing the assessed work required. This is subject to the permission of the module convenor and availability. It is sometimes possible to audit MA modules offered by other Departments. If you wish to audit any MA module, then please discuss this in depth with your Supervisor before contacting the MA Director.

2(xiii) Specialised Training Programmes
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. Regular attendance is recommended. Historians may find of special use the material covered in Term 2, which emphasizes palaeography and textual
editing. To register and/or further information contact the Renaissance Centre secretary, Jayne Brown, on 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/.

Resources and Techniques for the Study of Renaissance and Early Modern Culture 
Doctoral historians with an interest in developing specialist research training skills in Renaissance and Early Modern Europe should consult the ‘Warburg Institute – University of Warwick Research Training Programme’. Further information can also be found on the web page: 
http://www2.warwick.ac.uk/fac/arts/ren/warburgwarwick/.

3. RESEARCH SEMINARS
The History Department hosts a large number of research seminar programmes. These Seminars meet regularly throughout all three terms. As a research student, it is expected that you will attend the seminar most relevant to your own field of study. By attending seminars you keep up to date with recent developments in historical thinking and historical writing, you are introduced to a range of historians, and you see at first hand the skills required to present your work to a professional audience and experience the conduct of debate around historical questions.

The Departmental Research Seminar meets less frequently than other seminar series (not usually more than twice in a term), and it is expected that ALL research students will attend this Seminar when it meets. Your attendance at Seminars is monitored on the Progress Review report, which you must complete annually as part of either your MPhil-PhD upgrade or departmental progress interview.

The Department prides itself on the large number of research seminars that are offered at Warwick. Graduate students are strongly encouraged to attend and participate in these seminars. We also encourage informal working groups of many kinds, some of which are led by students. There is a small amount of financial and other help (e.g. photocopying) for costs involved if you wish to create a new forum for discussion. You should discuss any such proposal firstly with your supervisor, and then with the Director for Research (Professor Mark Philp).

Current seminars and reading groups are as follows:
• History Research Seminar (Department Seminar)
• Americas Research Seminar
• Global Workshop and Seminar
• Latin American History Reading Group
• History of Medicine Reading Group
• History of Medicine Seminar
• Early Modern Seminar
• Eighteenth-Century Seminar
• STVDIO: the Renaissance Reading Group
• Gender and Feminist Theory Reading Group

For information on History Department Research Seminars and Reading Groups for 2016/17, see: 
http://www2.warwick.ac.uk/fac/arts/history/res_rec/seminars_readinggroups
In addition to regular Research Seminars, the various Research Centres in the Department organize occasional workshops and conferences, sometimes in conjunction with Warwick’s Institute for Advanced Study. Members of staff also from time to time organize Study Groups or Reading Groups, addressing specific topics or texts. As a research student you are normally eligible to attend such workshops and groups, and should endeavour to do so whenever the topic relates to your own research. Occasional workshops and conferences are widely advertised in advance, and Sarah Doughty will ensure that all PGR students receive notification of such meetings.

4. WELFARE: PERSONAL TUTORS AND PASTORAL CARE

For the majority of research students, the relationship with a Supervisor provides both academic guidance and a degree of pastoral care. However, Professor David Anderson (in his capacity as DGS) is assigned as Personal Tutor to all research students in the History Department. He is available to see students during his office hours (Mondays and Wednesdays), but research students can also make appointments at other times via email. Students who would prefer to consult with an alternative member of staff may refer to the Senior Tutor in History, Professor Peter Marshall.

Useful pastoral/welfare contacts on campus:

- Senior Tutor 024 7652 2761 seniortutor@warwick.ac.uk
- Counselling 024 7652 3761 counselling@warwick.ac.uk
- Disability Services 024 7615 0641 disability@warwick.ac.uk
- Financial Advice 024 7657 2952 V.Sykes@warwick.ac.uk
- Students’ Union 024 7657 2824 advice@warwicksu.com
- Nightline 024 7641 7668 (9:00 pm – 9:00 am)
- Chaplaincy 024 7652 3519 chaplaincy@warwick.ac.uk

A summary of the support services available to students across the University can be found at:
http://www2.warwick.ac.uk/services/student-support-services/

5. FUNDING TO SUPPORT YOUR RESEARCH ACTIVITIES

A number of small funds are available to support the work of research student in the Department. Full details of the various research funds available to students can be found online, and is updated regularly: http://www2.warwick.ac.uk/fac/arts/history/students/postgrad_life/funding

In addition, the University offers limited support for which research students are eligible through its Hardship Fund. A summary of the main funds is provided here.

5(i) History Postgraduate Research Fund

The Department administers this small Postgraduate Research Fund, which is available only to those who cannot claim from their research funding body for research-related expenses. In the past money from the Fund has been used to cover costs associated with visits to archives and libraries, as well as attendance at conferences. Individuals do not normally receive more than £300 per year of study, though larger requests will be considered. To apply, please complete the short application form, available at:  http://www2.warwick.ac.uk/fac/arts/history/postgraduate/postgrad_life/useful2013
Once an award from this fund is approved you will need to submit an expenses claim, which is also available via the link above. Please note that research students on extension (or in their fourth or equivalent year of study) are not normally eligible to receive funds from this source.

5(ii) The Kineton Hundred
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. Students may apply directly to the DGS.

5(iii) 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 research activities or to cover the costs of presenting a paper at a conference. Students may apply for up to £500. Information on the Callum MacDonald Memorial Bursary can be found via the History funding pages: http://www2.warwick.ac.uk/fac/arts/history/students/postgrad_life/funding

5(iv) 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. The award is specifically for any field of enquiry in social history, broadly defined. Students will be invited to apply for this in March 2015.

5(v) Newberry Renaissance Center Consortium
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/ReimburseInfo.html. 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 (renaissance@warwick.ac.uk) for deadlines or further information on the Warwick-Newberry collaboration.

5(vi) 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. Details are available at http://www.go.warwick.ac.uk/hardshipfunds

6. FACILITIES AVAILABLE TO RESEARCH STUDENTS

6(i) 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 (K.J.Drakeley@warwick.ac.uk) for this. There are some further lockers available at the Students Union headquarters.

**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.

**6(ii) 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.

**6(iii) 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/](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](http://www2.warwick.ac.uk/fac/arts/history/students/library_resource)
6(iv) 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/

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. Confirmation of support from the Supervisor will be required.

6 (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/.

6 (vi) 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/
7. OPPORTUNITIES TO GAIN TEACHING EXPERIENCE

It is one of the key features of graduate training in History at Warwick that we provide excellent opportunities for our research students to gain teaching experience on our undergraduate degrees.

Teaching requirements for the coming academic year are resolved before the end of the previous Summer Term, when the Department Academic Administrator will inform all PGR students and their supervisors of what teaching will be available. Students then apply, with the support of their Supervisor.

We predominantly select students in Years 3 and 4, but students in Year 2 are also sometimes given teaching. Selection of those to be given teaching is at the discretion of the Head of Department, who will be guided by the advice of Supervisors. In normal circumstances it is our intention to give teaching experience to all students during the course of their research studies at Warwick.

Postgraduate research students who undertake teaching in the Department must attend the Postgraduate Teaching Skills course organised by the Department of History (assisted by the Learning and Development Centre), and held prior to the start of the Autumn Term.

8. REGULATIONS AFFECTING OVERSEAS STUDENTS (TIER 4)

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.

9. POSTDOCTORAL STUDIES

Throughout your period of postgraduate study at Warwick you will become clearer on whether you want to pursue a career as an academic. You should discuss the possibilities with your Supervisor, and with the DGS. The Director of Research, Professor Mark Philp, can also give advice on postdoctoral funding applications. You should also become familiar with the funding possibilities for postdoctoral work. It is common for someone who has completed a doctorate to undertake some postdoctoral work before securing an academic position. To assist in searching out such opportunities you might investigate the following:

Grants for History: A Guide to Funding
http://www.history.ac.uk/bookshop/annual-publications/grants-for-history-2010-guide-funding

Important sources for funding at postdoctoral level include:
The British Academy http://www.britac.ac.uk/
10. TERM DATES

2016/2017
Autumn Term: Monday 3 October 2016 – Saturday 10 December 2016
Spring Term: Monday 9 January 2017 – Saturday 18 March 2017
Summer Term: Monday 24 April 2017 – Saturday 1 July 2017

2017/2018
Autumn Term: Monday 2 October 2017 – Saturday 9 December 2017
Spring Term: Monday 8 January 2018 – Saturday 17 March 2018
Summer Term: Monday 23 April 2018 – Saturday 30 June 2018

2018/2019
Autumn Term: Monday 1 October 2018 – Saturday 8 December 2018
Spring Term: Monday 7 January 2019 – Saturday 16 March 2019
Summer Term: Wednesday 24 April 2019 – Saturday 29 June 2019

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 024 761 50991</td>
<td>H314</td>
<td>D.M.Anderson</td>
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<tr>
<td>Maxine Berg</td>
<td>MB 024 765 23377</td>
<td>H020</td>
<td>Maxine.Berg</td>
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<tr>
<td>Roberta Bivins</td>
<td>RB 024 765 23440</td>
<td>H330</td>
<td>R.Bivins</td>
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<tr>
<td>Daniel Branch</td>
<td>DB 024 765 23979</td>
<td>H326</td>
<td>D.P.Branch</td>
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<tr>
<td>Bernard Capp</td>
<td>BC 024 765 23410</td>
<td>H318</td>
<td>B.S.Capp</td>
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<tr>
<td>Camillia Cowling</td>
<td>CC 024 765 72746</td>
<td>H332</td>
<td>C.Cowling</td>
</tr>
<tr>
<td>Jonathan Davies</td>
<td>JD 024 765 23420</td>
<td>H320</td>
<td>J.D.Davies</td>
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<tr>
<td>Angela Davis</td>
<td>AD 024 761 50853</td>
<td>H319</td>
<td>Angela.Davis</td>
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<tr>
<td>Aysu Dincer Hadjianastasis</td>
<td>ADin 024 761 50928</td>
<td>H009</td>
<td>A.Dincer</td>
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<tr>
<td>Rebecca Earle</td>
<td>RE 024 765 23466</td>
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<td>R.Earle</td>
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<td>H339</td>
<td>Roger.Fagge</td>
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<td>Robert Fletcher</td>
<td>RFle 024 765 75536</td>
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<td>R.Fletcher.1</td>
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<tr>
<td>Anne Gerritsen</td>
<td>AG 024 765 23318</td>
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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.

The information contained in this Handbook may be updated over the course of the academic year. In all cases, University Regulations take precedence, as laid down in the Calendar, the Course Regulations and the official timetable.