# Contents

**Part 1**  
Introduction

1.1 Welcome  
1.2 Contacts  
1.3 General Information

**Part 2**  
The Research Community

2.1 Introduction  
2.2 Research Student Representation  
2.3 Law School Seminars  
2.4 Discussion Groups  
2.5 Research Centres  
2.6 Informal Presentations  
2.7 Teaching and Research Assistance  
2.8 Web site  
2.9 Contacting Academics  
2.10 Guidance on Mitigating/Extenuating Circumstances

**Part 3**  
The Research Degree

3.1 Relationship with Supervisor  
3.2 Academic and Personal Development  
3.3 The Review Process  
3.4 Monitoring of Attendance for Research Students

**Part 4**  
The Thesis

4.1 Ethics  
4.2 Standards of Academic Practice

**Part 5**  
Further Useful Information

Forms
Part 1: Introduction

1.1 Welcome

Welcome to Warwick Law School. This Guide has been prepared to help you with the formal aspects of your study. In addition to general information about the Law School and its postgraduate programmes, it contains important information about administrative and regulatory issues. We hope that this Guide, together with information that you will receive from Warwick Graduate School, will provide a thorough introduction to the arrangements for postgraduate study at Warwick, as well as giving you some idea of how to find your way around the Law School. Extensive information is also available at:
http://www2.warwick.ac.uk/services/academicoffice/gsp/ Please use this portal to access general services provided by the University for all research students.

Please note: The information in this Handbook is as accurate and up-to-date as we can make it. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices, but they do not replace entries in university regulations. In the event of uncertainty the University Calendar and Regulations take precedence.

1.2 Contacts

Director of Postgraduate Research
Professor Shaheen Ali
e-mail: s.s.ali@warwick.ac.uk

Postgraduate Academic Administrator
Claire Denney
tel. ext. 23079, e-mail: C.Denney@warwick.ac.uk

For enquiries please visit the Law School Student Reception located on the ground floor.

Postgraduate Admissions Coordinator
Adam Alcock
tel. ext. 23171, e-mail: a.alcock@warwick.ac.uk
For enquiries please visit the Law School Student Reception located on the ground floor.

Research Student Mentor
You will be told who your mentor is when you register with the department. This person/s will be available to help you with any problems which you cannot address, for whatever reason, with your supervisor. Usually, any regulatory matter will be dealt with by the Director but your mentor is there to help with any other problem you encounter.

University Counselling Service
It may be that the Department is not able to deal with serious issues affecting your study or you prefer to speak to someone outside of the department. In such cases, you should consider consulting the University of Warwick Counselling Service, whose homepage can be found at http://www2.warwick.ac.uk/services/tutors/counselling
The University also has Faculty Senior Tutors, who are able to advise you on your difficulties. The Social Sciences Faculty Senior Tutor is Dave Britnell
Faculty.seniortutors.socialscience@warwick.ac.uk  Tel: 02476 572 575

In particular, the University has developed a new online appointment system for students who feel they need support in relation to their mental health. For general advice on mental health services, please visit: http://www2.warwick.ac.uk/services/student-support-services/mental_health/

The online appointment form is available at: http://www2.warwick.ac.uk/services/student-support-services/mental_health/appointment_request/

1.3 General Information

Dates of University Terms 2017/2018

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>Monday 2 October 2017 -Saturday 9 December 2017</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Monday 8 January 2018 -Saturday 17 March 2018</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Monday 23 April 2018-Saturday 30 June 2018</td>
</tr>
</tbody>
</table>
Note that these dates refer to the University teaching terms. Teaching takes place during these periods. However, postgraduate students are registered by the University to study throughout the academic year and are expected to be in attendance throughout this period.

**Contacting the Law School**

The postal address and other contact information for the Law School are as follows:
School of Law, University of Warwick
Coventry, United Kingdom, CV4 7AL
Telephone number +44 (0) 24 7652 3079

**Law School Common Rooms and University Dedicated Postgraduate Spaces**

**The Research Common Room & Kitchen** (Room S1.44) on the first floor is intended specifically for the use of Law postgraduate research students. Research students also have access to other rooms allocated for personal study. These rooms are shared with fellow researchers and therefore we ask that you respect the needs of others when using this space. There are computer terminals available and work desks. We will allocate you to a particular room when you begin your studies with us.

**The Postgraduate Hub** is a dedicated space at the heart of campus made available by the University solely for the use of postgraduate students. It offers a peer-led collaborative work-space that brings Warwick’s many departments together. It is situated in Senate House. The Hub allows postgraduate taught and research students to access support and to work and share experiences together in the broadest context of postgraduate life, not just studies. For details of what facilities the Hub has to offer (including meeting space, quiet study areas and dissertation advice) alongside opening times and booking forms, please visit their webpages.

**Wolfson Research Exchange** supports dynamic collaboration and networking among Warwick’s diverse research community, both within its physical home in the Library and online. Details can be found on the web pages [http://www2.warwick.ac.uk/services/library/pghub/wolfsonresearchexchange](http://www2.warwick.ac.uk/services/library/pghub/wolfsonresearchexchange)
Part 2: Your Research Community

2.1 Introduction

Our aim in the Law School is to establish a community of researchers which fully incorporates PhD and LLM by research candidates. In order to achieve this we look to form a partnership between academic members of staff and the research student body as a whole. There are many ways in which we hope to do this and this Part outlines what we have instituted. However, much depends on the willingness of students to engage with these initiatives. Undoubtedly, you will benefit in your studies and future career the more you take part in forging this community. Consequently we are always open to new ideas on how to improve the opportunities we provide, and of course look to your participation in these respects. Below you will find out what we have in place. If you have any questions about any item please see the Director or discuss the matter with your supervisor.

2.2 Research student representation

The PhD student representative group provides the main formal channel for research student communications with the Department on a collective basis. Early in the Autumn Term, we will ask for volunteers from each year of study to sit on the group. The group will meet 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. Your representatives also sit on the full Law School PG Committee (except for closed agenda items of a confidential nature, of course). The group will produce an annual report, compiled by the convener (Director of Post Graduate Research) and the chair (one of the student representatives).

2.3 Law School seminars

Through the academic year, the Law School organises a variety of seminars, workshops and public lectures. You will be invited to all of these. We believe it is important that you get in the habit of attending even if the subject matter doesn’t appear to be related to your research topic. The skills of presentation, argument and debate that you will need to
present and defend your research can be enhanced by watching how others handled these matters. But the main reason for taking part is to develop your engagement in and contribution to the intellectual community of the Law School.

The most regular opportunity will be with the **Law School Staff Seminars**. These are organised by a member of the faculty. They are usually held in the School Research room around lunchtime on Wednesdays. Lunch is provided. Suggestions for possible invited speakers may be made through the current PhD student representative. You are encouraged to put any ideas to the Staff seminar coordinator although of course, we can’t guarantee getting the person you would like to attend.

We also have a number of research workshops designed specifically for career development. These can be on publishing, editing collections or other relevant topics. Again, you will be sent a notice of these and we would very much like to see you there.

### 2.4 Discussion Groups

Members of the Law School are involved in a number of discussion groups with other departments in the Faculty of Social Science. Among these are:

- The **Social Theory Centre** Reading Group meets to discuss chosen works often on a weekly basis during term time. You can find out more here: [http://www2.warwick.ac.uk/fac/soc/sociology/research/centres/socialtheorycentre](http://www2.warwick.ac.uk/fac/soc/sociology/research/centres/socialtheorycentre)

- **The Centre for Ethics, Law and Public Affairs** conducts a weekly seminar on Tuesdays, where an internal or external speaker presents their work, on an aspect of moral, political or legal philosophy. All research students are welcome to attend. For more information, contact Adam Slavny ([A.J.Slavny@warwick.ac.uk](mailto:A.J.Slavny@warwick.ac.uk)). [http://www2.warwick.ac.uk/fac/soc/pais/research/researchcentres/celpa](http://www2.warwick.ac.uk/fac/soc/pais/research/researchcentres/celpa)

- Various other departments in the Faculty run similar series and you are advised to look through their various web sites to see what is on offer. We will do our best to let you know of any events as well.
2.5 Research Centres

There are a number of active Research Centres within the School. In particular:

- **Centre for Human Rights in Practice** which provides opportunities for all students at whatever level to engage in practical human rights related work. It also arranges many events which might be of interest to you (contact Andrew Williams on A.T.Williams@warwick.ac.uk or James Harrison on J.Harrison.3@warwick.ac.uk)

- **Criminal Justice Centre** which has a strong tradition of developing research projects in the subject field (contact Jackie Hodgson on Jackie.Hodgson@warwick.ac.uk if you’re interested in the centre’s work)

- **Centre for Law, Regulation and Governance of the Global Economy (GLOBE)** which works in areas of international economic law, business and commercial law, corporate governance and financial regulation. (contact globe@warwick.ac.uk)

These and others can be found on the [Law School website](#). Some of you will become affiliated to these centres if your research area coincides with the relevant centre’s interests. Please feel free to discuss any issues with the directors of these centres. They will be more than happy to help with any enquiry.

2.6 Informal Presentations

There has been a tradition in the Law School of research students holding their own, informal discussion groups. This is a good way of developing your skills at presentation and airing your ideas in a safe environment. If anyone is interested in developing these initiatives further then the Director of PG Research can assist. In addition we also aim to give you the opportunity to present to Law School faculty as well as students. Particularly in the later stages of your registration with us, the greater the experience you can gain in presentation the better prepared you will be for your final viva.

2.7 Teaching and Research Assistance

We recognise that during your PhD studies you may want to gain experience (and income) from teaching and providing research assistance. Every year we have paid teaching
opportunities available particularly at undergraduate level and welcome any expressions of interest. Obviously, a UK LLB background will help but we do offer an extensive range of international focused modules for which you might be suitable. If any specific teaching opportunity arises all PhD students will be notified and invited to apply. A selection will be made after consideration of your qualifications to teach the subject concerned and discussions with your supervisor that such teaching will not interfere unduly with your PhD study.

You may also find that opportunities to carry out research for a member of staff may also arise. E mail notices will be posted from time to time to which you can respond. However, you might also like to contact staff members who specialise in areas of law with which you are familiar in case they require research assistance. A fee will be paid to you if you are appointed to carry out any such research although again you should speak with your supervisor before accepting any extra work.

2.8 Web Site

The postgraduate research website is continually under development. You will be asked to post your profile on the relevant pages but the site is also a good source of news and information, as is the Law School and individual research centres’ sites. It is a good idea to access these regularly to find out about activity across the School.

2.9 Contacting Academics

Your primary working relationship will of course be with your supervisor(s). However, this should not prevent you from engaging with other academics in the School. You will find that discussing your work with a range of people will help the progression of your ideas and present opportunities which otherwise will not occur. You are welcome to contact any academic by knocking on their doors or arranging an appointment by e mails. Staff office hours are published on the Law School Website. Look at the staff pages for people with whom you may share a research interest.
2.10 Guidance on Extenuating/Mitigating Circumstances

The University has issued the following guidance note which may have relevance to those studying for a research degree. Please note its contents.

Extenuating or mitigating circumstances are those events which have had a detrimental effect on your study, to the point that it is in your interest to draw your department’s attention to them and ask for them to be considered in mitigation of poor performance. Such circumstances include (but are not limited to) illness, both bodily and emotional; the severe illness or death of a close family member; a shocking or traumatic personal experience. In addition, sudden, unexpected changes in family circumstances might affect your ability to make academic progress as a consequence of their demonstrable emotional impact upon you and may also be considered as mitigation.

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

Clearly, though, in order for your circumstances to be considered as mitigating by your department, they must be conveyed formally to someone in your department. As a research student this could be your supervisor, mentor or the Director of Graduate Studies. The University expects that you will discuss your circumstances before any formal examination of your work takes place 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 the formal examination of your work, offering extenuating or mitigating circumstances at that point will need to be accompanied by a good reason why you withheld the information earlier. Without wanting to invade your privacy, the University does expect that you bring such circumstances to your department’s attention in a timely manner, despite the
discomfort you might feel in so doing. Failure to disclose such circumstances at a time when you could have done so may subsequently be problematic. Your department will do all it can to support you in difficult situations (see section 1.2 above on university student support services)
Part 3: Your Research Degree

3.1 Relationship with Supervisor

For a higher degree candidate the relationship with your supervisor is of crucial importance. It is important that you make immediate contact with your supervisor(s) at the start of your period of study.

The Department will sometimes allocate two supervisors, at least one of whom will be actively engaged in, or has had experience of, research in the field of your thesis. 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.

You should agree a regular schedule of meetings with them. The Department expects that you will meet with your supervisor approximately once a month. 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 these meetings, students are required to provide a brief report on the meeting outlining what was discussed and what conclusions and directions for future work were agreed. You will then need to post the report onto Tabula after each meeting for your supervisor to sign off. 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 — the whole point of the exercise is to ensure that everybody is clear about what needs to be done next.

Every effort will be made to ensure that the supervisory arrangements put in place for your doctoral work continue to work as well as possible throughout your period of study. However, the Department is aware that difficulties do sometimes arise between doctoral students and their supervisors, often through no fault on either side. If you should have any concerns relating to your supervision, please feel free to raise the matter directly with your supervisor, or, if you prefer, to discuss the matter in confidence with the Director of
Graduate Studies. You may also wish to speak with your mentor, who can offer impartial advice.

If you are dissatisfied with the quality of the supervision you are being offered (e.g., accessibility of your supervisor), try to discuss the problem with the supervisor in the first instance. He or she may be able to deal with the problem once it has been notified. 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 Post Graduate Research (or if the Director is your supervisor, the Head of Department). Ultimately, it may be possible to reallocate you to another supervisor, although clearly such disruption to your programme of study is to be avoided if at all possible. It should not be necessary if you develop an open and constructive academic relationship with your supervisors at an early stage. Any difficulties raised by the student relating to supervision will not prejudice that student in any way. However, it is important to note that it is the responsibility of the student to bring the difficulties to the attention of their mentor, the Director of Graduate Studies or, in the last resort, to the University Graduate School Office, in good time. The University cannot remedy difficulties or failings of which it was not made properly aware.

If, for any reason, your supervisor should become absent or unavailable to direct your work for a period of 4 weeks or longer, the Director of Graduate Studies (DGS) or Course Director, will meet with you at the earliest available opportunity to discuss the support you need. The DGS or Course Director may assign a replacement supervisor, on either a temporary or a permanent basis. Alternatively, if return of your supervisor is expected within a short period and you find that you have adequate support (e.g. for second supervisors, tutors or other members of the research group), the DGS will agree a support plan with you. Be sure to advise your DGS or Course Director fully of your requirements, it may be difficult to recoup time lost if your research falls behind schedule.

3.2 Academic and Personal development

Our aim is to help each student develop as an academic researcher and not just to complete the formalities of a research degree. Most of what we offer as a department has already been set out above in relation to the Research Community. However, we also provide a
compulsory research training programme in Year 1 (see below). You should also discuss with your supervisor(s) any additional training or developmental opportunities that you would like to take. You are encouraged to use the facilities within the university to develop a portfolio of transferable skills which will support your future career opportunities.

Year 1 Research Training Programme
The Law School provides a module throughout terms 1, 2 and 3 focused on the theoretical and methodological aspects of legal research. It is held every week, commencing in Week 2 of each term on a Monday from 11.00 a.m. – 1.00 p.m. in Room S1.39 (Social Studies Building). The module is designed to encourage research students to investigate theoretical and methodological issues relating to legal research. The aim is to improve student’s awareness of theoretical issues and to examine how they might inform and deepen their research, and also to develop a critical analysis of the methodologies of research. The module conveners are Professor Ralf Rogowski r.rogowski@warwick.ac.uk & Dr Raza Saeed raza.saeed@warwick.ac.uk

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

Five of these days will be completed by developing discipline-specific academic skills through your research. A further two days will be satisfied by networking and attending events e.g. conferences and research seminars. The remaining three days are to develop transferable skills outside of your academic discipline. By fulfilling this requirement and taking steps to identify and develop these skills, you will acquire the knowledge and expertise to achieve standards of excellence in your research complemented by a broad and flexible skill set that will enhance your employability.

Warwick has a diverse range of professional development opportunities facilitated by a range of expert trainings. These include workshops, events and accredited programmes. For your convenience the provision has been categorised under six themes:

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

Warwick SkillsForge

The online portal, Warwick SkillsForge (skillsforge.warwick.ac.uk), a new platform launched to support your PGR development activities will allow you to complete a Development Needs Analysis (DNA), book onto training, record your own development activities (including personal reflection on what you’ve learned) and will allow you to see all development opportunities you have undertaken.

An FAQs page has been created via: http://www2.warwick.ac.uk/services/academicoffice/gsp/professionaldevelopment/ and you can also contact us at PGRdevelopment@warwick.ac.uk.

Research Students Support Fund

The Law School operates a Research Students Support Fund (RSSF) which provides limited research funding support for MPhil/ PhD students. Students can apply to the fund for the following purposes if they can demonstrate that the activity is integral to the completion of their thesis and that no alternate source of funding is available:

• The conducting of fieldwork
• The attendance of conferences and seminars.
• Visits to research institutes

An amount of £500 per year of registration (or per 2 years for part-time students) is available, a total of £1,500 for PhD students for the duration of the degree. No more than £500 can be obtained in the first year or second year (part-time).

Applications must be submitted on Form C to the Director of Post Graduate Research. These must be made prior to any fieldwork/activities taking place.
Any flight bookings over £500 must be placed with the University’s nominated Travel Agent. Please contact Claire Denney if you have any questions about this process.

3.3 The Review Process

Once you have started your studies with us we need to make sure that you are progressing well with your work. The first year review is perhaps the most important as it determines whether you are allowed to progress from the MPhil to the full PhD programme. Please take particular care over the requirements for these reviews. You should also see these reviews as opportunities to assess the supervision arrangements for you and any other issues related to your working environment.

The First Year MPhil/PhD Review

The Law School is required to conduct a first year review in accordance with University Regulations. Only if you are successful in this will you be allowed to transfer from the MPhil programme (on which you are registered to begin with) to the full PhD programme. The review should be seen as an opportunity for you to present your work and demonstrate how it has the potential to produce a PhD quality thesis.

The formal requirements for the First Year review are that you submit to Tabula by the end of May in your first year:

- A fully developed research proposal (2,000 words) which presents a coherent argument and necessarily incorporates the theoretical and methodological questions to be addressed in the thesis
- A substantial piece of written work of Ph.D. quality (normally 8,000-10,000 words). In consultation with their supervisor the student can elect to submit either a substantive draft chapter or a literature review. The literature review should provide an overview of the current research in this area and make specific reference to what additional/original contribution the thesis is expected to make
- The titles of the draft chapters or sections of chapters submitted for consideration by the supervisor during the year
- A plan of the dissertation in the form of a table of contents
- A plan of work for the next academic year and the remainder of the period of enrolment
All this material will then be passed to a panel of two members of the Law School. They will review your work and then ask you to attend a review meeting with them during the summer term. This is intended to allow the reviewers to discuss your work with you and assess your suitability for upgrade to the PhD programme.

The review panel may make one of the following decisions:
1. The candidate is permitted to be upgraded from MPhil to Ph.D.; or
2. The candidate’s progress is unsatisfactory and he/she is requested to submit further work no later than three months after the date of the review when the panel will make a further assessment of the ability to upgrade or require the candidate to withdraw; or
3. The candidate be permitted to continue with the MPhil with the possibility of conversion at a later stage; or
4. Exceptionally, the candidate may be required to withdraw.

The Review Panel must provide brief written reasons for the decision which are made available to the candidate and supervisor, and placed on the candidates file.

Any candidate is entitled to appeal against a decision that he/she only be allowed to proceed for the MPhil or be withdrawn within 42 days of that decision.

Appeals may only be made on one or more of the following grounds:
(a) There is evidence of exceptional circumstances that affected the student’s performance. The student is required to provide an explanation why the evidence was not available before the upgrading process.
(b) There appear to have been procedural irregularities in the conduct of the upgrading process.
(c) There appears to be evidence of prejudice or bias during the upgrading process.
(d) There appears to be evidence of inadequacy of supervisory or other arrangements during the student’s enrolment at the University. In this instance, the student is required to explain why they did not make a complaint at an earlier stage.

Appeals made on grounds covered by (a) or (d) will be rejected if the student does not provide an explanation for failure to provide the evidence during the upgrading process.

All appeals will be conducted in accordance with University Regulations which can be found at: http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg38pgr/
Subsequent Years Reviews

The Law School will also monitor your progress at the end of each year prior to your submission. In May/June each year we will ask you to take part in an Annual Review meeting. This will take the form of a panel made up of two members of the Law School. Our aim with this is to identify any issues where we can help with your progress or deal with any barriers to your completion of your thesis or indeed with the development of your future career. You will be expected to submit a substantial piece of written work along with a 300 word statement on your professional development and a timetable of expected progress. Submission of materials will be made through Tabula.

If you have any concerns or questions about the review process, please see the Director of Postgraduate Research as soon as you can. You can also ask your supervisor about the requirements and how you can fulfil them.

3.4 Monitoring of Attendance for Research Students

Monitoring Point Scheme for PhD candidates

During your studies with us we are obliged to monitor your attendance at the Law School. This helps us keep track of every candidate and ensure that their progress is properly supported. The scheme of recording, which you should consider with your supervisor, is as follows:

YEAR ONE
Terms 1 and 2
For October and November, January and February the PhD candidate will fulfil a monitoring point by attendance at 2 or more of the following each month (with at least 1 being a supervision session):

- Supervision session
- Admin Meeting with Claire Denney (October)
-Law School Theory and Practice Module
-DTC core course

For December and March, a monitoring point will be achieved by attendance at (at least) **ONE** of the following each month:

- **Supervision session**
- **Law School Theory and Practice Module**
- **DTC core course**
- **E mail or skype contact with supervisor**

**Term 3**

A full monitoring point each month of April, May, June, July, August and September will be attained through attendance at (at least) **ONE** of the following each month:

- **Supervision session**
- **Law School Theory and Practice Module**
- **DTC core course**
- **E mail or skype contact with supervisor**
- **Upgrade review**

**YEAR TWO AND THREE**

A full monitoring point will be attained by attendance at (at least) **ONE** of the following each month:

- **Meeting with supervisor**
- **E mail or skype contact with supervisor**
- **Review with PGR Director**
- **Presentation of paper in the University**

If a candidate is on field work where communication with the supervisor is impossible (i.e. there is insufficient access to the internet) then the supervisor and candidate must inform the PGR Director.
Change of Study Location

Studying away from the University (Research)

If you wish to study away from the University for a period you must obtain permission from your supervisor(s). Permission for periods beyond three months should also be sought from the Chair of the Graduate School via the Graduate School Office, University House. Support for fieldwork and other study visits is often obtainable from the body which is funding your postgraduate studies.

Change of study location form

Students on a Tier 4 visa who wish to change their study location for 3 months or longer, must get permission from their supervisor/Director of Graduate Studies to do this. Once this permission is obtained, a staff member from the department should complete this form (which can be found on the Graduate School Webpage) to inform the Graduate School of this change in circumstance which must be reported to the Home Office under the University's Tier 4 sponsor licence duties.

Change of study location - return to Warwick form

Tier 4 students returning from a period of study away from the University of 3 months or longer must notify their department that they have returned to Warwick. A staff member from the department must complete this form (which can be found on the Graduate School Webpage) to inform the Graduate School of their return. This will be reported to the Home Office.
Part 4: Your Thesis

4.1 Ethics

At Warwick, any research proposals that involve "direct contact with participants, through their physical participation in research activities (invasive and non-invasive participation), that indirectly involves participants through their provision of data or tissue and that involves people on behalf of others (e.g. parents on behalf of children)" require ethical scrutiny. It is the researcher’s responsibility to ensure that ethical approval is secured. Please note that your research does not require ethical scrutiny if it does not involve direct or indirect contact with participants. For example, most research involving previously existing datasets where individual-level information is not provided, or where individuals are not identified, or are anonymised, or using historical records, does not require ethical scrutiny, and this is likely to include most research conducted in the Department. Students' research work may also require ethical scrutiny and approval; in this case, checks are conducted within the Department in line with rules approved by the University's Humanities & Social Sciences Research Ethics Committee. When you submit your dissertation, you will be asked to declare on the submission form that you have considered whether ethical approval is required. If you consider that ethical approval is necessary, please consult with your supervisor and complete the Department's form for ethical approval of student research.

4.2 Standards of Academic Practice

Unfortunately the University is occasionally faced with instances of students presenting work which does not meet the standards of good academic practice required by this University. In an effort to prevent such incidents we have devised the following guidance for your assistance.

Please read, understand and comply with the following notes of advice concerning the identification of sources and the avoidance of cheating. Neither the University nor the School of Law will tolerate cheating, and offenders will be punished under University
Regulations. All cases of suspected cheating are investigated carefully and, where cheating is established, severe sanctions may be imposed.

The General Rule

Any piece of work submitted by a student must be that student’s own work. For this reason, all forms of ‘cheating’ are forbidden.

‘Cheating’ is defined in University Regulations as “an attempt to benefit oneself or another, by deceit or fraud”. This includes “deliberately reproducing one’s own work or the work of another person or persons without acknowledgement.” (Extract from Regulation 11, which can be found at http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating)

Additionally, in the School of Law, cheating in assessments occurs where a student takes passages, ideas or structures from another work or author without proper attribution (on which, see section below). The instructions of the School are supplementary to those contained in University Regulations. Details of good academic practice can be found on the Law School Web Pages.

Proper Attribution

Where passages, ideas or structures are taken from another author, the student assessment must indicate unequivocally the source of the material in question according to the following conventions:

1. Where material is reproduced from another source (such as a book, article, judgment or statute), the relevant passage must be enclosed within quotation marks (“…” ) and accompanied by proper citation.

Example

In seeking to understand the role of victims in crime, criminologists have commonly used victim surveys. Whilst these provide an insight into victims and crime, surveys are subject to limitations. Thus, for example, victims may “exaggerate incidents or fail to remember them
at all” (H. Croall, *Crime and Society in Britain*, (1998) Longman, at p.89). Surveys may also be misrepresentative...

2. An alternative method of presentation is to indent the relevant passage so as to distinguish it from the rest of the text of the assessment. Where material from another source is indented in this way, it must also be enclosed within quotation marks (“…”) and accompanied by proper citation.

**Example**

Whilst the spread of CCTV surveillance might help dissuade prospective criminals from committing criminal acts, video evidence derived in this way may not be all good news in court cases:

“Video evidence is very persuasive and possessed of a high degree of reliability. It is not entirely reliable however. ‘Seeing is believing’ and ‘the camera never lies’ are brocards which cannot be completely and invariably true. There is thus a risk of over-persuasion of the jury.” (D. Elliot, “Video Tape Evidence: The Risk of Over-Persuasion” (1998) *Criminal Law Review*, 158-174, at p. 159).

This risk of over-persuasion may occur in several different ways...

**Citation**

There are two aspects to acknowledgement of sources. You must always list the works (and people) you consulted in doing the research for the thesis in a general bibliography at its end; but you must also acknowledge the sources for specific points as your work goes along. It is important that your citation refers to the precise page(s) of the book or article; it is not sufficient to merely cite the book or article without reference to the page(s) relied upon. The proper citation of sources is an art rather than a science and it is a skill, which the School intends to help you to acquire, but there will always be grey areas of difficult interpretation. You should try to be aware of the citation techniques used in the books and articles, which you are reading in connection with your work. These techniques will provide useful guides.

Once you have decided that a given statement or passage should be attributed to a source or group of sources, you can do so in a variety of different ways. The most common is to
provide a footnote number at the appropriate point in your text, leading the reader to a note at the foot of the page or at the end of the chapter. Other systems include putting the source in brackets following the item, putting it in the margin, incorporating it in the text itself - (“Street points out (Freedom, The Individual and the Law, p.22) that...”) - or doing anything else that does the job without interrupting the flow of the text too drastically.

When citing a book, you should include:

- the author’s name (or authors’ names)
- title of the work
- edition
- year of publication
- page or pages from which the information is drawn.

When citing a journal article, give the following:

- author’s name
- title of the article
- year of publication
- volume number
- name of periodical
- page number on which the article begins
- page or pages from which the information is drawn.

When citing a case report, you should give:

- its full title (the parties’ names should be underlined)
- the year of its publication
- the volume number (if there is one)
- the series of reports which you consulted
- where appropriate, the specific page and judge whose view you are referring to.

If you are citing a source quoted in another source, without having yourself gone to the original, you should make this clear.
Footnoting

There are a variety of systems for cutting down on the amount of information which you need to supply in a given footnote. If you have already provided all the details of a source in a previous note, you can refer back to it. For example, where you have already cited a book by Fawcett at footnote 3 in your essay, you can refer to it again as: “Fawcett (note 3 supra)”. Or you can use op. cit. (meaning “in the work already referred to”). If the work in question is cited in the note immediately preceding, you use ibid (meaning “the same work”). Footnotes also supply a vehicle for the inclusion of extra material which, although relevant to your theme and of likely interest to the reader, would interfere with the flow of your argument if included in the main text. You do not have to use such textual footnotes, but they are a well-established part of the scholarly scene and you may wish to make use of them accordingly.

Author-Date System

The Author-Date system is an alternative and acceptable system for citation. Instead of footnoting the citation, the reference is placed within the text itself thus:

Harvey (1996: 4), for example, suggests that ‘maps are typically totalising usually two-dimensional Cartesian, and very undialectical devices with which it is possible to propound any mixture of extraordinary insights and monstrous lies’ (See also Santos 1995: 441). The full reference is then provided in the Bibliography at the back of the assessment as:


Paraphrasing

Your work must be in your own words. It may sometimes be appropriate to reproduce a useful quotation in order to emphasise a point. You should only make selective use of direct quotations, which, in accordance with paragraphs 5.2 and 5.3, must be fully and properly attributed. Any work which consists of excessive use of direct quotations, e.g. a series of quoted paragraphs with linking sentences, is not work of an acceptable degree standard. If the quotes are fully and properly attributed, this will not be an example of plagiarism.
However, it will not be in the student’s own words, and will likely not meet the requirements of the degree because it will not show that you can explain in your own words what the arguments are.

In writing, students will generally refer to a variety of primary and secondary sources, and may legitimately paraphrase the ideas contained in these sources. These sources must not be presented as the student’s own work; rather, students must show that they have understood and assimilated so that they can engage in critical evaluation. **All sources must be fully referenced.**

There are various sorts of paraphrasing. The first may be described as syntactical paraphrasing, e.g. where the sentence is changed from the present to the past tense, or some synonyms are used, or where the word order may be changed. Even if this is attributed, and therefore not plagiarism, this is not work of acceptable degree standard and will receive a low mark. This form of paraphrasing does not display any qualitative understanding or critical evaluation on the part of the student because it is not using the student’s own words.

The second form of paraphrasing distils the essence of a legal argument. Here, after reading a number of sources, a student would summarise, in his or her own words, the key elements of an idea or argument. This goes beyond superficial changes in style or grammar, and requires a degree of internal processing of the legal concepts involved. In contrast with syntactical paraphrasing, where someone untrained in legal studies could recognise the similarity between the two paragraphs, here a degree of legal expertise would be necessary in order to link the paraphrase with its source. **It must be stressed that even where students are properly paraphrasing, as in the second example, full and proper citations must be supplied.** The source of all ideas, which are not the student’s own, must be referenced. Much of what students have to do in degree assessments consists of this form of work.

The structure and argument must be the student’s own work. Whether an essay will be considered a student’s own work may depend on the degree and extent of paraphrasing, and the nature of the question set. For example, where instead of using direct quotations, an essay consists mainly of paraphrased references to various authors – according to Dicey, X is the rule on constitutional conventions, whereas according to Jennings it is Y – this may be poor quality work if there is not sufficient original contribution by the student. However,
if the question asks a student to make a critical evaluation of various perspectives on a particular issue, then a greater degree of paraphrasing may be permissible, provided this is used in support of a student’s own argument about the sources referred to.

**Using the Internet**

If you draw upon material obtained via the Internet you must observe the following protocols:

- give a full citation to the source and site consulted; and
- copy the material (or in the case of very long articles, key extracts) onto a disc which should be included with your thesis.

Citation of material on the web should in principle be in the same form as that for any other references. However, in addition it is essential to include the full universal resource locator (URL) and, in the case of websites which are likely to change, the date on which the student accessed the material. Thus:

**Example**


Where there is no specific author indicated on the website, then the reference should commence with the website name.

**Example**


**The Investigation of Cheating**

The Law School uses various methods, including electronic detection software, to screen work submitted by students for unattributed or improperly attributed copying of the work of others. If there is a prima facie case of cheating within the University rules, the Director of Academic Practice will refer the matter to the Cheating Adjudicator, acting on behalf of the Head of School, who may deal with the matter or may refer it to the Academic Registrar.
A finding of cheating can have serious implications for your academic and professional career. For example, University Regulation 11B(11) states: 'In cases where cheating is proven and the circumstances are such that it is appropriate for the University to inform a regulatory body for the student's intended profession of the finding, the Academic Registrar shall be responsible for informing the regulatory body'.

Further Information

Detailed rules concerning cheating investigations are set out in University Regulation 11B which can be found here:

http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/

For more information on University and Law School rules and policies relating to cheating and bad academic practice as well as advice on how to avoid cheating and bad academic practice, see: http://www2.warwick.ac.uk/fac/soc/law/current/gap/

The Student Career and Skills Service has useful links and advice on referencing and avoiding plagiarism, including an online tutorial and links to their specialist writing workshops:

http://www2.warwick.ac.uk/services/scs/skills/asd/referencing/
Part 5: Further Useful Information

The Library

You will be invited to a Library induction in Term 1, which will introduce you to the full range of online and printed legal resources available to you at Warwick. All databases are accessible through the Library catalogue or from the link to Databases:

http://webcat.warwick.ac.uk/search~S1/v

There is also a Library web page for Law students, with more support and contact details:

http://www2.warwick.ac.uk/services/library/subjects/social-sciences/law/

In the meantime, you are encouraged to use the online Library orientation tutorial called “Get Started”, http://go.warwick.ac.uk/lib-getstarted You are welcome to consult the Law Librarian, Helen Riley, any time for guidance and advice when conducting your research. E-mail is usually easiest, to Helen.Riley@Warwick.ac.uk or by telephone 02476 572712. She will arrange individual appointments for you on request, and will be happy to advise on source material available at other libraries as well as at Warwick. Research students are usually free to visit any other library in the UK and abroad, although for some you may need to take an introductory letter from your supervisor or Claire Denney. It is wise to contact any library in advance before you visit, to check what identification or other authorisation you may be required to provide. You are also entitled to borrow books and obtain copies of articles and law reports free of charge from other libraries by using the Library’s Document Supply Scheme. For more information on Document Supply, you should e-mail dsmail@warwick.ac.uk or consult staff at the Library help desk on Floor 1.

Forms for progress review, supervision and RSSF

FORM A   Progress Review Form: First Year Review
FORM B   Record of Supervision Form
FORM C   Research Students Support Fund Application
FORM A

UNIVERSITY OF WARWICK
School of Law
First Year Review/Upgrade Meeting
MPhil/PhD research students

This form is to be completed for the purposes of your First Year Review.

The formal requirements for the First Year Review are that you submit to the postgraduate research office by the end of May in your first year and that registered research students are expected to satisfy a Review Panel that they have:

1. Completed their basic review of the substantive literature and any issues relating to theory and method associated with their own research.
2. Developed an original and coherent argument with a reasoned methodology which is suitable for a Ph.D. i.e. be expected to make a substantial contribution to the substantive area of study.
3. Completed a substantial piece of written work of Ph.D. quality.
4. Prepared a draft outline of the thesis contents and the chapter headings and devised a realistic timetable for completion of the thesis.

Your first year review normally takes place at the end of your first year of registration. The Panel should normally comprise two members of the academic staff. You will be notified shortly of the date and composition of the Panel. At the review you will be asked to give a presentation of current progress, research plans and anticipated problems to the Review Panel. The presentation would not normally be expected to exceed twenty minutes.

Your supervisor will complete Part B of the form providing a report on your progress but will not take part otherwise in the Review Panel. The Review Panel will make any appropriate recommendations to you and your supervisor and make a brief written report.

Please upload your upgrade materials on to tabula.

Name:
University ID:
Degree for which registered:
Full-time or part-time status:
Full title of thesis:
Supervisor:
Other supervisor(s):
Date of enrolment:

A: SECTION TO BE COMPLETED BY CANDIDATE

1. Has this topic changed substantially from when you were admitted to the degree?

2. If currently registered for an MPhil, do you wish to be considered for an upgrade to PhD?

3. On a separate sheet(s) please provide the following:
   a) A fully developed research proposal (2,000 words) which presents a coherent argument and necessarily incorporates the theoretical and methodological questions to be addressed in the thesis;
   b) A substantial piece of written work of Ph.D. quality. In consultation you’re your supervisor you may elect to submit either a substantive draft chapter or a literature review. The literature review should provide an overview of the current research in this area and make specific reference to what additional/original contribution the thesis is expected to make;
   c) The titles of the draft chapters or sections of chapters submitted for consideration by your supervisor during the year. A plan of the dissertation in the form of a table of contents;
   d) A plan of work for the next academic year and the remainder of the period of enrolment.
4. Have you experienced any problems (academic, personal or medical) which may have affected your progress through the last year?

5. How often do you meet with your supervisor?

6. Do you wish to comment on any aspect of your supervision during the past year?

7. List the modules or training courses you have attended this past academic year (School of law, Graduate School training modules, modules from other departments) and comment on the value of these

8. Please indicate whether you and your supervisor have agreed any training requirements for the future
9. In what way can the School of Law and/or the University provide further assistance to you as a graduate research student?

10. Give details of any conferences attended or papers given or published; fieldwork undertaken; visits to libraries, organisations etc

11. Other comments

Signed:

Date:
**B: SECTION TO BE COMPLETED BY SUPERVISOR**

Name of Supervisor

1. Has the candidate diligently and consistently applied themselves to this work?

2. How often did you meet with the student during the last year?

3. To what extent, have any difficulties (academic, personal or medical) encountered by the student, interfered with progress?

4. Do you recommend that the student be upgraded to a PhD?

5. Where the student is undertaking paid employment are you satisfied that it is not interfering with his/her progress?

6. What is the likely date of submission of the thesis?

7. Any other comments on the students work and rate of progress?

Signed:

Date:
Form B
UNIVERSITY OF WARWICK
School of Law
Monthly Supervision Meeting Template
MPhil/PhD research students

Supervision Report – Please complete shortly after each monthly meeting. Please use the suggested template below and upload your report onto your Tabula profile for your supervisor to sign off.

PhD Candidate Name:

Supervisor Name:

Date of meeting:

The following three sections are to be completed by the candidate and uploaded to Tabula. The supervisor will then be able to approve the summary.

Summary of matters discussed:

Action agreed:

Date and location of next meeting:
Form C

University Of Warwick
School of Law
MPhil/PhD Research Students Allowance
Application form

Please note that any funding requests must be made in advance of the event or activity for which the funding is sought.

Name of applicant ...........................................

Have you received a grant from the fund previously?

If yes, please list the amount and date of each grant received:

Please indicate the activity for which funding is sought. Please also attach all available documentation with full details of amounts requested e.g. conference details, detailed plan of fieldwork

How does the activity relate to your thesis topic?

Have you applied elsewhere for this funding?
If yes, give details of the application and any outcome

Are any other sources of research funding currently available to you?

If yes, please explain why these cannot be used to fund the activity to which this application relates.
Your supervisor must consent to your request and sign your completed form.

Signature of Supervisor  ……………………………

Signature of applicant  …………………………… Date  …………………

**Applications must be submitted to the Director of Graduate Studies**

Outcome ..........................................................................................................

If not granted in full, give reasons:

Signature of Director of Graduate Studies  ………………………

Date  ………………………