

Warwick Law School

POSTGRADUATE RESEARCH STUDENTS GUIDE

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Information from the Law School

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 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.

The PDF version of this document (required in order to follow the website links) is available at: <https://warwick.ac.uk/fac/soc/law/current/>

Extensive information is also available from the Graduate School by following this link: <http://www2.warwick.ac.uk/services/academicoffice/gsp/> Please use this portal to access general services provided by the University for all research students.

Disclaimer: The Department endeavours to ensure that the information in this handbook is as accurate and up-to-date as possible. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices. However, the final arbiter of policy and procedure is the University Regulations as laid down in the University Calendar, which can be found on the University Governance webpages (www.warwick.ac.uk/services/gov/).

Any significant changes to the practices and procedures detailed in this handbook will be notified to students by email and the electronic copy of the handbook available from the Law School [websites](#) will be updated accordingly.

1.2 The Law School

Contact

Law School Reception Telephone: 02476 523 075

Email: postgraduate.law@warwick.ac.uk

Postal address: School of Law, University of Warwick, Coventry CV4 7AL, United Kingdom

Where to find us: Law School Reception, Room S0.07C, Social Sciences Building, Library Road, Main Campus

The School offices are shared between the ground, first and second floors of the Social Sciences Building. You can find room numbers and contact details for Academic and Administrative staff on the Law School website [People pages](#) and rooms can be located using the [Interactive Campus Map](#)

Emergency Contact Information

Please telephone 02476 523075 or email law@warwick.ac.uk during normal office hours. Outside of these hours, for emergency support contact the Campus Control Centre on 024 7652 2222 or visit <https://warwick.ac.uk/services/supportservices> for further information.

Communication in the Law School

Email is the primary way in which we will communicate with you. **You must use your Warwick email account for all communications with the Law School and University.**

IT Support

Local IT assistance is available from the Law School IT Team, Caroline Proctor C.L.Proctor@warwick.ac.uk and Sunil Chudasama S.Chudasama@warwick.ac.uk

Further information about the University computing network, together with details of the training courses offered by the University can be found on the [Information Technology Services website](#)

All students are expected to word process their assessed essays and dissertations.

Assessed work is submitted using the [Tabula](#) system.

Law School Common Rooms and University Dedicated Postgraduate Spaces

Hot Desking Study Rooms We will allocate you to a shared room when you begin your studies.

Room S1.44: 1st floor, Law School. Research Common Room & Kitchen, for the use of Law PhD students only.

Postgraduate Hub: Senate House. Space made available by the University solely for the use of postgraduate students. For details of what facilities the Hub has to offer (including meeting space, quiet study areas and dissertation advice) opening times and booking forms, visit the [webpage](#).

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 [webpage](#)

The Learning Grid: University House. Study space with capacity for approximately 300 students. It is managed by the Library and is open 24/7

Data Protection

The Law School holds personal data for all students and works to ensure compliance with the General Data Protection Regulations, with clear and careful procedures around the personal data we hold, why we hold it and how it is used. When corresponding by email students must use their Warwick email account in order that staff can be sure of the identity of the person they are communicating with. Except in the case of an emergency we are also unable to discuss students with other parties outside of the University, without the explicit permission of the student themselves.

1.3 Key Law School Staff Contacts and Roles

All staff can be contacted by email. Individual contact details, office hours, modules taught and research interests can be found on the [People Pages](#) of the Law School website. Key postgraduate staff contacts are:

Director of Postgraduate Research

Term 1 Professor Shaheen Ali

email: S.S.Ali@warwick.ac.uk

Tel: +44 (0) 2476 524 954, Room S1.18

Terms 2 & 3 Professor Jonathan Garton

email: J.Garton@warwick.ac.uk

Tel: +44 (0) 2476 151 754, Room S2.22

Postgraduate Admissions Coordinator

Adam Alcock

email: A.Alcock@warwick.ac.uk

Tel: +44(0) 2476 523 171, Room S0.07

Postgraduate Academic Administrator

Claire Denney

email: C.Denney@warwick.ac.uk

Tel: +44(0) 2476 523 079, Room S0.07

Taught Programmes Coordinator

Nicola Docker

email: N.Docker@warwick.ac.uk

Tel: +44 (0) 2476 523 685, Room S0.07

Research Student Mentors

Dr Sharifah Sekalala

email: sharifah.sekalala@warwick.ac.uk

Tel: +44 (0) 2476 524492, Room S2.25

Dr Raza Saeed

email: raza.saeed@warwick.ac.uk

Tel: +44 (0) 2476 150066, Room S2.28

Our Research Mentors 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 our mentors are there to help with any other problem you encounter.

Disability Coordinator

Rose le Breton Bagley

email: r.a.le-breton-bagley@warwick.ac.uk

Tel: +44(0) 2476 523175, Room S2.03

Careers Consultant

Valerie Matthews-Lane

e-mail: V.Matthews-Lane@warwick.ac.uk

Tel: +44(0) 2476 573325. Room S2.20a

1.4 General Information

Dates of University Terms 2018/2019

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

Note that these dates refer to the University teaching terms. Teaching takes place during these periods. However, postgraduate research students are registered by the University to study throughout the year and are expected to be in attendance throughout this period.

General Induction Information

Visit the [My Warwick](#) website for all general University of Warwick student information, including a host of welcome information.

The Graduate School

Please use the [Graduate School](#) portal to access general services provided by the University for all postgraduate students.

Students' Union

Warwick Students' Union is an independent organisation which represents the interests of Warwick students and provides a huge range of student services from the organisation of student societies and social events to the provision of food and drink outlets on campus to campaigning on issues such as democracy and welfare. Do visit the [Warwick Students' Union website](#) for further information on their services.

Student Wellbeing and University Counselling Service

Please follow the link to our [Student Support Pages](#). These set out guidance on what to do if you are struggling to meet deadlines or if you have difficulties for example with ill health. 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. The university has a range of student

support services. To find out exactly what is available please visit:

<https://www2.warwick.ac.uk/services/supportservices>

The University has an online appointment system for students who feel they need support in relation to their mental health. For general advice on mental health and wellbeing services and for appointments, please visit: http://www2.warwick.ac.uk/services/student-support-services/mental_health/

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

Facultyseniortutorsocialsci@warwick.ac.uk Tel: 02476 572 575

If you require the services of the University of Warwick Counselling Service, their details can be found at <http://www2.warwick.ac.uk/services/tutors/counselling>

Disability Services

The university offers a full range of special academic support services to students with disabilities including specific learning difficulties such as dyslexia. If you consider that you have a disability it is very important that you take advantage of these services as early as possible in your period of study. Further information can be found at <http://www2.warwick.ac.uk/services/tutors/disability>

If you need special arrangements for examinations, the request should be made through Disability Services as soon as possible in Term 1.

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](#):

There is also a [Library webpage for Law students](#), with more support and contact details:

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, at any time for guidance and advice when conducting your research. E-mail Helen.Riley@Warwick.ac.uk Tel: 02476 572712. Helen 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 the Postgraduate Administrator. 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.

Information on the Library's community engagement wellbeing services for students can be found at: <https://warwick.ac.uk/library/students/study-happy/> or via Twitter at [#StudyHappy](https://twitter.com/StudyHappy).

Part 2: Our 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 of the guide 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 their peers. Your representatives also sit on the full Law School PG Committee (except for closed agenda items of a confidential nature). The group will produce an annual report, compiled by the convener (Director of Postgraduate 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 (S2.09) at 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.

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>
- **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).
<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 websites 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 Ana Aliverti on a.aliverti@warwick.ac.uk
- [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 or Celine Tan on celine.tan@warwick.ac.uk
- [Centre for Operational Police Research](#) brings together the departments of Warwick Business School, Law and Psychology to develop an intellectually innovative research agenda with clear police and practice implications for policing. Contact COPR@warwick.ac.uk

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. Further research information can be found on the [Law School website](#).

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 expressions of interest. 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.

Opportunities to carry out research for staff members may also arise and these will be emailed to you. 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.

Before accepting any work you should speak with your supervisor to discuss the potential impact on your studies.

2.8 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 email. Staff office hours and areas of research interest are published on the [Law School People Pages](#).

2.9 Guidance on Mitigating/ Extenuating Circumstances

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

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 (in writing) with the 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 Wellbeing Support Services 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.

For further information see *Mitigating Circumstances Process and Procedures* online at: https://warwick.ac.uk/quality/categories/examinations/policies/u_mitigatingcircumstances/.

If you need assistance with the process please refer to the Law School website you can contact postgraduatelaw@warwick.ac.uk

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 the department and 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 Student's Union, the Faculty Senior Tutor or a member of staff in Student Support for initial, informal advice.

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 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 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 the postgraduate mentors, 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. They may be able to deal with the problem once it has been raised. If you feel unable to discuss the matter with the supervisor, or you are dissatisfied with the response, you speak to the Director of Postgraduate 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 study is to be avoided if at all possible. 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 mentors, the Director of Postgraduate Research Studies or, in the last resort, to the University Graduate School, in good time. The University cannot remedy difficulties or failings of which it was not made properly aware.

If your supervisor should become absent or unavailable to direct your work for a period of 4 weeks or longer, the Director of Postgraduate Research Studies will meet with you at the earliest available opportunity to discuss the support you need. The 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 (from second supervisors, tutors or other members of the research group), the Director will agree a support plan with you. Be sure to advise the Director fully of your requirements as 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 transferrable 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 Sciences 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 & Professor Victor Tadros v.tadros@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.

As part of your annual review process you are expected to submit a narrative report of at least 300 words reflecting on your academic, personal, and professional development across a range of the Framework's themes that will form the basis for a discussion about professional development with your academic reviewers/advisory panel. 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 our 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

A FAQs page has been created via:

<http://warwick.ac.uk/gsp/professionaldevelopment/pgrdevelopment> and you can also contact us at: PGRdevelopment@warwick.ac.uk

What's available to help me?

[Warwick SkillsForge](#) is a single portal from where you can:

- complete a Development Needs Analysis (DNA);
- find and book onto training courses;
- record and reflect on activities undertaken;
- record your own development activities.

Completing a DNA can help identify skills that you may not have been aware of and help inform discussion with your supervisor about your skills development needs.

Having a single online portal for evidencing your professional development can also be particularly useful when you are constructing/updating your CV.

Warwick also offers a diverse range of professional development opportunities, including: workshops; online training courses; accredited programmes; and events. You can view and book on to the majority of these via the Warwick SkillsForge portal.

There are a number of services, as well as your department, that can help support your professional development including:

- Wellbeing Support services– advice, guidance and training on mental health and wellbeing;
- Student Careers and Skills – skills training and career consultations;
- Doctoral Training Centres – Transferable Skills in Sciences (PGCTSS) / Centre for Arts and Doctoral Research Excellence (CADRE) etc;
- The Graduate School – advice and guidance / events on careers;
- The Learning and Development Centre – teacher training;
- Library and the PG community engagement – networking and peer events;
- Research and Impact Services – required ethics training and funding support;
- Public Engagement Team – workshops in public engagement;
- International Student Office – intercultural training;
- Information Technology Services (ITS) – software training.

For more information see the Graduate School's [FAQs on professional development for postgraduate researchers](#)

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 £750 per year of registration (or per 2 years for part-time students) is available, with a total of £2250 for PhD students for the duration of the degree. No more than £750 can be obtained in the first year or second year (part-time).

Applications must be submitted on Form C (enclosed) to the Director of Postgraduate 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. If you need to be reimbursed for expenditure this should be claimed, following the Director's approval, by completing Expense Claim Form FP16a found [here](#) . The completed and signed form should be taken, together with original receipts, to the Law School Finance Team in Room S2.04. Please contact the Law School Finance Office or the Postgraduate Admin. Team postgraduate.law@warwick.ac.uk 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 PhD 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 PhD.; 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 candidate's file.

Any candidate is entitled to appeal against a decision that they only be allowed to proceed for the MPhil or be withdrawn within 10 University working 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:

<https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals>

Subsequent Years Reviews

The Law School will also monitor your progress at the end of each year prior to your submission. At the end of the summer term 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 three members of the Law School. Our aim 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 development of your future career. You will be expected to submit a brief overview of your research project outlining your progress thus far and timeline for completion. Additionally, a statement on your professional development will be required. 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*
- Law School Theory and Practice Module*

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*
- *Email 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*
- *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*
- *Annual Review Panel*

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 and Postgraduate Administrator.

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) and inform the Postgraduate Administrator. Support for fieldwork and other study visits is often obtainable from the body which is funding your postgraduate studies.

<https://warwick.ac.uk/services/academicoffice/gsp/guidingyouthrough/guidelines/studentprogress/changeofstudylocation>

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 Postgraduate Research to do this. Once this permission is obtained, you should ask the Postgraduate Administrator to complete the online form (which can be found on the Graduate School Webpage) to inform the Graduate School of this change in circumstance. This 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 Supervisor and the Postgraduate Administrator. The Postgraduate Administrator can then complete the form (which can be found on the Graduate School Webpage) to inform the Graduate School of your return. This will be reported to the Home Office under the University's tier 4 sponsor licence duties.

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. The completed form will need to go to Dr Jill Wakefield J.Wakefield@warwick.ac.uk our Academic Research Ethics Advisor in the Law School.

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:

Harvey, D (1996) *Justice, Nature & the Geography of Difference*, Blackwell, Oxford

Santos, B (1995) *Toward a New Common Sense: Law, Science and Politics in Paradigmatic Transition*, Routledge, London.

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

Bruce, T. (1995) 'Legal Information, Open Models and Current Practice',
Montreal Conference on Crown Copyright in Cyberspace, May 1995,
<http://www.droit.umontreal.ca/CRDP/Conferences/DAC/BRUCE/BRUCE.html>.
20 July 1998.

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

Example

Civil & human rights bulletin board, Wednesday, 8 July 1998, One out of three children born each day are at risk. <http://lawlounge.com/setup.hts>. 20 July 1998.

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: Forms

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 your upgrade materials (including Form A) on to Tabula **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.

The Upgrade Panel should normally comprise two members of the academic staff. You will be notified of the date and composition of the Panel shortly after submitting your materials. 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.

Please ask your Supervisor to complete Part B of the form providing a report on your progress to be sent to the Postgraduate Administrator and Upgrade Panel. Please note your Supervisor 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.

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. 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 Postgraduate Research

Outcome

If not granted in full, give reasons:

Signature of Director of Postgraduate Studies.....

Date

Information from the University

All Students

Student Protection Plan

This is a document all universities are required to have, setting out the measures in place should a risk to student studies arise <https://warwick.ac.uk/services/aro/spp>

Warwick Student Community Statement: <http://warwick.ac.uk/wscs>

Study Hours Statement: <http://warwick.ac.uk/quality/categories/studyhours/>

University Calendar: <http://warwick.ac.uk/calendar/>

Regulation 10; Examination Regulations: <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>

Regulation 23; Student Disciplinary Offences:
<http://warwick.ac.uk/calendar/section2/regulations/disciplinary/>

Regulation 31; Regulations governing the use of University Computing Facilities:
<http://warwick.ac.uk/regulation31>

Regulation 36; Regulations Governing Student Registration, Attendance and Progress:
<http://warwick.ac.uk/regulation36>

University Community Values and Expectations: <http://warwick.ac.uk/studentbehaviour>

At Warwick, we value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact. We nurture intellectual challenge and rational, rigorous debate. We want to support our students and each other to become critical thinkers and collaborative yet independent learners – individuals with a global and sustainable outlook, who are able to make an active and positive contribution to society. At the same time, we are committed to working towards a supportive, accessible and inclusive environment within which all members of our community can successfully learn, work, live and socialise. We uphold the importance not only of freedom of thought and expression, but also the significance of academic and personal integrity, equality and diversity, and mutual respect and consideration for the rights, safety and dignity of all. We place great importance on the responsible behaviour of both our students and staff at Warwick. It is important for you, as a student, to have an idea of Warwick's core values and an understanding of the primary expectations of student members of the Warwick community. Take a look at the following to help you understand what this means for you:

Link to [What's Expected of Students at Warwick](#), which summarises key expectations for students and signposts to associated support.

Link to [Equal Opportunities Statement](#), setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential

Link to [Dignity at Warwick Policy](#), setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying

Link to [University Strategy](#), which sets our vision as a world-class university and our values

Link to [Warwick Student Community Statement](#), which sets out aims for the University as well as for students

Link to [University Calendar](#), the main 'rule book' and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour

Link to [Student Rights and Responsibilities](#), which provides quick and easy links to University regulations, policies and guidelines that govern what a student can expect from the University and what they need to adhere to as a student

Feedback and Complaints

We want you to be able to let us know when things are going well or there is something that you particularly like, but also if there is a problem that you don't feel you can resolve yourself. As part of this, we have a Student Feedback and Complaints Resolution Pathway and actively encourage feedback on all aspects of the student experience.

While we are committed to providing high quality services to all our students throughout their University experience, if there is something that goes wrong and you want assistance to resolve, we have an accessible and clear procedure which you can use to make a complaint

<http://warwick.ac.uk/studentfeedbackandcomplaints/>

Health, Safety and Wellbeing Policy Statement

<http://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy>

Anti Bribery Policy

<https://warwick.ac.uk/services/gov/university-policies/antibribery>

Equal Opportunities Statement <http://warwick.ac.uk/equalops>

“The promotion of Equality, Diversity and Inclusion concerns all of us and is the responsibility of all members of our community. It is expected that we will all contribute to ensuring that the University of Warwick continues to be a safe, welcoming and productive environment, where there is equality of opportunity, fostered in an environment of mutual respect and dignity.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences. We understand that simply having diversity in our work force and student body is not enough; we must create an inclusive environment where all people can contribute and reach their full potential.

Inclusion is engaging the uniqueness and talents, beliefs, backgrounds, capabilities and ways of working of all individuals, joined in a common endeavour, to create a culture of belonging, in which people feel valued and respected.”

Dignity at Warwick Policy: <http://warwick.ac.uk/equalops/dignityatwarwick>

Policy on Recording Lectures: <http://warwick.ac.uk/quality/recordinglectures/>

Smoking Policy: <http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy>

Policy on the Timing of the Provision of Feedback to Students on Assessed Work:

<http://warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness>

Moderation guidance: <http://warwick.ac.uk/quality/categories/examinations/moderation>

University assessment strategy:

<http://warwick.ac.uk/quality/categories/examinations/assessmentstrat>

Student Careers & Skills

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

Succeed in their studies and get help with academic writing, revision, note-taking and seminar presentations

- Understand what’s important to them, their values, strengths and career goals

- Recognise and develop the transferrable skills employers look for
- Research employers, search for vacancies, gain work or volunteering experience and find a job or further study place for after graduation

Each academic department has a designated Careers Consultant who can provide discipline-specific support for students and online careers. This can include 1:1 careers guidance, support for alumni events and discipline-specific information sessions. Students can also be referred to the Careers & Skills website for more information <http://warwick.ac.uk/careers>

IT Services

IT Services provide the essential resources and support necessary to give all students access to information technology services and support. If students have problems with IT related issues, IT Services provide a dedicated Help Desk. Students can go to the drop-in centre on the 1st floor of the Library building (Monday to Friday, 9am-5.30pm), telephone 024 765 73737 (Monday to Friday, 8.30am-5.30pm) or email: helpdesk@warwick.ac.uk.

Every student, 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>.

A range of Help Desk Leaflets providing useful IT support information are available from: <http://warwick.ac.uk/servicedesk/leaflets> or students can pick up copies from the IT Services Help Desk Drop-in centre. IT services also provide support for personal computer-related issues such as slow performance, removing viruses, replacing hardware and assisting with file recovery.

The training service provided by IT Services is available to all University students and is provided to facilitate students to work more effectively with applications delivered by IT Services: <http://warwick.ac.uk/its/servicessupport/training>.

IT Services provides a number of open access work areas across Gibbet Hill, Westwood and main campuses, accessible to all students, and the University provides student residences with a network connection and access to wireless. For further information on the Residential Network Service (ResNet), please visit: <http://warwick.ac.uk/its/servicessupport/networkservices/resnet/>.

Other useful links: MyWarwick at <http://warwick.ac.uk/students> for links list to useful pages.

Language Centre

The Language Centre <http://warwick.ac.uk/languagecentre> supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students across the University. For those interested in developing their language skills, the Language Centre offers a wide range of modules and the facilities, resources and programmes to support students.

There are a number of choices available for acquiring a new foreign language or brushing up language skills:

i. Modules for credits on the academic programme These can be taken as part of an undergraduate degree course, but must be agreed with the student's home department before enrolling. There are a range of levels available, as well as accelerated options for those who want to develop their language skills at a faster pace. More information is available from:

<http://warwick.ac.uk/languagecentre/academic/>

ii. 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. More information is available from: <http://warwick.ac.uk/languagecentre/academic/fees/>

iii. Lifelong Language Learning (LLL) Courses A programme of language courses available to students, staff and the public from beginner through to advanced level. More information is available from: <http://warwick.ac.uk/languagecentre/lifelonglearning/>.

Enrolment takes place on Wednesday, Thursday and Friday of week 1, with online enrolment for Lifelong Language Learning courses from mid-September, and consultation evenings for those unsure of their level.

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

Director of Student Experience and Progression Directors of Student Experience and Progression (DSEPs) are responsible for working with students to enhance the student experience. Roles vary in different departments but usually include development of personal tutoring; a focus on building a learning community; supporting student learning using technology; and developing department policies and practice to improve student experience. They work closely with departments' Student Staff Liaison Committees and are always keen to hear students' views and feedback.

Talk to your Director of Student Experience or equivalent if you have any ideas about how you would like to improve your course or department, build a community between students and staff, or enhance student support.

Wellbeing Support Services **Wellbeing Support Services** <http://warwick.ac.uk/supportservices> offer a comprehensive support structure available to help with all kinds of different problems, including personal, physical and mental 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 and the Students' Union comprise the following:

- Student Support (<http://warwick.ac.uk/studentsupport>)
- Dean of Students' Office (<http://warwick.ac.uk/services/tutors>)
- Personal Tutoring System (<http://warwick.ac.uk/personaltutors>)
- Residential Life Team (<http://warwick.ac.uk/residentiallife>)
- Office for Global Engagement (<http://warwick.ac.uk/services/ofge>)
- Counselling Service (www.warwick.ac.uk/counselling)
- Disability Services (<http://warwick.ac.uk/disability>)
- Mental Health & Wellbeing Team (<http://warwick.ac.uk/mentalhealth>)
- University Health Centre (<http://www.uwhc.org.uk>)
- Chaplaincy (<http://warwick.ac.uk/chaplaincy>)
- Students' Union Advice Centre (<https://www.warwicksu.com/advice/>) ☐ Student Funding (<http://warwick.ac.uk/academicoffice/funding/>)
- Security Services (<http://warwick.ac.uk/services/campus-security>)

Wellbeing 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

The Deputy Director of Wellbeing Support and the Student Support Team work closely with the University Dean of Students 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 situations where students are unsure who to go to or where to get help.

The Student Support Team provide support and pastoral care giving 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, located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on: studentsupport@warwick.ac.uk

University Dean of Students and Faculty Senior Tutors

The University Dean of Students works closely with Faculty Senior Tutors to help students in times of need by promoting the academic support of students, individually and collectively.

The Dean of Students and Faculty Senior Tutors are experienced members of academic staff whom students can turn to in confidence for support regarding difficulties with their studies, which they have been unable to resolve with departmental Personal and Senior Tutors.

The University Dean of Students has overall responsibility for the personal tutor system, but no disciplinary function. Issues typically dealt with by the Dean of Students' Office include: academic course issues unresolved at the departmental level; advice on temporary withdrawal; appeals against academic decisions; academic complaints; ongoing difficulties with a personal tutor, course tutors or supervisors; and problems with termination of registration proceedings.

The Dean of Students' Offices are located on the First Floor of the Social Sciences Building (open Monday to Thursday, 9am-5pm, Friday 9am-4pm). In the first instance, please contact the appropriate Faculty Senior Tutor <http://warwick.ac.uk/services/tutors/about/>. The Dean of Students can be contacted on: SeniorTutor@warwick.ac.uk or telephone the Offices on 024 765 22761.

Residential Life Team

All students who have accommodation on campus 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 is a key part of the University's 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, 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 Residential Life Team.

The Residential Life Team can be contacted via email: residentialteam@warwick.ac.uk or telephone 024 765 75570.

Office for Global Engagement (Immigration Team)

The Office for Global Engagement 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 (Welcome to Warwick programme 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).

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 Office for Global Engagement (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.

The Office for Global Engagement is located on the first floor of University House Building (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on 024 765 23706 or via: <http://warwick.ac.uk/study/international/connect/contacts>.

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 or experiencing stress/anxiety; having problems with self/identity or interpersonal relationships; having issues from the past or present that may hinder their capacity to function: abuse, self-harm, eating

disorders, loss. Counselling can help with exploring issues to develop insight and bring about positive change to psychological and emotional distress.

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; hearing and visual impairments; physical disabilities and mobility difficulties; social communication difficulties/ASD; unseen medical conditions; and any other disability that is likely to have an impact on their studies and life at University. The services provided are tailored to the individual and aimed at enabling students to successfully complete their studies and have a positive experience of University life.

Disability Services can support students with reasonable adjustments and the Disabled Student Allowances (DSAs); NMH support such as mentoring or specialist study skills; information about accessible campus accommodation and assistive technology; and signposting students to other support services.

Disability Services are located on the ground floor of University House (office hours Monday to Friday, 8.30am-5pm) and can be contacted by telephone on 024 761 50641 or email:

disability@warwick.ac.uk.

Mental Health and Wellbeing Team

The University Mental Health and Wellbeing Team provides advice, information and support 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 and Wellbeing 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.

As well as working institutionally to promote positive wellbeing, there is also an opportunity for students to attend wellbeing groups or to meet with a Wellbeing Advisor if they have concerns about their wellbeing or would like to make changes to their lifestyles in order to improve their wellbeing, e.g. healthy lifestyle, work life balance, managing stress, relationships with others, etc.

The University Mental Health and Wellbeing Team can be contacted by telephone on 024 765 75570 or email on: studentsupport@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; and 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, and sickness certification.

Students living off-campus, who are not able to register with the health centre, can locate their 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 and 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, and 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

Students' Union Advice Centre

The Students' Union Advice Centre 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 immigration 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 (open Monday to Friday, 9am-3pm). It will see students usually by appointment or can be reached by telephone on 024 765 72824 or email: advice@warwicksu.com.

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 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 (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on 024 761 50096 or email: studentfunding@warwick.ac.uk.

Security Services

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. For an emergency on campus phone 22222 or 024 765 22222 and in an emergency off-campus phone 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.

University Children's Services

Some students, especially postgraduate or mature, may need information about child care provision on campus. Children of Warwick staff and students are eligible to attend the University Nursery (<http://warwick.ac.uk/nursery>). In recent years, holiday schemes and summer schemes have also been made available (<http://warwick.ac.uk/services/childrensservices>).

The Nursery is located on Lakeside, opposite the Scarman House Conference Centre, on Scarman Road and can be contacted by telephone on 024 765 23389 or email: nurseryenquiries@warwick.ac.uk.

Academic Registrar's Office

- a. Academic Office: <http://warwick.ac.uk/ao>
- b. Office for Global Engagement: <http://warwick.ac.uk/services/ofge>
- c. Student Recruitment, Outreach and Admissions Service: <https://warwick.ac.uk/services/aro/sroas>
- d. Student Careers and Skills: <http://warwick.ac.uk/careers>
- e. Teaching Quality: <http://warwick.ac.uk/quality>

Academic Office

- a. Examination Office: <http://warwick.ac.uk/ao/examinations>
- b. Student Records: <http://warwick.ac.uk/studentrecords>
- c. Awards and Ceremonies: <http://warwick.ac.uk/ao/congregation/ceremonies>
- d. Student Finance: <http://warwick.ac.uk/ao/finance>
- e. Student Funding: <http://warwick.ac.uk/ao/funding>
- f. Graduate School: <http://warwick.ac.uk/gsp>

Postgraduate Students

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/gsp>.

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, such as Hallowe'en, the Burns Poetry Competition, Chinese New Year and a Nowruz Celebration

- Locate support for your studies and future career plans through events and drop-ins
- Share your postgraduate life through our competitions and social media

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

Opening times: 09:00 – 00:00 (see website for holiday opening)

For more information: http://warwick.ac.uk/pghub/postgraduate_hub [#WarwickPGHub](https://twitter.com/WarwickPGHub)
pghub@warwick.ac.uk

Postgraduate Research

Regulation 38; Governing Research Degrees: <http://warwick.ac.uk/regulation38>

Guide to Examinations for Higher Degrees:

http://warwick.ac.uk/gsp/formslibrary/guide_to_examinations_for_higher_degrees_by_research.pdf

Guideline on the Use of Postgraduate Students for Teaching:

http://warwick.ac.uk/gsp/formslibrary/university_of_warwick_policy_pg_who_teach.pdf

Guidelines of the Supervision and Monitoring of Research Degree Students:

http://warwick.ac.uk/gsp/formslibrary/guidelines_on_supervision_and_monitoring.pdf

Guidelines on the Supervision of Students Based Away from the University:

http://warwick.ac.uk/gsp/formslibrary/guidelines_on_supervision_and_monitoring.pdf

Research Code of Practice: http://warwick.ac.uk/ris/research_integrity/code_of_practice_and_policies/research_code_of_practice

Wolfson Research Exchange

(Third floor, 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:

- 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

Opening times: 24 hours (see website for holiday opening)

For more information: <http://warwick.ac.uk/library/using/libspaces/research-exchange>
[#ResearchEx](#)
researchexchange@warwick.ac.uk

Research Student Skills Programme (RSSP)

In addition to the technical skills you need to execute your research in your discipline, you need to develop a range of transferable skills. At Warwick, a diverse range of training, research seminars and conferences is offered by academic departments, faculties and doctoral training centres.

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

Selected highlights from the RSSP:

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

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

For more information:

Web: <http://warwick.ac.uk/skills/pgr/services>

Email: pgresearchskills@warwick.ac.uk

Twitter: [@warwickrssp](https://twitter.com/warwickrssp)

Drop-in: Thursdays 11am-12pm, Wolfson Research Exchange, Library, Third Floor

Phone: 024 765 24748

Academic and Professional Pathways Programme (APP PGR)

Many postgraduates have the opportunity to teach in their departments, but few have experience or have received prior training. The Learning and Development Centre (LDC) offer a pathway specifically for postgraduates who teach as part of their Academic and Professional Pathways programme (APP PGR), which encompasses first steps into teacher training and offers students the opportunity to become Associate Fellows of the Higher Education Academy, a nationally recognised teaching status. In addition, students have the opportunity to expand and enhance their teaching skills and pedagogical understanding further with a Warwick postgraduate award.

Following a mandatory introduction to teaching (often delivered in departments) students who have a minimum of 15 hours of teaching can join the APP PGR and attend a range of core and free choice workshops designed to support, challenge and inspire their teaching practices. LDC run the workshops with support from subject discipline experts from across the University, giving postgraduate teachers varied experience of teaching practices to draw upon. One of the key benefits of the course is meeting other postgraduate teachers from across campus and sharing practice and ideas.

For more information on the APP PGR and Preparing to Teach pathways go to the LDC pages:

https://warwick.ac.uk/ldc/teaching_learning/app/pgr/