Please read this handbook before commencing your studies and refer to it throughout the year.

This handbook is only available online.

This handbook is intended as a guide for the use of students. It does not replace the full regulations published in the University Calendar. These can be found online at http://www2.warwick.ac.uk/services/gov/calendar.
TABLE OF CONTENTS

MESSAGE FROM PROFESSOR CELIA LURY, CENTRE DIRECTOR ................................................................. 5
INTRODUCTION ............................................................................................................................................. 6
ORIENTATION ................................................................................................................................................ 7
Centre Organisation ........................................................................................................................................ 7
Responsible Staff ........................................................................................................................................ 7
Communications .......................................................................................................................................... 7
Induction ....................................................................................................................................................... 8
IT Induction Session for Postgraduates ........................................................................................................ 9
Teaching Locations on Campus ..................................................................................................................... 9
Key Contacts .............................................................................................................................................. 9
Staff-Student Liaison Committee .............................................................................................................. 10
FACILITIES and RESOURCES .................................................................................................................. 11
Research and Work Accommodation ........................................................................................................ 11
The PG Hub ................................................................................................................................................ 11
Meeting Room .......................................................................................................................................... 11
Office Space .............................................................................................................................................. 11
Auditing Courses ....................................................................................................................................... 12
Facilities and Equipment .......................................................................................................................... 12
University Library ...................................................................................................................................... 12
CIM Resource Library .............................................................................................................................. 13
IT Services ................................................................................................................................................ 13
Warwick Graduate School ........................................................................................................................ 13
Doctoral Training Centres ........................................................................................................................ 14
Research Student Skills Programme ........................................................................................................ 14
The Wolfson Research Exchange ............................................................................................................ 14
The Learning and Development Centre ................................................................................................... 15
Student Careers and Skills ....................................................................................................................... 15
Student Union .......................................................................................................................................... 15
Language Learning Facilities .................................................................................................................... 16
Advanced Archival Research .................................................................................................................... 16
Health and Safety Policy .......................................................................................................................... 16
Postgraduate Research Fund .................................................................................................................... 17
Other Funding ........................................................................................................................................... 17
Hardship Funds ......................................................................................................................................... 17
Research Interests and Contact Details of Current Staff ................................................................. 49
Administrative and Support Staff ..................................................................................................... 50

**Forms and Other Useful Documents** .......................................................................................... 51
Postgraduate Research Fund Application Form ............................................................................... 52
Office Space Application Form ......................................................................................................... 53
MPhil to PhD Upgrade Interview and Report Form ....................................................................... 54
MPhil/PhD - Ethics Review Form .................................................................................................... 56
MPhil/PhD Annual Report Form ....................................................................................................... 58
PhD Teaching Application Form ...................................................................................................... 61
CIM Resource Library Loan .............................................................................................................. 63

**Dates of Terms** ............................................................................................................................ 64
MESSAGE FROM PROFESSOR CELIA LURY, CENTRE DIRECTOR

Welcome to the Centre for Interdisciplinary Methodologies (CIM). We hope that your period of study will be rewarding, intellectually stimulating and happy and we are looking forward very much to working with you during your programme of study. Postgraduate students make a very valuable contribution to the life and culture of CIM.

We hope we provide an environment in which we can learn from each other’s interests and research.

CIM was established at Warwick in 2012 to foster innovative and experimental forms of knowledge production, through a sustained focus on methodology. We are dedicated to expanding the role of interdisciplinary methods and methodologies through new lines of inquiry that cut across disciplinary boundaries. Method is central to the formation and transformation of knowledge and the challenge of working across and in between disciplines is both exciting and pressing. Our team is drawn from across the disciplines and has expertise in a wide range of areas. The Centre provides a lively and friendly environment for research and graduate study. We have a wide range of research projects underway and are also exploring new collaborations. In addition to any formal programmes you are following, there is an array of seminars and work in progress groups in the Centre, and more widely across the University, in which we hope you will participate. Your most direct contact with the staff is likely to be with your module tutors and dissertation 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.

The following members of staff are responsible for the MPhil/PhD in Interdisciplinary Studies; their contact details can be found on page 7:

Director of Postgraduate Research  Dr Nathaniel Tkacz
Centre Administrator  Mrs Tracy Horton

I look forward to meeting you at the Reception for new postgraduate students on Monday 5th October at 4.30pm in H0.58

Celia Lury
Professor Celia Lury
Director, Centre for Interdisciplinary Methodologies
INTRODUCTION

This Handbook has been compiled to provide you with a range of essential and useful information relating to your studies in the Centre for Interdisciplinary Methodologies at Warwick.

It provides basic information aimed to orient you, specific information on your course of studies, plus more specialised information that you may not need now but might require in future.

If you have any suggestions about material that could be included in this Handbook to help future students, please bring your suggestions to the Director of Postgraduate Research.

Dr Nathaniel Tkacz
Director of Postgraduate Research
B0.14
ORIENTATION

Centre Organisation

CIM currently has approximately fourteen members of staff. It runs the MA in Digital and Media Culture, MSc in Big Data and Digital Futures and MSc in Urban Informatics and Analytics, all of which are available to full-time and part-time students; students following a CIM MA/MSc course on a part-time basis cover the course over two years. The Centre also accepts postgraduate students for the MPhil/PhD in Interdisciplinary Studies on both a full-time and part-time basis.

Members of the Centre also participate in the Warwick Institute for the Science of Cities (WISC) and the Warwick Q Step Centre. The MSc course in Urban Informatics and Analytics also serves as a pathway to the PhD in Urban Science at Warwick Institute for the Science of Cities.

CIM is located on the ground floor, B block of the Social Sciences building.

Responsible Staff

A full staff list is provided later in the handbook. But the colleagues who have special responsibilities in the Graduate Programme are as follows:

<table>
<thead>
<tr>
<th>Centre Director</th>
<th>Professor Celia Lury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room B0.10, 024 761 51757</td>
<td>Email: <a href="mailto:C.Lury@warwick.ac.uk">C.Lury@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Postgraduate Research Courses</td>
<td>Dr Nate Tkacz</td>
</tr>
<tr>
<td>(PGR)</td>
<td>Room B0.14, 024 765 22013</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:N.Tkacz@warwick.ac.uk">N.Tkacz@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Postgraduate Taught Courses (PGT)</td>
<td>Dr Michael Dieter</td>
</tr>
<tr>
<td></td>
<td>Room B0.03, 024 765 73458</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:M.J.Dieter@warwick.ac.uk">M.J.Dieter@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Centre Administrator</td>
<td>Mrs Tracy Horton</td>
</tr>
<tr>
<td></td>
<td>Room B0.09; ext. 024 761 51758</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:T.Horton@warwick.ac.uk">T.Horton@warwick.ac.uk</a></td>
</tr>
</tbody>
</table>

Please note that the last five digits of the above telephone numbers are the internal extension numbers. The main CIM contact number is 024 761 51758 and the main University contact number is 024 765 23523.

In the event of an emergency please contact the Centre Administrator; Mrs Tracy Horton via phone: 024 761 51758 or email: T.Horton@warwick.ac.uk.

Communications

The atmosphere in the Department is friendly and informal and it is easy to see individual members of staff. All staff post ‘office hours’ on the doors of their rooms when they will be available during term-time. You can always set up appointments at other times by e-mailing them. If the individual you are seeking is not available, you may leave a message on his or her voicemail; phone again later; use email; or contact the Centre Administrator. Please note that office hours may not be held during Reading week or during Term 3; please contact the individual member of staff concerned.
There are staff pigeonholes in which messages may be left; these are located in B0.01 and student mail will be in the ‘CIM Student’ tray in B0.01, or if ‘signed for’, it will be allocated to the student office (for those allocated office space) or held in the Centre Administrator’s office. Please check the in tray regularly.

Academic and administrative staff can all be contacted by email. Individual addresses can be found through the People pages of the CIM website.

The University provides all students with University email account and email is used regularly as an ‘official’ form of communication between staff and students. Information is also communicated to students in other ways such as Moodle and Tabula, web pages, post and on physical noticeboards.

Students should normally check their University email account on a daily basis during term-time.

We strongly encourage you to seek advice and guidance from your supervisor/s and personal tutor whenever you have a query. While short queries can be answered by e-mail, it is often better that longer discussions take place in person. Correspondence should be addressed to the Centre for Interdisciplinary Methodologies, Faculty of Social Sciences, University of Warwick, Coventry CV4 7AL.

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

You must complete the relevant online registration form via the web: http://www2.warwick.ac.uk/fac/cross_fac/cim/study/current-students and deliver a copy of your submission and passport-sized photograph, to the Centre Administrator.

Please inform her of any subsequent changes to correspondence information. Please note: if you do not complete the registration form you will not be added to the departmental contact lists and may miss vital information.

Students are encouraged to visit the CIM website regularly – www.warwick.ac.uk/cim - and to follow CIM on facebook/cimethods and twitter/cimethods. University news can be followed on the intranet at http://www2.warwick.ac.uk/insite

CIM uses a mailing list - http://groups.google.com/group/CIMResearch - to circulate interesting links, papers, calls for papers and other information that may be of interest from a research point of view. PhD students will be added to this group, and are encouraged to share materials that they think may be of interest. The googlegroup is only for all staff and PhD students in CIM. We also have a dedicated PhD mailing list, where information about the PhD seminar, PhD events and other related PhD material is shared. We encourage our students to use this list to share material of interest to other students.

CIM staff also use Moodle as a virtual learning environment. Moodle has various uses, which include the circulation of teaching materials for specific courses. You may be required to use Moodle in order to access learning materials (e.g. readings for PhD Seminar). http://moodle.warwick.ac.uk/

Students should ensure they comply with the University’s Regulations Governing the use of University Computing Facilities at: http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/computing/ and the University E-mail Policy at http://www2.warwick.ac.uk/services/its/policies/

Induction

The first weeks of postgraduate study, especially if you are new to the institution, may appear a little disorientating. The University and Centre have developed sessions to introduce and integrate you into your study with the minimum of disruption.
All new CIM students are expected to attend the CIM induction. For information please see: http://www2.warwick.ac.uk/fac/cross_fac/cim/study/ : Useful links.

All new CIM students are also encouraged to attend the following:

For University induction activities please see: http://warwick.ac.uk/welcome/firstweeks/
For University enrolment events please see: http://warwick.ac.uk/welcome

**IT Induction Session for Postgraduates**

A member of IT Services will give a presentation of IT facilities at a meeting on Thursday 8th October at 10.00am in room F1.11. For further information, please see Induction week plan via the web page: http://www2.warwick.ac.uk/fac/cross_fac/cim/study: Useful links.

**Teaching Locations on Campus**

S numbers are in the Social Sciences Building.
A numbers are in the A wing of the Social Sciences Building.
B numbers are in the B wing of the Social Sciences Building.
B2.01 and B2.04/5 are in the science concourse over the bridge from the library.
C numbers are in the C wing of the Social Sciences Building.
F numbers are in the Engineering Building.
H numbers are in the Humanities Building.
R numbers are in the Ramphal Building.
P numbers are in the Sciences Building.
PS numbers are in the Physical Science Building.
W numbers are on the Westwood campus, a 15-20 minute walk from the Centre.

**Key Contacts**

**Centre Director**

Professor Celia Lury is responsible for the overall management of the Centre. Most of the issues you are likely to face can normally be dealt with by your supervisor/s or the Director of PGR. You should always contact these people in the first instance. Should you need to see Professor Lury, an appointment will be required.

**Director of Postgraduate Research Courses**

Dr Nate Tkacz is the Director of Postgraduate Research Courses. You should contact him with specific queries about University and Departmental procedures, especially if you have concerns with any aspect of your supervision arrangements. He is also responsible for forwarding requests for temporary suspension of registration or an extension of the registration period, but in these cases you should always contact your supervisors first. Please contact him for an appointment. *Nate also oversees PhD student involvement in the Student Staff Liaison Committee.*

**Departmental Staff**

A full listing of CIM staff, including contact details, research and teaching projects, office hours, etc., can be found on the CIM website: http://www2.warwick.ac.uk/fac/cross_fac/cim/people

**Centre Administrator**
Tracy Horton is the Administrator for CIM. Tracy can help with queries relating to the day-to-day running of the Centre and who to contact elsewhere in the University, regarding administrative issues to do with your research degree. She can also assist with room bookings and coordinating CIM meetings and events. For issues with supervision, research, examination and general welfare, please contact your supervisor, or failing that the Director of PGR.

**Staff-Student Liaison Committee**

The Centre has a **Staff-Student Liaison Committee (SSLC)**, for which Dr Nerea Calvillo acts as Convenor. Membership of the Committee is as follows: one representative from each of the taught Masters Programmes (including or plus one part-time student); one research student from each year of study (including or plus one part-time student); the Director of PGR and one other member of staff, normally the Director of PGT.

Early in the Autumn Term, **CIM asks for volunteers to sit on the SSLC**. The SSLC meets at least once a term and your participation via your representatives is encouraged. It is chaired by one of the students, elected to the position by his/her peers. It produces an annual report, compiled by the Convenor and the Chair. The annual report is considered by the Faculty and University Boards of Graduate Study. Items for inclusion on the agenda can be emailed to any of the SSLC members. If you have any questions or concerns about the degree or your programme, do not hesitate to contact one of the SSLC members.

You can consult the University **SSLC Handbook** for a fuller account of Warwick’s SSLC system. This can also be consulted at [http://www.warwicksu.com/sslc/22685/](http://www.warwicksu.com/sslc/22685/)
FACILITIES and RESOURCES

Research and Work Accommodation

The University Library and the Learning Grid 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.

There are some lockers available at the Students Union headquarters.

The PG Hub

PG Hub (Ground floor, Senate House (card access, postgraduate-only))

PG Hub is a peer-led collaborative community space that brings together postgraduates from across Warwick.

At PG Hub you can:

- Book meeting rooms for group-work and collaborative study, as well as find first-come-first-served study and meeting space;
- Ask any questions you might have about your postgraduate life at Warwick;
- Access support for your dissertation through Dissertation Station;
- Find mentorship to take you to the next level;
- Get actively involved in cultural events, 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.

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

For more information:
http://warwick.ac.uk/pghub
#WarwickPGHub
pghub@warwick.ac.uk

Meeting Room

The Centre has a meeting room space (B0.06), which can be booked via the Centre Administrator. This holds a maximum of twelve people and has projector facilities. It can be used for seminars, informal or formal meetings.

Office Space

The Centre currently has two offices (B0.20 and B0.21) holding 12 spaces (some connected but mostly for WiFi use) for students; arrangements for allocation and use will be made early in the Autumn term. Priority for allocation is given to final year PhD students (not in continuation), then 2nd year PhD, 1st year PhD and taught Masters students. Please note: due to the availability of rooms across the Faculty, room use is required; researchers who are found not to have used the room may have their desk privilege withdrawn or not be allocated space for the next academic year. If you would like to use this space, please complete an application form which can be found in the Appendix.
Auditing Courses

You may wish to explore with the Director of PGT auditing Masters modules on offer either within or outside the Centre. This would not normally entail any assessment. You will need the permission of the module tutor to audit the module. Masters students registered on the module will have first priority, and spaces may not be able to be guaranteed but where possible we will do our best to accommodate your needs within the Centre and assist in modules outside the Centre.

Facilities and Equipment

If you wish to make a telephone call or fax a document on departmental business, you may do so by arrangement with the Centre Administrator. She also has official electronic stationery, and on occasion you may be allowed to use the Centre’s postal facilities. The Centre also has a laptop for use for special events. See the Centre Administrator for booking details.

University Library

Your University card will give you access to the Library.

The Library has a designated Academic Support Librarian for each academic department; CIM’s Academic Support Librarian is Richard Perkins ([http://www2.warwick.ac.uk/services/library/staff/teaching/academic-support-librarians](http://www2.warwick.ac.uk/services/library/staff/teaching/academic-support-librarians)), and he can be invited to attend SSLC meetings. He can provide advice about Library services and resources. These include:

- General information about accessing and using the Library, Learning Grid, and Modern Records Centre;
- Information sources for your subject;
- Developing information and research skills;
- Sources of help and advice.

You can access the Library website at [http://warwick.ac.uk/library](http://warwick.ac.uk/library) for general information and subject web pages at [http://warwick.ac.uk/library/tealea/](http://warwick.ac.uk/library/tealea/) for support in starting research in your chosen subject areas.

You are encouraged to attend introductory talks which introduce you to the facilities, resources and services of the library. These talks take place in Weeks 1, 2 and 3 of the first term. It is important to remember that the library is as much a virtual as a physical institution. The provision of electronic resources – particularly academic journals – is extensive. It is essential that you familiarise yourself with ways of accessing and searching such material, as this will become a pivotal part of your studies here.

The University of Warwick is part of the national SCONUL Access scheme, which entitles you to visit and use many other academic libraries in the United Kingdom, including the nearby university libraries at Aston, Birmingham, Birmingham City, and Coventry. To use this free scheme, you need to get a special card, application forms for which are on the Library website or available on request from the Library help points on Floor 1. You’ll find more information on this scheme and opportunities for you to access other research libraries on the Library website.

If you are unable to obtain a source of information from the University of Warwick Library, then you may request it through the document supply scheme. Application forms are available on the ground floor of the library, or can be downloaded from the library’s website. These will need to be signed by your module tutor or supervisor before the library will process them.
CIM Resource Library

CIM has a small resource library held in the Centre Administrators office (B0.09) containing a number of books and previous Dissertations for loan; this is in addition to the main Library resources. Should you wish to loan any items there is a form to complete [see relevant appendix]. Any items you may like to see included in the CIM library please let the Centre Administrator know and this will be reviewed by the Centre Director and academic staff.

IT Services

IT Services provide the essential resources and support necessary to give all members of the University access to information technology for research, teaching, learning and administration purposes. If students have problems using the facilities or systems provided by IT Services, they can go to the Helpdesk located on the ground floor of the Library building, telephone 024 765 73737 or email helpdesk@warwick.ac.uk.

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

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
Doctoral Training Centres

Economic and Social Research Council (ESRC)
ESRC-funded students are supported and have extensive training available through the Warwick Social Sciences Doctoral Training Centre, http://www2.warwick.ac.uk/fac/cross_fac/esrcdtc. DTC students should consult that website, especially the Starter Pack, for information about their Training Needs Analysis and compulsory and optional training courses.

The core training modules are also available to non-ESRC-funded PhD students. Please consult your supervisors about whether this training may be useful for you. All details on the DTC are available online here: http://www2.warwick.ac.uk/fac/cross_fac/esrcdtc

Engineering and Physical Sciences Research Council (EPSRC)

The University of Warwick has a range of Doctoral Training Centres for Engineering and the Physical Sciences. If your research is funded through one of these Centres, please get in touch with the Centre directly to find out what each offers in terms of training and other resources:

 Doctoral Training Centre in Complexity Science
 Doctoral Training Centre in Mathematics and Statistics
 Doctoral Training Centre in Systems Biology
 Doctoral Training Centre in Molecular Organisation and Assembly in Cells (MOAC)
 Industrial Doctorate Centre in High Value, Low Environmental Impact Manufacturing
 Doctoral Training Centre in Magnetic Resonance Basic Technology

Research Student Skills Programme

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, but 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 free training, events and resources to help.

Starting with their essential How to Be an Effective Researcher workshop (please see warwick.ac.uk/effectiveresearcher), you’ll find sessions covering everything from Upgrade to Viva. You can also book 1:1 academic coaching and career guidance appointments with experts from the Student Careers & Skills team.

Find out more:
Web: warwick.ac.uk/pgskills | Email: pgresearchskills@warwick.ac.uk | Twitter: @warwickrssp

The Wolfson Research Exchange

Wolfson Research Exchange (Third floor extension (across the bridge), Main Library (card access, PhD-only))

Wolfson Research Exchange is a dedicated collaborative workspace for MPhils, PhDs, and academic staff. It supports dynamic networking for Warwick researchers, both within its physical home in the Library and online.

At Wolfson Research Exchange you can:
• Find others in different departments who share your research interests;
• Share tips and experiences, including through the PhD Life Blog;
• Attend training to improve your research skills (including the Research Student Skills Programme run by Student Careers and Skills and staff-focused events of the Learning and Development Centre);
• Book seminar rooms for your own interdisciplinary academic events, conferences and networks.

Normal Opening: 08:30–00:00 (see website for holiday opening)
For more information, see:
http://warwick.ac.uk/researchexchange
researchexchange@warwick.ac.uk
#ResearchEx

The Learning and Development Centre

This provides guidance and training on all aspects of academic life. You can find out more about what it has to offer at: http://www2.warwick.ac.uk/services/ldc/.

Student Careers and Skills

The Student Careers & Skills team offers a wide range of online resources, workshops, 1:1 advice, employer presentations, careers fairs and a student helpdesk accessible in person, by email and phone and can help you:

• Settle into life at Warwick and discover all the University has to offer;
• Understand what’s important to you, what your strengths and career goals are;
• Succeed in your studies and get help with academic writing, revision, note-taking and seminar presentations;
• Recognise and develop transferrable skills employers look for, including communication, leadership, enterprise and team-working;
• Research employers, gain work or volunteering experience and find a job for after graduation, including by searching thousands of employer vacancies.

Each academic department has a Careers Consultant however as the Centre is interdisciplinary there are a number of advisors who can provide discipline-specific support for students and information for departmental handbooks and websites. This can include, for example, 1:1 advice in the department, support for alumni events, and discipline-specific information sessions (e.g. ‘What can I do with my degree?’). You can also consult the Careers & Skills website for more information (http://warwick.ac.uk/careers).

Student Union

Warwick Students' Union is one of the largest and most dynamic in the country and is a focal point for many students during their time here. Warwick has a diverse population and being student-led the Union is equipped to meet the full range of student needs. Whether it is in academic representation, skills development or our unrivalled seven nights a week entertainment programme, the Union will have something for you.

Over 40% of Warwick students are postgraduates and the Union has adapted to ensure that postgraduates are fully represented by and within the organisation. The Postgraduate Committee co-ordinates all of the Union's postgraduate work from social events to campaigns and is supported by the sabbatical Education Officer. It is also affiliated to the National Postgraduate Committee that keeps on top of national postgraduate issues. If you are
interested in becoming involved in the Postgraduate Committee then contact the Union for more information: http://www.waricksu.com/

Language Learning Facilities

The Language Centre supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students and staff across the University. It is equipped with digital language classrooms and seminar rooms, with data projection and electronic whiteboards. There is also a multi-media open access suite with satellite TV, computer-based learning, and DVD players. There are a number of choices available for acquiring a new foreign language or brushing up language skills:

i. Academic modules not for credit

The same modules as those available for academic credit are also available to take in addition to degree studies. A fee applies to these modules. Further information is available from the Centre's website.

ii. Lifelong Language Learning (LLL) Courses

A programme of language courses for students, members of staff and the public. More information is available from: http://warwick.ac.uk/languagecentre/lifelonglearning/.

The Language Centre (http://warwick.ac.uk/languagecentre) is located on the ground floor of the Humanities Building and can be contacted by email language.enquiries@warwick.ac.uk.

Advanced Archival Research

Although the Modern Records Centre is open to the public, if you want special help on advanced archival research, it is best to email them first via archives@warwick.ac.uk to arrange a meeting.

Health and Safety Policy

1. The Centre for Interdisciplinary Methodologies considers that high standards of health and safety are of vital importance in enabling it to achieve its objectives.
2. The Centre regards compliance with legal requirements as the minimum acceptable health and safety standard.
3. The Centre is committed to updating its arrangements in accordance with the advice of the University Safety Officer in order to achieve a continual improvement in its standards of health and safety.
4. The Centre Director, Professor Celia Lury, has overall responsibility for health and safety matters. She is assisted by the Centre Administrator, Mrs Tracy Horton with Centre monitoring, review and development of health and safety policy.
5. All staff, students and other members of the Centre (including visitors where appropriate) are entitled to a Personal Emergency Evacuation Plan (PEEP). If you believe that you will require evacuation assistance or would like to have an evacuation plan then please contact the Centre Administrator, Mrs Tracy Horton.
6. Charlotte Lewis (PAIS; ext. 28464); Julia Engwell (WBS; ext. 74669); Dierdre Kennedy (ext. 50625) and Wendy Moore (ext. 24260) are qualified first aiders. They also keep records of accidents and other incidents.
7. Car Parks 4/4a (WBS) or 7 (Social Studies) are designated as safe evacuation areas where people can go in the event of an emergency and are sufficiently far from the evacuated buildings so as not to be at risk.

8. All staff, students and other members of the Centre (including visitors where appropriate) are expected to take a constructive attitude towards issues of health and safety and must:
   a. comply with the appropriate legal requirements as laid down by the publications that make up Safety in the University (SITU Part 1);
   b. take reasonable precautions for their own health and safety and for that of others involved in their activities;
   c. inform the Centre Administrator, or designated other, of any accidents, near misses and work-related ill health;
   d. inform the Centre Administrator, or designated other, of any situations that they consider could give rise to serious or imminent danger, or fall short of the standards expected.

9. The Centre makes suitable arrangements for health and safety, as far as reasonably practicable.

10. All accidents and reported incidents will be investigated.

11. Information on health and safety is communicated to those working in the centre via the notice boards located on the ground floor of B block (CIM areas) and contained within the Handbook.

**Postgraduate Research Fund**

The Centre administers a small Postgraduate Research Fund. Funds are limited, and individuals will not normally receive more than £150 per year of study (pro rata for part-time students). Please use the application form to make an application, [see relevant appendix]. Once this application has been approved by a small committee comprising the Director of the Centre, the Director of PGR, and Research Director, you will need to submit an expenses claim (contact the Centre Administrator for details and the form).

The Centre appreciates that as part of your research you may need to undertake activities that cost more than £150. Where this is the case you may approach the Centre Director for a lump sum over your period of study of a maximum of £750. You will need to send a justification (no more than one page) with a budget, to the Director who will then review the request with the other members of the Committee and your supervisor/s.

Please be advised that for an application to be successful you are expected to show that you are making satisfactory progress on your MPhil/PhD. You are also expected, where appropriate, to apply for and show evidence of decisions of other funding opportunities available or utilise other existing funds.

All students wishing to claim funds from the CIM PGR fund should consult with the Centre Administrator to ensure University financial regulations are followed.

**Other Funding**

Full-time ESRC funded research students can claim up to £750 a year for research and conference expenses. Part-time ESRC students can claim the remainder of their Award once fees have been deducted. ESRC 1+3 students can claim a proportion of the research funding they are allocated for the +3 period during their Master’s year (i.e. use the funds over a four year period instead of three). To make claims to for the ESRC RTSG (Research Training and Support Grant) please contact the ESRC DTC Office: ESRCDTV@warwick.ac.uk.

**Hardship Funds**

Access to Learning Funds are allocated to the University by the UK Government to provide help to home postgraduate students who have serious financial difficulties. Full- and part-time students paying home fees, and
who have been ordinarily resident in the British Isles for the three years immediately before the start of their studies, are eligible to apply.

http://www.go.warwick.ac.uk/hardshipfunds

**Travel Insurance and Overseas Research Trips**

All postgraduate students traveling on university research business can be covered by the University's insurance. Please note that this cover is *not* automatic – you need to apply. If you are planning to spend time abroad for research purposes, you must:

a) contact the Centre Administrator at least 5 working days before departure, and ask them to email Janet McErlane at J.M.McErlane@warwick.ac.uk with a cost code and the following details:
   i. full name;
   ii. reason for travel;
   iii. period of cover;
   iv. destination; and
   v. pre-existing medical conditions.

b) send a copy of any travel insurance documents to your supervisor(s). This will eliminate any confusion over whether a student is insured or not when abroad and avoid (very stressful) scenarios where a student falls ill abroad and requires treatment without any medical insurance in place.

Further information on university travel policies is available and can be found on the web page: http://www2.warwick.ac.uk/services/finance/insurance/keypolicies/traveloverseas

Please also remember that your monitoring and visa conditions require you to inform the Centre prior to any overseas travel – see Attendance and Monitoring (pg. 19) for details.

**Car Parking**

Car Parking is difficult for students arriving after the early morning. It is usually possible to find spaces in fee-paying car parks. Students who face particular problems should contact University House Reception.
ATTENDANCE AND MONITORING

In accordance with UK immigration law and university funder requirements, the University operates a Monitoring Points system to monitor student attendance. Students with a record of unauthorised absences are reported directly to the University. The possible sanctions may include the imposition of extra work or your referral to the Continuation of Registration Committee, which may require you to withdraw from your course of study.

The monitoring points for research students are listed below. If you are unable to meet a requirement, you should inform your supervisor and the Director of Research Degrees as soon as possible, in advance, or as soon as possible thereafter.

If you are an international student and intend to leave the country for any reason, it is a requirement of the UK Border Agency that you inform your supervisor and the Centre Administrator, getting their authorisation.

Please see the University's full policy of attendance at http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress

<table>
<thead>
<tr>
<th>CIM Monitoring Points 2015-16</th>
<th>Full-Time Postgraduate Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>When</td>
<td>Term 1 (Autumn)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1 point will be allocated for annual review /and or/ upgrade procedure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>face to face meeting</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 points</td>
</tr>
<tr>
<td></td>
<td>Attendance at Induction Meeting (unless the student is not first year and conducting fieldwork)</td>
</tr>
<tr>
<td></td>
<td>Two supervisory contacts to be monthly meetings – minimum one face to face**</td>
</tr>
</tbody>
</table>

**Supervisory Contact: At least half of the monitoring points are to be face to face meeting/ supervision per term unless the student is conducting field research or related activities overseas (see Good Practice Guide). http://www2.warwick.ac.uk/services/aro/dar/quality/categories/attendance/gpg_monitoring_attendance_and_progression_final_july_15.pdf
Visiting Postgraduate Taught or Research students will be expected to follow the current relevant CIM monitoring points for the period of their enrolment.

Postdoctoral Visiting Researchers will be allocated a Supervisor/Line Manager within the Centre and will be expected to meet with them on a regular basis (at least once per month face to face**)

PERSONAL TUTORS AND PASTORAL CARE

In line with University Policy, all students are assigned a personal tutor; Dr Nate Tkacz acts as personal tutor for all PGR students. If you have any queries or problems you may discuss these with him, or Dr Nerea Calvillo, the CIM Senior Tutor or, alternatively, the Centre Director.

Under the University’s Code of Good Practice, it is expected that a Personal Tutor will:

- Meet students at their request for an individual review of general progress and general well-being.
- Set aside some fixed time or times (of at least one hour each week) when students may drop in.
- Give students advice about their academic progress and general academic advice about courses and options.
- Give students help and advice about non-academic matters as far as it is in their competence to do so, or advise them where further help can be obtained.
- Be sensitive to the need of students to discuss personal matters with members of staff of the same sex as the student, and to make appropriate arrangements for this to happen.
- Advise students of the procedures to be adopted in the event of an emergency.
- Be prepared to act as referee for their students for job and other applications if appropriate.
- Perform all the responsibilities conferred on Personal Tutors in the University Regulations.

Of course none of this prevents you from approaching any member of staff in the Centre. We are all very pleased to help with all aspects of pastoral and academic care.

If you feel you have problems that are affecting your ability to work effectively, you may wish to discuss them first with your personal tutor or supervisor. However, pastoral care within the Centre is also backed up by the University’s Counselling Service which is located in Westwood House. If you visit http://www2.warwick.ac.uk/services/tutors/counselling/student/, you will be able to find further information on this subject.

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

Here are some useful pastoral/welfare telephone numbers:

Stephen Lamb, Senior Tutor
Email: seniortutor@warwick.ac.uk
024 7652 2761 (Internal 22761)

Counselling
Email: counselling@warwick.ac.uk
024 7652 3761 (Internal 23761)

Disability Services
Email: disability@warwick.ac.uk
024 7615 0641 (Internal 50641)
Student Support Services
Web: [http://www2.warwick.ac.uk/services/student-support-services/](http://www2.warwick.ac.uk/services/student-support-services/)

Students’ Union Advice and Welfare Services 024 7657 2824 (Internal 72824)
Email: advice@warwicksu.com

Nightline (student-run listening service) 024 7641 7668 (Internal 22199)
9:00 pm – 9:00 am

Chaplaincy 024 7652 3519 (Internal 23519)
Email: chaplaincywarwick.ac.uk

**CIM Senior Tutor**

The typical range of duties of a Senior Tutor is as follows:

- To be responsible for the effective operation of the personal tutor system in the Centre, including making sure that students know who their personal tutor is by posting personal tutor lists on the Centre website and noticeboards;
- To provide support and guidance to students if the personal tutor is unavailable; to provide support and guidance to members of academic staff who are personal tutors;
- In collaboration with the Centre Administrator, to assign available academic staff their personal tutees at the start of each academic year, and to inform students if their personal tutor is changed;
- To consult with the University Senior Tutor about possible changes to the operation of personal tutoring in the Centre;
- To attend meetings of the Centre’s Special Circumstances Committee;
- To attend all exam boards in the Department;
- To create and manage the ‘Report a Student Problem’ system;
- To advise the Director and the Staff Meeting on all pastoral issues.

To discuss any items with CIM’s Senior Tutor, Dr Nerea Calvillo, you will need to make an appointment via email: [N.Calvillo@warwick.ac.uk](mailto:N.Calvillo@warwick.ac.uk).
COURSE INFORMATION FOR MPHIL/PHD STUDENTS

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 of research theses in the Centre, is that we encourage and expect students to start writing very early in their programme of study.

There are further requirements of a programme of study for a research degree as detailed below.

Dissertation

Maximum word-length:

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

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

[The appendices should be no more than 5,000 words.]

Guide to Examinations for Higher Degrees by Research

MPhil/PhD students must consult the ‘Graduate School's Guide to Examinations for Higher Degrees by Research’, which can be found at [http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/guide_to_examinations_for_higher_degrees_by_research.pdf](http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/guide_to_examinations_for_higher_degrees_by_research.pdf) Part I: ‘Guidance to Students on Submission and Examination of the Thesis’, No. 4 ‘Presentation of The Thesis’ (pp. 7-10) contains further vital information about the presentation of your dissertation.

NB. You are encouraged to use the University's formatting style as early as possible during your studies.

CIM PhD Seminar

As part of your intellectual development, CIM holds a fortnightly PhD seminar. The seminar is typically organised around the current research themes in the Centre, with specific readings selected by staff and/or students. The seminar will not always address a topic directly related to your own project; however, this does not mean that it will be of no relevance. Reading and discussing ostensibly different topics will broaden your intellectual horizons and may help with framing your own material and research questions. The seminars will help introduce you to recent intellectual developments (as well as some older, classic texts) and these will be discussed with the guidance of staff and other CIM PhD candidates. The seminars are also a good place to test out your ideas in an informal setting. The CIM PhD seminar is also the main opportunity for doctoral students to get together, learn from each other and share ideas, along with CIM staff. It provides students with a space to engage in theoretical, methodological and empirical discussion. The readings will be circulated before the seminar.
CIM PhD Seminar: these take place from 3.00 – 5.00pm on alternate Thursdays in B0.06, fortnightly during first and second term, (normally scheduled on the same day and time as the WIP). It is compulsory for all first-year PhD students, and strongly encouraged thereafter.

During the Summer Term, the PhD Seminar will be led by the PhD cohort. The seminar may be used, for example, to explore a particular line of inquiry in more detail or for students to present their own research. The Summer term will also offer PhD candidates bespoke training or academic events in line with the research interests and expertise of the Centre (including the PhD cohort). The schedule for the Summer will be drawn up over the Easter Term, in consultation with students, then shared on the CIM website.

The PhD Seminar is overseen by Dr Nate Tkacz who will respond to queries related to it.

CIM Seminars and Workshops

PhD students are welcome and encouraged to attend all other seminars, workshops and conferences hosted by CIM and/or organised by CIM staff. CIM staff members are keen to nurture a thriving intellectual community, in which graduate students play an active part.

Other events that students should be aware of include:

- CIM Work in Progress (WIP) convened by Dr Nerea Calvillo: this takes place from 1.00-2.00pm on alternate Thursdays in B0.06; these fortnightly meetings will therefore serve as a gathering point for the graduate community. WIPs will feature CIM staff presenting work in progress, primarily to get feedback from colleagues within the Centre, though sometimes with colleagues from other departments present. A schedule for these will be published on the CIM website. (Attendees should bring their own lunch.)

- CIM external speakers/conferences: CIM regularly hosts external speakers on an ad hoc basis, and three or four larger seminars and conferences a year. These will be advertised on the CIM website.

Doctoral students are encouraged to explore developing further informal groups and networks, through which to discuss work and develop shared intellectual interests. Ideas for doing so will be explored during the Autumn term of the PhD Seminar.

Postgraduate Conference

In the Summer term of each year CIM holds a student-led conference at which postgraduate students are invited to present a chapter, section, or overview of their research. The audience will be made up of fellow graduate students, staff in the Centre and those who may also be interested. e.g. prospective students; other departmental researchers. The conference has a dual purpose: to provide you with an opportunity to present your work to an audience and gain feedback, and to give students experience in organising an event. You will be invited to be part of the organising committee in the Autumn Term. As this is a student focused and student driven event, all students are normally expected to attend the conference. Details on the conference will be available throughout the year.
Other University and non-CIM Activities

CIM strives to build and maintain strong interdepartmental networks, and encourages graduate students to do the same. There is much to be gained from identifying peer groups in other departments and attending events beyond CIM. Be sure to check the websites of departments which cover empirical and/or theoretical areas that are close to your own, follow them on twitter and facebook, and sign up to available email lists.

In addition to University Departments, it is worth also being aware of a number of University-wide ventures and institutes that may be doing work that is relevant and interesting to you:

The Institute of Advanced Study - http://www2.warwick.ac.uk/fac/cross_fac/ias
Global Research Priorities - http://www2.warwick.ac.uk/research/priorities/
Knowledge Centre - http://www2.warwick.ac.uk/knowledge/
Social Theory Centre - http://www2.warwick.ac.uk/fac/soc/sociology/research/centres/socialtheorycentre
Philosophy Seminars and Reading Groups - http://www2.warwick.ac.uk/fac/soc/philosophy/research/seminars
Behavioural Design Lab - http://www.behaviouraldesignlab.org/

Auditing Courses (optional)

You may wish to explore with your supervisor auditing a module on offer either within or outside the Centre. This would not normally entail any written work. You will also need the permission of the module tutor to audit the module. The tutor may have some further conditions regarding your auditing of the module (around participation and attendance, for example). MA students will have first priority on Taught MA modules, and spaces may not be able to be guaranteed but where possible we will do our best to accommodate your needs within the Centre and assist in gaining permission to audit modules outside the Centre.

Supervision

For a research degree candidate, the relationship with a supervisor is of crucial importance. CIM will normally allocate two supervisors, at least one of who will be actively engaged in, or has a suitable level of knowledge of research related to your thesis topic. The division of responsibilities between supervisors is not always the same. In some cases, they take joint and equal responsibility. In other cases, there will be a lead supervisor with the second supervisor taking a less active role. Make sure that you are clear about the arrangements in your case at the earliest possible stage.

CIM is a hub for interdisciplinarity and inter-departmental collaboration across the University. The Centre is therefore supportive of students having supervisors from two separate departments. This may mean that a student will be enrolled in a Multidisciplinary Research Degree.
For more information on these degrees, see:
http://www2.warwick.ac.uk/services/academicoffice/gsp/warwick_staff/supervisioninfo/multidisciplinary

Students who are supervised across two departments should be sure to read the MPhil/PhD Course Handbook in the second department. If problems are developing in the supervisory relationships, and these are specifically related to the interdepartmental nature of the research degree, the student may contact the Director of PGR who will take up the issue with the Director of Graduate Studies or equivalent in the other departments.

It is important that you make immediate contact with your supervisors at the start of your period of study. You should agree a regular schedule of meetings with your supervisors. The Centre expects students to meet with their supervisors monthly if possible, though recognises that this may vary depending on circumstances and the stage that a research degree has reached. If students cannot make meetings – for example, if they are away from the University undertaking field research - then they are required to report on their activities and progress on a regular basis. Please note that in keeping with University regulations, it is the student’s responsibility to contact their supervisor(s) to arrange meetings – don’t wait to be contacted by them.

After a supervisory meeting, students are strongly encouraged to provide a brief summary of the meeting, outlining what was discussed and what conclusions and directions for future work were agreed. Once the submission/report is signed off by the supervisor(s), it is then kept on your electronic Tabula file as an agreed record of the meeting. Occasionally, the student and supervisor(s) may disagree over what action was decided on. In these cases, it is important to reach agreement as soon as possible – indeed, the whole point of the exercise is to ensure that everybody is clear direction and progress of the research. Your supervisor (or the Director of PGR) will instruct you on where copies should be saved and you may wish to keep a paper copy of the submission/report for your own records or with the Administrator office.

As a guide, supervision summaries/reports may include:

- The date of the meeting;
- Brief details of the work that was submitted for discussion (if any);
- Details of what was discussed, bullet-pointed;
- Agreed work-plan for student prior to next supervision;
- Any actions that the supervisor has agreed or decided to take (where appropriate);
- Agreed date for student to complete that plan and date of next supervision.

Please be advised that the above list is only a guide as to the requirement; at differing stages of your degree the meetings may make alternative arrangements. An important feature of support for students supported through the Doctoral Training Centre (see pp.14) is the Training Needs Assessment, which will identify which methods and other courses you may need to attend. Non-DTC students should also discuss training needs with their supervisors early in their registration.

Complaints

If you are dissatisfied with the quality of the supervision for some reason, try to discuss the problem with the supervisor in the first instance. He or she may be able to help rectify the problem. If you feel
unable to discuss the matter with the supervisor, or you are dissatisfied with the response, you should take the matter up with the Director of PGR (or if the Director is your supervisor, the Centre Director). Ultimately, it may be possible to reallocate you to another supervisor, but procedures are in place and need to be followed. We encourage supervisors and students to develop an open and constructive academic relationship at an early stage in order to minimize the likelihood of any supervisory issues occurring. Under no circumstances should a student approach a new potential supervisor before talking to the Director.

The University lays down guidelines on the respective responsibilities of supervisors and research students, and you will be provided with an up-to-date copy at the beginning of your course of study. The complete set of guidelines can be found at http://www2.warwick.ac.uk/services/academicoffice/gsp/current but the most important are reproduced below.

**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 PGR or Centre Director 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 regular supervisory meetings and other types of structured communication as appropriate, to ensure that meetings are largely uninterrupted and of adequate length. The frequency of such contact should be agreed between the student and supervisor at the start of the project and should be reviewed throughout the period of study. It is expected that these arrangements will vary depending on the stage which the student has reached in their project and on the nature of the academic discipline. As a guide to frequency of interaction, one such contact per month throughout the academic year is a generally acceptable minimum for full-time students. Contact with part-time students will typically be less frequent than that with full-time students of the same discipline in proportion to the length of their period of study. Supervisors are expected to ensure that part-time students are aware of the frequency of supervisory contact and feedback that they can expect during their period of study.

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.
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 attending events and activities offered by the Centre.

Progress and Review Procedures

There are a number of progress and review procedures in place to assist and reflect on student progress and to ensure that the supervisory relationship is satisfactory. First, via the Tabula system, students are encouraged to make brief summaries of each supervisory meeting, including any agreed work to be completed by the next meeting. Then, at different stages of your candidature you will also be asked to provide information regarding your progress.

The major review milestones take place annually, generally following the 12-month progression cycle of each individual student, and these are supplemented by a Summer Review Panel, which takes places in the third term and where the Centre meets to review and discuss the progress of all PhD candidates. This takes place at about the same time as the self-evaluation form required by the University Graduate School. Details of all major reviews follow.

The Summer Review Panel

For students commencing at the beginning of the academic year (Autumn Term), the Summer Review is likely the first review procedure you will take part in. The Summer Review meeting is chaired by the Director of PGR and all members of the Department who supervise research students are invited to attend. All students are assessed via this process annually, no matter what stage they are at in their degree. For this review, students are not required to be present at the meeting. Instead, your supervisor/s will be invited to comment on your progression over the past year to the Director of PGR and other Centre staff. However, each student is required to produce a brief document, which will be considered at the meeting. The document should:
• provide a summary of the research progress to date (or since the previous review), noting any written work, completed chapters, or research towards specific chapters;
• list any conference activity and other presentations or workshops;
• make a comment about overall progress, specifically in relation to what was stated in your Annual Report (see below), or, if you are in your first year, comment on progress toward the Upgrade Interview (see below);
• comment on any training conducted and whether any training needs identified previously have been completed;
• comment on any professional development activities you have completed;
• comment on whether you are on track for you next Annual Review (or Upgrade Interview) and if not, what the barriers are or might be (try to be specific).

Any concerns or issues that are raised about individual student progress or supervisory relations are taken up by the Director of PGR or Centre Director with supervisors and students. The purpose of this review is for the Centre to get an overview of the progress of each candidate and to identify if any action needs to be taken to ensure candidates have every opportunity to progress successfully with their studies.

**MPhil to PhD Upgrade Interview**

The first major review is the MPhil to PhD Upgrade Interview. All students studying for a PhD are initially registered for the degree of MPhil. This is general practice within the University and allows Centres/Departments to monitor the progress of students and to assess their suitability for PhD research. The purpose of this interview is to give critical feedback on written work and to determine whether a student’s work is of a PhD standard. Once a date is agreed with your supervisors, normally within 9 to 12 months of the course start date for the 3 year PhD and 12-15 months for the 4 year PhD (and 15-20 months of the course start date for the 5 year PhD and 21-28 months for the 7 year PhD), you will need to prepare and submit written work for the Upgrade Interview. It is the responsibility of your supervisor to arrange for two members of staff to read your submission, and your responsibility to ensure that those two members of staff receive it in good time before the interview (usually two weeks in advance is sufficient).

You should prepare:

i. a draft chapter of your thesis of a minimum of 8,000 words in length. This can be (for example); methodology chapter, literature review, fieldwork chapter etc;

ii. a chapter plan including a synopsis of each chapter, a summary of your research questions, and detail the progress on each to date;

iii. a detailed timetable for the completion of your thesis;

iv. the Research Degree Upgrade Ethics Review (if required) (See Appendix pg. 58).

Your work is read by the two members of staff, who will discuss it jointly and separately with you and your supervisor.
After you have read and signed their Report, it is placed in your file, and we then ask the Warwick Graduate School office to upgrade your registration to PhD status. After the upgrade interview your reviewers will make one of the following recommendations:

- To agree an upgrade from ‘working towards an MPhil’ to ‘working towards a PhD’;
- To ask for a resubmission of the writing sample so that the upgrading can be reconsidered;
- To consider the project as working towards an MPhil;
- To advise that the planned project will not lead to a research degree.

If you are asked to resubmit your upgrade, this may be with or without a further interview. This outcome may feel disappointing at the time in view of the hard work you have put in but try to treat this outcome positively. You are being given an opportunity to address key issues before you have become committed to a course of research. The points to address will be clearly set out and it will in most cases be a manageable task to address them in consultation with your supervisor.

Failure to upgrade at the second attempt may lead to:

a) a student’s proceeding to the degree of MPhil, or
b) a student being required to withdraw.

Under University Regulations 13 and 16.3(1) students have the right to appeal against either of these decisions. Failure to make satisfactory progress in other circumstances (not necessarily after a failed upgrade attempt) can lead to a recommendation from the Centre Director to the Continuation of Registration Committee that a research student be required to withdraw. In these unlikely circumstances, students will be notified and given the opportunity to make representations to the Centre Director before any such recommendation is made.

**Annual Reports**

**First Annual Report**

The First Annual Report, to be submitted at the 12-month mark, is a chance for students and supervisors to reflect upon the progress of research and to identify any future requirements or likely barriers to progress. The Report is completed together with your Supervisor and is to be submitted to the Director of PGR. The MPhil/PhD Annual Report Form is found in the Appendix [pp.60].

**Second Annual Report**

The Second Annual Report, to be submitted at the 24-month mark, involves the submission and review of a significant body of written work, an update on the general progression of the thesis, and a reflection on the progress of the research. The report is to be submitted to the Director of PGR. The writing sample will be reviewed by at least one member of staff other than your supervisor/s. You will receive feedback on the quality of the submission.

You will need to submit an MPhil/PhD Annual Report Form with your Supervisor, found in the Appendix [pp.60]. Alongside this document you will also need to submit:

i. two completed draft chapters of your thesis;
ii. a chapter plan including a synopsis of each chapter, a summary of your research questions, and detail the progress on each to date;

iii. a detailed timetable for the completion of your thesis.

Third Annual Report

Students enrolled in four-year PhDs and part-time students will need to complete a Third Annual Report at the 36-month mark.

The Third Annual Report involves the submission of an update on the general progression of the thesis. The report is to be submitted to the Director of PGR. The purpose of this review is to identify

You will need to submit an MPhil/PhD Annual Report Form with your Supervisor, which is found in the Appendix [pp.60]. Alongside this document you will also need to submit:

i. a chapter plan including a synopsis of each chapter, a summary of your research questions, and detail the progress on each to date;

ii. a detailed timetable for the completion of your thesis.

Research Proposal Guidance

Defining the Topic and Identifying Resources

If you are to complete your thesis successfully within a reasonable time, it is important to arrive at a definition of your topic at an early stage, and to decide how you propose to tackle it. Research students often start off with highly ambitious ideas of what they will be able to achieve in the time available. Although having plenty of ideas is to be encouraged, it is equally important to situate your topic within well-defined and limited boundaries.

In planning your work, you need to ask yourself questions such as:

1. What is my central research question or theme?
2. How does it relate to the existing research on the subject?
3. How will I be able to contribute to that research through my work?
4. What disciplines am I drawing on, and how do I understand my own interdisciplinarity?
5. Are there literatures in other disciplines, which might be relevant?
6. Are there any special library collections or documentary sources that I need access to in order to complete my work? Do I need to apply for permission to have access in advance?
7. Do I need to develop additional methodological or statistical skills?
8. Do I need to improve my language skills to complete the thesis? (The University has language laboratory facilities and runs a number of courses each year.)
9. How will I structure the thesis?

It is important that, in consultation with your supervisors, you work up a rough schedule for outputs for the duration of the research degree. For example, by the end of your first year, you should aim to have a detailed chapter plan, and a completed chapter of the thesis. By the end of the second year, you should aim to have completed a draft version of more of the chapters, with the whole thesis
existing in draft form before the end of the third year, allowing time to do the corrections suggested by your supervisors by the completion of that year. Having a schedule of this nature will help you to plan ahead, identify priorities for your research and maintain a clear sense of progress.

The golden rule is to begin to write draft chapters as soon as possible. Writing drafts will help you to shape your thoughts. It will also reveal deficiencies in the information available to you, as well as in your arguments. There are limits to the help a supervisor can provide on the basis of a verbal outline of your ideas. He or she can only provide a detailed and in-depth critical response to a written draft. Above all, plan your work thoroughly – it is all too easy to let the time slip away.

When preparing for your review it may be helpful to think about your Research Proposal as a working document, with a provisional dissertation title, that can be updated and revised as your studies progress. You are also strongly recommended to keep a full Bibliography of works and research materials that you have consulted. The Research Proposal will help you to clarify a number of considerations crucial to the design of a successful research project. (It is essentially the first draft of your dissertation introduction.) You should show:

a) awareness of the existing resources/literature and gaps within it;
b) central research questions you plan to address and what kinds of answer you are looking for;
c) what methods you plan to use, including any theories you wish to apply;
d) what your source-base will be (printed primary sources, manuscripts, etc.);
e) where you will be consulting these materials (this may involve trips to relevant libraries in advance);
f) your preliminary chapter plan;
g) a timetable for the research and writing up.

Try to cover as many of these areas as possible in your proposal. You will find it useful to use these italicised topics as section headings in your writing. When your supervisor has read through the Research Proposal, you should go through it together.

Ethics in research

The University requires consideration of the ethical implications of the students’ research. In most cases, there will be no ethical implications, but in cases where your research involves human participants, data or tissue, prior approval is required. We ask you to fill in the form [see relevant appendix], and submit it together with your dissertation proposal. It is the responsibility of your dissertation or thesis supervisor to alert the Director of PGR to any pertinent ethical issues arising from your work. In such cases, you will need to supply the Director with an appropriate written description of the scope of the project, and a formal record of the decision to grant ethical approval will be kept in the Administrator Office.

Submission Deadline, Period of Registration, and Extensions

The period of registration for research degrees is four years full time and seven years part time. However, this is a maximum. The department expects students to complete their dissertations within three years (five to seven years part-time), and the monitoring and review systems are in place to help every student meet that target. The period of registration is longer than three years so as to reduce the bureaucracy involved with extension requests and to make extensions only for highly exceptional circumstances. You should, however, plan to complete in three years. The procedures on extensions are available via the web:
Students are strongly advised to familiarise themselves fully with this regulation. It is important to emphasise that it is the Graduate School rather than the Centre which is sovereign on decisions regarding extensions and that extension requests will be considered on a case-by-case basis. If you are in any doubt about any of this then you should consult your supervisor(s) in the first instance.

**Suspension of Study**

If it becomes apparent that a student has medical or other problems that are affecting their progress with the research programme it may be appropriate to request a period of suspension (temporary withdrawal). Requests should be submitted to the Graduate School together with notes of support from your supervisor(s) and the Director of PGR. The University reserves the right to turn down suspension requests in favour of other action, and it will not allow suspensions after the normal registration period of three years has elapsed. If the request is being made on medical grounds a medical note should be included. Students are encouraged to submit requests for suspension when a problem arises rather than retrospectively.

Students funded directly by one of the UK research councils will not normally be permitted a period of suspension without the prior approval of the research council. If a research council funded student is considering requesting a period of suspension they should contact the Graduate School in the first instance before attempting to put together the relevant paperwork including notes of support from supervisor(s) and DRED.

**Submission of Thesis and Examination**

Procedures for submissions and examinations of PhDs are strictly defined by University regulations. Everything that the student needs to know about examination of a PhD, including visual presentation, binding and submission of the thesis itself, is contained in the document *Guide to Examinations for Higher Degrees by Research*. You should read this document closely, available via:  
http://www2.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/guide_to_examinations_for_higher_degrees_by_research.pdf

The selection of examiners for the PhD is very important. The viva process can be seen as a valuable opportunity to have two established academics engage closely with your work, and explore it in detail. The choice of examiners is for you and your supervisors to agree on. Ordinarily, supervisors should approach the examiner in the first instance, not the student. Details on appointment and responsibilities of examiners are also contained in the document *Guide to Examinations for Higher Degrees by Research*.

University regulations on the examination process, including appointment of examiners, decisions of examiners, appeals against decisions, are all contained within Regulation 38 Governing Research Degrees (see 38.5 – 38.11). This Regulation can be found via the web:  
http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg38pgr
Plagiarism

When writing your thesis, always identify your sources for specific information and, where appropriate, the ideas which you use. It is bad academic practice for a student to fail to do so, just as it would be for an author writing a book or learned article. Copying without acknowledgement from a printed source is as unacceptable as plagiarising another student’s essay.

It is equally wrong to reproduce and present as your own work a passage from another person’s writing to which minor changes have been made, e.g., random alteration of words or phrases, omission or rearrangement of occasional sentences or phrases within the passage. This remains plagiarism even if the source is acknowledged in footnotes.

Unacknowledged quotation, disguised borrowing, or near-copying will be treated as plagiarism and penalised according to its extent and gravity.

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

Finally, it cannot be too often repeated that all assessed work should conform to the guidelines in the ‘Style Guide and Scholarly Presentation’ (Appendix pg. 39). Bad writing, inadequate proof-reading, and incoherent footnoting will lower your grades. Final dissertations may be referred for resubmission for the same reasons.

Complaints

Ideally, complaints regarding teaching, supervision or any other aspect of the student’s experience at CIM will be dealt with informally, initially with the student’s supervisors themselves, and then if necessary by the Director of PGR or Centre Director. However, if the student is not satisfied with these options, they can follow formal University procedures, by writing to the Academic Registrar. Details of the University’s Complaints Procedure will also be found at http://www2.warwick.ac.uk/services/aro/academiccomplaints/

Please note, that these procedures do not cover circumstances in which a student wishes to appeal against the outcome of an upgrade or PhD examination. Details on these appeals are dealt with in the relevant sections later.

Extenuating or Mitigating Circumstances

Extenuating or Mitigating Circumstances are unforeseen events or circumstances which have a significant negative impact on your ability to successfully complete, or study effectively in preparation for, summative assessment tasks such as essays, written or oral examinations, assessed presentations or assessed laboratory work. If you want any such events or circumstances to be considered by the relevant
Board of Examiners you are required to communicate formally (normally in writing) with your Department about them. Please note that while it is acknowledged that cultural attitudes to the disclosure of personal information may vary, students are expected to fully disclose all matters they wish to have taken into consideration by the Board of Examiners.

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

The two tables on the Mitigating Circumstances webpage of Teaching Quality: https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances/ (*) provide more detailed guidance on, and examples of, types of circumstance which are normally considered eligible (Table 1) and types which are not normally eligible (Table 2).

If you think you do have an eligible Mitigating Circumstance you should complete and submit a Declaration Form to your Department and submit it as soon as possible after the circumstance arises along with appropriate supporting documentation of the sort outlined in the ‘Supporting Documentation’ column of Table 1, below. The University recognizes that it may be difficult to obtain supporting documentation in a timely fashion; however, you should still register the circumstance pending supply of supporting documentation.

Mitigating Circumstances can never result in the changing of marks for individual modules or assessments; however, they may affect your overall degree classification. For further information on the possible effects of your Mitigating Circumstances claim being accepted please see the separate PDF document ‘Mitigating Circumstances Process and Procedures’ on the aforementioned webpage (*).

Clearly, though, in order for your circumstances to be considered as mitigating by your Centre/department, they must be conveyed formally to someone in your department (a tutor, the Director of MPhil/PhD or Graduate Studies, a course/module convenor, 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. We stress that formal evidence is required in the case of medical issues.

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

**Appeals**

The University has agreed appeals procedures. If you wish to consult them, you should approach the Graduate School, or consult: http://www2.warwick.ac.uk/services/academicoffice/ourservices/examinations/appeals/
Postgraduate Teaching and Postdoctoral Opportunities

PhD Teaching Overview and Selection Process

CIM recognizes that for postgraduate students who wish to pursue an academic career path, teaching experience is an important component of your career development. However, due to the research focus of CIM and lack of undergraduate curriculum, teaching opportunities within the Centre are limited. We endeavor to provide as many opportunities for teaching as possible within these limitations.

PhD candidates will usually not be eligible for teaching within the Centre during the first year of candidature, until after a successful annual review and upgrade from MPhil to PhD status. Teaching can be quite demanding, especially when undertaken for the first time. We ask that students think carefully about the work load they can handle on top of full time study, and that any teaching opportunities undertaken are done so on the understanding that they will not affect the normal progression of the student’s research. Students funded by research councils (such as the ESRC, ERC or AHRC) may be subject to other work limitations and must be sure that any teaching does not breach these contractual obligations.

Selection Process:

1. In the Summer term the Centre will circulate a call for teaching applications for the upcoming year, including the Teaching Application Form [see relevant appendix];
2. PhD candidates fill out form and return by the date specified in the call;
3. The form should be accompanied by a short (2-page) CV;
4. In some circumstances, applicants may be required to attend a face to face interview.

Postdoctoral Opportunities

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 Director of PGR. 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:

University Research and Impact Services: [http://www2.warwick.ac.uk/services/rss](http://www2.warwick.ac.uk/services/rss)

Important sources for funding at postdoctoral level include:
The British Academy [http://www.britac.ac.uk/](http://www.britac.ac.uk/)
Arts and Humanities Research Council [http://www.ahrc.ac.uk](http://www.ahrc.ac.uk)
Economic and Social Sciences Research Council [http://www.esrc.ac.uk](http://www.esrc.ac.uk)
Engineering and Physical Sciences Research Council http://www.epsrc.ac.uk/
Wellcome Trust http://www.wellcome.ac.uk
Association of Commonwealth Universities http://www.acu.ac.uk
APPENDICES

THESIS STYLE AND PRESENTATION

CIM PhD candidates come from a range of disciplinary backgrounds, each of which may have different norms and expectations about the presentation and style of academic writing. Regarding the style of academic writing in your thesis, including referencing, CIM does not dictate a specific style. However, it is a requirement that students use a well-established style and that the same style is used consistently throughout the thesis. Acceptable style guidelines include but are not limited to Chicago, MLA and APA. Recent manuals covering these styles include:


If you are unsure about the style of your thesis, please consult with your supervisor/s of the Director of PhD Studies.

Presentation of your thesis

The University has a number of requirements for the presentation of your thesis, which have been replicated below from the Warwick Graduate School. Your thesis needs to meet these basic requirements before being submitted for examination:

Typing of Theses

Theses should be word processed or typed on good quality A4 paper (29.7 x 21 cm) with a margin of at least 4cm (1.5”) on the left hand side. Adequate margins should also be left on the other three edges, so that the bound volume can be trimmed after binding. Page numbers should be typed at least 1.5 cm (0.5”) into the page. Pages should be typed and in double spacing. All copies must be of good legible quality. Candidates are warned that they will be required to correct any typographical errors to the satisfaction of the internal examiner before the award of the degree is approved by the Senate. Candidates should therefore carefully proof read their thesis for typographical errors and correct them before submitting the thesis. Offprints submitted must be bound in with the thesis or as a separate volume, as appropriate.

Library Declaration and Deposit Agreement

The Library Declaration and Deposit Agreement, which is available from the Graduate School website, should be completed and bound in with the thesis immediately prior to the title page.

Title and Title Page
The title should describe the content of the thesis accurately and concisely. The title page of every volume shall give the following information in the order listed (see model title page, Appendix A, Guide to Examinations for Higher Degrees by Research):

- The full title of the thesis and the subtitle, if any.
- The total number of volumes if more than one and the number of the particular volume.
- The full name of the author, followed, if desired, by any qualifications and distinctions.
- The full name of the qualification for which the thesis is submitted.
- The name of the University and of the department, school or centre in which the research was conducted.
- The month and year of submission.

**Table of Contents**

The table of contents shall immediately follow the title page. It shall list in sequence, with page numbers, all relevant subdivisions of the thesis, including the titles of chapters, sections and subsections, as appropriate; the list of references; the bibliography; the list of abbreviations and other functional parts of the whole thesis together with any appendices. The table of contents should be followed by the list of illustrations and tables (see below). If a thesis comprises more than one volume, the contents of the whole thesis shall be shown in the first volume and the contents of each subsequent volume in a separate contents list within that volume.

**Acknowledgements**

Any acknowledgements shall be on the page following the table of contents and list of illustrations and tables.

**Declaration and Inclusion of Material from a Prior Thesis**

The acknowledgements should be followed under a separate heading by a declaration in which the author indicates any material contained in the thesis which he/she has used before or which the author has had published. The declaration shall state that the thesis is the candidate’s own work except where it contains work based on collaborative research, in which case the nature and extent of the author’s individual contribution shall be indicated. The author shall also confirm in the declaration that the thesis has not been submitted for a degree at another university.

Candidates should note that they may incorporate work already submitted for another degree (e.g. a Master’s) into the current thesis as long as the material concerned is indicated clearly in the text and the declaration refers to the incorporation of this material. Such material may provide support for a thesis but it will not be taken into account in evaluating the achievement of the requirements for the degree for which the thesis is being examined.

Candidates should be aware of the following resolution of the Board of Graduate Studies relating to the submission of all theses within the Faculties of Medicine and Science. Any research results included within a thesis, which have derived from collaborative work, or elements of a thesis previously published by the candidate, must be acknowledged using the following wording:

“This thesis is submitted to the University of Warwick in support of my application for the degree of Doctor of Philosophy. It has been composed by myself and has not been submitted in any previous application...
for any degree [(if parts previously used add:) apart from the background material in sections XXX which was previously submitted for YYY degree.]

'The work presented (including data generated and data analysis) was carried out by the author except in the cases outlined below:

'List of data provided and/or analysis carried out by collaborators.

'Parts of this thesis have been published by the author:

'List of publications including submitted papers.'

Inclusion of Published Work

Candidates should be aware of the following Senate resolution on the publication of research material. They may include in a thesis any material arising from work on the thesis which had appeared in print before the thesis was completed or examined. Work published or submitted for publication before the beginning of a candidate’s period of study may be included within a thesis, provided that it is clearly acknowledged in the declaration and set apart from the main body of the thesis (e.g. in an appendix) but this work should not in itself form part of the material to be examined for the degree.

Summary or Abstract

There shall be a summary or abstract of the thesis, which should not exceed 300 words, bound in after the acknowledgements and declaration. The summary should not extend beyond a single A4 side, and to facilitate this, single spaced typing is permitted for the summary only. The summary shall provide a synopsis of the thesis and shall state clearly the nature and scope of the research undertaken and of the contribution made to the knowledge of the subject treated. There should be a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached.

Abbreviations

Where abbreviations are used a list of definitions shall be provided at the beginning or end of the thesis and the location of the list should be clearly indicated in the table of contents. Abbreviations may be used at the discretion of the author. For an abbreviation not in common use, the terms shall be given in full when the abbreviation is first used followed by the abbreviation in brackets.

Tables and Illustrated Material

Photographs should be mounted on good bond paper. Copy paper is unsuitable for this purpose. Colour photocopies, photographs, diagrams, graphs and tables of data should be mounted where they appear in the text. Additional costs may be charged for preparation work. Maps or diagrams larger than A4 must be folded well inside the front edge of the thesis. The lists of tables and illustrations shall follow the table of contents but be placed before the acknowledgements and should include all tables, photographs, diagrams, etc., in the order in which they occur in the text.

Research Training

It is permissible for a thesis to include information on the research training undertaken by the student during her/her period of study if the candidate and supervisor feel this to be appropriate.

Length of Thesis

Theses should be written clearly and concisely. You should not feel that your thesis must necessarily be as long as the maximum word limit allowed within your Faculty for the degree concerned. You should discuss the appropriate length for your thesis with your supervisor(s) in view of the nature of the work
you have undertaken. The word length permitted for each research degree is given in the Guide to Examinations for Higher Degrees by Research. Theses which exceed the word limit may not be accepted for examination.

Bibliography

Theses submitted for any higher degree by research shall contain a full bibliography and references.
CIM, University Information and Regulations

CIM’s Assessment Strategy: [http://www2.warwick.ac.uk/fac/cross_fac/cim/study/assessment-strategy](http://www2.warwick.ac.uk/fac/cross_fac/cim/study/assessment-strategy)

Warwick Student Community Statement: [http://warwick.ac.uk/quality/categories/wscs](http://warwick.ac.uk/quality/categories/wscs)

University Calendar: [http://warwick.ac.uk/calendar/](http://warwick.ac.uk/calendar/)

Regulation 10 Examination Regulations: [http://warwick.ac.uk/regulation10](http://warwick.ac.uk/regulation10)

Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test: [http://warwick.ac.uk/regulation11](http://warwick.ac.uk/regulation11)

Regulation 23 Student Disciplinary Offences: [http://warwick.ac.uk/calendar/section2/regulations/disciplinary/](http://warwick.ac.uk/calendar/section2/regulations/disciplinary/)

Regulation 31 Regulations governing the use of University Computing Facilities: [http://warwick.ac.uk/regulation31](http://warwick.ac.uk/regulation31)

Regulation 36 Regulations Governing Student Registration, Attendance and Progress: [http://warwick.ac.uk/regulation36](http://warwick.ac.uk/regulation36)

Regulation 37 Regulations Governing Taught Postgraduate Courses: [http://warwick.ac.uk/regulation37](http://warwick.ac.uk/regulation37)

Requirements for Taught Postgraduate Awards (harmonised PGT conventions), including any approved exemptions and specific departmental requirements: [http://warwick.ac.uk/quality/categories/examinations/conventions/pgt/](http://warwick.ac.uk/quality/categories/examinations/conventions/pgt/)


Equal Opportunities Statement [http://warwick.ac.uk/equalops](http://warwick.ac.uk/equalops)

_The University of Warwick, recognising the value of sustaining and advancing a safe and welcoming learning environment, strives to treat both employees and students with respect and dignity, treat them fairly with regards to all assessments, choices and procedures, and to give them encouragement to reach their full potential. Therefore the University strives to treat all its members, and visitors, fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate ground._

Guidelines for students on the University Sexual, Racial and Personal Harassment policies can be found via: [http://warwick.ac.uk/insite/topic/healthsafety/welfare/harassment](http://warwick.ac.uk/insite/topic/healthsafety/welfare/harassment)

Policy on Recording Lectures by Students: [http://warwick.ac.uk/quality/recordinglectures/](http://warwick.ac.uk/quality/recordinglectures/)
Smoking Policy: [http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy](http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy)

Policy on the Timings of the Provision of Feedback to Students on Assessed Work can be found via: [http://warwick.ac.uk/quality/categories/examinations/goodpractice/assessment/timeliness](http://warwick.ac.uk/quality/categories/examinations/goodpractice/assessment/timeliness)
Student Support and Services

Student Support Services (http://warwick.ac.uk/supportservices) 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 (http://www.uwhc.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)
- Warwick Academic Writing Programme (http://www2.warwick.ac.uk/services/scs/skills/awp/)

Student Support Services, located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on studentsupport@warwick.ac.uk

Students’ guide to Student Support Services entitled Need Help Finding Your Way? (available online from http://warwick.ac.uk/supportservices/student-support-services-brochure.pdf) offers the following information on services provided:

Student Support

The Director of Student Support and the Student Support Team work closely with the University Senior Tutor to help students in times of need, and lead on the development of policy and practice in the area of student support across the University. They advise students on non-academic issues, including: personal or family problems; financial difficulties, accommodation problems; and in situations where students are unsure who to go to or where to get help.

The Student Support team provide support and pastoral care and helps foster a sense of community amongst students; give advice and practical help to students on a daily or more long term basis; and manage emergency and crisis situations which impact on students.
Student Support Services, located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on studentsupport@warwick.ac.uk

Personal Tutors

Personal Tutors are academic members of staff based in academic departments, assigned to each student on arrival at Warwick. They are here to provide academic advice to personal tutees on their academic and personal development including feedback on their academic progress; to give students help and advice about pastoral/non-academic matters and signpost students to Student Support Services for further professional assistance; and to assist students with induction into university life. Personal tutors are the first point of contact for help with concerns about academic progress; study problems; enquiries about course changes; general concerns about university life; and financial issues.

University Senior Tutor

The University Senior Tutor works closely with the Director of Student Support to help students in times of need by promoting the academic welfare of students, individually and collectively. The Senior Tutor is an experienced member of academic staff whom students can turn to in confidence for support regarding difficulties with their studies. The University Senior Tutor is responsible for the personal tutor system. The University Senior Tutor has no disciplinary function. Issues typically dealt with by the University Senior Tutor include: academic course issues such as change of course, advice on temporary withdrawal, appeals against academic decisions; academic complaints; difficulties in getting on with a personal tutor, course tutors or supervisors; and problems with termination of registration proceedings.

The University Senior Tutor can be contacted via email seniortutor@warwick.ac.uk or telephone 024 765 22761.

Residential Life Team

All students who have accommodation on campus, or in some off-campus properties in the surrounding area, have access to an excellent network of support called the Residential Life Team. The Residential Life Team works and lives alongside students within the Halls of Residence and are a key part of the University’s welfare and support network.

Resident Tutors are there to help with a wide range of matters including: personal or family problems; feeling lonely or homesick; problems with accommodation – e.g. noisy neighbours, trouble settling in etc.; and when students are not sure where to get help or who to talk to. Resident Tutors in students’ accommodation are their primary point of contact; if unavailable, students are advised to contact the Student Support Office.

International Office (Immigration Team)

The International Office supports all EU and international students during their studies at Warwick and is able to assist with immigration advice (a free and confidential service advising on issues including visa extensions, dependant visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK; Police registration; providing letters to prove student status for visa purposes; banking) and the International Student Experience (orientation and a programme of ongoing induction
events; social events and trips for international students and their families; and the opportunity to take part in a HOST visit).

The International Office, located on the first floor of University House, are available for support and may be contacted by telephone on 024 765 23706 or email Internationalsupport@warwick.ac.uk or immigrationservice@warwick.ac.uk.

Immigration Advice for Students

Advice on immigration can only be obtained via authorised staff who are deemed to meet the Immigration Services Commissioner’s Code of Standard and Guidance. Students should be directed to the Immigration Team within the International Office (immigrationservice@warwick.ac.uk) or the Students’ Union Advice Centre (advice@warwicksu.com) in the first instance for immigration advice. It is also worth noting that changes in a student’s enrolment status, for instance, temporary withdrawal, can have implications for their ability to hold a visa to remain in the UK and students may wish to seek advice accordingly.

Counselling Service

The University Counselling Service provides an opportunity for all students at any level and at any time of study at the University of Warwick to access professional therapeutic counselling so that they may better develop and fulfil their personal, academic and professional potential. There are a wide variety of services, including individual counselling, group sessions, workshops and email counselling. Students may wish to visit the Counselling Service if they are: suffering from depression; experiencing stress/anxiety; having problems with self/identity; having problems with relationships; having issues from the past or present that may hinder their capacity to function – abuse, self harm, eating disorders, loss.

The University Counselling Service is located in Westwood House and can be contacted by telephone on 024 765 23761 or email counselling@warwick.ac.uk.

Disability Services

Disability Services offer advice, guidance and support to students with Specific Learning Differences/Dyslexia or other, hearing and visual impairments, physical disabilities, mobility difficulties, Asperger’s, unseen/medical conditions, mental health difficulties and any other impairment or condition that is likely to have an impact on their studies and life at University. The services provided are tailored to the individual and aim at enabling students to manage their support and studies independently.

Students should visit Disability Services to discuss individual support requirements; for advice on the Disabled Student Allowance (DSA); if they think they might be dyslexic or have any other Special Learning Difference; if they require exam arrangements, note taking, mentoring, specialist study skills support etc.; for information about accessible campus accommodation, parking, resources and assistive technology; and for information about external agencies that also provide support.

Disability Services are located on the ground floor of University House and can be contacted by telephone on 024 761 50641 or email disability@warwick.ac.uk.
Mental Health Team

The University Mental Health Team provides advice, information and support as to facilitate academic work and participation in University life. Their main aims are to promote mental health and wellbeing throughout the University; to identify support needs; to discuss strategies for managing mental health difficulties; to provide short-term or ongoing support, which may include mental health mentoring for students in receipt of Disabled Students Allowances; to provide information and if needed, access to other services within the University and local mental health services.

Students should contact the Mental Health Team if they are struggling to manage a mental health difficulty; if they, or other people, have become concerned about their mental health recently; and if they would like to discuss strategies which may help them to cope with university life.

The University Mental Health Team is located on the ground floor of University House and can be contacted by telephone on 024 761 50226/51629 or email mentalhealth@warwick.ac.uk.

University Health Centre

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

The Health Centre provides primary health care GP services to registered patients; two medical practices with both male and female doctors; nurse practitioners and Practice Nurses; sexual health clinics; travel clinics and immunisation facilities; physiotherapy sessions.

Students should visit the Health Centre if they require a consultation with a doctor or nurse; an emergency appointment; emergency contraception; vaccinations or advice on vaccinations; sickness certification.

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

The University Health Centre is located on Health Centre Road and can be contacted by telephone on 024 765 24888.

Chaplaincy

The Chaplaincy is the focus of Spiritual life on campus; it provides a meeting place for Christian, Jewish and Muslim prayer and worship. It is a focal point for different faith groups and student societies and offers a safe, supportive space at the centre of campus where people can ‘learn to live well together’. Students of all faiths and none can come and find a friendly place to chat and eat. A chapel, three kitchens, meeting rooms and an Islamic prayer hall make the Chaplaincy an inclusive, spiritual and social space that welcomes the whole University community.
Students can visit the Chaplaincy with personal issues – stress, debt, relationships, loneliness; vocational issues; theological issues; enquiries about using the Chaplaincy for religious and social functions.

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

Student Funding

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

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

The Student Funding team is located on the ground floor of Senate House and can be contacted by telephone on 024 761 50096 or email studentfunding@warwick.ac.uk.

Security

The University Security Team works 24 hours a day to support the University’s overall aims by ensuring there is a safe, secure and friendly environment for students, staff and visitors. The University also has a campus policeman who is located on the University campus, is available Monday to Friday (9am – 5pm) and can be contacted by telephone on 024 765 22083 or email security@warwick.ac.uk. In emergencies dial 999.

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

Students’ Union Advice Centre

The Students’ Union Advice Centre (http://www.warwicksu.com/advice/) is an independent Warwick Students’ Union-run service for all students. It offers free, confidential, non-judgemental advice and support on a whole range of issues.

Students can contact the Advice Centre if they have academic problems and difficulties with, for example, exams, change of course, academic appeals and complaints; have a housing problem with their accommodation on or off campus; have immigrations problems such as entry clearance, family members and working in the UK; have money or legal difficulties, or are simply not sure who to talk to or where to get help.
The Advice Centre is on the second floor of SU HQ next to the lift. It will see students usually by appointment or can be reached by telephone on 024 765 72824 or email advice@warwicksu.com

Nursery

Some students, especially postgraduate or mature, may need information about child care provision on campus. The University Nursery (http://warwick.ac.uk/nursery) is open to children of staff and students.

Academic Office:

Examinations Office: http://warwick.ac.uk/services/academicoffice/examinations
Student Records: http://warwick.ac.uk/studentrecords
Awards and Ceremonies: http://www2.warwick.ac.uk/services/academicoffice/congregation
Student Finance: http://warwick.ac.uk/services/academicoffice/finance
Student Funding: http://warwick.ac.uk/services/academicoffice/funding
Graduate School: http://warwick.ac.uk/graduateschool
### Research Interests and Contact Details of Current Staff

For fuller details, see the Centre’s website  
[http://www2.warwick.ac.uk/fac/cross_fac/cim/people/](http://www2.warwick.ac.uk/fac/cross_fac/cim/people/)

<table>
<thead>
<tr>
<th>Name</th>
<th>Role/Convenor Details</th>
<th>Expertise</th>
<th>Room/Contact Details</th>
</tr>
</thead>
</table>
| Professor Celia Lury | Centre Director                                                                      | **Expertise:** Interdisciplinary methodologies; feminist and cultural theory; sociology of culture; branding and consumer culture.  | Room B0.10, 024 761 51757  
Email: C.Lury@warwick.ac.uk |
| Dr Emma Uprichard | Deputy Director  
Current Convenor of the MSc in Big Data and Digital Futures  
Q-Step Director (30%) | **Expertise:** Methods and methodology; complexity theory; time and temporality; children and childhood; cities and urban change; food; critical realism; change and continuity | Room B0.07, 024 761 50117  
Email: E.Uprichard@warwick.ac.uk |
| Dr Nerea Calvillo | Senior Tutor  
SSLC Convenor  
Convenor of CIM Event Calendar and Work in Progress (WIP), Examination Boards *(including plagiarism)* | **Expertise:** Urban visualizations, environmental and urban sensing, toxicity, design methods, feminist technoscience, science and technology studies. | Room B0.15, 024 765 74711  
Email:N.Calvillo@warwick.ac.uk |
| Dr Michael Dieter | Director of PGT  
Convenor of the MA in Digital Media and Culture | **Expertise:** media theory, software studies, digital publishing, aesthetics, interface criticism, new media literacies | Room B0.03, 024 765 73458  
Email: M.J.Dieter@warwick.ac.uk |
| Dr Sybille Lammes |                                                   | **Expertise:** Digital mapping, Actor Network Theory, Digital Play, Digital Methodologies. | Room B0.11, 024 765 72519  
Email: S.Lammes@warwick.ac.uk |
| Dr Noortje Marres | Director of Research                                                                 | **Expertise:** Science and technology studies, digital methods, controversy analysis, issue mapping, actor-network theory, living experiments, technologies of participation. | Room B0.12, 024 765 73628  
Email:N.Marres@warwick.ac.uk |
<table>
<thead>
<tr>
<th>Name</th>
<th>Expertise</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Greg McInerny</td>
<td><strong>Expertise:</strong> Information Visualisation, Digital Science, Biodiversity Informatics, Statistical Analysis, Climate Change, Planetary Health.</td>
<td>B0.13</td>
<td>024 765 74710</td>
<td><a href="mailto:G.McInerny@warwick.ac.uk">G.McInerny@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr João Porto de Albuquerque</td>
<td><strong>Expertise:</strong> Sociotechnical information systems, collaborative and social computing, geographic information and geospatial technology, social media and crowdsourcing, volunteered geographic information, decision making, disaster risk management, urban resilience, information technology for development.</td>
<td>B0.16</td>
<td>024 765 72516</td>
<td><a href="mailto:J.Porto@warwick.ac.uk">J.Porto@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor David Stark</td>
<td><strong>Expertise:</strong> Economic Sociology, Network Analysis, Cultural Sociology, Innovation, Observation Theory</td>
<td>B0.08</td>
<td></td>
<td><a href="mailto:D.Stark@warwick.ac.uk">D.Stark@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Nate Tkacz</td>
<td><strong>Expertise:</strong> Software Studies, Network Politics, Computational Cultures, Media Theory, Open Source and Free Culture, Cultural Economy, Digital Economy, Interface Studies, Critical Data Studies, Digital Methods.</td>
<td>B0.14</td>
<td>024 765 22013</td>
<td><a href="mailto:N.Tkacz@warwick.ac.uk">N.Tkacz@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative and Support Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs Tracy Horton</td>
<td><strong>Centre Administrator:</strong> the first point of contact for any administrative enquiries.</td>
<td>B0.09</td>
<td>024 761 51758</td>
<td><a href="mailto:T.Horton@warwick.ac.uk">T.Horton@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms Nataliya Tkachenko</td>
<td><strong>Academic Technologist:</strong></td>
<td>B0.05</td>
<td>024 765 73455</td>
<td><a href="mailto:N.Tkachenko@warwick.ac.uk">N.Tkachenko@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr James Tripp</td>
<td><strong>Academic Technologist:</strong></td>
<td>B0.04</td>
<td>024 765 74210</td>
<td><a href="mailto:James.Tripp@warwick.ac.uk">James.Tripp@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Forms and Other Useful Documents

Please note these forms and documents can also be downloaded from the CIM website;

<table>
<thead>
<tr>
<th>Form</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Research Fund Application Form</td>
<td>53</td>
</tr>
<tr>
<td>Office Space Application Form</td>
<td>54</td>
</tr>
<tr>
<td>MPhil to PhD Upgrade Interview Form</td>
<td>55</td>
</tr>
<tr>
<td>MPhil/PhD Ethics Review Form</td>
<td>57</td>
</tr>
<tr>
<td>MPhil/PhD Annual Report Form</td>
<td>59</td>
</tr>
<tr>
<td>Postgraduate Teaching Application Form</td>
<td>62</td>
</tr>
<tr>
<td>CIM Resource Library Loan Form</td>
<td>64</td>
</tr>
</tbody>
</table>
# Postgraduate Research Fund Application Form

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>University ID Number:</td>
<td></td>
</tr>
<tr>
<td>Degree:</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td></td>
</tr>
<tr>
<td>Funding: (e.g. ESRC, EPSRC, AHRC, etc)</td>
<td>Does this award include eligibility for research or travel expenses? (please circle the appropriate response) Yes No</td>
</tr>
<tr>
<td>Research Topic:</td>
<td></td>
</tr>
<tr>
<td>Description of Specific Research for which funding is sought (in less than 150 words):</td>
<td></td>
</tr>
<tr>
<td>Date(s) the work will be conducted:</td>
<td></td>
</tr>
<tr>
<td>Amount Applied for:</td>
<td>£</td>
</tr>
<tr>
<td>Costings (give precise figures wherever possible):</td>
<td></td>
</tr>
<tr>
<td>In what ways will this grant assist your degree work?:</td>
<td></td>
</tr>
<tr>
<td>Please give details of other grants you have received from the Fund:</td>
<td></td>
</tr>
<tr>
<td>Other Comments:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

**FOR OFFICE USE ONLY**

Amount Agreed: £…… Signature: Date:

Please return this form to the Centre Administrator (B0.09) when completed.
Office Space Application Form

The Centre currently has two offices (B0.20 and B0.21) holding 12 spaces. One space in each office will have facility to print and is to be used as a desk for this purpose; the remaining are for Wifi use, for research students. Priority for allocation will be given to final year PhD students (not in continuation), then 2nd year PhD, 1st year PhD and taught postgraduate students.

Depending on application numbers, a hot desk scheme may also be instigated; this will be allocated to a number of reserves either on an informal use or rota basis (to be decided).

Arrangements for allocation and use will be made early in the Autumn term once all new students have enrolled.

Please note: those allocated office space who do not use the room may not be allocated space for the next academic year and may have the place revoked based on audit checks.

**PLEASE COMPLETE THE DETAILS BELOW TO APPLY FOR OFFICE SPACE**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>University ID Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Degree:</td>
<td></td>
</tr>
<tr>
<td>(circle as appropriate)</td>
<td>MPhil / PhD</td>
</tr>
<tr>
<td></td>
<td>Taught Masters</td>
</tr>
<tr>
<td>Status:</td>
<td></td>
</tr>
<tr>
<td>(circle as appropriate)</td>
<td>Part-time / Full-time</td>
</tr>
<tr>
<td>Indicate your year of study</td>
<td></td>
</tr>
<tr>
<td>(circle as appropriate)</td>
<td>1st / 2nd / 3rd / Extension</td>
</tr>
<tr>
<td>In the last academic year were</td>
<td></td>
</tr>
<tr>
<td>you allocated office space?:</td>
<td>Yes</td>
</tr>
<tr>
<td>(circle as appropriate)</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Room Allocated:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Please return this form to the Centre Administrator (B0.09) when completed.
# MPhil to PhD Upgrade Interview and Report Form

This form should be filled in by all parties concerned following the research interview.

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Supervisor/s:</td>
<td></td>
</tr>
<tr>
<td>University ID Number:</td>
<td></td>
</tr>
<tr>
<td>Registration Status:</td>
<td></td>
</tr>
<tr>
<td>Research Topic: Please give dissertation if agreed</td>
<td></td>
</tr>
</tbody>
</table>

## REPORT of INTERVIEW COMMITTEE

<table>
<thead>
<tr>
<th>Date &amp; Time of Meeting:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Interviewers:</td>
<td></td>
</tr>
</tbody>
</table>

**Comments on Work Reviewed:**
- Chapter Plan
- Writing Sample
- Timeline

**Comments on Interview:**
- Upgrade from ‘working towards an MPhil’ to ‘working towards a PhD’
| Continue on back of sheet if required. | • Resubmission of the paper so that the upgrading can be re-considered (second interview required? - Y/N) |
| • Consider the project as working towards an MPhil |
| • The planned project will not lead to a research degree |
| • Other (please give explanation) |

<table>
<thead>
<tr>
<th>Interviewers Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interviewers Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Supervisor/s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Supervisor/s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Student Signature:</td>
<td>Date</td>
</tr>
</tbody>
</table>

NB. Please return this form to the Centre Administrator, in B0.09, following the interview.
MPhil/PhD - Ethics Review Form

This form should be drafted before your Upgrade and circulated in advance to your supervisors and assessors with your other Upgrade materials. The form should be amended as needed and signed during the PhD Upgrade exercise by students, their supervisors, and members of the Upgrade committee. Please return the signed form to the Centre Administrator upon completion of the Upgrade review.

The Centre and the University are committed to ensuring high standards of postgraduate research. To ensure that research projects comply with the University’s ethical guidelines, all students who wish to undertake research involving human participants, their data and/or tissue (this may also include research involving the data of deceased participants) must obtain appropriate ethical approval of their projects. Normally, successful completion of the Centre’s Ethics Review at the Upgrade exercise will confirm such approval. In some instances, however, additional approval must be sought for students’ research. Specifically 1) any research involving NHS patients/staff/facilities/participants recruited through NHS resources must be approved by an NHS Local Research Ethics Committee or Multi-centre Research Ethics Committee; 2) research projects for which the funding body requires a full ethical review above and beyond the parameters of the normal Centre review; 3) research projects of sufficiently high risk to participants or the student or outside the scope of the normal ethical expertise in the Centre for Interdisciplinary Methodologies (as determined by the MPhil/PhD Director or Centre Director).

1) Your Name:

2) Title of Dissertation:

3) Ethical considerations: briefly detail the ethical considerations entailed by this research project and the mechanisms that will be used to address them. This section of the form must not be left blank:

4) Risks to researcher: Please identify any risks to the researcher posed by the project, referring to the University Guidance on Ethical Practice for information on research risk: (http://www2.warwick.ac.uk/services/rss/researchgovernance_ethics/research_code_of_practice) If risks are identified, indicate clearly how such risks will be minimised and/or monitored.

If your research project does not entail live human participants, please move directly to section 12. If your project does entail live human participants, please complete all remaining sections of the form.

5) Recruitment of Participants: Please a) specify how potential participants will be identified, b) identify your inclusion/exclusion criteria, explaining the purpose behind those criteria, and c) confirm that in advertising for participants, you will not over-stress payments or other inducements to take part.

6) Informed consent: Except in the instance of questionnaires where returning a completed questionnaire is considered to signal consent, written informed consent from participants is required. This consent, which includes research participants involved in audio/visual recording, must conform to the University’s Guidelines on Ethical Practice. Please indicate below the process by which
you will ensure that fully informed consent is obtained, detailing when appropriate any additional assent procedures that will be used where children are involved and how informed consent will be secured where an influential relationship exists between the researcher/recruiter and his/her potential participant.

7) **Vulnerable participants**: If your research involves vulnerable participants, please note why their inclusion in your study is requisite and how you will protect these participants’ rights.

8) **Incentives/Compensation**: If travel/out of pocket expenses will not be paid to participants, this circumstance must be explained clearly in advance to participants. Please note here any payments that will be made to participants to reimburse for travel/out of pocket expenditure and fully justify any additional payments that will be made to participants.

9) **Participant Benefit/risk**: Please highlight any possible benefits to the participants and any potential harm/risks to participants that may ensue from participation in your study. Where potential risks/harm have been identified, please indicate what steps will be taken to minimise/monitor them.

10) **Data protection**: In accordance with the Data Protection Act, please specify how you will ensure the confidentiality of information that would identify particular participants, and what action may be taken should confidential information be discovered that would cause concern.

11) **Data Storage**: Please confirm that original data (including signed consent forms and copies of relevant documentation) will be kept in a secure location, accessible for inspection if required for at least 10 years after completion of your degree.

12) **Overseas research travel**: The department expects that students will inform the supervisors of the dates and itineraries of research travel. When appropriate, supervisors may ask students to complete the ‘risk assessment for overseas travel’ form.

The Centre expects all students to obtain the requisite visas (including research visas), to consult and abide by the information in the relevant FCO pages regarding travel warnings and to comply with local laws.

<table>
<thead>
<tr>
<th>Upgrade Assessor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrade Assessor Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Supervisor/s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Supervisor/s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Student Signature:</td>
<td>Date</td>
</tr>
</tbody>
</table>

**NB. Please return this form to the Centre Administrator, in B0.09, following the interview.**
# MPhil/PhD Annual Report Form

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Supervisor(s):</td>
<td></td>
</tr>
<tr>
<td>University ID Number:</td>
<td></td>
</tr>
<tr>
<td>Annual Report Number</td>
<td>One     Two            Three</td>
</tr>
<tr>
<td>(please circle as</td>
<td></td>
</tr>
<tr>
<td>appropriate):</td>
<td></td>
</tr>
<tr>
<td>Date Report is due:</td>
<td></td>
</tr>
<tr>
<td>Date Report submitted:</td>
<td></td>
</tr>
</tbody>
</table>

## Section One (to be completed by student and supervisor)

### 1. Professional Development.

Have you identified or completed any professional development activities in the past year?

List any professional activities planned for the coming year:

### 2. Training Needs.

Have you completed any training activities in the past year?

List any training activities planned for the coming year:

### 3. Research Development.

Have you presented your research in the past year?

List any conference or workshop presentations planned for the coming year:
**Section Two (to be completed by supervisor)**

Supervisor’s Assessment: answer the following questions providing further commentary where appropriate.

1. Does the student demonstrate the required depth of understanding of the research topic?

2. Is the student able to position their research within relevant debates and the wider discipline?

3. Has the student demonstrated the capacity for independent research?

4. Is the student producing work considered to be of PhD-level quality? Are there any specific areas that need to be addressed?

5. Has the student met agreed targets set at regular meetings and for the overall period under review?

6. Given the student’s progress to date, are you confident that they are likely to complete their thesis in a timely manner?
Section Three (to be completed by student)

Please answer and provide further comments where relevant.

1. Do you consider yourself to be making good progress, and likely to complete in a timely manner?

2. Do you foresee any possible limitations in your progression? Have these been discussed with your supervisor?

3. Are you satisfied with how your research is being supervised? Are there any areas you wish to identify as in need of attention?

Student Signature: ___________________________ Date: ____________

Supervisor/s Signature: ___________________________ Date: ____________

Supervisor/s Signature: ___________________________ Date: ____________

Director PGR Signature: ___________________________ Date: ____________

NB. After all completed, please return this form to the Centre Administrator, in B0.09.
# PhD Teaching Application Form

**PLEASE COMPLETE THE DETAILS BELOW TO APPLY FOR TEACHING**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
</table>

| Teaching terms to be considered (circle as appropriate): | 1st | 2nd |
|---|---|

<table>
<thead>
<tr>
<th>Date of Upgrade* from MPhil to PhD status (can include future date):</th>
<th></th>
</tr>
</thead>
</table>

*Note: Applicants who have not yet been successfully upgraded will not usually be considered for teaching.*

<table>
<thead>
<tr>
<th>Key research areas (list up to five):</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
</tr>
</thead>
</table>

| CV is attached to application: | Yes | No |
|---|---|

**CV checklist:**

- Your CV should be no longer than 2 pages;
- It should list your major academic achievements to date (including teaching and research), as well as any other related experience;
- It should include a brief statement of you teaching and research strengths;
- Your CV should use at least size 11 font and have page margins of at least 1 cm.

<table>
<thead>
<tr>
<th>Do you have any other teaching commitments outside CIM? (circle as appropriate):</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, please provide below module title, institution and time commitments.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please confirm that should you be successful in your application, an offer of employment will not conflict</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
Please return this form to the Centre Administrator (B0.09) when completed.

<table>
<thead>
<tr>
<th>with the requirements of your PhD enrolment (circle as appropriate):</th>
<th></th>
</tr>
</thead>
</table>

All applications should be discussed and supported by your supervisor.

<table>
<thead>
<tr>
<th>Supervisors Signature:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Allocated:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
<th></th>
</tr>
</thead>
</table>
CIM Resource Library Loan

If you wish to loan an item from the CIM library please complete and sign this form indicating the date on which you will return it.

Books for core or other modules will normally be loaned for a period of no more than three working days. Other loans may be borrowed for longer.

Your name ........................................................................................................................................................................

University ID number ........................................................................................................................................................

Title/s of loan/s

..................................................................................................................................................................................

..................................................................................................................................................................................

..................................................................................................................................................................................

Date borrowed ..................................................................................................................................................................

Date to be returned ............................................................................................................................................................

Please be advised that any item/s loaned are the responsibility of the person named above, and where appropriate, the person may be asked to replace items accordingly.

I agree to return the loaned item/s on the date indicated above and that I am responsible for any loss or damages to the item/s.

Signed ........................................................................................................................................................................... Date..............
Dates of Terms

http://warwick.ac.uk/termdates

2015-2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>Monday 5 October 2015 – Saturday 12 December 2015</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Monday 11 January 2016 – Saturday 19 March 2016</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Monday 25 April 2016 – Saturday 2 July 2016</td>
</tr>
</tbody>
</table>

2016-2017

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>Monday 3 October 2016 – Saturday 10 December 2016</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Monday 9 January 2017 – Saturday 18 March 2017</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Monday 24 April 2017 – Saturday 1 July 2017</td>
</tr>
</tbody>
</table>

The information contained in this Handbook is as accurate and up-to-date as we can make it. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices. However, the final arbiter of university policy is the university regulations, as laid down in the Calendar, the Course Regulations and the official timetable.