School of Modern Languages and Cultures

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This booklet is intended as a guide for the use of students. It does not replace the regulations published in the University Calendar: [http://www2.warwick.ac.uk/services/gov/calendar](http://www2.warwick.ac.uk/services/gov/calendar) The University reserves the right to modify or cancel any statement in the guide and accepts no responsibility for any consequences of such modification or cancellation. Any problems related to these notes should be discussed with your supervisor, the Director of Graduate Studies or the Head of Department.

If you have any suggestions as to what else should be included in this handbook, or any other comments regarding its contents, presentation, or availability, then please make your views known to your Director of Graduate Studies and/or the PG Secretary.
Welcome to the School of Modern Languages and Cultures!

The School of Modern Languages and Cultures is made up of four academic Departments - French Studies, German Studies, Italian, Hispanic Studies - and the Language Centre, which is responsible for Institution-wide language provision.

The Modern Language Departments are amongst the most vibrant, largest and most highly ranked in the country (ranked 26th in the QS world rankings). Each of the four academic departments is responsible for its own MA by research and MPhil/PhD students but they share administrative support and work closely together on research training.

This handbook will give you useful information about the School of Modern Languages and Cultures (and where relevant the University), and about the procedures and options linked to the MPhil/PhD programmes. Read it carefully, and keep it in a safe place for future reference (some of the information included in this handbook will not be relevant until later).

The handbook is intended to supplement the information available on the Graduate School website: http://www2.warwick.ac.uk/services/academicoffice/gsp/ and the University’s procedures for maintaining up-to-date records: http://www2.warwick.ac.uk/services/academicoffice/ourservices/studentrecords/students and should be read in conjunction with these. It does not replace the university regulations as published in the University Calendar see: http://www2.warwick.ac.uk/services/gov/calendar

Every effort is made to ensure the accuracy of the information provided, but we reserve the right to make modifications, say, in cases of illness or other unforeseen circumstances. We will advise you at the earliest opportunity of any changes that may affect you, or that you should take into account. The printed version of the Handbook is produced once a year, but an electronic version can be found on the School and Departmental websites, which will incorporate any necessary updates.

Please consult relevant officers (listed below) and/or your Personal Tutor if you have questions about any matters related to your course.

Main Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline Parker</td>
<td>Postgraduate Secretary</td>
<td>02476 574 219</td>
<td><a href="mailto:caroline.parker@warwick.ac.uk">caroline.parker@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Prof. Ingrid De Smet</td>
<td>Director of Graduate Studies, French</td>
<td>02476 523 017</td>
<td><a href="mailto:I.de-Smet@warwick.ac.uk">I.de-Smet@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Dr Katherine Astbury</td>
<td>Director of Graduate Studies, French</td>
<td>02476 523 333</td>
<td><a href="mailto:katherine.astbury@warwick.ac.uk">katherine.astbury@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Dr James Hodkinson</td>
<td>Director of Graduate Studies, German</td>
<td>02476 150 387</td>
<td><a href="mailto:J.R.Hodkinson@warwick.ac.uk">J.R.Hodkinson@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Prof. Annette Fuchs</td>
<td>Director of Graduate Studies, German</td>
<td>02476 524 919</td>
<td><a href="mailto:A.Fuchs@warwick.ac.uk">A.Fuchs@warwick.ac.uk</a></td>
</tr>
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<td>Dr Alison Ribeiro de Menezes</td>
<td>Director of Graduate Studies, Hispanic</td>
<td>02476 150 719</td>
<td><a href="mailto:Alison.Menezes@warwick.ac.uk">Alison.Menezes@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Dr Jennifer Burns</td>
<td>Director of Graduate Studies, Italian</td>
<td>02476 573 096</td>
<td><a href="mailto:j.e.burns@warwick.ac.uk">j.e.burns@warwick.ac.uk</a></td>
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### Term Dates 2014-2015

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<tr>
<td>Spring Term</td>
<td>Monday 5 January 2015</td>
<td>Saturday 14 March 2015</td>
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<tr>
<td>Summer Term</td>
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<td>Saturday 27 June 2015</td>
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### Term Dates 2015-2016

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<tr>
<td>Spring Term</td>
<td>Monday 11 January 2016</td>
<td>Saturday 19 March 2016</td>
</tr>
<tr>
<td>Summer Term</td>
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### Term Dates 2016-2017

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<tr>
<td>Spring Term</td>
<td>Monday 9 January 2017</td>
<td>Saturday 18 March 2017</td>
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<td>Summer Term</td>
<td>Wednesday 24 April 2017</td>
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### Term Dates 2017-2018

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<tr>
<td>Spring Term</td>
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</tr>
<tr>
<td>Summer Term</td>
<td>Monday 23 April 2018</td>
<td>Saturday 30 June 2018</td>
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</table>
**PRACTICAL INFORMATION**

**Contacting staff**

During term-time all tutors set aside office hours during which they are available for consultation. Times of office hours are posted on tutors’ doors. It is also possible to make an appointment for another, mutually convenient, time. Please see the full list of staff contact details for room numbers, telephone numbers and e-mails. Staff pigeon-holes are located in or outside Departmental Offices. Any confidential messages for staff pigeon-holes should be put in an envelope; particularly valuable or sensitive materials should be handed to the Postgraduate Secretary.

Out of term-time, academic staff are mostly busy with research, which many tend to conduct off campus. Most staff, however, check their emails regularly.

**Email and Websites**

Your Warwick Email address will be an important means of communication. Register with the university’s Information Technology Services as soon as you arrive in order to set up your Warwick Email account. Remember also to ask for remote access facilities (user name and password).

**Communications from tutors, the School of Modern Languages and Cultures Office, the Library etc. are only made to Warwick e-mail addresses. If you intend to operate a commercial e-mail account, then it is your responsibility to set up a forwarding mechanism to it from your Warwick e-mail account. Instructions on forwarding mail can be found on the web page: [www.warwick.ac.uk/services/its](http://www.warwick.ac.uk/services/its)**

The School of Modern Languages and Cultures and Departmental websites are an important and flexible source of information. Please check the web pages regularly – we will even link up your own e-Portfolio page to it if you wish. The pages for ‘current postgraduates’ (intranet pages) require logging in, using your normal username and password. You will find information and documents there about administrative matters, support, sources of research and travel funding, prizes and so on. The departmental secretaries will also regularly send email updates of events and opportunities.

**PG spaces and facilities**

- Hot-desking facilities are available in Room H0.89 in the Postgraduate Research Students’ space.

- The Faculty’s Graduate Space on the 4th floor of the Humanities Extension Block provides a meeting place for students. Notice boards display information of general interest to all postgraduate students in the Arts Faculty. The Graduate Space can be booked for special events (e.g. workshops or conferences) through the Arts Faculty Secretary. Adjacent to this is a PG computing room with networked PCs available on a first-come, first-served basis. These facilities are shared with other graduate students in the Arts Faculty. You will require a code to gain access, also available from the Arts Faculty Secretary.

- The Departmental Offices keep a selection of periodicals, dictionaries, grammar books, and other reference works, some of which can be borrowed after signing out. Students can also make use of the department’s video and CD-ROM collection: the list is kept for consultation in the Departmental Offices.
The Transnational Resources Centre (TRC) is based in rooms H0.81, H0.85/6, H0.87 and H0.88 in the Humanities Building, with capacity for approximately 40 students at any one time. The TRC is managed by the School of Modern Languages and Cultures, and is open Monday – Friday during term time, with limited opening throughout the vacation period. The facility provides an innovative, flexible space that supports students by facilitating independent learning. It provides support for individual study, group problem-solving activities, team-working and presentation work, including an emphasis on facilitating the development and delivery of student presentations and supporting students in the use of film and digital multi-media for their assignments. It also provides a foreign-language DVD library, a wireless network, a small reference library for languages students, and foreign-language newspapers and other materials. A wide range of equipment includes electronic whiteboards, networked foreign-language satellite television, a home cinema, video-editing facilities, networked PCs, laptops etc. For more information on the use of the TRC, please contact the TRC Technician (Ext. 50652), or check the website: http://www2.warwick.ac.uk/fac/arts/trc/

The Library will be a vital resource for you during your studies at Warwick. The service is open between 08.30 and midnight, seven days a week. Your University card also acts as your Library card, and will enable you to have access to the Library and borrow books. All arts books and journals are located on the third floor of the library. Recent editions of journals and newspapers can be found on Floor 1. In addition DVDs, Videos and a selection of core texts can be found in the Short Loan Collection on Floor 1 or in the Learning Grid. The catalogue is available on-line, and many electronic resources can be used through remote access provided you have the requisite username and password to log-in: http://www.warwick.ac.uk/services/library

The Learning Grids are 24-hour flexible study facilities located on the ground and first floor of University House, in Rootes and in Leamington Spa where you can book presentation facilities, organize group work and access a selection of core texts.

For those who teach for the University, the Library’s Teaching Grid is based on Level 2 of the Library, on the left from the main entrance. Based on developing teaching practice, it includes an experimental teaching space, where you can try out new technologies and methods.

The Wolfson Research Exchange, on the 3rd floor of the library, is a technology-rich facility for researchers. The service provides space where researchers and research students can come together to discuss and explore their research. The Wolfson Research Exchange website and the PhD Life blog are both useful resources for PhD students. The Research Exchange website has lots of useful, researcher-created articles to develop your academic career, on topics like promoting yourself online, attending conferences and finding sources:
http://www2.warwick.ac.uk/services/library/using/libspaces/researchexchange/

The Postgraduate Hub is a space for Warwick postgraduate taught and research students to access support and to work and share experiences together in the broadest context of postgraduate life, not just study: http://www2.warwick.ac.uk/services/library/pghub/

The PhD Life blog is a community blog for Warwick PhD students to informally discuss aspects of the PhD experience, find out about other researchers’ solutions to problems and generally be part of a community: http://blogs.warwick.ac.uk/researchexchange/
Warwick Graduate School

The Graduate School at Warwick is responsible for enhancing postgraduate student experience and upholding the high standards of graduate educational provision across the University. The Graduate School provides support to students to ensure timely progress, academic success and appropriate preparation for careers, and is available as a source of information and support beyond students’ departments.

To meet the needs of the University’s postgraduate students, the Graduate School:

- works to ensure that postgraduate students are provided with appropriate facilities and take advantage of the wider student experience offered by the University environment, for example the Wolfson Research Exchange and the PG Hub
- supports and delivers a series of activities and events to provide postgraduates with opportunities for networking and socialising beyond their departments
- administers student feedback mechanisms, for example, research students’ Annual Reports and the Postgraduate Research and Taught Student Experience Surveys
- provides information and support to students applying for internal and external bursaries and scholarships
- offers impartial advice on the University’s regulatory framework
- supports the conduct of formal appeals and complaints processes and other investigations.

For the latest information on how the Graduate School can support you in your studies please visit http://warwick.ac.uk/graduateschool

PG Hub

PG Hub (Ground floor, Senate House (card access, postgraduate-only)) is a peer-led collaborative community space that brings together postgraduates from across Warwick.

At PG Hub you can:

- Book meeting rooms for group-work and collaborative study, as well as find first-come-first-served study and meeting space
- Ask any questions you might have about your postgraduate life at Warwick
- Access support for your dissertation through Dissertation Station
- Find mentorship to take you to the next level
- Get actively involved in cultural events, which last year included Hallowe’en, the Burns Poetry Competition, Chinese New Year and a Nowruz Celebration
- Locate support for your studies and future career plans through events and drop-ins
- Share your postgraduate life through our competitions and social media

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

Currently open: 09:00 – 20:00 (see website for holiday opening)

For more information: http://warwick.ac.uk/pghub
#WarwickPGHub
pghub@warwick.ac.uk
Information Technology and Training

Extensive IT facilities are available to students, including a computer room exclusively for the use of Arts postgraduates (rooms H4.47 just off the Graduate Space), and approximately 200 PCs in the Library. Most of the on-campus student accommodation and faculty buildings have remote access availability.

The University’s IT Services provide training in IT skills for both undergraduate and graduate students. There is also a variety of online resources for training available through the IT Services website. See http://www2.warwick.ac.uk/services/its.

If you feel you have a specific need for training in IT skills, or if you require special computing arrangements (e.g. relating to disability), do not hesitate to speak to the Director of Graduate Studies or your supervisor.

All new students must attend an induction session held by the University IT Services. In addition, you should also attend the subject-specific IT-related workshops or skills sessions organised by the Department, Faculty and/or the Library.

Student-Staff Liaison Committee (SSLC)

The Student-Staff Liaison Committee consists of a member or members of staff and elected student representatives. The Chair of the SSLC is a student. Each department and degree needs to elect representatives to attend the School of Modern Languages and Cultures postgraduate SSLC. The elections of SSLC representatives usually take place in the first few weeks of the Autumn Term. Do volunteer!

The minutes of SSLC meetings are posted on the School of Modern Languages and Cultures website.

The minutes of SSLC meetings are discussed at the School of Modern Languages and Cultures Postgraduate committee meetings in the presence of the Chair of the SSLC. Postgraduate matters arising from the SSLC meetings may, as appropriate, be referred to the individual Department’s staff meetings.

The School of Modern Languages and Cultures Postgraduate Studies Committee

The School of Modern Languages and Cultures Postgraduate Studies Committee consists of the Head of School of Modern Languages and Cultures (ex officio) and the Directors of Graduate Studies of the 4 academic departments.

The PG Studies Committee meets at least once a term (more often if necessary) to discuss, amongst other things: postgraduate recruitment and admissions; student progress (e.g. discussion of progress reports, or of MA essay marks); and matters relating to postgraduate teaching and research supervision.
Health & Safety and Wellbeing

Please make yourself familiar with the health and safety information provided on the university’s website and follow fire evacuation procedures as detailed on the noticeboards. In case of fire DO NOT USE THE LIFTS. If you need assisted evacuation, please make your requirements known to office staff and ensure that you have the university’s Emergency contact number in your mobile phone (02476 522 222).

Student Support Services

Student Support Services (http://warwick.ac.uk/supportservices) located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on studentsupport@warwick.ac.uk and offer a comprehensive support and welfare structure available to help with all kinds of different problems, including personal, health, financial, problems connected with the law and University regulations, problems involving the provision of facilities for students with disabilities, or harassment of any sort. Students may consult the services of their own accord, or may be referred to them by personal tutors/supervisors. There may be more than one option available to students in difficult situations.


Support services available to students through the University comprise the following:

Student Support:
- Personal Tutors System (http://warwick.ac.uk/personaltutors)
- University Senior Tutor (http://warwick.ac.uk/seniortutor)

Residential Life Team:
- International Office (http://warwick.ac.uk/services/international)
- Counselling Service (www.warwick.ac.uk/counselling)
- Disability Services (http://warwick.ac.uk/disability)
- Mental Health Team (http://warwick.ac.uk/mentalhealth)
- Student Wellbeing Advisor/Practitioner (http://warwick.ac.uk/mentalhealth)
- University Health Centre (www.uhhc.org.uk)
- Chaplaincy (http://warwick.ac.uk/chaplaincy)
- Student Advice Centre (an independent, free and confidential Students’ Union service)
- Student Funding (http://warwick.ac.uk/services/academicoffice/funding/)
- Security Services (http://warwick.ac.uk/security)

Personal Tutors and Pastoral Care

The Director of Graduate Studies in each department is the Personal Tutor for Postgraduate Research students and offers advice on procedures such as upgrades and vivas, and is responsible for granting extensions. All students must attend a short meeting with the DGS at the start of each academic year and should see her/him at the start of each of the other 2 terms as part of compliance with university guidelines.

Supervisors usually act in a pastoral as well as in an academic capacity. You should, however, feel free to talk to the Director of Graduate Studies or the Head of Department (indeed, any member of staff) about personal and academic matters you do not wish to raise with your supervisor. You may also consider talking to a member of the SSLC or the Students’ Union. Pastoral care within the Department is also supported by the University’s Senior Tutor and the team of Student Support Staff.
RESEARCH DEGREES: GENERAL GUIDELINES

We offer three kinds of research degrees. The **MA by Research** differs from the *taught* MA in that students come fully prepared to engage in their own independent research and therefore already have a well-defined topic on which they wish to write, as well as skills to carry independent research forward. No coursework is required: students are only expected to submit a dissertation of 40,000 words. They may find it useful (and may be required), however, to join other students on relevant parts of the core modules of the taught MA, particularly IT913 Research skills. The MA by Research typically lasts 12 months (24 months if part-time). PhD students prepare, over the course of 3 years, a dissertation of 80,000 words. They are initially registered as **MPhil** students and proceed to the **PhD** upon completion of work of good standard, typically by the end of their first year. Students may also choose, after 2 years, to leave with an MPhil, provided that they have completed an up-to-standard dissertation of 60,000 words.

**Skills and Further Development**

Research students should take advantage of opportunities for deepening their knowledge or sharpening their skills in a variety of areas, in the Department, in the Arts faculty and/or in the University at large. These skills will be reflected in a Skills Development Portfolio.

**School of Modern Languages and Cultures research training**

Each term the School of Modern Languages and Cultures offers research training for PGR students. You will be provided with details of the dates of these in the course of the year but the training session in term 1 is always based around what the Library can do for research students and archival research.

**Auditing Modules (optional)**

You may wish to discuss with your supervisor auditing an MA module on offer either within or outside the Department. This would not normally entail any written work.

**Attendance at Seminars/Study Groups**

All postgraduate students are expected to participate in all the seminars and study groups run by the Department, as well as those run by the Faculty of Arts which are of relevance to them.

**The Warwick–Warburg Doctoral Training Programme**

On three days a year (typically in the spring), Warwick teams up with the Warburg Institute in London to offer practical training workshops to doctoral students in Renaissance Studies. The programme (Resources and Techniques for the Study of Renaissance and Early Modern Culture) is described on the website of the Centre for Renaissance Studies, and PhD students with relevant interests are very much encouraged to participate: [http://www2.warwick.ac.uk/fac/arts/ren/warburgwarwick/](http://www2.warwick.ac.uk/fac/arts/ren/warburgwarwick/)

**The Graduate School Skills Programme**

Research students at Warwick should receive a booklet outlining a number of skills sessions run by the Graduate School, from academic writing and time management to tips on writing job applications. Request a booklet from the Graduate School or the Postgraduate Office.

Also see the information at: [http://go.warwick.ac.uk/pgskills](http://go.warwick.ac.uk/pgskills)
Researching and Writing

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 factors in the successful submission rate of research theses in the School of Modern Languages and Cultures 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 scholarly usage. Take some time to become familiar with scholarly practice. The standard authority on all matters of presentation and format is the MHRA Style Book, which is available online at the MHRA website: http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml

Ethics and the Research code of practice

We are committed to ethical practice in research and to providing support to researchers with emerging issues in relation to ethics across all research fields. The University expects that staff and students will behave ethically and professionally in all their activities. It is the responsibility of staff and students to consider the ethical implications of their research using the University Ethical Scrutiny Framework (http://www2.warwick.ac.uk/services/rss/) and all relevant guidelines of appropriate professional bodies to assist them in fulfilling their obligations.

All students are required to complete a Research Ethics Approval Form (see Appendix) and return it to the PG Secretary.

If there are ethical issues identified, you and your supervisor should refer to the relevant section of the Research Code of Practice:

http://www2.warwick.ac.uk/services/rss/researchgovernance_ethics/research_code_of_practice
Postgraduate Research Funding

**Internal funding**
Each Department administers a small Postgraduate Research Fund. All postgraduates are eligible to apply, but taught MA students may only apply for funds to help them with the research element of their course. The fund is aimed mainly at supporting visits to archives and libraries, and attendance at conferences where students will be delivering papers. Funds are limited, and requests should be made in writing (email is acceptable) to the Director of Graduate Studies, copying in the Head of Department.

**University funding**
Doctoral students are also eligible to apply to the Humanities Research Fund for attendance at conferences. The HRF will make a maximum contribution of £500 towards conference travel applications from staff or MA by Research/Doctoral students who will be giving a paper. Applicants must provide clear information regarding the conference, the benefits of attending and the paper itself (ideally including an abstract). See [http://www2.warwick.ac.uk/services/rss/funding/fundingopportunities/opportunities/rdf/hrf](http://www2.warwick.ac.uk/services/rss/funding/fundingopportunities/opportunities/rdf/hrf) for more details.

**Graduate training at the Newberry Library (Chicago)**
Warwick postgraduate students working on Medieval, Renaissance or Early Modern topics may apply for funding to attend selected graduate training seminars at the Newberry Library in Chicago [http://www.newberry.org/](http://www.newberry.org/) or to undertake research in the Newberry’s rich collections. Applications must be made through Warwick’s Centre for the Study of the Renaissance.

The Newberry Library’s own Centre for Renaissance Studies (founded in 1979) serves an international public of scholars through the use of the library’s internationally renowned collections in the late medieval and early modern periods, through to the Napoleonic age. The Centre is organized as an international consortium of 47 universities that contribute to its administration and the planning of a range of research and advanced (graduate and post-doctoral) skills training programmes.

See [http://www.newberry.org/renaissance](http://www.newberry.org/renaissance) for more details. Warwick is currently one of three UK institutions to be a member of the Consortium of the Newberry Library’s Centre for Renaissance Studies.

Faculty members (i.e. academic staff) and graduate students at Consortium institutions can apply for funds (known as ‘Newberry Renaissance Consortium Grants’) to participate in Centre for Renaissance Studies programs or to conduct research on medieval, Renaissance, or early modern topics at the Newberry Library.

Thanks to a reciprocal arrangement funds may also be available for programs and research at the Folger Institute in Washington, DC (‘Newberry Renaissance Consortium Grant for seminar participation/research at the Folger Institute’).

Applications go through the faculty representative in the Consortium institution: in Warwick, you should write to the Director of the Centre for the Study of the Renaissance (Dr Maude Vanhaelen). (You may also request information through renaissance@warwick.ac.uk) Postgraduate applicants should first discuss their plans with their supervisors.
Funding

Information for first-year MPhil/PhD students:

Warwick funding opportunities for doctoral students are managed by the Arts Doctoral Training Centre (CADRE). Students will be able to apply in January via the standard amalgamated admissions/scholarships form available on the University’s website:

http://www2.warwick.ac.uk/services/academicoffice/gsp/scholarship/typesoffunding/opportunities/cadre

For details of Departmental funding within the Arts Faculty please visit:

http://www2.warwick.ac.uk/services/academicoffice/gsp/scholarship/typesoffunding/deptschol/phdartsscholarships

The Chancellor’s International Scholarships are funded by Warwick and allocated through a highly competitive, university-wide process, to overseas applicants only. Scholarship applications are submitted directly to the Graduate School Office, but Directors of Graduate Studies are later asked to provide written comments and rankings of applicants. It is therefore advisable to discuss your application with the Director of Graduate Studies in advance of applying. For further details and deadlines, consult the Graduate School website: http://www2.warwick.ac.uk/services/academicoffice/ourservices/gsp/scholarship/wprs
Supervision

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 most important of the guidelines are given below.

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 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 means of 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 and may be expected to vary depending on the stage which the student has reached in their project. Note that communication in person, via email and/or by phone may all be appropriate depending on the supervisor’s (and the student’s) circumstances, including any periods away, whether on leave or engaged in research abroad. Supervisors are expected to keep a written record of supervisions, although they do not have to write the report – many will ask the student to write up a summary of things discussed and add comments to that as the written record of the meeting.

- To be accessible to students at other times by arrangement should advice on academic personal problems be required.

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

- In cases of joint supervision, to agree with the 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.

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 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 seminars etc. and by engaging in discussion with other researchers.

It is very important that students maintain regular contact with their supervisor(s). Failure to do so may lead to the student’s registration being terminated.

**Supervision during periods of absence of either supervisor or student**

Your supervisor is responsible for making arrangements for your supervision during periods of their absence such as during the summer vacation period and during periods of study leave and they will contact you to agree a schedule.

If you have any matters of concern with these arrangements, you should contact the Director of Graduate Studies in the first instance or, in cases where the DGS is your supervisor, the Chair of Department.

If your supervisor is likely to be away for a prolonged period, as in the case of ill health, or if they leave the university, the Director of Graduate Studies and the Chair of Department will ensure your continued supervision through alternative arrangements.

If you are expected to be away from the university for substantial and long periods, your supervisor will make the necessary arrangements to continue your supervision; this might, for example, include using electronic systems such as Skype.

If you are dissatisfied with any aspect of your work, including supervisory arrangements, you should approach either the individual in question, or the Director of Graduate Studies or the Head of Department in the first instance.

**Change of Supervisor/Difficulties with Supervisors**

We are aware that difficulties do sometimes arise between students and their supervisors, often through no fault on either side. If you have any concerns, please feel free either to raise the matter directly with your supervisor, or to discuss the matter in confidence with your Director of Graduate Studies, or the Head of Department. Every effort will be made to ensure that excellent communications are maintained between students and their supervisors.
Dissertation: Code of Practice

Maximum Word-Length

MA by Research: 40,000 words excluding footnotes and bibliography
MPhil: 60,000 words excluding footnotes and bibliography
PhD: 80,000 words excluding footnotes and bibliography

A detailed code of practice and schedule is given below. Please study this carefully and plan your work accordingly.

1. What is a Dissertation?
A dissertation is a substantial piece of writing and requires significant research. You will need to come with a topic in hand and a supervisor from the very beginning. At the MA by research level the dissertation is not a book, nor an essay. You should view it mainly as an opportunity to develop the groundwork for a later PhD project. At the MPhil/PhD level, the dissertation is the outcome of a full-scale research project approaching the length of a short book.

You will need to follow the MHRA Style Guide and the Graduate School’s conventions for presentation, so make sure you have these documents at all times. The Graduate School’s conventions are to be found in the Guide to the Presentation and Examination of Research Degrees:

see http://www2.warwick.ac.uk/academicoffice/documents/

2. Originality
A dissertation is expected to show a measure of originality. This is a concept which even seasoned researchers find easier to recognize than to define. It may be helpful to think of originality as residing either in source-base (when a dissertation is based on the analysis of a set of primary sources which have not been analysed from a particular angle before), or in treatment (when you are offering a novel view of problems and topics discussed by scholars), or in writing (the ‘voice’ will be your own - and total unoriginality [i.e., plagiarism] is obviously to be avoided). Your supervisor will be able to monitor the originality of your work at all levels, but it is something you will want to think about too.

3. Supervisory Contacts and Availability
Students are entitled to regular and formal supervisory contact, which may include post, fax, e-mail, Skype and telephone as well as face-to-face meetings.

You should bear in mind that the summer vacation is the time when staff do the majority of their own research within the academic year. This may involve absence from Warwick. You will therefore need to discuss with your supervisor(s) at an early stage the schedule which suits you both and how contact will take place.
MA by Research

You will want to complete most of your research — and some of the writing — by Easter time. You should also leave good time for composing your final draft, which, even for experienced writers, is always more time-consuming than one expects.

Upon arrival you should make arrangements for an interview at once with your supervisor(s). The first supervision will be followed by other meetings as deemed appropriate by your supervisor(s), who will also be available by e-mail to answer your queries. These meetings should lead to:

• the approval of a final Research Proposal, along with a sample chapter of your dissertation (see below) at the beginning of Term 2 for full-time students;
• writing of drafts, which you can discuss together with your supervisor by previous arrangement;
• presentation of the dissertation by 30 September. If there are special circumstances which affect your ability to present your work at this time, your extension request, endorsed by your supervisor, should be submitted to the Director of Graduate Studies who will forward your request with their recommendation to the Graduate School for consideration and approval. Please allow sufficient time for your request to be considered to avoid unnecessary interruptions to your access to University facilities. Please see: http://warwick.ac.uk/graduateschool/current/studentprogress/extension

MA by Research Progress and Review Procedures

At the beginning of term 2, full-time students complete a self-evaluation called a Progress Report (this occurs early in term 1 of the second year in the case of part-time students). These Reports are read by the Director of Graduate Studies, who reports on them to the Graduate Committee. This Progress Report is then placed in your file in the Department’s office.

Around the same time, you should prepare a Research Proposal and a draft chapter of your dissertation. It is the responsibility of your supervisor to arrange for another member of staff to read your submission, and your responsibility to ensure that both your supervisor and the other member of staff receive it in good time before the interview.

You should prepare:

• A draft chapter of your thesis, at least 3,000 words in length;
• A 1,500 word Research Proposal, to include:
  o A review of the secondary literature relevant to your topic
  o A discussion of the main historiographical, literary, theoretical and/or methodological issues relevant to your research
  o An outline of the research project, including some discussion of the sources you will use and the questions you intend to ask of them
  o A provisional chapter plan
  o A detailed timetable for the research and writing
  o A bibliography, arranged as detailed in the MHRA Style Guide

Your supervisor and the other member of staff will read your materials and discuss them, both among themselves and with you. After you have read and signed their Report, it will be placed in your file. Very occasionally an interview panel may suggest that you resubmit work, with a revised timetable for completion. Even more rarely, the interview panel and the student may decide that this is an appropriate moment at which to terminate the MA.
MA by Research Approaching Submission

Before submitting your dissertation, you should read the University’s ‘Guide to Examinations for Higher Degrees by Research’.

The key point to note at this stage is that you have to fill in the form: ‘Nomination of Examiners for Research Degrees’ and give it to your supervisor. This should be done by the end of term 3 at the latest.

Both documents are available at:
http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/

Final Draft

Before submitting your thesis you would do well to allow your supervisor to read a final draft, and to ask him/her whether he/she thinks it is truly ready for submission. It is entirely reasonable on your part to expect him/her to read this final draft, but you should be realistic about how long this will take him/her, especially during term time or in the middle of the summer. Allow plenty of time, and take good advice when offered!

NB: Further information relevant to research students may be found on Warwick’s Graduate School Portal:
http://www2.warwick.ac.uk/services/academicoffice/gsp/current
MPhil and PhD

All students reading for a PhD are initially registered for the degree of MPhil. This is general practice within the University; it allows departments and centres to monitor the progress of students and to assess their suitability for PhD research.

MPhil/PhD Progress and Review Procedures

Please note that the guidelines below envisage students start their MPhil/PhD study in October. If you have started at a different point in the year, adjustments will be made in the number of months/terms. If in doubt about the time-table, please get in touch with your supervisor and, if necessary, the Director of Graduate Studies.

If at any time your supervisor does not think you are working at the expected standard for PhD work, or there is a likelihood of you not completing your thesis on time, s/he will inform the Director of Graduate Studies who may arrange to see you to discuss a plan of action for improving progress.

FULL-TIME MPhil and PhD Students

Year One
At the beginning of Term 2 we ask students to complete a self-evaluation called a Progress Report. These Reports are read by the Director of Graduate Studies, who will also arrange a meeting in term 2 to discuss your progress with you. The Progress Report is then placed in your file in the Postgraduate Office.

Towards the end of Term 3 students prepare and submit written work for the Thesis Upgrade Interview which normally takes place between June and October. The upgrade is a means of checking that your work is of PhD standard in that it demonstrates sustained analysis and engagement with the topic of the thesis and robust, discursive prose. Depending on progress and the nature of the project, the Thesis Upgrade may also take place in term 1 of Year 2. The interview will be with two members of staff. One of these may, in a small department, be your supervisor. It is the responsibility of your supervisor to arrange who will be conducting the interview, and your responsibility to ensure that you submit the material to the School of Modern Languages and Cultures Postgraduate Office in good time before the interview.

You should prepare:

- a draft chapter of your thesis, at least 5,000 words in length;
- a 2,500 word Research Proposal, addressing the following areas:
  - A review of the secondary literature relevant to your topic
  - A discussion of the main historiographical, literary, theoretical and/or methodological issues relevant to your research
  - An outline of the research project, including some discussion of the sources you will use and the questions you intend to ask of them
  - A provisional chapter plan
  - A detailed timetable for the research and writing
  - A bibliography, arranged as detailed in the MHRA Style Guide
You must also submit evidence of your skills development in the course of your first year. This may be a **Skills Portfolio**, with brief examples of, and reflections on the opportunities you have used throughout the year to develop various skills, or simply a list of training sessions, conferences attended etc.

Your work is read by two assessors, who will discuss it both among themselves and with you. The interview is likely to touch on a number of issues relating to your work, such as:

- **Content**: factual knowledge (breadth vs detail, accuracy, completeness / thoroughness vs lacunae...); focus and scope; understanding; originality / speciality etc.

- **Analysis and methodology**: concepts, theorization and/or critical methodology; formulation of research questions and answers; participation in, and contribution to, the intellectual debate; innovation and creativity.

- **Presentation and writing**: referencing and bibliographical skills; register and style; intended readership; word-processing and other relevant IT-skill; use of English and/or French.

- **Possibilities and limitations of your research topic**;

- **Feasibility of the proposed plan and time-table**;

- **Areas susceptible to change and/or development**.

(This list of bullet points is by way of example only!)

The interview will also give you the opportunity to ask questions or raise any concerns you may have.

In order to prepare for the actual interview, it is recommended that you re-read your own work critically, think of possible objections or criticisms, and formulate possible replies. Do not just focus on the draft chapter but consider also the larger framework of your thesis project as a whole (e.g. its methodologies, objectives, and significance for our knowledge and understanding of your chosen area of research).

After you have read and signed your Assessors’ Report it is placed in your file, and we then ask the Warwick Graduate School office to upgrade your registration to PhD status. Very occasionally the interview panel may recommend that an upgrade be deferred until it is clearer that a student is ready to proceed to PhD; or a student may be advised to proceed to the degree of MPhil.

If a candidate fails to upgrade to the degree of PhD at first attempt, he/she will normally be permitted to submit a further upgrading proposal. In such cases, the student will normally be given written advice as to the reasons for the failure to upgrade and the opportunity, after a suitable interval, of a further upgrade proposal and departmental review. If, following this second attempt, a candidate fails to upgrade to the degree of PhD, the department may recommend:

(a) That the student be required to withdraw in accordance with the Procedures for the Continuation of Registration (Regulation 13(2))

(b) That the student be allowed to continue his/her registration but only for the degree of MPhil.

If a student fails to upgrade and is to be allowed to continue his/her registration for an MPhil only, the department will write to the student to inform him/her of the outcome of the second upgrade attempt. A student has the right to appeal against the decision that he/she be allowed to continue registration only for the degree of MPhil, following the procedure set out in Regulation 16.3(1).
On the anniversary of your start date the University Graduate School will ask you to make a report on your progress. There is an opportunity here for you to make an assessment of supervisory arrangements, in complete confidence. These self-evaluation forms, which you return directly to the Graduate School, are read by its Chair and Secretary.

**Year Two**

All students continue to make reports on their own progress in Term 2, and to have a progress review meeting with the Director of Graduate Studies. They also report on their progress to the Graduate School on the anniversary of enrolment. Some students may complete the Thesis Upgrade in Term 1, as indicated above.

In term 3, all full-time PhD students are interviewed by the Director of Graduate Studies, in order to check on progress since the Upgrade Interview, and to act on any problems that may have arisen, in the work itself, or in supervisory or Departmental arrangements. (Should a second-year student be supervised by the Director of Graduate Studies s/he will arrange for the Head of Department or another colleague to conduct the interview.)

You will be invited to this interview by the Director of Graduate Studies, and asked to provide the Director of Graduate Studies with the following, a week before the interview:

1. A one-page account of what has happened in your research and writing over the year since the Upgrade. This account should make reference to the earlier Research Proposal and timetable, and to the Upgrade Interview Report.
2. A revised and updated timetable for the completion of your thesis.

The interview which will be informal, and last for between 30 minutes and an hour, will be based partly on these two submissions; it will also involve a more general discussion of your work, supervision, and anything else you want to raise. You should come to the interview with points of view and questions and tell the Director of Graduate Studies what you would like it to cover.

The Director of Graduate Studies will then write a brief report of the interview (you will be sent a copy of this report), attach it to the material described above, and place it in your file. All interviews will be reported to the Graduate Committee.

**Year Three**

All third-year students continue to make a report on their own progress in Term 2 and to discuss this with the Director of Graduate Studies, and to submit the annual report to the Graduate School on the anniversary of enrolment.

**Year Four**

Although your registration is for 4 years the expectation of the University is that students and supervisors work together toward submission by the end of the third year, utilising the fourth year, if needed, solely for the purpose of writing up the thesis and is expressly not for undertaking any further research or fieldwork.

For details of what happens when you are within 4 months of submission, see p24 below: PhD students approaching submission.
All students reading for a PhD are initially registered for the degree of MPhil. This is general practice across the University; it allows Departments to monitor the progress of students and to assess their suitability for PhD research.

Year One

At the beginning of term 2, we ask students to complete a self-evaluation called a Progress Report. These Reports are read by the Director of Graduate Studies, who will also arrange a meeting in term 2 to discuss your progress with you. The Progress Report is then placed in your file in the Department.

On the anniversary of your start date the University Graduate School will ask you to make a report on your progress. There is an opportunity here for you to make an assessment of supervisory arrangements, in complete confidence. These self-evaluation forms, which you return directly to the Graduate School, are read by its Chair and Secretary.

Year Two

At the beginning of term 1, students prepare and submit written work for the Thesis Upgrade Interview. Depending on progress and the nature of the project, the Thesis Upgrade may also take place in term 2. It is the responsibility of your supervisor to arrange for another member of staff to read your submission, and your responsibility to ensure that both your supervisor and the other member of staff receive it in good time before the interview.

The format of the upgrade is the same as for students registered full-time. Please see pp 17-18 for details of what you should prepare and what to expect.

If a candidate fails to upgrade to the degree of PhD at first attempt, he/she will normally be permitted to submit a further upgrading proposal. In such cases, the student will normally be given written advice as to the reasons for the failure to upgrade and the opportunity, after a suitable interval, of a further upgrade proposal and departmental review. If, following this second attempt, a candidate fails to upgrade to the degree of PhD, the department may recommend:

(a) That the student be required to withdraw in accordance with the Procedures for the Continuation of Registration (Regulation 13(2))

(b) That the student be allowed to continue his/her registration but only for the degree of MPhil.

If a student fails to upgrade and is to be allowed to continue his/her registration for an MPhil only, the department will write to the student to inform him/her of the outcome of the second upgrade attempt. A student has the right to appeal against the decision that he/she be allowed to continue registration only for the degree of MPhil, following the procedure set out in Regulation 16.3(1).

All students continue to make reports on their own progress in Term 2, and to the Graduate School on the anniversary of enrolment.
Years Three, Four and Five

All part-time students in these stages of study continue to make reports on their own progress in Term 2 and to have a progress review meeting with the Director of Graduate Studies. They also submit annual reports to the Graduate School on the anniversary of enrolment.

Years Six and Seven

Although your registration is for 7 years the expectation of the University is that students and supervisors work together toward submission by the end of the fifth year, utilising the sixth and seventh years, if needed, solely for the purpose of writing up the thesis and is expressly not for undertaking any further research or fieldwork.

PhD students approaching submission

Whether you are full-time or part-time, when submission is definitely less than four months away, it is essential that you read the University’s ‘Guide to Examinations for Higher Degrees by Research’.

The key point to note at this stage is that you have to fill in the form: ‘Nomination of Examiners for Research Degrees’ and give it to your supervisor. Your examiners will be named on this form.

Both documents are available at:
http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/

Examiners

You should discuss with your supervisor well in advance who you think would be the best examiners for your particular work. In most cases, your thesis will be examined by one examiner internal to the University and one external examiner. If you are both happy with the choice, your supervisor (who should not approach the examiners directly) will ask the Director of Graduate Studies to contact them informally to see whether they are willing and available. If you are not entirely happy with your prospective examiners or if you want a range of advice, do also discuss this with the Director of Graduate Studies. Remember that one or both of the examiners are likely to be important referees for you in the future, so it is vital that you make the most of this opportunity to have someone expert and distinguished in your field read your work. For further information on the procedures and on the viva, see the University’s ‘Guide to Examinations for Higher Degrees by Research’.

Final Draft

You are free to submit your thesis at any time within five months of the end of your registration period with or without your supervisor’s final approval. However, it should be said that it is very unwise to submit your thesis without allowing your supervisor to read a final draft, and asking him/her whether he/she thinks it is truly ready for submission. It is entirely reasonable on your part to expect him/her to read this final draft, but you should be realistic about how long this will take him/her, especially during term time or in the middle of the summer. Allow plenty of time, and take good advice when offered!
Submitting

You must submit two copies of your thesis. PhD theses should be taken to the Graduate School Office in University House. A fee for hard binding is paid directly to them.

You will also need to supply an electronic copy. Your thesis will be included in the Warwick Research Archive (WRAP); this is an institutional repository for the University of Warwick, which aims to provide access to the best of University of Warwick research in the form of journal articles and PhD e-theses:

http://wrap.warwick.ac.uk/

Please note that the University may undertake random plagiarism checks. For more details, see the Graduate School’s literature.

Extensions

MPhil/PhD students enrolled on or after 1 August 2011 are automatically registered for 4 years full-time (7 years part-time). It should be noted that the expectation remains for these students to submit their thesis for examination by the end of three years of enrolment for full-time students (5 years part-time). Supervisors and departments will actively encourage students to meet this deadline, or to submit as soon after this deadline as possible. If required, the fourth year (seventh year for part-time students), called ‘Submission Pending’ year, will be dedicated exclusively to writing-up, polishing final drafts and submission.

(MPhil/)PhD students enrolled on or after 1 August 2011 will not be permitted any period of extension beyond the four years (seven years part-time), except in truly exceptional circumstances, normally on health grounds or significant personal difficulties.

NB: Further information relevant to research students may be found on Warwick’s Graduate School Portal: http://www2.warwick.ac.uk/services/academicoffice/gsp/current/
SKILLS DEVELOPMENT

Developing your research skills

As well as departmental systems to help you develop your research skills, the ‘How to be an Effective Researcher at the University of Warwick’ introductory programme is designed to start all new students thinking about the skills that are essential in making a research project work and is fully aligned to the national Researcher Development Framework (RDF).

This programme will enhance your effectiveness as a postgraduate researcher by focusing on the core skills to benefit your research, including project management, effective communication, problem solving, leadership and collaborative working.

In addition to hearing from staff from wider University departments, including the Graduate School and Library, who will also be there to introduce the support they can provide during the research process, all participants will also be invited to join a Research Student Action Learning Set. This will provide on-going peer: peer support during the first year of the research process in order to build a more cohesive and self-supporting research community.

Organised by the Research Student Skills Programme (RSSP), the 1-day programmes will be running throughout the year starting in October, so whatever the start date or mode of study, there is an introductory day available. We would encourage you to avoid signing up as a block with your departmental colleagues; meeting students from outside of your department contributes to a wider view of the research world, interdisciplinary working, and increases the efficacy of the programme. You will need to sign up via the myAdvantage portal and will only be able to do so once you have enrolled and received your IT log-in.

The Research Student Skills Programme is designed to support the personal and professional development of all postgraduate researchers at Warwick. Every researcher’s journey is different, so whether you want to learn to navigate the challenges of your research degree, develop your skills, build your academic profile or prepare for your next career step, the RSSP offers a wide range of training, events and resources to help.

Selected highlights from the RSSP:

- How to Be an Effective Researcher: essential 1-day workshop for new research students (warwick.ac.uk/effectiveresearcher)
- Academic Writing series: 20 thesis-writing workshops, from syntax to structure to literature reviews
- Café Academique: a regular informal evening of dinner, drinks and research presentations
- Research Postgraduate Poster Showcase: annual poster exhibition and competition
- ePortfolio: your public research profile on the Warwick website (warwick.ac.uk/eportfolios)
- Researcher careers events and 1:1 career guidance from the Student Careers & Skills team

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

Find out more: http://www2.warwick.ac.uk/services/scs/pgr/rssp
Twitter: @warwickrssp
In person: Student Careers & Skills helpdesk, Learning Grid, University House
Phone: 02476 524 748
Developing your teaching skills

Most PhD students will do some teaching in the department at some point during their studies. We see it as a way of providing you with invaluable experience and with a range of transferable skills.

Training

The Director of Graduate Studies and the Head of Department are responsible for assessing your suitability for teaching and for ensuring that the appropriate training has been offered and undertaken. It is a University requirement that postgraduate students who will undertake more than 10 contact hours teaching per year should have appropriate advanced level training. This is provided through Part 1 of the Postgraduate Award ‘Introduction to Academic and Professional Practice’ offered by the Learning and Development Centre (LDC) during Term 1 of each academic year.

Each October, the Learning and Teaching Centre offers a tailor-made induction session for Languages PGR students who teach. This can be taken by those taking fewer than 10 contact hours and will count towards part 1 of the IAPP award for those taking more than 10 contact hours.

We also encourage you to think about taking Part 2 of the ‘Introduction to Academic and Professional Practice’ or the Postgraduate ‘Certificate in Academic and Professional Practice’ to extend your teacher training.

No matter how many or how few hours you teach, each student is allocated a teaching mentor, who will be a member of staff in the department. Your mentor will meet with you regularly and observe your teaching at least once.

PGR students involved in teaching language will be given training by the appropriate language year convenor or module tutor or the language coordinator. Marking workshops will also be offered to help develop your skills in marking language work.

PGR students involved in seminars (and occasionally lectures if appropriate) will be given training by the relevant module tutor. Support will be given with marking and an experienced member of staff will normally moderate any marks being used for summative purposes.
KEY CONTACT/ MONITORING POINTS

As a School, we want to be sure that you are coping with your work and not falling behind and so we ask that you meet our contact points throughout the academic year as outlined below.

Please note that supervision sessions will in the majority of cases be face-to-face meetings with the supervisor/s. Where students are conducting research away from Warwick during vacations or research trips, attendance at face-to-face supervisions may be substituted by participation in virtual ones, i.e. substantive discussion via email, skype, or telephone.

Year 1 Autumn Term Contact Points

1. Attendance at PGR induction event.
2. Attendance at induction meeting with Director of Graduate Studies.
3. Attendance at an agreed supervision session.
4. Attendance at an agreed supervision session.

Year 1 Spring Term Contact Points

5. Attendance at an agreed supervision session.
6. Attendance at an agreed supervision session.
7. Attendance at meeting with Director of Graduate Studies or personal tutor.

Year 1 Summer Term Contact Points

10. Attendance at meeting with Director of Graduate Studies or personal tutor.
11. Attendance at an agreed supervision session.
12. Attendance at an agreed supervision session (vacation).

Year 2 Autumn Term Contact Points

1. Attendance at meeting with Director of Graduate Studies.
2. Attendance at an agreed supervision session.
3. Attendance at an agreed supervision session.

Year 2 Spring Term Contact Points

4. Attendance at an agreed supervision session.
5. Attendance at an agreed supervision session.
6. Attendance at meeting with Director of Graduate Studies or personal tutor.

Year 2 Summer Term Contact Points

8. Attendance at an agreed supervision session.
9. Attendance at an agreed supervision session.
10. Attendance at meeting with Director of Graduate Studies or Personal Tutor.
11. Attendance at an agreed supervision session (vacation).
12. Attendance at an agreed supervision session (vacation).
Year 3 Autumn term Contact Points

1. Attendance at meeting with Director of Graduate Studies.
2. Attendance at an agreed supervision session.
3. Attendance at an agreed supervision session.

Year 3 Spring Term Contact Points

4. Attendance at an agreed supervision session.
5. Attendance at an agreed supervision session.
6. Attendance at meeting with Director of Graduate Studies or Personal Tutor.

Year 3 Summer Term Contact Points

8. Attendance at an agreed supervision session.
9. Attendance at an agreed supervision session.
10. Meeting with Director of Graduate Studies or Personal Tutor.
11. Completion of form for Submission of PhD Thesis at least 1 month prior to submission.

Year 4 Contact Points (if applicable)

For students whose PhD registration extends into year 4, contact points 11 and 12 in the summer term of year 3 will be replaced by attendance at two further agreed supervision sessions during the summer vacation.

In year 4, the monitoring scheme for continuing PhD students will be the same as set out above for year 3, except where submission takes place in either the autumn or spring terms. In this case, the monitoring points set out above for the summer term of year 3 will apply in the term of submission.

Contact points for students in extension are the same as those set out for year 4.

Tier 4 Student Contact Points

Students resident in the UK with a Tier 4 visa will be monitored until submission of the PhD thesis according to the scheme set out above. However, these students will in addition be required to meet the following contact points after submission of the thesis:

1. Attendance at one pre-viva supervision session.
2. Attendance at the viva.
3. Attendance at one meeting per month with the supervisor/s or Director of Graduate Studies until the end of their registration.

If a Tier 4 student is required to resubmit her/his thesis, contact points during the resubmission period will consist of attendance at one supervision session per month.

Visiting or exchange research students (incoming)

For students undertaking research for fixed, short-term periods in the School, contact points will consist of one meeting per month with the Director of Graduate Studies or nominated mentor.
What happens if you miss your contact points?

- After three contact points are missed we will contact you to investigate whether you are having problems that are preventing you from fully engaging with your course.
- After four contact points are missed we may refer you to the relevant professional within the University welfare system who could help you, such as the Senior Tutor, The Disability Co-ordinator or the Mental Health Co-ordinator, as appropriate.
- After five contact points are missed you will be contacted to make you aware that you are at serious risk of being recommended for termination of your registration at the university.
- After 6 missed contact points the department is able to invoke Regulation 36 (see Reg. 36 Regulations Governing Student Registration, Attendance and Progress) to begin termination of registration proceedings and your case is handed over to the Academic Office.

International students should be particularly aware of the consequences of missing contact points.

Legislation requires the Academic Office to report to the UK Border Agency any students who have been found not to be engaging with and attending their degree course. This has serious implications for your visa status.
GENERAL ACADEMIC INFORMATION

Illness and Absences

If, for any reason, you are not able to study for a period of more than two or three weeks, it is essential that you contact your supervisor, and ask about the advisability of applying for a Temporary Withdrawal. If he/she thinks this is advisable, both you and your supervisor should notify your Director of Graduate Studies in writing about your needs and your reasons for seeking a Temporary Withdrawal. You should also supply medical evidence where appropriate and complete a Temporary Withdrawal Request Form available at: http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/

Temporary Withdrawal is, effectively, time-out from your period of registration: you will not be liable for fees during this period, and this period will not be added on to the total time allowed for your doctoral study. Suspensions are normally granted for periods of up to six months in the first instance. If you are AHRC-funded, or funded by any other funding body, it is essential that you and your supervisor also contact them to clarify your funding position.

Plagiarism and Intellectual Property

All the work you submit should be your own. Especially in the context of assessed work, you must be careful to avoid plagiarism. So where you have cited, or drawn on, the work and ideas of others (including material found on the Internet), full acknowledgement must be made. Particular statements of fact derived from secondary sources, as well as statements of opinion, value judgements, or generalisations which you yourself have not arrived at as a result of reading the original material, should normally be attributed to the source from which they come. Not to do so is a form of cheating which the University (Regulation 12) defines as follows:

“In these Regulations ‘Cheating’ means an attempt to benefit oneself, or another, by deceit or fraud. This shall include deliberately reproducing the work of another person or persons without acknowledgement. A significant amount of unacknowledged copying shall be deemed to constitute prima facie evidence of deliberation, and in such cases the burden of establishing otherwise shall rest with the candidate against whom the allegation was made.”

Do protect your own interests by acknowledging the source of quotations and paraphrased argument (“As Smith claims...”; “Jones has shown that...”), and by providing a bibliography at the end of all your essays, your dissertation, and thesis. Proper scholarly presentation is at any rate an integral component of academic research and writing.

The Departments’ preferred referencing system is laid out in the MHRA Stylebook, copies of which can be found in the library. The text is also on the MHRA website (to which there is a link from the University Library’s website). The University Library website also offers guidelines on how to quote electronic sources.

The Graduate School Portal http://www2.warwick.ac.uk/services/academicoffice/gsp also provides Guidance, to amongst other things, how to avoid Plagiarism. Check out the on-line tutorials: http://www.warwick.ac.uk/services/elearning/plato/
Extenuating/Mitigating Circumstances

Extenuating or mitigating circumstances are those events which have had a detrimental effect on your study, to the point that it is in your interest to draw our attention to them and ask for them to be considered in mitigation of poor performance.

Such circumstances include (but are not limited to) illness, both physical and emotional; the severe illness or death of a close family member; a shocking or traumatic personal experience. In addition, sudden, unexpected changes in family circumstances might affect your ability to make academic progress as a consequence of their demonstrable emotional impact upon you, and may also be considered as mitigation.

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

Clearly, though, in order for your circumstances to be considered as mitigating, they must be conveyed formally to someone in the department (your supervisor and/or the Director of Graduate Studies, for instance). The University expects that you will discuss your circumstances before Exam Boards meet, so that they may be taken into account in good time. You should be aware that, in the event you feel you need to appeal the outcome of an Exam Board, offering extenuating or mitigating circumstances at that point will need to be accompanied by a good reason why you withheld the information earlier.

Without wanting to invade your privacy, the University does expect that you bring such circumstances to our attention in a timely manner, despite the discomfort you might feel in so doing. Failure to disclose such circumstances at a time when you could have done so may subsequently be problematic. Your department will do all it can to support you in difficult situations.
Appeals

There are both informal and formal channels for making a complaint or providing feedback about a department or service at the University of Warwick. The University encourages informal resolution where appropriate and also has a formal Student Academic Complaints procedure. Full details of the various channels are detailed on the website, along with information about the Office of the Independent Adjudicator and support open to students across the University.

Academic Appeals

Under certain defined circumstances, and as per the University Calendar (University Regulations), students may appeal against decisions relating to their academic progress or outcomes. These may be summarized broadly as follows:

Postgraduate research students have the right of appeal

i. if it is decided that they have not completed the taught component of their PGR degree satisfactorily;

ii. if it is decided that they may not upgrade from MPhil to PhD;

iii. if it is decided that their performance merits the award of a lower qualification than the one for which they were registered or does not merit the award of a qualification at all;

Further information and details of the process can be found in the University Calendar (see Regulations 8, 37.5 and 38.9) or at http://www2.warwick.ac.uk/services/aro/academiccomplaints/studentappeals/

Problems and Complaints

We want to be as sympathetic and helpful as possible to any worries or difficulties you may experience. Your supervisor is normally the first port-of-call.

On Financial Matters you may wish to contact

Student Finance, University House, University of Warwick, Coventry, CV4 8 UW
By telephone: +44 (0)24 7657 2636 or +44 (0)24 7652 3636 or +44 (0)24 7652 4662
By e-mail: studentfinance@warwick.ac.uk

If you wish to raise concerns about your course you are advised to do this initially through discussion (in confidence) with your Director of Graduate Studies, your personal tutor, supervisor, or the Head of Department. Where necessary and appropriate, the matter can be referred for discussion to a meeting of the School of Modern Languages and Cultures Postgraduate Studies Committee. You can also take up matters of concern through the SSLC (though this is normally not the forum for discussion of matters relating to specific individuals).

If you are not happy with the outcome of these discussions, then you may follow the University’s Academic Complaints Procedure. A summary is provided in the Postgraduate Student Guide, issued by the Graduate Office. The full procedure is set out online at:
http://www2.warwick.ac.uk/services/gov/complaintsandfeedback

There are separate guidelines or procedures for:

- Academic Appeals
- Disciplinary Regulations
- Research Misconduct
- Harassment (sexual, racial or personal)
PLANS FOR THE FUTURE?

MPhil/PhD students in the School of Modern Languages and Cultures are encouraged to apply for any funding for which they may be eligible, at any stage of their studies. Any funding gained will be a string to your bow.

You can build up useful CV material, and thus improve your employability, by becoming an active participant in your department’s academic life, through teaching, organizing and participating in workshops, publishing articles. Also improve your profile by setting up an e-Portfolio. See http://www2.warwick.ac.uk/services/scs/pgr/eportfolio for details.

When you come to the end of your doctoral research project, you should not hesitate to ask your supervisor and/or the Director of Graduate Studies for advice on job applications and postdoctoral grants in the academic sector. Brief pointers to the major postdoctoral schemes can be found on the Department’s webpages for current PG students. You should also look at the opportunities for early-career and postdoctoral research support offered by Warwick’s Institute of Advanced Study: http://www2.warwick.ac.uk/fac/cross_fac/ias/funding_opportunities/.

Again, you must bear in mind that deadlines may occur early (up to a year or more before any post or funding is taken up).

Warwick’s Student Skills and Careers Service: http://www2.warwick.ac.uk/services/careers has special pages for postgraduate jobseekers. Further links and relevant opportunities will be posted on the departmental webpages for current students, or may be circulated by e-mail and flyers.
Useful contacts

Warwick Graduate School:
The Graduate School Office, University of Warwick, Coventry CV4 7AL
Tel: 02476 573 866
Email: graduateschool@warwick.ac.uk
http://www2.warwick.ac.uk/services/academicoffice/gsp

The Academic Office:
http://www2.warwick.ac.uk/services/academicoffice

For information on examinations and vivas see:
http://www2.warwick.ac.uk/services/academicoffice/ourservices/examinations/postgraduate/

The Library:
http://www2.warwick.ac.uk/services/library
Subject Librarian French, Italian, Hispanic: Kate Williams
Subject Librarian German: Richard Perkins

Arts Faculty:
Kerry Drakeley
Arts Faculty Secretary
External telephone: 02476 524 159
email: ArtsFaculty@warwick.ac.uk

The Centre for Student Careers & Skills
University of Warwick
University House
Kirby Corner Road
Coventry
CV4 8UW
Appointments: 024 7657 5508
Other Careers Enquiries 024 7652 4748
Email: careers@warwick.ac.uk
APPENDIX A

School of Modern Languages and Cultures

Research Procedures: Ethical Approval Form

Student:

Research project:

The University’s Humanities and Social Science Research Ethics Committee requires the Department to check that all research conducted conforms to ethical standards.

Please mark with an X your answer to each question. If you answer Yes or No to any question please provide explanations and details in the space provided below.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has informed consent from participants (e.g. surveyed groups, witnesses) been obtained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will participants be informed of your aim in securing their participation?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will participants be informed of the use to which your data will be put?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will CRB checks of participants be required?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you store any such data securely – i.e. in a private and lockable state?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you discussed with your supervisor any potential risks to you as a researcher arising from involvement of participants in your research?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where the research is observational only, and consent is not necessary, can you confirm that the cultural sensitivities, and the privacy, of individuals will be respected?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you discussed with your supervisor a protocol for dealing with any ethical dilemmas which may arise during your research?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you discussed with your supervisor the ethical dimensions of publication of your findings?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide explanations and details here:

You MUST supply a new form if any changes in the ethical dimension of your research project occur, or if any ethical issues arise for any other research project you undertake.

This form must be signed and dated by:

Student/Researcher

Project supervisor

Director of Graduate Studies