



DEPARTMENT OF HISTORY

**RESEARCH DEGREE
STUDENT HANDBOOK**

2017/2018

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Disclaimer

This document was published in September 2017 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term 'Department' may be used to refer to a 'Department', 'Centre' or 'School'.

An electronic copy of this handbook can be found on your departmental website (<https://www.royalholloway.ac.uk/history/home.aspx>) where it will be possible to follow the hyperlinks to relevant webpages.

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1. Introduction to the College and your Department

1.1 Welcome

Welcome to Royal Holloway! Royal Holloway, University of London (hereafter the College) is one of the UK's leading research-intensive universities, with twenty-one academic departments spanning the arts and humanities, social sciences and sciences.

The College was ranked 173rd in the world and 27th overall in the UK in the Times Higher Education (THE) World University Rankings 2016/17 (published 21 September 2016). Sitting within the top 25 per cent of universities in the UK for research rated 'world-leading' or 'internationally excellent' by the Research Excellence Framework (REF) 2014, the College was also ranked in the top one per cent of 16,000 higher education institutions across the globe, in the 25th edition of The World List of Universities and Other Institutions. The College combines world-class research with a truly global perspective while at the same time offering a campus and community with an intimate human scale. As a student studying toward a research degree with the College, you will have the opportunity to learn from internationally renowned academics and researchers.

During the course of your time with the College, you will pursue independent research in your academic department. The College offers a number of research degree programmes, including Master of Arts by Research, Master of Science by Research, Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctor of Clinical Psychology (DClinPsy), Doctorate in Professional Studies (DPS) and Doctorate in Medicine (MD). Your successful progress will depend primarily on your own efforts, supported by your supervisors, but also by the research environment in your department and the quality of the research training you receive.

This handbook deals with aspects of research degree study that specifically relates to your Department. This should be read in conjunction with additional College documents as follows:

- The ***Code of Practice for Research Degree Students and Supervisors*** sets out good practice alongside additional information on policies and procedures that support the standards and expectations of the College. The Code is available via the **Academic Quality and Policy Office (AQPO)** webpage <https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.
- The ***Research Degree Regulations*** set out the various standards that shape the regulatory framework of your research degree with the College. This includes a variety of essential information, ranging from admissions to academic progression and examination. The Regulations are available from AQPO via <https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.
- The **Doctoral School** offers a range of information and advice to research degree students on subjects such as fees and funding or changes to your registration status. The Doctoral School website is a key repository for this information and will provide you with easy access to a variety of documentation and guidance that you may need during your studies <https://www.royalholloway.ac.uk/iquad/doctoralschool/homepage.aspx>.

1.2 Your registration status

Your registration status as a research degree student may change through the course of your studies with the College. For example, students who wish to study toward registration on a PhD are

initially registered for an MPhil degree. Additionally, you may also elect to alter your mode of study from full-time to part-time or vice-versa.

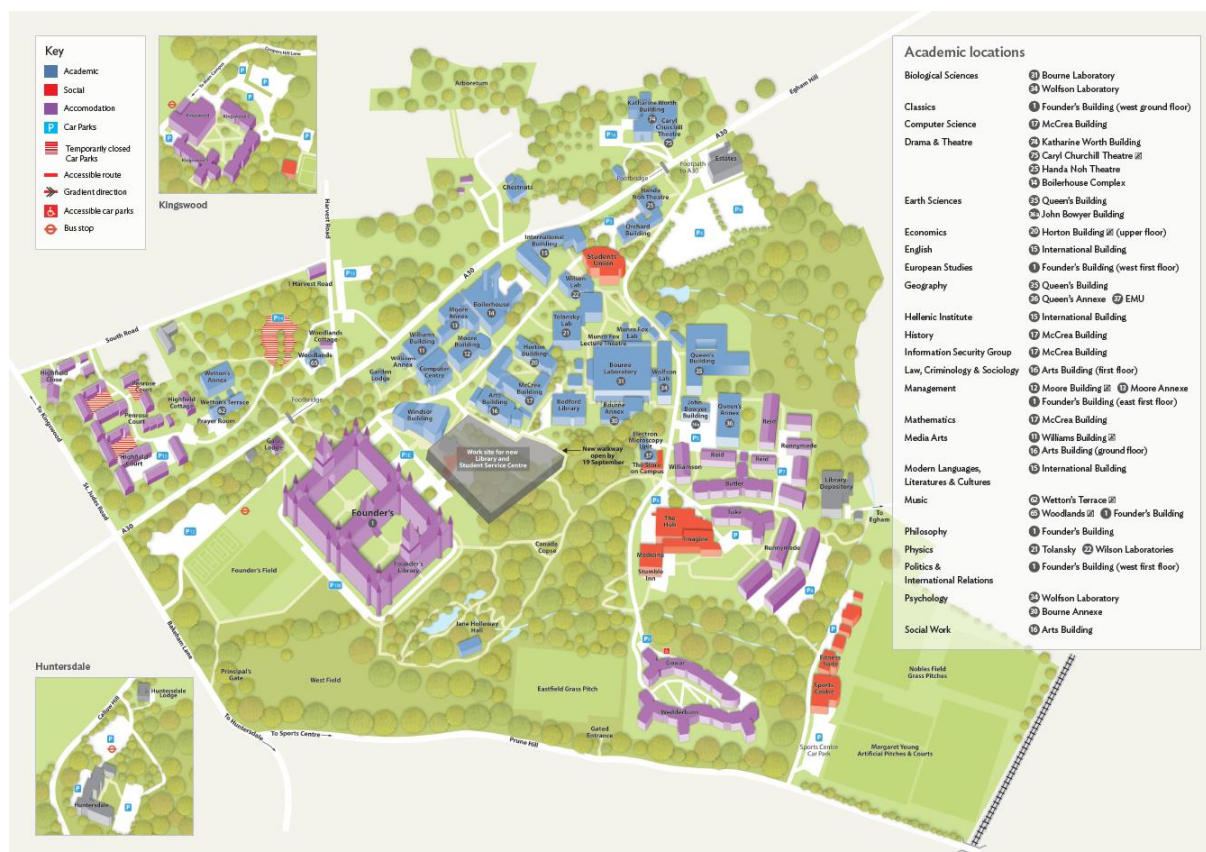
You should consult the *Research Degree Regulations*, in the first instance, for further information on the College's criteria for changes to registration status. The *Regulations* also contain important information on the timeframes within which the College expects students to complete the upgrade from MPhil to PhD as well as the required timeframe for completion of the degree itself.

1.3 How to find the History Department

The Department is located on the top floor of the McCrea Building. (Building 17 on the map below)

1.4 Map of the Egham campus

Please note, student parking is very limited and a parking permit is required, which can be obtained via Security. You will need proof of insurance and a suitable form of photographic ID before a permit will be issued.



Bedford Square

Royal Holloway's Central London Headquarters are located in a fine Georgian house at 11 Bedford Square, London WC1. This is conveniently situated, close to the British Museum and to the University of London's Senate House in Malet Street, which houses the University Library. Bedford Square is open from 9 am to 9 pm Monday to Friday and on Saturdays 10am-6pm. There is a common room in the basement and a computer room (including photocopying, printing and email

facilities) for the use of students and staff. You are welcome to use the building during its open hours for private study or meetings with other students.

11 Bedford Square

Bloomsbury

London WC1B 3RF

Tel: 020 7307 8600 (Receptionist), 020 7307 8604 (Administrator)

Email: BedfordSquare@rhul.ac.uk

Nearest underground stations: Russell Square, Goodge Street, Tottenham Court Road, Euston Square or Warren Street

1.5 How to contact us

Head of Department

Name	Telephone	Room	Email
Professor Kate Cooper	01784 443295	317 McCrea	kate.cooper@rhul.ac.uk

Director of Graduate Studies

Name	Telephone	Room	Email
Professor Jonathan Harris	01784 414231	337 McCrea	jonathan.harris@rhul.ac.uk

Director of Graduate Studies

Name	Telephone	Room	Email
Professor Helen Graham	01784 443318	314 McCrea	h.graham@rhul.ac.uk

Deputy Director of Graduate Studies

Name	Telephone	Room	Email
Dr Chi-Kwan Mark	01784 443360	McCrea 330	Chi-Kwan.Mark@rhul.ac.uk

Postgraduate Administrator

Name	Telephone	Room	Email
Toby Bromige	01784 443311	McCrea 319	Pg.history@rhul.ac.uk

Finance Officer

Name	Telephone	Room	Email
Jenny Weeks	01784 276519	McCrea 315	Jennifer.Weeks.2013@live.rhul.ac.uk

1.6 The History Department

With over thirty full-time members of staff, we are one of the larger history departments in the UK and our research covers a wide variety of periods and themes. . You are joining a community in which internationally renowned academics are developing the very latest thinking and the whole Department benefits from collaborations with other leading institutions in the UK and across the

world.

1.7 Research areas within the History Department

LATE ANTIQUITY, BYZANTIUM AND MEDIEVAL EUROPE

BURGESS, Clive

Email: c.burgess@rhul.ac.uk

English social, religious and urban history from the Black Death to the Reformation

COOPER, Kate

Email: kate.cooper@rhul.ac.uk

Late Antiquity, Early Christianity, Roman Household, Roman Women

DENDRINOS, Charalambos

Email: ch.dendrinos@rhul.ac.uk

Byzantine literature and Greek Palaeography

GWYNN, David

Email: david.gwynn@rhul.ac.uk

The transformation of the Late Roman Empire and Christianity in east and west AD 200 - 600

HARRIS, Jonathan

Email: jonathan.harris@rhul.ac.uk

Later Byzantine history, (1000–1453) and relations between Byzantium and Western Europe

HORDEN, Peregrine

Email: p.horden@rhul.ac.uk

History of medicine, charity, disease, and the environment in early medieval Europe and the Mediterranean world

JOTISCHKY, Andrew

Email: andew.jotischky@rhul.ac.uk

Medieval religious life; the Crusades

PHILLIPS, Jonathan

Email: j.p.phillips@rhul.ac.uk

The History of the Crusades; Richard the Lionheart, Saladin and the Third Crusade; modern-day legacy of the crusades in Islam and the West

PLATTS, Hannah

Email: hannah.platts@rhul.ac.uk

Roman cultural and social history; material culture; domestic space; the city of Rome; sensory archaeology; legacy of the classical past in later centuries

ZIPSER, Barbara

Email: barbara.zipser@rhul.ac.uk

Byzantine manuscripts; Greek medicine; history of texts

EARLY MODERN

BALDWIN, James

Email: james.baldwin@rhul.ac.uk

The legal, social and political history of the Ottoman Empire, with a particular focus on the province of Egypt

CAVALLO, Sandra

Email: s.cavallo@rhul.ac.uk

Social and cultural history of early modern Europe, with particular emphasis on gender, health and material culture

CHAMPION, Justin

Email: j.champion@rhul.ac.uk

Thomas Hobbes, heterodoxy and the radical English Enlightenment

COOK, Karoline

Email: karoline.cook@rhul.ac.uk

Iberian Atlantic history with particular emphasis on Muslims and Moriscos in the Spanish Empire

WHITELOCK, Anna

Email: anna.whitelock@rhul.ac.uk

Monarchy, religion and gender, with particular emphasis on court politics and political culture in 16C. and 17C. England

MODERN BRITAIN AND EMPIRE

BROCK, Jason

Email: j.brock@rhul.ac.uk

History of Modern Political Thought; History of Economic Thought; Historiography and Philosophy of History; 20th Century British History

CLAEYS, Gregory

Email: g.claeys@rhul.ac.uk

History of radicalism and socialism in 19C. Britain

HAMLETT, Jane

Email: jane.hamlett@rhul.ac.uk

Modern British social and cultural history with particular emphasis on material and visual culture

LAIDLAW, Zoe

Email: zoe.laidlaw@rhul.ac.uk

Political, social and intellectual history of the 19C. British Empire

MADIGAN, Edward

Email: edward.madigan@rhul.ac.uk

Public History; First World War

MOSS, Stella

Email: stella.moss@rhul.ac.uk

Modern British History, with particular emphasis on women and popular culture

PHILLIPS, Nicola

Email: n.j.phillips@rhul.ac.uk

British gender, social, criminal and civil justice history, 1660-1830; Women's History; Public History

TOOTH MURPHY, Amy

Email: amy.murphy@rhul.ac.uk

Oral history; Queer history, with particular emphasis on twentieth century Britain; memory and narrative; gender history; history of reading

WINDSCHEFFEL, Alex

Email: a.windscheffel@rhul.ac.uk

Modern Britain, with particular emphasis on political, cultural and gender history

MODERN EUROPE

ANSARI, Humayun

Email: k.ansari@rhul.ac.uk

Muslim communities in Britain and Europe

BEER, Daniel

Email: daniel.beer@rhul.ac.uk

Late Imperial and early Soviet intellectual and cultural history

GRAHAM, Helen

Email: h.graham@rhul.ac.uk

20c Spain; political, social and cultural history of interwar Europe; political and social violence in 20c Europe

MAMMONE, Andrea

Email: andrea.mammone@rhul.ac.uk

Fascist Italy and the extreme Right in post-1945 Europe

MUHS, Rudolf

Email: r.muhs@rhul.ac.uk

Ideology, politics and society in 19C. and 20C. Europe

PRIEST, Robert

Email: robert.priest@rhul.ac.uk

French cultural and intellectual history, especially 1815-1905; religion and secularisation in Europe, 1789-1914; the sciences and society during the French Third Republic

STONE, Dan

Email: d.stone@rhul.ac.uk

Historiographical, literary and philosophical interpretations of the Holocaust, comparative genocide, history of anthropology and cultural politics of the British Right

VASSIADIS, George A.

Email: george.vassiadis@rhul.ac.uk

19th and 20th century Greek history; the Greek Diaspora; Greek communities in Britain; Greek schools and educational societies; Greek and Levantine families; the architectural and urban history of the Levant

MODERN WORLD

ANSARI, Sarah

Email: s.ansari@rhul.ac.uk

Modern South Asia, with particular emphasis on Pakistan, migration and gender

AWAN, Akil

Email: akil.awan@rhul.ac.uk

History of Terrorism, Contemporary Islam, Jihadism, Radicalisation

DAECHSEL, Markus

Email: markus.daechsel@rhul.ac.uk

The intellectual and political history of 'development' in Pakistan in the 1950s and 60s

DOYLE, Patrick

Email: patrick.doyle@rhul.ac.uk

Civil War-era America, 1848-1877; slavery and the 19th century US South; history of race and race relations in North America

GIBSON, Dawn-Marie

Email: dawn-marie.gibson@rhul.ac.uk

African American Islam, Women's leadership in Louis Farrakhan's Nation of Islam and Nation Women's magazines

GIGLIOTTI, Simone

Email: simone.gigliotti@rhul.ac.uk

Geographies of Displacement in 20th-century and contemporary Europe; Testimony of Transmigration; European Refugee worlds in SE Asia and the Caribbean; Children, Youth and Genocide

JINKS, Rebecca

Email: rebecca.jinks@rhul.ac.uk

The history and representation of genocide; the history of humanitarianism; social history; gender histories; photographs as sources for historians.

MARK, Chi-kwan

Email: chi-kwan.mark@rhul.ac.uk

International history of East Asia, with particular emphasis on relations between Hong Kong, China, Britain and the US during the Cold War period

ROBINSON, Francis

Email: f.robinson@rhul.ac.uk

The Muslim world from the 18C. to the present, with particular emphasis on South Asia

SULLIVAN, R. Emmett

Email: emmett.sullivan@rhul.ac.uk

International economic history from the mid-19C. onwards

TSAI, Weipin

Email: Weipin.tsai@rhul.ac.uk

Chinese modernisation and contact with the West from the 19C., and the history of the Chinese Postal Service and Chinese Maritime Customs Service

1.8 Master of Arts by Research in the History Department

COURSE OVERVIEW

This Masters has been devised for students who wish to develop advanced historical research skills but who prefer, for practical or other reasons, not to attend a taught Masters programme.

The MA is assessed entirely on the research dissertation (maximum 40,000 words) which is supervised one-to-one. It is intended to give you scope to explore your area of interest in depth, test out a possible research topic, and learn the skills of extended scholarly writing.

CONTENT AND STRUCTURE

Students will have an induction meeting with the supervisor (week 1) in which an initial work programme will be agreed, as well as coverage for any outstanding training needs. Students will also receive an introduction to the Library facilities.

The role of the supervisor is to offer support and advice at the different stages of the degree, beginning with advice about secondary bibliography and primary source research, progressing through discussion of suitable structures for the dissertation, followed by feedback on sample drafted material.

As further research preparation, supervisors can also arrange for Masters by Research students who wish to do so (and who are able to attend the scheduled hours) to audit on a voluntary basis appropriate taught courses in RHUL History department (for example, the MA in History skills and/or concepts courses).

Students are encouraged to attend relevant seminar sessions (such as the History Postgraduate Seminar, the RHUL History Departmental Research Seminar, HARC and also to take advantage of the many seminars offered by the Institute of Historical Research (<http://www.history.ac.uk/events/seminars>)).

Students should expect to meet their supervisors at least once every month in the first two terms. Phone and e-mail contact may take the place of face to face supervision for students who have difficulties attending College, or who are conducting archival research or other field work. Written work should be produced regularly to be discussed with the supervisor. The History Department will monitor and take action regarding students who fail to have regular contact with their supervisor, whatever their mode of communication.

The Masters by Research (History) is examined 100% on the final dissertation (40,000 words maximum). An oral examination (viva) is not normally required, but can be used at the discretion of the examiners.

1.9 Useful College contacts

- **Library**

The College's **Library Service** is located in the Emily Wilding Davison Building.

Phone: 01784 443823

Email: library@rhul.ac.uk

Website: <https://www.royalholloway.ac.uk/library/home.aspx>

- **Student Services**

The **Student Services Centre** is located in the Emily Wilding Davison Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding,

enrolment and graduation.

Phone: 01784 276641
Email: student-enquiries@royalholloway.ac.uk
Website: <https://www.royalholloway.ac.uk/ssc>

- **Student Administration**

Student Administration manage and facilitate a variety of the College's core academic functions, from examinations, results and course registrations right through to the processing of final results and producing proof of study documents. This includes the administration for all research degree examinations within the College.

You should find all the information you need regarding examinations, assessments and research degrees on their webpages here <http://www.students.royalholloway.ac.uk/study/exams-assessments-and-results/> and they can also be contacted via the following details:

Email: researchdegrees@royalholloway.ac.uk
Website: <https://www.royalholloway.ac.uk/restricted/contensis/exams/studentadministration/home.aspx>

2 Key Information and Services

Your Supervisor should always be the first point of contact for any questions or concerns you may have about your programme of study or your research. The College also provides a much broader framework of advice and support services, alongside key points of contact in your Department such as your **Director of Graduate Studies (DoGS)**. Some additional sources of advice and support are listed below.

- **Support & Advisory Services (Welfare and Wellbeing)**
Phone: 01784 443394
Email: welfare@royalholloway.ac.uk
Website: <https://www.royalholloway.ac.uk/ecampus/welfare/home.aspx>
- **SURHUL Advice and Support Centre**
Phone: 01784 246700
Email: advice@su.rhul.ac.uk
Website: <http://www.su.rhul.ac.uk/advice/>

2.1 Students' Union Royal Holloway University of London (SURHUL)

The **Students' Union Royal Holloway University of London (SURHUL)** is a registered charity (Registered No: 1141998) and actively represents the students of Royal Holloway University of London.

SURHUL is led by sabbatical officers and Executive Officers who work alongside a team of permanent staff. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support & advice, your clubs & societies, catering, transport, volunteering, campaigning and advocacy. All of which complement your academic study, ensuring that your University experience is the best that it can be. For further information please refer to

their website at <http://www.su.rhul.ac.uk/about/>.

2.2 Your College Email Account

The College provides an email address for you free of charge and stores the address in a College email directory (the **Global Address List**). Your account is easily accessible, both on and off campus, via the **Student Portal** <https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin> (Campus Connect) or direct via **Outlook.com** <http://outlook.com/>. It is **essential** to note that this email account will be used for all routine correspondence and news from the College and its departments and services. Your College email will very likely also be used for **urgent communication**, including correspondence from your supervisors, or to give or confirm instructions or information related to teaching so it is vital that you **check your emails regularly**.

In the event that you would prefer to use a commercial email service you are able to connect your College email account so that it automatically forwards any messages you receive. You can find detailed instructions on **how to forward mail** by visiting <http://help.outlook.com/> and searching for 'forwarding'. In the event that you experience any problems, please contact the IT Service Desk.

2.3 Post

All post addressed to you in your Department will be delivered to student pigeonholes (alphabetical by surname) which can be found outside the Postgraduate Office (319 Mcrea). At the end of each term student pigeonholes are cleared of accumulated mail, so please try to ensure you check it at regular intervals. Please also note, Registry, among other professional services within the College, will often send correspondence by internal post and your Supervisor(s) may also return work to you via the pigeonholes.

2.4 Telephone and postal address

It is imperative that the College **has the most up-to-date contact details for you**. As such, please ensure that you update your telephone number (mobile and landline) and postal address (term-time and forwarding) **as quickly as possible** when they are changed via the Student Portal (Campus Connect) <https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin>.

Please note, it is the policy of the College that staff are not permitted to disclose or share your information, including your contact details, with anybody else (including parents, relatives or fellow students) without your prior written permission to release this information. For further information please refer to the **Information Compliance** webpage via <https://www.royalholloway.ac.uk/aboutus/governancematters/accesstoinformation/home.aspx>.

2.5 IT Services

The College **IT Service Desk** <https://www.royalholloway.ac.uk/it/home.aspx> offers a range of support covering all aspects of IT services, such as email access, connecting to the College's wireless network, connecting devices such as iPads and making use of College printing facilities.

The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They also offer a range of free software, including Microsoft 365, NVivo and SPSS. For more information visit their website at <https://www.royalholloway.ac.uk/it/studentpurchasing.aspx>.

2.6 Withdrawal of visa

If you are in receipt of a **Tier-4 Student Visa** sponsored by Royal Holloway, it is a requirement of your Visa that you attend classes and supervisory sessions and complete assessments. This is also a requirement of the College's academic regulations.

The College has a legal responsibility **to report any student admitted to the College on a student visa who does not appear to be meeting the attendance requirements to UK Visas and Immigration (UKVI)**. Therefore if you fail to meet UKVI visa requirements and/ or fail to respond to informal and formal warnings from the College in this regard you could have your sponsorship withdrawn, your Visa cancelled and your registration with the College terminated. The termination of registration due to a breach in Visa requirements is conducted independently of the College's formal warning process and the decision is not open to appeal.

Further information on visa and immigration information for current students is available from Student Services via <https://www.royalholloway.ac.uk/ecampus/studentsservicescentre/visas/home.aspx>.

3 Annual review and upgrade

Although you will meet with your supervisor regularly during the academic year, your academic progress is formally reviewed at least once every twelve months, unless you have interrupted your studies, in which case the review will take place not more than two months after you have formally resumed your studies.

Annual reviews, and upgrades for students registered for an MPhil/ PhD, are conducted in a face-to-face meeting between you and a panel. As a minimum, your annual review will be conducted with at least one member of your supervisory team present plus one member of staff who is completely independent of your supervisory team. Where you are undertaking a review for the purpose of upgrading your degree to PhD, your panel will include a minimum of three members, with at least one member of your supervisory team and one member of staff who is completely independent of your supervisory team in attendance. A member of your panel may be present via video conferencing, with your prior agreement, in cases where there are extenuating circumstances that mean they are unable to be present in person.

It is important to remember that the upgrade from MPhil to PhD is not an **automatic** right. In the majority of cases a panel will indicate that they are satisfied with a student's progress. In some cases, however, the panel may feel that the work presented does not meet the required standard for doctoral research. In such cases, the panel will likely decide not to permit the student to upgrade.

In the event that your first attempt to upgrade from MPhil to PhD is unsuccessful, your panel may permit you to have a second and final attempt which must take place within twenty-four months of full-time study or forty-eight months of part-time study. These periods are defined in line with the College's *Research Degree Regulations* available online via <http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

At the end of your annual review/ upgrade meeting your panel will fill in a **Research Degree Student Review - Annual Review Form or Research Degree Student Review - Upgrade Form**. This will detail the outcome of your review/upgrade and will provide you with an opportunity to add your own comments. Further information on annual reviews and upgrades along with the relevant

forms is available online via

<http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/upgrades.aspx>.

3.1 Research Degree Student Deadlines

If you want the annual review or upgrade Panel to be made aware of extenuating circumstances that have affected your study you should submit your statement and supporting evidence to the Panel Chair within the deadline set by the department/school for the submission of material for the upgrade or review.

In the case of circumstances relating only to your performance at an upgrade or review meeting or the oral examination (viva), you should inform the panel members or examiners of the circumstances prior to the meeting or oral examination and submit the statement and supporting evidence within **seven days** to your department in the case of upgrade/review meetings and Student Administration (researchdegrees@rhul.ac.uk) in the case of an oral examination. You must submit the request in writing and ensure it is accompanied by appropriate supporting evidence, in line with the **Instructions to Candidates** available online via <https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx>.

3.2 The History Department's annual review and upgrade process

ANNUAL REVIEW

Towards the end of each year of study, you will be required to produce a short written report (about 500 words) on the research that you have done during the year, the research training that you have undertaken, seminars you have attended, conferences you have read a paper to, etc., as well as your plans for the coming year.

In your first year, the Annual Review will take place earlier in the year, normally at the end of April. Your report will be discussed orally at a meeting that will be arranged by the Director of Graduate Studies. In subsequent years, the supervisor will arrange the review.

After consideration, your progress during the year will be pronounced 'satisfactory', 'adequate with minor concerns' or 'unsatisfactory'. If it is either of the latter, the panel will specify what remedial action you need to take. This meeting is also an opportunity for you to discuss any anxieties you may have about the progress of your thesis.

UPGRADE

Initial registration and period of registration

All students, other than those granted exemption from part of their studies, are initially registered for an MPhil degree on either a full-time or part-time basis. Those wishing to submit a thesis for the award of PhD will be required to successfully upgrade to a PhD within the first 20 months of full-time study or the first 40 months of part-time study.

No one who may, in the future, be involved with the examination of the thesis can, however, take part in the upgrade interview. The Supervisor will be present but will not speak unless asked to do so by the interviewers. In many respects this meeting will serve as practice for your real PhD. viva and you may expect probing questions on the material you have submitted.

In preparation for the interview you will normally be asked to supply (in hard copy) the following

material:

- (i) An outline of the thesis, describing the different chapters (about a paragraph for each) and the material that will be used to write them
- (ii) A brief introduction setting out the purpose of the thesis, previous work on the topic, material to be used etc.
- (iii) A timetable for completing the thesis – bearing in mind that full-time students must finish in four years
- (iv) A draft chapter of the thesis which should not be a background chapter
- (v) A bibliography of all the material consulted for the work submitted, divided into primary sources, secondary work and unpublished material where appropriate and presented in a consistent bibliographical style.

However, examiners may want to vary this according to the nature of the topic, especially in the cases of databases or editions of texts. Students conducting research abroad in their second year are advised to discuss with their supervisors upgrading to PhD status by the end of their first year. This is especially important for Research Council-funded students.

It is the responsibility of the Supervisor to arrange the interview, invite colleagues to take part, and book a room.

It is the responsibility of the Student to ensure that the required material has been handed to the Supervisor in good time (i.e. at least two weeks before the interview) to be duplicated and circulated to the members of the interview panel.

If you are a Research Degree student, you may want the annual review or upgrade panel to be made aware of how your academic performance over the year has been affected by illness or extenuating circumstances. In such cases you should submit your statement and supporting evidence to the panel chair within the deadline set by the Department for the submission of material for the upgrade or review. Ideally you should have discussed any such issues with your supervisor or the Director of Graduate Studies before the meeting. The Department may recommend that you interrupt your studies until your personal circumstances are such that you are in a position to take up your studies again. The Director of Graduate Studies will be able to inform you about the process to be followed to request an interruption

In the case of circumstances relating only to your performance at an upgrade or review meeting, you should inform the panel members or examiners of the circumstances no later than the start of the upgrade/ review and submit the statement and supporting evidence not more than seven days later to your Department.

If you feel that your academic performance on the date of the oral examination may be substantially affected by unexpected medical or other personal circumstances, you should inform the examiners of your situation no later than the start of the oral examination so that they can make a decision on whether or not to proceed. The examiners may require you to submit evidence of these circumstances to the Examinations and Research Degrees Office within seven days.

TIMETABLE for a PhD (full time)

Timing	Content	Comment
Year 1	Survey of primary evidence	On starting

	and secondary literature, Theory/problems survey	On starting
	Research training: skills acquisition	Attendance at compulsory Generic Skills Courses
	Notional plan of thesis	Six months in
	Introductory essay	Early prototype of Chapter 1
	Research chapter	Assemble material for Transfer of Status
	Updated plan of thesis	
Year 2	Transfer of Status	Within the first 20 months (FT)
	At least two research chapters	
	Continuing research training	
	Seminar/conference paper	For outreach and c/v
	Read Paper to Postgraduate Research Forum	
Year 3	Completion of research chapters (4–6 in all?)	
	Revision of whole	
	Read a further conference/seminar paper	
	Apply for fourth year funding, if necessary	Apply for jobs/fellowships

MAJOR VARIANTS:

Database Projects

Database projects take longer to create: database in Years 1 + 2 with correspondingly higher-yield chapter writing in Year 3

Language Acquisition

If language acquisition is needed in Year 1, with consolidation in Year 2, research normally in Year 1 will take correspondingly longer.

Part-time students

Students studying part-time can expect to submit their thesis in their sixth year with the first upgrade taking place within the first 40 months.

Overseas Trips

If your research requires trips these – and applications for funding them – need to be planned carefully in advance and writing up research will be correspondingly more intense in Year 2 onwards.

All students – whether in receipt of funding from bodies such as the AHRC and ESRC or not - **must** submit within **four years** of registration – not a day longer. The Director of Graduate Studies and the Dean of HSS Faculty will remind you of this rule!

Check the regulations governing your award very carefully. See <http://www.ahrc.ac.uk> and follow links to *Funded research* and then to *Postgraduate award holders*.

PRESENTING YOUR RESEARCH

It is essential to your intellectual development (enhancing your 'transferable skills') and to the progress of your research that you should, in consultation with your Supervisor, seize every chance of attending seminars or lectures on the area of your research very broadly defined, to gain an overview of current developments and the experience of participation in discussion.

There are two formal occasions when all doctoral students registered at the Department are normally required to make a contribution:

- ❖ **A poster show of all returning second-year PG students**, coinciding with induction day for our first-years. Apart from training your skills in offering a concise, engaging and clear visual representation of your research ambitions this event is designed to enhance cohesion within our community of postgraduate scholars. Further details are available from the Deputy Director of Postgraduate Studies.
- ❖ **A research presentation** at our **annual Postgraduate Research Forum** for third-year and writing-up students. Once a year, usually in late April, all History research students and MA students in relevant fields are invited to attend this departmental one-day conference. A selection of those in the second or further year of research are invited to present their findings for about 20 minutes each to staff and fellow students. This is an enjoyable and convivial occasion, with lunch provided free, and a party afterwards. It is also an excellent opportunity to learn from others' experience of research and to become better acquainted with the extraordinary range of interesting topics which our research students are investigating. Further details are available from the Deputy Director of Graduate Studies.

In addition to these events, your Supervisor will suggest which seminars or lectures are most appropriate. They are likely to be

- ❖ in the Department's research seminar
- ❖ at the Institute of Historical Research (see <http://www.history.ac.uk/>)
- ❖ at the Royal Historical Society (see <http://www.royalhistoricalsociety.org/>)
- ❖ at more specialist institutions

You should also seize every chance of reading a paper to an academic audience. This enables you to try out your conclusions on critical but friendly fellow scholars, gaining useful feedback. You will also pick up references and ideas from both specialists in your field and those working in related areas.

4 Interrupting your studies

The College's *Research Degree Regulations* permit you to interrupt your studies for up to twenty-four months (whether consecutively or otherwise) on financial, medical or personal grounds on the recommendation of your supervisor and Director of Graduate Studies. Any period of interruption will only normally be permitted on exceptional grounds and must be approved by the College Board of Examiners Executive Committee (CBEEC). Students are also entitled to request an interruption of studies for reasons of maternity, paternity or adoption leave.

In the first instance, please contact your department to discuss your interruption of studies. A request for interruption of studies must be submitted online on your behalf by your department using the required form via

<https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/forms/pgrwaiver.aspx>.

It is essential that adequate supporting evidence is submitted with the request. For further information on supporting evidence, please refer to Appendix B of the College's guidance notes available online via <https://www.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf>. If you are still uncertain what evidence is suitable, please contact researchdegrees@royalholloway.ac.uk for advice. Where applications are submitted that lack adequate supporting evidence, it is very likely that they will be denied or subject to significant delays. The request will be sent to the Vice-Principal (Education) for consideration on behalf of the CBEEC and you will be informed whether the request has been approved or not.

It is essential that you contact your supervisor or department at the very earliest possibility, should you find that you require a period of interruption to your studies. Please note, a back-dated (or retrospective) interruption will only be considered on the most exceptional grounds and in cases where the interruption sought is for a very limited period.

4.1 Interruptions for students who are sponsored by the College on a Tier 4 visa

If you interrupt your studies and you are in receipt of a **Tier-4 Student Visa** sponsored by Royal Holloway, the College will withdraw its sponsorship for the duration of your interruption and you are obliged by the **Home Office** to leave the UK for this period. Before you return from interruption, you will need to apply for a new visa. For further information on this process please refer to the Student Services webpage at <https://www.royalholloway.ac.uk/ecampus/studentsservicescentre/visas/home.aspx>.

In exceptional circumstances, and if your interruption is for a period less than sixty days, you may be permitted to remain in the UK during the period of interruption. To discuss the possibility of this '**authorised absence**', please contact student-administration@royalholloway.ac.uk.

4.2 Interruptions for students funded by a Research Council or College Scholarship

It is essential that, prior to requesting the interruption, you check with your funding body whether the conditions of your scholarship permit you to interrupt your studies. For advice about this, please contact scholarshipadministration@royalholloway.ac.uk.

If you are funded by a Research Council and would like to request maternity leave or short term (up to 13 weeks) sick leave, please refer to the Doctoral School webpage for further information <https://www.royalholloway.ac.uk/doctoral-school/home.aspx>.

4.3 Your thesis deadline and status during an interruption of studies

If your interruption request is approved, your period of interruption will be added on to your thesis submission deadline (e.g. a student with a 22 September 2018 deadline who interrupts for 6 months would now have a new submission deadline of 22 March 2019). Please note, exceptions do apply where you are funded by a Research Council as below:

- Although the thesis submission deadline set by the College may be extended, it may not be extended by your Research Council. In such cases, the Research Council deadline takes

precedence. If you have queries regarding this, please contact scholarshipadministration@royalholloway.ac.uk.

- If you have requested up to 13 weeks sick leave, your thesis submission deadline will not be affected by this period of leave.

During the course of your interruption of studies you remain a registered student with the College and are subject to College Regulations. Unless you are interrupting your studies on the grounds of maternity, paternity or adoption, or in exceptional circumstances relating to mental health conditions, you do not have the right to use College facilities or receive supervision during the period of interruption, other than occasional access to your supervisor by arrangement.

5 Submission of your thesis and your viva

As the thesis is nearing completion you will need to submit a formal entry to the final examination to the Student Administration Office. Full details on entry for the examination (or re-entry in the case of resubmissions), submission and examination of the thesis are available on **Examinations webpage for Research Degree students**

<http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx>. Students should also consult the *Research Degree Regulations* for further details about, for example, the requirements of the thesis (word length), the conduct of the final examination, and possible outcomes of the examination

<http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

5.1 Departmental guidance on submission of final PhD theses

The History Department has no prescribed bibliographical style to be used in PhD theses. Instead, in consultation with your Supervisor, you should select one of the leading style books available, for instance that of the Modern Humanities Research Association (<http://www.mhra.org.uk/style>). This should then be followed consistently in the lay-out of the footnotes, tables and bibliography as well as on such matters as dates, preferred spellings, and use of abbreviations. In history, as distinct from the social sciences, footnotes are to be preferred to endnotes, and you should almost certainly *not* use the Harvard system whereby author-date references are embedded in the text. You may certainly modify an existing style sheet if you prefer to, so that it is tailored to your specific subject and type of footnote. The goals must, however, always be:

- ❖ clarity
- ❖ simplicity
- ❖ absolute consistency

Finally, note the basic requirements in a finished thesis, such as the precise wording of the title page, the length of the mandatory abstract, what should be included in the Table of Contents, the margins and font size of the text etc.

5.2 Electronic submission of final PhD theses

In order for your research degree to be awarded, an electronic version of your PhD thesis needs to be submitted to the College's research information system, **Pure**. The College strongly recommends that you check the details of these requirements well in advance of submission as they contain important information on copyright and Open Access

<https://www.royalholloway.ac.uk/research/puresupport/ethesis/ethesis.aspx>.

5.3 Random submission of theses to Turnitin

To help deter plagiarism, it is College policy to select a random sample of final research degree theses for submission to the plagiarism detection software, Turnitin, before the examination process is initiated. Exemptions are in place for theses covered by commercial confidentiality agreements. Turnitin reports are reviewed by the Director of Graduate Studies in your department. Should concerns be raised you will be notified by the department.

6 Preparation for the final examination

The College offers viva training for research student's final examination with sessions run for students in Arts and Social Sciences, Science and Management, Economics, and Law. Further information on these courses is available via <https://www.royalholloway.ac.uk/doctors-school/home.aspx>. This training is compulsory for research degree students.

6.1 Departmental viva preparation

Viva preparation is something that starts the moment you begin your research. The annual review, the papers that you will deliver at the postgraduate research forum, and the upgrade viva are all ways of improving your presentation and defence of your work. You should also attend the training session offered by the Arts and Social Sciences Faculty mentioned above.

7 Special arrangements for the annual review, upgrade or viva

If you have a disability, specific learning difficulty or impairment and wish to ask for reasonable adjustments to be made to the conduct of the final examination (viva) you should consult Section 16 paragraph (10) the *Research Degree Regulations* <http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx> for details of how to make such a request. Should you need similar adjustments for your annual review/ upgrade meeting, these should be discussed with your supervisor ahead of the meeting so that appropriate arrangements can be made.

8 Research Skills and Training

You should discuss your research skills training needs with your supervisor and adviser soon after you start your research degree and fill out the Research Student Training Log with details of courses that you should attend during the year. Further information and guidance can be found online via <https://www.royalholloway.ac.uk/doctors-school/home.aspx>.

8.1 Research Development Programme

The College's **Researcher Development Programme** is a series of transferable skills courses designed for research students to help you to develop your skills alongside your research. Some of these courses are specifically designed to help students complete their research degree, while others help develop more general skills and enhance your employability. The programme is structured using the **Vitae Researcher Development Framework**. For further information please refer to their website at <http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html>.

8.2 Teaching experience and training

Your Department may be in a position to offer you opportunities to undertake teaching and/or demonstrating opportunities. In the event that you are employed in a lead teaching role you are required to register for the College's **inSTIL programme** (Programme in Skills of Teaching to Inspire Learning) <http://www.royalholloway.ac.uk/registry/educational-development/prof-dev/instil-overview.html>.

If you are teaching as part of a team, you may choose to do this programme but are not required to do so. You must be engaged in teaching at the same time as participating in **inSTIL**, as teaching observations are an intrinsic element of the programme. The **inSTIL** programme is worth 15 M level credits and counts as five days towards your skills training objectives. Further details on the programme are available via telephone on +44 (0) 1784 41 6337 or +44 (0) 1784 27 6250 or by contacting **Educational Development** at edc@rhul.ac.uk.

In the event that you are not engaged in teaching activities but would like to learn more about teaching in higher education, the College offers a series of '*Introduction to Teaching and Learning in Higher Education*' workshop. Further information is available online via <https://www.royalholloway.ac.uk/iquad/doctorschool/researcherdevelopmentprogramme/researcherdevelopmentprogrammecourses.aspx>.

9 Academic writing skills

The College offers courses on academic writing, which can count towards your skills training objectives. For further details on these courses and additional support that is available please refer to the Research Skills Training pages at <https://www.royalholloway.ac.uk/iquad/doctorschool/researchskillstraining/researchskills.aspx>.

CeDAS will offer you additional support in the event that English is not your first language. These courses do not, however, count towards your training requirements. CeDAS also oversees the **Royal Holloway Proofreading Scheme**, which enables students to pay for an approved third-party proofreader to identify surface error in final drafts. Please note, the College does not permit the use of paid third-party proofreaders who are not part of this scheme. For further details, please refer to the CeDAS webpage www.royalholloway.ac.uk/cedas.

10 Students in need of support (including disabled students)

The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the **Help and Support** pages at <https://www.royalholloway.ac.uk/students/help-support/help-and-support.aspx>

If you have a disability or specific learning difficulty, it is **important** that you bring it to the College's attention as soon as possible. Your first point of contact for advice and guidance is your **Disability & Dyslexia Services (DDS)** representative in your Department (details below).

Name: Dr Mark Whelan

Email: Mark.Whelan.2010@live.rhul.ac.uk

Phone: 01784 443752

Please also contact **DDS** directly via disability-dyslexia@royalholloway.ac.uk or 01784 276473.

11 Plagiarism and other academic offences

The College takes the issue of plagiarism and other assessment offences extremely seriously. The College defines what constitutes an assessment offence (e.g. plagiarism, collusion, falsification) as well as the procedures to be followed for the investigation of an alleged assessment offence and possible outcomes in the College's *Regulations on Assessment Offences*

<http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

12 Appeals and Complaints

In the event that you wish to submit an appeal or a complaint please refer to the *Code of Practice for Research Degree Students and Supervisors* and the *Research Degree Regulations*. Both of which are available online via <https://www.royalholloway.ac.uk/ecampus/academicsupport/home.aspx>

Further information on the College's appeals and complaints processes is available here: <https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/home.aspx>.

12.1 Appeals

By submitting an academic appeal, you are making a request for a decision made by the College relating to your academic studies or academic progress to be reconsidered. This must be done within **15 working days** of the date on which you were formally informed about the decision either through **Campus Connect** (e.g. for end of year assessment results) or **by letter** (e.g. annual review, upgrade, final viva examination). This can include reference to a past complaint made and investigated.

Please note, only the following can be investigated through the appeals process:

- The outcome of Boards of Examiners, such as the outcomes of coursework or examinations, academic progression, degree classification or degree award, and termination of registration by the College Board of Examiners. This includes decisions made by an upgrade panel or an MPhil/PhD viva panel.
- Termination of registration on academic grounds through the formal warning procedure
- Penalties applied for examination and assessment offences
- Reconsideration of requests for exam access arrangements
- A decision made by a Fitness to Practise Panel

In the event that you wish to submit an academic appeal, please refer to the following guidance: <https://www.royalholloway.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx>.

Further information on the appeals process is also available in the Sections 21 and 22 of the *Research Degree Regulations*. It is essential that you refer to this in the first instance as it outlines the grounds upon which an appeal against an academic decision may be submitted

<http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

12.2 Complaints

A complaint is where, as a result of your experience at the College, you feel dissatisfied about the provision of services or facilities and would like your concerns to be investigated. Your concerns may be investigated under the Complaints Procedure for Students but normally only **within three months** of the incident or action being complained about.

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Supervisor(s), Advisor, Director of Graduate Studies or another member of staff in the Department as soon as possible. In the majority of cases complaints can be resolved through such an informal route. In those cases where the complaint cannot be resolved in this way, you may want to submit a formal complaint. Full details of how to pursue complaints through both informal and formal routes are set out in the College's *College Complaints Procedures* for students

<http://www.royalholloway.ac.uk/ecampus/academicssupport/complaints/complaints.aspx>.

Where you have submitted an academic appeal and your grounds for appeal are effectively dependent on the outcome of the complaint, the College may determine that the nature of your appeal requires investigation under the Complaints Procedure first. In this situation your case will be referred to the College Secretary's Office. You will be notified of this and provided with further guidance. Please note, in such cases your appeal investigation will be delayed until the complaint investigation is complete. The College will endeavour to complete these processes as quickly as possible; however, a thorough investigation takes time, **so the College strongly advises that you continue to make plans on the basis that your appeal is unsuccessful.**

For further information on the complaints process, please refer to the AQPO webpage

<https://www.royalholloway.ac.uk/ecampus/academicssupport/academicappealsandcollegecomplaints.aspx>.

13 Student Charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The **Student Charter** outlines how you can support the College in achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student and later as part of the College's alumni

<http://www.royalholloway.ac.uk/aboutus/governancematters/studentcharter.aspx>.

This Charter is not intended to constitute a binding agreement but is offered as a framework of aspirations, designed to be of benefit primarily to you as a student and to underpin the College's aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your research degree. You can find further information about student life online here

<http://www.royalholloway.ac.uk/studentlife/home.aspx>.

As a research degree student you will also be asked to complete the College's online feedback questionnaire for research degrees. This internal survey is conducted every two years, and is available to complete online from early April until mid-May. It is important that you take the time to complete this questionnaire as it is often a requirement for your annual review or upgrade. Each alternate year, the College also takes part in the national **Postgraduate Research Experience Survey (PRES)**.

14 Library Services, Facilities and Resources

14.1 Computers

There are a total of fourteen open access PC Labs available on campus which you can use, including six in the **Computer Centre**. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card. Details of these PC Labs, including access times and maps showing how to get to them can be found under the descriptions <https://www.royalholloway.ac.uk/it/home.aspx>

14.2 Graduate Spaces

The College offers a number of areas specifically for postgraduates.

<http://www.royalholloway.ac.uk/studyhere/postgraduate/facilitiesandacademicsupport.aspx>.

Below is a list of these spaces together with a brief description of what they offer:

- **Emily Wilding Davison Building**, second floor

The second floor of the new library building, opening in September 2017, contains a dedicated study area for postgraduate students. The building is open for use twenty-four hours a day.

- **International Building Common Room**, room IN030

This room is conveniently placed on campus and within easy reach of most academic buildings and the Students' Union. IN030 offers good computer facilities with seventeen PCs, a DVD/CD ROM burner and scanning/printing facilities. There are also some easy chairs. The room is available for use twenty-four hours a day with a card-swipe/code system for out-of-hour access (code provided by the Computer Centre). Please be aware that some sessions around research skills training may be running in IN030 (dates are advertised).

- **Founders Common Room**, Founders East, second floor, room FE241

Code to enter can be obtained at the Security desk, Founders reception, by showing the College Card (as a way of proving to be a PG student). The Common Room has tables, chairs and sofas. There is also one computer and printer and wireless internet access. The kitchen area includes a fridge, microwave, kettle and toaster with shared cutlery.

- **Arts Building**, second floor, room AS17

Fifteen online PCs DVD/CD ROM with burner Scanning/printing facilities. The room is open to all students (PG and UG) during normal office hours and to Postgraduates and Staff between 7pm and 7am (please obtain code from the Computer Centre).

- **Highfield Common Room**

The room is for those living in postgraduate accommodation on the Highfield site. It can be booked through the reception at Highfield. The room offers easy chairs, TV and video, and food- and drink-vending machines. The room must be vacated by 11pm.

- **History Department Research Room**, McCrea 323

This room is reserved for History Postgraduates. It has a central table where laptops can be used and networked PCs. Please note that this room is for silent study and is not a social space.

14.3 The Library

The library is housed in the Emily Wilding Davison Building. Details, including Library Search, dedicated subject guides and opening times can be found online from the library home page: <http://www.royalholloway.ac.uk/library/home.aspx>

There are plenty of study areas and bookable rooms to carry out group work as well as many areas to work on your own, including a dedicated postgraduate reading room on the 2nd floor. The Library contains a large number of PCs and has laptops to borrow to use in other study areas.

If you cannot find the specific items that you require in the library, it is possible to gain access to the online resources of Senate House Library as well as access to use the library's physical collections or other university libraries. You can obtain further information on this here:

<https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/using-other-libraries.aspx> .

The Information Consultant for History is Deborah Phillips who can be contacted at Deborah.Phillips@rhul.ac.uk and 01784 414065.

The Library provides a range of training sessions, as well as one to one sessions, designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to:

<http://libguides.rhul.ac.uk/training>

14.4 Research Support

The **Research Support Team** in the Library provides support on research information including copyright, Open Access publishing, developing your research information profile and useful services. The team can also provide advice for meeting research funders' requirements regarding Open Access.

The team works with the Information Consultants to provide support throughout the research information cycle, from researching bids through to searching and accessing information for articles, books and other outputs through to submission of the PhD thesis and future career plans.

Royal Holloway theses are also available via Ethos which is the British Library's electronic theses service which contains approximately 400 000 records of UK theses including 160,000 available for immediate download of the full text (<http://ethos.bl.uk>)

The Team also offers training sessions and are very happy to provide advice. More information and contact details can be found at

<https://www.royalholloway.ac.uk/library/researchsupport/researchsupport.aspx>.

You will also have access to the following libraries:

Senate House Library (Malet Street, London, WC1E 7HU. Tel: 020 7862 8461; <http://www.ucl.ac.uk>). This is the central library of the University of London, where you can borrow up to twelve books with a library ticket (<http://www.senatehouselibrary.ac.uk/membership>) which you can obtain using your RHUL College ID card.

- **The British Library** (96 Euston Road, London, NW1 2DB. Tel: 020 7412 7000; <http://www.bl.uk>). The British Library is the national collection and holds copies of all books published in the UK and Ireland, alongside an extensive collection from other countries. It also has an impressive collection of medieval and modern manuscripts. A Reader Pass <http://www.bl.uk/reshelp/inrooms/stp/register/howreg/howtoregister.html> will be issued subject to your need to see specific items in the collections. Other libraries or sources may be more appropriate to your research and British Library staff will advise you accordingly. Further information is available online via <http://www.bl.uk/reshelp/inrooms/stp/refteam/refteam.html>.
- **SCONUL Access Scheme** Royal Holloway participates in this national university access scheme which allows student to use other university libraries in the UK. Details of the application process can be found at: <https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/sconulaccess.aspx>

14.5 Careers information

The College has a **Careers & Employability Service**, housed in the Horton Building, which is open to any student during normal College hours.

<http://www.royalholloway.ac.uk/careers/home.aspx>.

15 Health and Safety Information

15.1 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College's **Code of Practice on Personal Harassment for Students** is available online via <http://www.royalholloway.ac.uk/ecampus/onlinestudenthandbook.aspx> and should be read in conjunction with **The Student Disciplinary Regulations** and **The Student Complaints Procedure**.

15.2 Lone working policy and procedures

The College has a '**Lone Working Policy and Procedure**' that can be found at <http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx>.

The principles and guidance around lone working are often highly applicable to the nature of postgraduate research and the variety of activities this might involve. As such, awareness and planning around any lone working you may be required to undertake are essential.

Lone working is intended to cover all work proposed to be undertaken alone where the risk to the lone worker may be increased either by the work itself, or by the lack of on-hand support should something go wrong.

Lone working can occur:

- During normal working hours at an isolated location within the normal workplace.
- When working outside of normal working hours.

Under either of these circumstances, the College's guidance on lone working on campus will apply. Normal working hours are defined as:

During Academic Terms: Monday – Friday 08:00 – 18.00

Outside of Academic Terms: Monday – Friday 08:00 – 17.00

Work undertaken at weekends, bank holidays and when the College is closed (i.e. discretionary days) will be considered outside of normal hours.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator or the College Health and Safety Office. It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to **students undertaking duties off campus.**

16 Equal Opportunities Statement and College Codes of Practice

16.1 Equal opportunities statement

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees. The College is extremely proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that;

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

17 Additional Information for History Postgraduates

As well as the libraries listed in 14.4 above you should join:

Institute of Historical Research, Senate House, Malet Street, London, WC1E 7HU (020 7862 8740) (see <http://www.history.ac.uk/>)

Excellent open-shelf collection, particularly strong on British History, but no borrowing is allowed. The Institute also hosts regular seminars on particular historical periods and themes. To obtain a membership card, fill in a form at the Reception desk.

The following may also be useful, depending on your subject area:

Institute of Commonwealth Studies, UNIVERSITY OF LONDON, 28 Russell Square, London, WC1B 5DS. Tel: 020 7862 8844; (see <http://commonwealth.sas.ac.uk/>)

Membership is free to University of London graduate students. Take your RHUL card on your first visit.

Institute of Education, 20 Bedford Way, London, WC1H 0AL. Tel: 020 7612 6000; (see <http://www.ioe.ac.uk/>) Has good runs of 'childhood' periodicals. You cannot borrow books, but you can take photocopies, which are comparatively cheap here. Bring your Royal Holloway card to obtain a visitor's ticket.

The School of Oriental and African Studies Library, Thornhaugh Street, Russell Square, London, WC1H 0XG, (see <http://www.soas.ac.uk/>) you will need to fill in a membership form and show your student card to be able to use the library. Forms can be requested from: libmembership@soas.ac.uk.

The Warburg Institute, Woburn Square, London, WC1H 0AB. Tel: 020 7862 8949; (see <http://warburg.sas.ac.uk/>). Dedicated to the history of the classical tradition, this library is particularly strong in medieval and Renaissance history. Most books are on open shelf, although they cannot be borrowed. A letter of recommendation from your Supervisor is required to obtain a reader's ticket.

Wellcome Library, 183 Euston Road, London, NW1 2BE. Tel: 020 7611 8582; (see <http://library.wellcome.ac.uk/>). Now linked to UCL, this library has the best collection in the country of books on the history of medicine, although books cannot be borrowed. Student ID is sufficient to obtain reader status.

There are other libraries and record offices that are not connected with the University of London but which are a vital resource for history research:

The National Archives (formerly the Public Record Office), Ruskin Avenue, Kew, Surrey, TW9 4DU. Tel: 020 8876 3444; enquiry@nationalarchives.gov.uk (see <http://www.nationalarchives.gov.uk/>). The main depository of government records for England and Wales. A reader's ticket can be obtained on production of proof of identity and address.

The Guildhall Library, Guildhall Yard, London EC2P 2EJ. Tel: 020 7332 1868/1870; (see http://www.cityoflondon.gov.uk/Corporation/LGNL_Services/Leisure_and_culture/Libraries/City_of_London_libraries/guildhall_lib.htm).

This library has an excellent collection of books and periodicals dealing with the history of London. Some books are on open shelves, whilst many have to be ordered and are generally brought to your desk. Books cannot be borrowed. No letter of recommendation is required.

The German Historical Institute, 17 Bloomsbury Square, London WC1A 2NJ. Tel: 020 7309

2050; (see <http://www.ghil.ac.uk/>). A reader's ticket for the library of this independent academic institution may be obtained by taking proof of identity and a passport photograph to the reception desk.

The Wiener Library, 4 Devonshire Street, London W1W 5BH. Tel: 020 7636 7247 (<http://www.wienerlibrary.co.uk>). One of the world's most important libraries for the study of fascism, Nazism, the Holocaust, and modern Jewish and European history, with a large collection of books, periodicals and documents. RH Students can work at the library free of charge on presentation of ID and a letter of recommendation from their Supervisor, and can borrow books on payment of an annual membership fee.

College Archive

This houses the papers of the two women's colleges of the University of London, Bedford College and Royal Holloway College, which are a valuable resource for those researching education, gender and Victorian art and architecture. For further information, contact the archivist (tel. 01784 443814). The archive is open 9:00am–5:00pm on Mondays, Tuesdays, and Wednesdays. www.rhul.ac.uk/archives/

Internet Resources for History

The Institute of Historical Research provides links to websites that are useful for historical research, and provides a short description of each site. They include the Bibliography of British and Irish History and History Online. To view the resources, visit: <http://www.history.ac.uk/digital/current>

Inter-Library Loan (ILL)

It is possible for students to borrow books relevant to their research from other university libraries via the Inter Library Loan system (ILL). For this online request see: <http://www.rhul.ac.uk/library/usingourlibraries/interlibraryloans.aspx>

Funding

Grants for History: A Guide to Funding. This booklet is produced annually by the Institute for Historical Research, (see <http://www.history.ac.uk/>).

See the Institute's website also for the Fellowships and research grants that they offer. For Fellowship applicants the Department may be able to arrange mock interviews. Contact the Director of Graduate Studies.

For information about the student hardship fund, contact Tina Barnard. Tel: 01784 414633; tina.barnard@rhul.ac.uk

See, <https://www.royalholloway.ac.uk/ecampus/finance/financialsupport.aspx>

Council Tax: Full-time research students are eligible for exemption and must obtain the necessary letter from the Student Administration Centre (see

<https://www.royalholloway.ac.uk/ecampus/studentsservicescentre/counciltaxletter.aspx>

For part-time students exemption is at the discretion of the local authority.

Research Expenses

All research students in the Department are entitled to apply for small grants as a contribution to research expenses. These can include travel to and registration at academic conferences (when giving a paper), travel to work in libraries or archives outside the London

area, and the cost of a language or other skills course.

Please note that:

1. These departmental grants are awarded at the discretion of the Deputy Director of Graduate Studies in consultation with the Department's Postgraduate Committee. There is very heavy competition for the limited funds available. Not all applications will be successful and even successful applicants may not be awarded the full sum they requested. The maximum that will be granted is £200 in any one year (over two years for part-time students). Awards are made in the interests of furthering research, i.e. attending conferences, especially if you are giving a paper; skills training (e.g. language acquisition); research trips in the UK or abroad. Awards will not be made following submission of theses.
2. Travel to Egham, Central London or within Greater London (i.e. the area inside the M25) is considered an everyday expense and cannot be applied for.
3. When claiming for travel, the amount awarded will be limited to the standard fare by train or other public transport or a cheaper alternative.
4. In the case of conference attendance, claims for subsistence and accommodation will not be considered.
5. All applicants must also apply to other funding bodies (see below) where appropriate and keep the Director of Graduate Studies informed of the success of these applications.
6. Preference will be given to students in Y₁, Y₂, Y₃ (full-time) or Y₁-Y₆ (part-time). Progression and achievement will be taken into consideration.
7. Applications should be made in advance of the expense being incurred and in any case before the end of the summer term (Friday 9 June). Retrospective applications will only be considered if a good reason can be given for the late application.
8. Applicants should complete the form at the back of this handbook and submit it to the Deputy Director of Graduate Studies, c/o The Postgraduate Office, Room 319 McCrea Building.

If an award is made, you must keep receipts for all expenditure and submit them, along with a completed expenses form (available from Mrs Stephanie Surrey, Room 315, McCrea Building), to the Director of Graduate Studies who will arrange for you to be reimbursed.

In addition, research students are encouraged to apply also to the following bodies to help meet research expenses:

THE ROYAL HISTORICAL SOCIETY, University College, Gower Street, London, WC1E 6BT.
Tel & Fax: 020 7387 7532. E-mail: rhsinfo@rhs.ac.uk.

<http://www.royalhistoricalsociety.org/grants.htm>

'FRIENDLY HAND' CHARITABLE TRUST BURSARIES: details of these bursaries are published by the Deputy Director of Graduate Study. They are available to those doing research on modern history (post 1800).

IHR BURSARIES (BATES, FRIENDS, RUDDOCK) These bursaries are intended to cover the costs

of short research trips to archives in London, including the IHR.
<http://www.history.ac.uk/awards/prizes#ruddock>

Photocopying

All History research students may apply for up to 200 photocopies a year free (over two years for part-time students). Please contact the Finance Administrator, Mrs Stephanie Surrey.

Current History MPhil/PhD students

LATE ANTIQUITY AND BYZANTIUM

- BROMIGE, TOBY: Byzantium and Armenia: A New Perspective [Jonathan Harris]
MASON, ELLIOT: An Annotated Edition of the Unpublished Metaphrasis of St John of Sinai's Ladder of Divine Ascent by Matthaïos Blastares [Charalambos Dendrinou]
McLAUGHLIN, BRIAN: An Annotated Critical Edition of Emperor John VI Kantakouzenos' History, Book III, chapters 1-30 [Charalambos Dendrinou]
PEARCE, STEPHEN: What Happened to the Roman Army in the Notitia Dignitatum? [David Gwynn]
SHEARD, Jack, Byzantium and the Black Sea, 1150-1350 [Jonathan Harris]
SHIELDS, ROBIN: The Tocco Lordships in the Adriatic and the Balkans, 14th and 15th Centuries [Jonathan Harris]
TOFIS, PANAYIOTIS: Copying Activity in Thessalonike in the Palaeologan Period [Charalambos Dendrinou]
WILLIAMS, DAVID, Shared Sacred Spaces: Saints, Relics and Sacred Objects in the Byzantine Mediterranean [Charalambos Dendrinou and Veronica della Dora (Geography)]

CRUSADES

- AMOROSI, IAN: Venice and the Crusades in the Fourteenth and Fifteenth Centuries [Jonathan Harris]
BERROU, OLIVIER: The Italian Cities and the Fall of the Latin East: Trade, Diplomacy and Conflict, 1250-91 [Jonathan Phillips]
CARTER, LEO, England in the Age of the Crusades [Andrew Jotischky]
EDWARDS, DANIEL: Financing and Crusades: England, 1187-c.1270 [Jonathan Phillips]
HAILSTONE, PAULA: What was the Relationship between the Norman Kingdom of Sicily, Crusading, and the Crusader States, c.1060-1250? [Jonathan Phillips]
HALL, MARTIN: Critical Edition of John of Garland *De Triumphis Ecclesiae* [Jonathan Phillips]
HORSWELL, MICHAEL: The Rise and Fall of Crusader Medievalism in Britain, c.1825-1945 [Jonathan Phillips]
JAMES, PHILIP: The Papacy and Crusading, 1645-99 [Jonathan Phillips]
MORTIMER, KATHERINE, The representation of Christian-Muslim diplomacy c.1050-c.1300 [Andrew Jotischky]
STRATHERN, HANNAH: The Relationship between the Papacy and the Latin Kingdom of Jerusalem 1099-1187 [Andrew Jotischky]
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WILSON, IAN: Laws of War in the Crusading Era [Jonathan Phillips]

MEDIEVAL EUROPE

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BOON, MICHAEL: Great Yarmouth: Politics and Trade c.1450-c.1550 [Caroline Barron (emeritus)]
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KAVANAGH, HELEN: Illicit Sexual Activity in Medieval English Provincial Towns [Peregrine Horden]
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SEAL, DANIEL, The Darkness and the Silence: Blindness, Deafness and Mutism in English Medieval Miracle Collections, 1070-1350 [Peregrine Horden]
WEEKS, JENNY, Male Childhood and Youth in the Later Middle Ages [Peregrine Horden]

MEDIEVAL LONDON

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CLARKE, ANNE: Chancies in Medieval London [Clive Burgess]
RHYS, LEAH: The Ironmongers Company of London [Caroline Barron (emeritus)]
SYKES, ADELE: Orphanhood and Wardship in Late Medieval London [Clive Burgess]

EARLY MODERN

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CONWAY, STEPHANIE: Victorian Political Thought: John Stuart Mill [Greg Claeys]
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TWENTIETH CENTURY: BRITAIN AND EUROPE

BLAND, BENJAMIN: A Fascination with Fascism: Visions of the Far Right in 1970s/80s Underground British Culture, c.1976-89 [Dan Stone]
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HOLOCAUST AND GENOCIDE

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PUBLIC HISTORY

FERREIRA, CLAUDIA: Magna Carta for the Digital Generation: the Intersection of Youth Protest and Technology [Akil Awan and James Sloam (Politics and International Relations)]

FRANKLIN, STEVEN: Magna Carta: Public Commemoration, Celebration and Meaning, 1215-2015 [Justin Champion]

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- CAREY, ANNA-MADELEINE: Jewish Masculinity and Fatherhood in the Holocaust.
- CHATZELIS, GEORGIOS: The *Sylloge Tacticorum* and the Development of Byzantine Warfare in the Tenth Century
- CHEN, LI-CHIAO: British Policy on the Margins and Centre of Iran in the Context of Great Power Rivalry 1908-14.
- EDGE, JOANNE: Nomen Omen': The 'Sphere of Life and Death' in England, c.1200-c.1500.
- ELSHAYYAL, KHADIJAH: Muslim Identity Politics in the UK, 1960-2010: Development, Challenges, and the Future as Illustrated by the Fate of Freedom of Expression.
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- LEACH, DOREEN: The Carpenters of Medieval London, c.1240-c.1540.
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- MAS, DOROTA: 'Men make history but we make the men': expectations, experiences and elitism at the NAPOLA schools, 1933-1946.
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- THOMAS, ZOE: The Women's Guild of Arts: Gender, Space, and Professional Identity in London, c. 1880-1930.

TIGNOL, EVE: Nostalgia of the Lost Glories and the Construction of Memory among Muslim Elites in North India, 1857-1947.

TRENER, CLAIRE: Miracles for the Mad: Representations of Madness in English Miracle Collections of the Long Twelfth Century.

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NAME:

YEAR OF STUDY:

FULL/PART TIME (Delete as applicable)

AREA OF RESEARCH/THESIS TITLE:

OUTLINE PROPOSED ACTIVITY WITH BREAKDOWN OF COSTS (travel, conference registration fee, course fee etc)

OUTLINE HOW THE PROPOSED EXPENSE WOULD BENEFIT YOUR RESEARCH

Signed (Student): Date:

I fully support this application.

Signed (Supervisor): Date:

Please return completed form to the Postgraduate Administrator, Marie-Christine Ockenden (m.ockenden@rhul.ac.uk)