



UNIVERSITY OF
CAMBRIDGE

Department of History of Art

Handbook 2018-19

MPhil in History of Art and Architecture



Kettle's Yard

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General Calendar for 2018-2019

MICHAELMAS TERM 2018

OCTOBER

Tuesday 2	Full Term begins
Wednesday 3	Department Welcome Party, Kettle's Yard, 5:00pm
Thursday 4	Graduate Induction 9:30am-2:00pm , 4A Seminar Room/Grove Lodge
Wednesday 10	Election of MPhil and PhD Student Representatives
Thursday 18	Submission of 1 st MPhil essay topics, 12:00 noon
Date TBC	Election of Faculty Student Representative
Dates TBC	Introduction to Library sessions: catalogue/electronic resources, Laura Moss

NOVEMBER

Wednesday 14	MPhil Presentations, All Day, 4A Seminar Room
Monday 26	Submission of 1 st MPhil essays, 12:00 noon
Wednesday 28	Graduate Supper, St John's College, 6:30pm-8:30pm
Friday 30	Full Term ends

LENT TERM 2019

JANUARY

Tuesday 15	Full Term begins
Thursday 17	Submission of 2 nd MPhil essay topics, 12:00 noon .
Tuesday 22	First Slade Lecture, Prof Jennifer Roberts, Mill Lane LR3, 5:00pm
Thursday 24	Submission of MPhil dissertation topics, 12:00 noon .
Tuesday 29	2 nd Slade Lecture, Prof Jennifer Roberts, Mill Lane LR3, 5:00pm

FEBRUARY

Tuesday 5	3 rd Slade Lecture, Prof Jennifer Roberts, Mill Lane LR3, 5:00pm
Friday 8	MPhil Presentations, All Day, 4A Seminar Room
Tuesday 12	4 th Slade Lecture, Prof Jennifer Roberts, Mill Lane LR3, 5:00pm
Tuesday 19	5 th Slade Lecture, Prof Jennifer Roberts, Mill Lane LR3, 5:00pm
Friday 22	Careers seminar: Jobs in Curatorship, Museums, and Galleries (All undergraduate and postgraduate students are invited) Henrietta Ward (Assistant PDP Keeper) and Miranda Stern (Head of Learning), Fitzwilliam Museum. Fitzwilliam Museum Seminar Room, 11:00am-12:00pm
Monday 25	Submission of 2 nd MPhil essays, 12:00 noon
Tuesday 26	6 th Slade Lecture, Prof Jennifer Roberts, Mill Lane LR3, 5:00pm

MARCH

Tuesday 5	7 th Slade Lecture, Prof Jennifer Roberts, Mill Lane LR3, 5:00pm
Tuesday 12	8 th (last) Slade Lecture, Prof Jennifer Roberts, Mill Lane LR3, 5:00pm
	Graduate Supper, St John's College, 6:30pm-8:30pm
Friday 15	Full Term ends
Friday 22	Conference on 'Kataskopos', 4A Seminar Room, (9:30am-5:30pm)

EASTER TERM 2019

APRIL

Tuesday 23 Full Term starts

MAY

Friday 24 Submission of MPhil dissertations, **12:00 noon**

JUNE

Friday 14 Full Term ends
Late June MPhil vivas, if required
Tuesday 25 MPhil Exam Board 10:00am

JULY

Tuesday 2 Degree Committee Meeting to confirm MPhil results

University Teaching Officers

Paul BINSKI, M.A., Ph.D., F.B.A., F.S.A. Professor in the History of Medieval Art, Fellow of Gonville & Caius College. **Chair of Examiners.**

Tel. Dept: 01223 332992; e-mail pb214@cam.ac.uk

Research interests include Western medieval art and architecture 1000-1500.

Rosalind P. BLAKESLEY, M.A., DPhil. Professor of Russian and European Art, Fellow of Pembroke College. **Head of Department.**

Tel. Dept: 01223 332979; College: 01223 339566; e-mail rpg27@cam.ac.uk

Research interests include 18th- and 19th-century Russian and European art and architecture, with particular focus on Imperial Russian culture and the international Arts and Crafts Movement.

Donal COOPER, BA, MA, PhD. Senior Lecturer in the History of Art, Fellow of Jesus College. **Acting Director of Graduate Studies in Michaelmas term 2018.**

Tel. Dept: 01223 332950; College: 01223 339339; e-mail: dac66@cam.ac.uk

Research interests focus on late medieval and Renaissance art and architecture, especially sacred art and buildings, in Italy and Southern Europe.

Alyce MAHON, M.A., Ph.D., Reader in Modern and Contemporary Art History, Fellow of Trinity College. **On sabbatical leave in Michaelmas term 2018.**

Tel. Dept: 01223 332980; College: 01223 765132; e-mail am414@cam.ac.uk

Research interests include Surrealism, French art and culture of the inter- and post-war periods, and performance art.

Alex MARR, MSt DPhil F.R.Hist.Soc. Reader in the History of Early Modern Art, Fellow of Trinity Hall. **Director of Graduate Studies. On sabbatical leave in Michaelmas term 2018.**

Tel. College: 01223 764457; e-mail ajm300@cam.ac.uk;

Research interests include Early Modern art and architecture, particularly their intellectual and scientific aspects.

Frank SALMON, M.A., Ph.D., F.S.A., Senior Lecturer in the History of Art, Fellow of St John's College. **Admissions Convenor.**
Tel. Dept: 01223 332979; College: 01223 339366; e-mail fes11@cam.ac.uk
Research interests include British and European architecture and landscape history from 1600 to 1900, and the relationship of architecture with archaeology.

Caroline VAN ECK, M.A., Ph.D., Established Professor in the History of Art, Fellow of King's College. **Director of Research and Deputy Head of Department.**
Tel. Dept: 01223 332978; e-mail cav35@cam.ac.uk
Research interests include European architecture and the figurative arts, agency and living presence, interactions between rhetoric and the visual arts, architectural theory from Vitruvius to the end of the 19th century, and the work of Aby Warburg.

Affiliated Lecturers, Honorary Professors, Post-Doctoral Fellows and other Associated Staff

James CAMPBELL, M.A., Dip.Arch., Ph.D., R.I.B.A., Reader in Architecture and Construction History, Department of Architecture. Fellow of Queens' College.
Tel. Dept. 01223 331717; e-mail jwpc2@cam.ac.uk
Research interests include English architecture, Christopher Wren, history of building construction.

Andrew CHEN, M.A., Ph.D., Research Fellow, St John's College.
E-mail: ahc32@cam.ac.uk
Research interests include Medieval and Renaissance Italian painting and manuscript illumination; Tudor portraits; Hegel.

Kirsty DOOTSON, M.A., Ph.D., Research Fellow, Newnham College.
E-mail: ksd28@cam.ac.uk
Research interests include the relationship between art, science, industry and technology in twentieth century Britain and America.

James FOX, M.A. Ph.D., Fellow of Gonville and Caius College.
E-mail jf283@cam.ac.uk
Research interests include European modernism; British art 1750-2000; the cultural history of the First World War.

Anna GANNON, M.A., Ph.D., F.S.A., Affiliated Lecturer, St Edmund's College.
E-mail : ag335@cam.ac.uk
Research interests include Late Antiquity, Germanic and Anglo-Saxon art and culture; Anglo-Saxon metalwork and coinage.

Irene GALANDRA COOPER, M.A., Ph.D. Affiliated Lecturer.
E-mail: mic25@cam.ac.uk
Research interests include the visual and material culture of the Renaissance.

Lydia HAMLETT, M.A. Ph.D., Leverhulme Early Career Fellow, Fellow of Murray Edwards College. E-mail: kh25@cam.ac.uk
Research interest includes mural painting in Britain in the 17th and 18th centuries.

James HILLSON, M.A., Ph.D., Research Fellow, Emmanuel College.
E-mail: jeh78@cam.ac.uk
Research interests focus on Gothic architecture in northwestern Europe, primarily from the 13th and 14th centuries.

Deborah HOWARD, M.A., Ph.D., F.B.A., F.S.A., F.S.A.Scot., F.R.S.E., Hon. F.R.I.A.S.,
Emerita Professor of Architectural History, Fellow of St John's College.
Tel. College: 01223 339360; E-mail djh1000@cam.ac.uk
Research interests include Italian Renaissance architecture, Venice, Eastern Mediterranean.

Paul JOANNIDES, M.A., Ph.D., Emeritus Professor of Art History.
E-mail pej1000@cam.ac.uk
Research interests include Italian Renaissance sculpture, painting and drawing, French
Neoclassical and Romantic art.

Nicola KOZICHAROW, M.A., Ph.D. Junior Research Fellow, Trinity Hall, Affiliated Lecturer.
E-mail: nlek2@cam.ac.uk
Research interests include 19th - and 20th-century Russian and European art.

Richard MARKS, M.A., Ph.D., F.S.A., Emeritus Honorary Professor of the History of Art,
Bye-Fellow of Fitzwilliam College.
E-mail : rcm41@cam.ac.uk
Research interests include Western and Eastern Medieval Art and Architecture.

Jean Michel MASSING, M.A., Docteur ès lettres, F.S.A., Emeritus Professor in the History of
Art, Fellow of King's College.
Tel. College: 01223 331450; Home: 01223 313005; E-mail: jmm1001@cam.ac.uk
Research interests include late Medieval and early modern European art, travel imagery,
iconography, African and Pacific art.

Nigel MORGAN, MA, Ph.D., Emeritus Honorary Professor of the History of Art, Bye-Fellow
of Corpus-Christi College.
E-mail: njm40@cam.ac.uk
Research interests include Illuminated manuscripts and stained glass of late medieval
England, France and the Low Countries, Scandinavian painting and sculpture 1200-1400,
English medieval liturgy.

John MUNNS, M.A., M.Phil., Ph.D., F.R.S.A, Affiliated Lecturer, Fellow of Magdalene
College.
Tel. 01223 332013; E-mail jmm89@cam.ac.uk
Research interests include art and architecture of medieval Europe and particularly in
England ca. 1050-1350; the relationships between images, ideas and devotional practices in
the Middle Ages.

Vivien PERUTZ, M.A., Visiting Lecturer.
E-mail: vap22@cam.ac.uk
Research interests include Manet and work relevant to the courses to which she contributes,
including the Meaning of Art and Architecture, the Making of Art and Architecture.

Barry PHIPPS, M.A., Director of Studies, Fellow, Undergraduate Tutor, and Curator of
Works of Art at Churchill College. Director of Visual Art at the Møller Centre, Cambridge.
E-mail: bjp31@cam.ac.uk
Research interests include modern and contemporary British art, and contemporary art
across the Nordic regions.

Jennifer POWELL, M.A., Ph.D., Lecturer.
E-mail: jp659@cam.ac.uk
Research interest include British and international sculpture of the 20th and 21st centuries,
particularly that dating from c. 1915 to c. 1960; exhibitions cultures and identity constructions
in the same period.

Katie REINHART, M.A., Ph.D., Postdoctoral Research Associate on the AHRC-funded project Making Visible: The visual and graphic practices of the early Royal Society at CRASSH. Affiliated Lecturer. E-mail: kmr55@cam.ac.uk
Research interests include the visual culture of the Académie Royale des Sciences in Paris from 1666-1715, and exploring issues of graphic skill, visual and scientific practice, patronage structures, knowledge production, and the political uses of images from the Royal Society.

Paul SHAKESHAFT, M.A., P.G.C.E., Affiliated Lecturer.
E-mail pis75@cam.ac.uk
Research interests include early 17th-century English art and John Ruskin's views on art and morality.

Frances SPALDING, M.A., Ph.D., CBE, FRSL, Fellow of Clare Hall, Affiliated Lecturer.
E-mail: fs454@cam.ac.uk
Research interests include 20th-century [British art](#), biography and cultural history.

Lucia TANTARDINI, M.A., Ph.D., F.R.S.A., Fellow of Clare Hall, Affiliated Lecturer.
E-mail: lt303@cam.ac.uk
Research interests include the Italian Renaissance with expertise in Milanese drawings and paintings spanning the period between Leonardo da Vinci's stay in Milan and Caravaggio's apprenticeship in that city.

Amy TOBIN, M.A., Ph.D., Lecturer.
E-mail: ajt207@cam.ac.uk
Research interests include contemporary art and criticism and Feminist theory.

Deniz TURKER, M.A., Ph.D., Centre of Islamic Studies Research and Outreach Associate, Affiliated Lecturer.
E-mail: dt459@cam.ac.uk
Research interests are centered around Orientalism and collecting.

Directors of Studies 2018-19

[* On leave]

Christ's	<i>CHR</i>	Tantardini, Dr L.	Murray Edwards	<i>MUR</i>	Hamlett, Dr L.
Churchill	<i>CHU</i>	Phipps, Mr B.	Newnham	<i>N</i>	Hamlett, Dr L.
Clare	<i>CL</i>	Marr, Dr, A.*	Pembroke	<i>PEM</i>	Blakesley, Prof R.P.
Corpus Christi	<i>CC</i>	Cooper, Dr D.	Peterhouse	<i>PET</i>	Tantardini, Dr L.
Downing	<i>DOW</i>	Salmon, Dr F.	Queens'	<i>Q</i>	Campbell, Dr J.*
Emmanuel	<i>EM</i>	Fox, Dr J.	Robinson	<i>R</i>	Munns, Dr J.
Fitzwilliam	<i>F</i>	Gannon, Dr A.	Selwyn	<i>SE</i>	Gannon, Dr A.
Gonville & Caius	<i>CAI</i>	Binski, Prof P.	Sidney Sussex	<i>SID</i>	Salmon, Dr F.
Homerton	<i>HO</i>	Tobin, Dr A.	St Catharine's	<i>CTH</i>	Avery, Dr V.
Hughes Hall	<i>HH</i>	Shakeshaft, Mr P.	St Edmund's	<i>ED</i>	Gannon, Dr A.
Jesus	<i>JE</i>	Cooper, Dr D.	St John's	<i>JN</i>	Salmon, Dr F.
King's	<i>K</i>	van Eck, Prof C.	Trinity	<i>T</i>	Mahon, Dr A.*
Lucy Cavendish	<i>LC</i>	Gannon, Dr A.	Trinity Hall	<i>TH</i>	Marr, Dr A.*
Magdalene	<i>M</i>	Munns, Dr J.	Wolfson	<i>W</i>	Gannon, Dr A.

*DoS covering Sabbatical Leave 2018-19:

Clare	<i>C</i>	Galandra Cooper, Dr. I. (Mich)	Trinity	<i>T</i>	Shakeshaft, Mr P. (Mich)
Trinity Hall	<i>TH</i>	Kozicharow, Dr N. (Mich)	Queens'	<i>Q</i>	Kozicharow, Dr N. (M, L, E)

Faculty Staff

Secretary of the Faculty Board and Faculty Manager	Andrew Bennett	01223 332593; ab164@cam.ac.uk
Secretary of the Degree Committee	Dr Emily So	01223 332969; ekms2@cam.ac.uk
Head of Department of Architecture Chairman of the Faculty Board and Degree Committee	Prof François Penz	01223 332969; fp12@cam.ac.uk
Department Secretary, Architecture	Ms Sue Luxon	01223 332958; sl621@cam.ac.uk
Faculty Representative at CSAH, Head of Department of History of Art	Prof Rosalind P. Blakesley	01223 332979; rpg27@cam.ac.uk
Chief Secretary of History of Art	TBC	01223 332975; hoart-secretary@aha.cam.ac.uk
Faculty Graduate Secretary	Claire Hogg	01223 760122; clh80@cam.ac.uk
Faculty Graduate Assistant	Pilar Alonso	01223 332959; pa396@cam.ac.uk
MSt Building History Course Administrator	Alexandra Lumley	01223 332964; ael45@cam.ac.uk

Faculty Librarians	Laura Moss Tanya Zhimbiiev	01223 332953; scj22@cam.ac.uk 01223 332953; tz212@cam.ac.uk
Faculty Library Assistant	Sophie Fletcher	01223 332953; library@aha.cam.ac.uk
Faculty Safety Officer	Alan Baldwin	07917 535716; ab430@cam.ac.uk
Chief Accounts Clerk	Neil Mayo	01223 332952; npm24@cam.ac.uk
Assistant to Faculty Manager	Julia Pettman	01223 332966; jwp34@cam.ac.uk
Faculty Office Receptionist	Alice Cuttriss	01223 332950; reception@aha.cam.ac.uk
Chief Custodian & Fire Manager	Alan Baldwin	07917 535716; ab430@cam.ac.uk

Digital Services Team:

Computer Officer	Stan Finney	07774 017451; swf23@cam.ac.uk
Digital Services Curatorial Coordinator	Marisa Grove	01223 332957; mlr33@cam.ac.uk

Disability Liaison Officer for the Faculty

Julia Pettman (jwp34@cam.ac.uk), Tel: 01223 332966.

If you have difficulty with mobility, hearing, sight etc. please let the Faculty's Disability Liaison Officer know. This is especially important if we ever need to evacuate the building such as in the case of fire. Any information given will be treated in confidence.

Additional costs for students

The costs below are an approximate guide to additional costs incurred when undertaking a degree in History of Art.

Travel

Where travel to a gallery or other venue is required as part of a taught course, the cost will be covered either through the provision of a coach, or by refunding train fares. Students taking History of Art are encouraged to travel to museums and art galleries in London and other places in the UK, as well as on the continent. It is worth talking to your college tutor about this, as colleges are often able to offer travel grants to help with the attendant costs of any travel which is directly related to your course.

Computing

Most students buy a computer and perhaps also a printer before coming to Cambridge. Costs for having the computer connected to the internet vary between colleges, but are £70 per year on average (£3 per week). A personal computer allows the student to work in his/her own room.

Photocopying, Stationery, Printing: £5.00 to £10.00 per week

A bike is very useful for a History of Art student in Cambridge: £150.

The Slade Professor of Fine Art

The Professorship was founded in 1869. Today the post is customarily held for one term during the academic year. The Slade Professor generally gives eight public lectures to the University and a few classes in the Department. Since 1990 the Professors have been:

1990-1991	WILLIAM VAUGHAN, Birkbeck College, University of London
1991-1992	LOTHAR LEDDEROSE, Kunsthistorisches Institut der Universität Heidelberg
1992-1993	ELIZABETH CROPPER, Johns Hopkins University
1993-1994	NEIL LEVINE, Harvard University, United States
1995-1996	IRENE WINTER, Harvard University, United States
1996-1997	Vacant
1997-1998	SANDY HESLOP, University of East Anglia
1998-1999	VIRGINIA SPATE, University of Sydney, Australia
1999-2000	ALBERT BLANKERT, The Hague
2000-2001	PATRICIA FORTINI BROWN, Princeton University, United States
2001-2002	Vacant
2002-2003	JOSEPH KOERNER, Vienna
2003-2004	WILLIAM CURTIS, France
2004-2005	JEROME FELDMAN, Hawaii
2005-2006	IAN CHRISTIE, Birkbeck College, University of London
2006-2007	ROBERT HARRIST, Columbia University, City of New York
2007-2008	GRISELDA POLLOCK, University of Leeds
2008-2009	ROBERT HILLENBRAND, University of Edinburgh
2009-2010	TIM BARRINGER, Yale University, United States
2010-2011	BARRY BERGDOLL, Columbia University, City of New York
2011-2012	PAUL CROSSLEY, Courtauld Institute of Art, London
2012-2013	GÜLRU NECİPOĞLU, Harvard University, United States
2013-2014	DAME JESSICA RAWSON, Oxford University, Oxford
2014-2015	MARY MILLER, Yale University, United States

2015-2016 JOHN BOWLT, University of Southern California
2016-2017 DAVID FREEDBERG, Columbia University, City of New York
2017-2018 STEPHEN BANN, Bristol University
2018-2019 JENNIFER ROBERTS, Harvard University

Welcome!

Department of History of Art

www.hoart.cam.ac.uk

The Department of History of Art at Cambridge began life in 1970, and the present History of Art Tripos dates from that time. By then, however, Cambridge had already been a major centre for the production, collection and study of art and architecture for centuries.

Since its establishment as a separate department in 1970, the History of Art Department at Cambridge has gone from strength to strength. Its academic staff has included Michael Jaffé, George Henderson, John Gage, Robin Middleton, David Watkin and Deborah Howard. Our alumni fill top posts in art and higher education institutions throughout the world, as well as pursuing highly successful careers in many other walks of life. We are proud of our team of staff and students, whose impressive performance is critical to sustaining and enhancing the national and international reputation created by our distinguished alumni.

Amongst Cambridge's architectural heritage can be found representatives of every major style from the high medieval to the postmodern. Whether in the iconic monuments of the late Gothic such as King's College Chapel, the Early Modern eclecticism of Peterhouse Chapel or Caius' Gate of Honour, masterpieces of English Baroque by Christopher Wren, or the bold twentieth-century experimentations at the Sidgwick Site and elsewhere, Cambridge has long stood at the forefront of architectural innovation and excellence. The city's collections of art and antiquities are amongst the most important in the country outside London, with several million objects housed in the space of one square mile. The bequest of the 7th Viscount Fitzwilliam in 1816 founded the museum that bears his name. Now boasting a collection of over half a million objects, it has been described by the director of the National Gallery of Art in Washington DC as 'the finest small museum in Europe'. Leading artists have themselves lived, studied and worked in and around the University.

Horace Walpole, one of the leading English collectors and art historians of the eighteenth century (when the discipline in its modern sense began to develop) was educated at Cambridge, as, in the nineteenth century, was M. R. James, later University Librarian, Provost of King's, and father of the study of medieval art. The establishment of the Slade Professorship of Fine Art in 1869 has brought many of the leading art and architectural historians to lecture at Cambridge over the years, such as Ernst Gombrich, Nikolaus Pevsner, John Summerson and Anthony Blunt.

Department and Faculty

The Faculty of Architecture and History of Art consists of the two Departments; that is, the Departments of Architecture, and History of Art.

The role of the Faculty Board is to oversee the work of the Faculty. It is responsible to the University's General Board for research in the subjects of the Faculty,

preparing the teaching programme of the Faculty, and for ensuring the teaching given is of a high standard. Its duties include resource allocation to support its teaching and research, prescribing which subjects will be taught, and for overseeing the proper application of funds. Its membership includes internal academic staff, external members and three student representatives (two undergraduate student members, one from each of the Departments of Architecture and History of Art, and one graduate representative who may be a member of either Department). These are elected each November. Student members attend only Unreserved Business i.e. items which are not personal to individual members of the Faculty, or concerned with examinations.

The Degree Committee has the same membership as the Faculty Board (without the student members) and is concerned with the admission, progress, review and examination of graduate students. It is the highest tier of administration for graduate matters.

The Department of Architecture is located at the far (north) end of the Faculty (No. 1 Scroope Terrace), with the Department Secretary's Office just up from the main front door.

Part I: Getting Set Up

Graduate Induction Day

Graduate Induction Day takes place during your first few days in the Department. You will meet the Head of Department, Director of Graduate Studies, Graduate Administrators, Computer Officer, other administrative staff and students. You will also find out about the Department, your research programme, the Library, IT, health & safety and research skill development.

University Card

The University Card Office is run by University Information Services on behalf of the University and Colleges. The University Card looks like a credit card containing the cardholder's name and photo, college scarf (students, Fellows and College members only) plus a barcode that is primarily used for University Library borrowing. It is issued by your college on your arrival.

Access - most University buildings now use the University Card as a 'key' to gain entry. Your Card will need to be activated for this service and access to specific doors will need to be granted before you can gain entry.

Identification - the card identifies you as a University employee or student.

Library Services - all personal University Cards carry a barcode on the back. This barcode can be used by the Library to turn your card into a Library Card.

Additional Privileges - the University Card is recognised by many businesses in Cambridge and around the world. Production of the Card may entitle you to discounts.

For further information: <https://help.uis.cam.ac.uk/user-accounts-security/security/university-card>

1-5 Scroope Terrace

Scroope Terrace houses the Faculty of Architecture and History of Art. This is where you will find the offices of the Graduate Secretary and Department Secretary, the Faculty Library, Lecture and Seminar Rooms, and offices of Faculty members.

Security

During normal working hours (9.00-5.15 Monday to Thursday; 9.00-4.15 Friday), any concerns with security should be reported to the Custodian, (Mr Alan Baldwin / (3)32991), the Faculty Office or the Faculty Manager (3)32593) immediately.

Outside normal hours, concerns should be reported to the University Security Control Centre on the emergency number 101 (internal) / (7)67444 (external) or the routine number (3)31818, depending on the perceived severity of the matter. In the event of a serious emergency, call the Police by dialling 999.

Despite all reasonable security measures, thefts do occur: please take care of your valuables. The University is not responsible for the loss or damage that may occur to cars, bicycles or any other personal property on its premises. You are urged to purchase a suitable locking cable for your laptop. CCTV operates at Scroope Terrace and may be able to assist in identifying any intruders or thieves.

Visitors

If you invite a visitor into the Faculty building please could you arrange for them to:

- sign the Visitors Book held at Reception
- wear a Visitor badge whilst in the building

Please note that any visitors remain the responsibility of the person they are visiting whilst they are in this building and that visitors should have a genuine reason for being here. Please do not let anyone into either Scroope Terrace or 4a Trumpington Street (Department of History of Art) who you don't know. Unknown visitors should be accompanied to the Faculty Reception.

The Graduate Centre at 4a Trumpington Street

The Department has a centre for its graduate activities at 4a Trumpington Street, directly opposite the main Faculty building at Scroope Terrace. The Graduate Centre has a seminar room with wi-fi access and open-plan hot-desking space. There is also a common room area outside the seminar room, as well as a small kitchen for graduate student use. The graduate notice board in 4a advertises conferences, symposia, and other relevant events taking place internally, locally, and further afield. Students are welcome to use these spaces to enliven their intellectual and social community, but are asked to clean up after any event. Please contact the Faculty Office on reception@aha.cam.ac.uk/ 01223 332950 if you wish to book the seminar room for an event.

In order to gain access to Scroope Terrace and 4a Trumpington Street you will need to swipe your Cambridge University card on a pad adjacent to the main entrances and have your card activated to do this at the Faculty Office Reception.

Health and Safety

The legal aspects of health and safety in the workplace

The University, in common with other employers, is bound by Statute and Common Law to secure health and safety at work. The Health and Safety Executive enforces the law in the workplace, and prosecutes employers who fail in their duty to provide healthy and safe working environments or who contravene the law.

It is the duty of employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees (which, in the case of the University, also includes students), and the health and safety of non-employees who visit the workplace for any purpose. In order to achieve this, employers are required (amongst other things) to:

- take protective and preventive measures to ensure health and safety at work
- provide health and safety information and instruction to their employees
- carry out risk assessments

Employees (who include students) are required to:

- take reasonable care of themselves and others who may be affected by their acts or omissions
- co-operate with their employer in carrying out his or her statutory duties
- use any equipment provided in the interests of safety
- follow health and safety instructions
- report anything they consider to be a serious danger
- report any shortcomings in the protection arrangements for health and safety in their workplace

In addition to the above:

- no person should intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety (e.g. remove a safety guard from a machine, tamper with fire equipment or block a fire exit)

The primary purpose of managing health and safety in the workplace is to prevent accidents and ill-health, both for ourselves and for others. To do this, we have to take into account human behaviour and have knowledge of hazard and risk. But you cannot prevent all accidents: people make mistakes.

Causes of accidents

There are many causes of accidents, such as leaving equipment in an unsafe condition, smoking where it is prohibited etc.

In order to ensure that accidents and injury do not occur it is important to manage health and safety in the Faculty through the personnel, procedures and measures outlined below.

Faculty Safety Personnel and Information

Mr Alan Baldwin is the Faculty **Safety Officer** and **Fire Manager**, and as such he is responsible to both Heads of Department for arranging fire and safety training for staff and students, and for ensuring that all relevant measures are taken to ensure the health and safety of all staff, students and visitors working on Faculty premises. He is also the **Chief Custodian** and is responsible for the day-to-day upkeep of the Faculty and for the routine surveillance of safety issues. He can respond quickly to requests for advice about potential hazards.

The **Fire Wardens** are Pilar Alonso, Alan Baldwin, Alice Cuttriss, Stan Finney, Anita Gunadi, Alexandra Lumley, Sue Luxon, Julia Pettman, and Clive Tubb at Scroope Terrace.

The **First Aider** at Scroope Terrace is Julia Pettman; internal phone 32966. Clive Tubb in the Architecture workshop is also able to assist with First Aid emergencies;

internal 32956. In their absence please contact the Faculty Office where there will be a list of First Aiders in other nearby University departments (i.e. Department of Engineering).

Safety Procedures

Accidents and injuries

In the event of accident or injury during office hours, please contact the Faculty Office. Alan Baldwin or the Faculty Office staff will contact a First Aider for you. A First Aid box is located in the Faculty Office.

In the event of serious injury, summon an ambulance by dialling 999 (or 1999 on any accessible internal phone).

In the event of moderate injury the injured person should be escorted to Addenbrookes' Hospital out-patients. The Department will refund the cost of any taxi fare.

Reporting of accidents and incidents: all accidents, however minor, **MUST** be reported to the Safety Officer via the Faculty Office, as soon as possible after they have taken place.

Fire

If you discover a fire you should first operate the nearest fire alarm call point (at Scroope Terrace, red boxes located on each stair landing as well as in other places), which will activate the fire alarm. You should familiarise yourself with the location of the fire points in your area of the building.

On hearing the fire alarm, leave the area you are in as quickly as possible, closing windows and doors as you leave. Do not stop to pick up belongings.

Leave the building quickly by the nearest exit and proceed to one of the two assembly points. At Scroope Terrace these are in the car park of the Royal Cambridge Hotel, accessed through the Faculty staff car park at the rear of the building, and the car park in front of St Peter's Terrace, on the far side of the Engineering driveway on Trumpington Street. You should make your way to whichever of these is the safest and most convenient according to where you are in the building at the time of the alarm. From 4A Trumpington Street the assembly point is St Peter's Terrace, taking care when crossing the road. Do not re-enter the building (or leave the assembly point to return to College or to go anywhere else outside the Faculty) until you have been given permission to do so by the Fire Manager.

Routine fire alarm testing

The fire alarms are tested weekly as follows:

- Scroope Terrace and 4A Trumpington St: between 9 and 10am on Thursdays

The fire alarms will sound for up to a minute to test that they are functioning correctly. If the fire alarm sounds for substantially longer than this you should evacuate the building.

Safety Rules

We have a series of rules, which are relevant in different ways to everyone - students, academic and support staff, visiting contractors and other visitors - who work in, or visit, the Faculty. These are outlined below. These rules are for the benefit of everyone and it is important that everyone respects them. If you have queries about them, or consider that they can be improved please contact the Faculty Safety Officer.

Fire safety must be respected at all times. Please do not store anything on the staircases or landings, and make sure that exit routes are free from obstruction.

Fire doors should never be blocked, and should not be wedged open. In the event of a fire, a closed fire door will prevent the spread of fire to other parts of the building for up to 20 minutes, which is why it is important that they should remain closed at all times. All fire doors are identified by blue labels.

Smoking is not allowed anywhere inside or at the front of the building. The alarms are smoke sensitive. The designated smoking area is at the rear of the site, underneath the walkway which links the Architecture lecture room (Sandy Wilson Extension) and the studio building. You should not smoke anywhere else on the Scroope Terrace site. There is no smoking at 4A Trumpington Street.

Cambridge Student Information System (CamSIS)

CamSIS is Cambridge's system for handling student information, records and transactions, from initial contact and application all the way through to graduation. It is a single shared system, with one record per student.

All transactions, processing and updates to the student's record are either carried out directly in CamSIS by University and College staff, the students themselves, or are downloaded into CamSIS by external organisations. This makes maintenance of the record simple and straightforward and ensures the accuracy and integrity of the information. Please make sure that you keep your contact details up to date.

For Student Log in (you will need your Raven ID and password):

http://www.camsis.cam.ac.uk/cam-only/log_in_students/

For information on Raven, the University's central web authentication service:

<http://raven.cam.ac.uk/>

Graduate Student Information

For information about graduate student life in the Department (review of work, examinations, what to do if you are ill, working away, etc.) see:

<http://www.hoart.cam.ac.uk/current-students/information-for-graduate-students>

Moodle: Virtual Learning Environment (VLE)

The University uses Moodle as its VLE. Lecture notes and course materials will be available to you via Moodle. See: <https://www.vle.cam.ac.uk/login/index.php>

Setting up your Personal Profile on the Department's Website

You will be able to set up your personal profile at the beginning of your first term and will be sent information on how to do this.

To see other student and staff profiles see: <http://www.hoart.cam.ac.uk/people>

Travelling to the Department

It is best to travel to the Department on foot or by bicycle. Bike parking is provided at the front of Scroope Terrace. Bikes must not be left at the rear of the terrace or in the car park. Do remember to lock your bicycle at all times, and do not leave detachable lights and other fittings on an unattended bicycle. Bicycles left on the street overnight are liable to be vandalised. On no account may bicycles be brought into the Department.

The car park at the rear of Scroope Terrace is controlled via a barrier and is for **staff use only**. There is a designated space for students, staff or visitors who have a disability and require vehicular access to the Department. For further information about this, please contact the Faculty Manager.

Students may exceptionally use the car park to unload and load large models and so on. The consent of a member of the academic staff, the Faculty Manager or the Custodian must be obtained and the Faculty Office must be informed. A security barrier in the Engineering driveway prevents unauthorised users from entering or leaving the car park out of working hours.

Information about visiting the University is available from:

<http://www.cam.ac.uk/about-the-university/visiting-the-university?ucam-ref=global-footer>

The University's Map is available from: <http://map.cam.ac.uk/?ucam-ref=global-footer>

Faculty Library

You will be introduced to the Faculty Library and its staff as part of the induction day programme when you will find out about this and other libraries at Cambridge.

The Library admits members of the Faculty and others by arrangement. Graduate students may borrow up to 10 books for one month.

The library holds:

- 40,000 volumes on art, architecture and related topics.
- 300 periodical titles (reference only).
- a special collection of 2,000 16th - 19th-century architectural books.

- a product information collection maintained by the Royal Institute of British Architects (all now online).

For further information about the Faculty library see:

<http://www.aha.cam.ac.uk/Library>

<http://libguides.cam.ac.uk/architecture-art>

For information about the University Library (UL) and other University and College libraries see: <http://www.lib.cam.ac.uk/>

The Perfect Desk is an introductory film to help you make sense of the libraries at the University of Cambridge. See:

<http://www.youtube.com/watch?v=3hjzNNvaELA&feature=youtu.be>

ARTstor

The Faculty has access to the digital images database, ARTstor, which is available on and off campus via the University Library website. With over 1 million high-resolution images, ARTstor is an excellent resource for academic research and has the advantage of providing copyright-cleared images for dissertations and theses. Training sessions both in the Faculty Library and at the University Library are run regularly throughout the academic year.

The Fitzwilliam Museum

The Department of History of Art enjoys a close relationship with the Fitzwilliam Museum. The Fitzwilliam Museum is open to visitors from 10:00 – 17:00 Tuesday to Saturday, 12:00 – 17:00 Sundays and Bank Holiday Mondays, and closed on Mondays, Good Friday, 24-26 & 31 December and 1 January. Admission to the Museum's collections and temporary exhibitions is free.

To request an appointment to view objects and object files from the Fitzwilliam collection for research purposes contact the following:

Paintings Drawings and Prints

Email the Graham Robertson Study Room: fitzmuseum-studyroom@lists.cam.ac.uk

Request forms can be found here: <http://www.fitzmuseum.cam.ac.uk/research/grr>

Manuscripts and Printed Books

fitzmuseum-msspb@lists.cam.ac.uk

Further information available here:

<http://www.fitzmuseum.cam.ac.uk/aboutus/msspb/visit>

Applied Arts

Email: fitzmuseum-applied-arts@lists.cam.ac.uk

Coins and Medals

Email: fitzmuseum-coins@lists.cam.ac.uk

Ancient World

Email: fitzmuseum-antiquities@lists.cam.ac.uk

Appointments can be made Tuesday-Friday and requests should be made at least one week in advance.

Please note you will not be able to request works currently on display.

Library

<http://www.fitzmuseum.cam.ac.uk/dept/referencelibrary/>

The Fitzwilliam Museum Library is a reference library which specialises in books, periodicals and catalogues relating to all aspects of the fine and decorative arts. Most of the holdings are on the University's IDiscover online catalogue, and further information about the Library is available on the website. The Reference Library is open by appointment only. For further details or other enquiries, please contact the library on fitzmuseum-library@lists.cam.ac.uk or 01223 764398. Introductory tours take place at the beginning of the academic year to explain the layout and use of the library to all new students. Please be sure to attend these.

The Department of History of Art has an arrangement with the Fitzwilliam Museum Image Library to waive all image permission fees for existing photography of objects from the Fitzwilliam collection. On occasion, one copy of the publication featuring the image(s) may be requested in lieu of payment. Students will receive a discount for new photography. To request reproduction rights complete the Reproduction Request Form located at: <http://www.fitzmuseum.cam.ac.uk/dept/imagelibrary/>

Kettle's Yard

<http://www.kettlesyard.co.uk/>

Kettle's Yard is a museum of modern art with a library and an archive relating to the collection, as well as temporary exhibition galleries. The library is based on the founder Jim Ede's collection of books which reflect his interests in art, poetry, religion, philosophy and other subjects. The archive, largely comprising letters from artists and fellow collectors, can be consulted by prior arrangement with the Curator.

The University Library (UL)

<http://www.lib.cam.ac.uk/>

The University Library is a national copyright library. It additionally houses many foreign books and rare material. It has an extensive collection of books and journals relating to the history of art and architecture, as well as bibliographic databases. The UL also networks a wide range of electronic resources which are listed on the UL webpage. The online catalogue, IDiscover, provides access to the records of the UL and many other University libraries, and you can request the speedy cataloguing of new acquisitions which are not yet online.

For information about joining the library see: <http://www.lib.cam.ac.uk/using-library/joining-library>

There are guided introductions to the UL's collection and facilities, as well as a full programme of user-education courses, covering both their collections and online resources. Some sessions are of general interest and are open to all readers, while others focus on specific subject areas and are aimed primarily at graduate students. For further information see: <http://training.cam.ac.uk/cul/theme>.

Students should identify the courses most relevant to their research by consulting the website, but those which all new graduate students are encouraged to attend include:

- Library Induction.
- Library Catalogues.
- IDiscover (the UL catalogue) Hands-on.
- Introduction to electronic information resources I: accessing CUL e-services.
- Introduction to electronic information resources II: basic information searching skills.
- Introduction to electronic journals.

The UL administers an inter-library loan system and it can take several weeks for the requested book to arrive. It is therefore important to determine as soon as possible if you require inter-library loans, and to begin preliminary bibliographical work on an MPhil dissertation in the Michaelmas Term.

For information about the University Library and other University and College libraries see: <http://www.lib.cam.ac.uk/>

CamGuides

CamGuides is a free online resource for all Master's students with a taught element, designed as an introduction to some of the academic, digital and research practices that you will engage in at the University of Cambridge. It encourages students to think about ways you can prepare for their Master's degree before it starts.

<https://camguides.lib.cam.ac.uk/>

IT

The IT resources available to staff and students of the Faculty are managed by the Faculty Computer Officer, Stan Finney. If you have any specific questions, please contact Stan on:

- Telephone: 01223 332973
- University Mobile: 07879 116900 (x 51900)
- Email: swf23@cam.ac.uk

Students and staff have access to a range of IT resources within the Faculty. The Faculty's own network is connected to the Cambridge University Data Network (CUDN), which allows access to the local University Intranet and the Internet. The network provides 1Gbit connections to all "wired" desktop/laptop computers. In addition, the Faculty operates its own wireless network (AHA), alongside UniofCam and EduRoam, which covers the whole of Scroope Terrace and the History of Art

Graduate Centre at 4A Trumpington Street. Access to the AHA wireless network can only be obtained using a username and password specific to the Faculty.

Servers and File Storage

A number of file servers provide in excess of 96 Terabytes of data storage space. These servers also provide for centralised administration of backups, user accounts, printing and the Citrix application servers.

Although we don't provide a dedicated Computer Room or suite, we do offer students access to our Virtual Computer Room. In effect, this allows staff and students to connect to the system and run one of a number of software packages. Although these applications appear to be running on the desktop or laptop, they are in fact running on the Citrix Application Servers. This system can be accessed anywhere in the world, providing there is a reasonable speed link in between.

The Faculty runs a heterogeneous network of servers, workstations, thin clients and networked printers. Users in the Faculty are welcome to use the thin client terminals in the Library, or to bring their own laptop into the department. If you would like to use your own computer at Scroope Terrace there are some things you must do first.

All users must also undertake to take all reasonable steps to keep their operating system and anti-virus software up-to-date whilst their computer is connected to the Cambridge network. Cambridge has not been immune to the recent worm/virus outbreaks on the Internet and so routine computer maintenance is in everybody's interests.

You should ensure that your computer has an RJ45 Ethernet connector or wireless networking support (802.11a/b/g/n) and that your computer can accept the European standard 220-240V voltage. It may also be necessary to invest in a travel adaptor for a British standard plug with three square pins.

Disclaimer: Whilst we will do everything we can to support your computer, we cannot guarantee to support particularly exotic pieces of hardware and software.

Printing/Plotting/Photocopying

The Faculty has a number of black and white and colour photocopiers, printers and plotters that are available to staff and students. Laser copier/printers offer page sizes from A5 to A3 and for larger sizes a range of plotters are also available for use in the self-service Reprographics Room in the basement of the Faculty. Print credit must be added to a user account before printing can take place via the Faculty Office.

Final Thesis/Dissertation Printing

The Faculty is happy to assist graduates from both departments with the printing of their final thesis/dissertation. Students nearing completion may wish to discuss their printing needs and types of paper to be used with Stan Finney, our Faculty Computer Officer. If you are printing on the Faculty's machines, the costs will be met by the Faculty, but any special paper will need to be purchased by the candidate.

Please note that if you use an external print provider, their costs will need to be met by the candidate and will not be refunded.

The Faculty does have a small "comb binding" machine that is kept in the Faculty Office/Reception which students can use to bind their own documents. You can also obtain covers and the comb for a minimal cost.

Comb + covers	50p
Comb only	20p
Single cover	15p

We regret that we are unable to offer a binding service although we do keep a list of providers of this service.

3D Printers and Laser Cutters

The Faculty also owns a ZCorp Z350 and two UP! Box 3D printers as well as two Laser Cutters that students have access to.

The 3D printer enables students to print models that they may have developed on the computer as solid models. The two laser cutters, powered by 50watt CO2 tubes, can cut a range of materials and thicknesses. Please note however, that we do exert some control on exactly what can be cut for health and safety reasons.

Classrooms/Lecture Rooms

All classrooms and lecture rooms are furnished with permanently mounted digital data projectors and in addition, some rooms have slide projectors installed. The Faculty also has a number of mobile data projectors for use elsewhere in the Faculty.

Application Software

A number of application packages are utilised by students during their time with us. The mix and range of software is reviewed each year during the long vacation, but currently these include:

- Microsoft Office (Microsoft Word, Excel, PowerPoint, Publisher)
- Microsoft Project
- Sketchup Pro 2016
- Bentley MicroStation
- Illustrator
- Acrobat Professional
- Photoshop
- InDesign
- IES VE
- Autodesk Ecotect
- TRNSYS
- SPSS

- ARCGIS

Some packages are made available for the students to install on their own laptops; others are accessible via the Faculty's Application Servers.

Virtual Private Network (VPDN)

If you haven't already done so, you may want to get a VPDN set up on your computer. This allows you to access Cam-domain restricted online resources remotely. For information see: <https://help.uis.cam.ac.uk/devices-networks-printing/remote-access/uis-vpn/vpn-introduction>

The Slide and Digital Image Resource

The Slide Room is a valuable resource for both Architecture and History of Art lecturers. It houses approximately 60,000 slides covering both areas of study. Primarily for the use of lecturers within the Faculty (students do not have access unless supervised by a member of staff), it provides visual material for some 30-35 lectures a week. Occasionally external loans are made to university staff in other faculties.

Lockers

The Department is not responsible for the safety of your personal possessions. We recommend that you do not ever leave valuables or computers lying around, but instead use the locker facilities in 4a. A locker key may be obtained from the Department Secretary in exchange for an undated cheque to the value of £10 as a deposit. This cheque will only be banked should the key not be returned by the student at the end of their course.

News and Events

For news and events concerning the Department, please keep an eye on the department's notice boards in Scroope Terrace and 4a and the Department's website which includes an online calendar. Graduate students are welcome to submit items for inclusion in the calendar to Marisa Grove on: mlr33@cam.ac.uk.

Cambridge Art History Research Seminars

The research seminars in History of Art are held weekly in Full Term, at 5pm every Wednesday in the Seminar Room of the Graduate Centre at 4a. Organised by staff members in the Michaelmas Term and by one or two of our PhD students in the Lent Term, these seminars are presented by experts in various fields, and are open to the public as well as to all students and staff of the Department. Each term's programme is displayed on the notice board in 4a and on the Department website, and we expect all graduate students in residence in Cambridge to attend.

The seminars are followed by discussion and a glass of wine. In Lent Term, the speaker is usually taken out to dinner by the student who has hosted their talk. All graduate students are welcome to join the post-seminar dinners but have to pay for their own meal. If you do plan to attend the dinner, please let the convenor of the

term's seminars know in advance. Places can be limited, as the meal takes place in a local restaurant, and are allocated on a first come first served basis.

Any PhD student or pair of students interested in organising the Research Seminars for a term is asked to submit a one-page proposal outlining their theme, the potential speakers, and how they would finance the series within the agreed budget. Proposals should be submitted by the first week of Easter Term in the preceding academic year, and the successful candidate will be informed prior to the beginning of Michaelmas Term.

The Director of Graduate Studies and/or the Head of Department will select the strongest proposal, to ensure parity and transparency in the appointment of each convenor. The budget for each term's seminars, to cover the costs of the visiting speakers' travel, accommodation, and post-seminar dinner, is currently £1000.

Information for New Students

<http://www.admin.cam.ac.uk/students/gateway/new/index.html>

Student Gateway (more information)

<http://www.admin.cam.ac.uk/students/gateway/>

Information for International Students

<http://www.admin.cam.ac.uk/students/gateway/international/>

University of Cambridge *Reporter*

The *Reporter* is published online on Wednesday each week during Full Term. It carries notices of all University business, Discussions, and Graces; Council and General Board decisions; proposals for changes in regulations for examinations; as well as brief information on awards, appointments, and job vacancies. See:

<http://www.admin.cam.ac.uk/reporter/>

Part II: Graduate Administration – People & Policy

Director of Graduate Studies

The Director of Graduate Studies (often referred to as DGS) is Dr Alexander Marr (ajm300@cam.ac.uk). Dr Marr will be on sabbatical leave during Michaelmas Term 2018 and Dr Cooper (dac66@cam.ac.uk) will be acting Director of Graduate Studies for this term.

The Director is responsible for ensuring that members of your supervisory team are assigned and that necessary arrangements for academic and administrative support are available to you. They are supported by departmental and faculty graduate committees.

The Director of Graduate Studies is a source of advice if you experience difficulties that cannot be resolved directly, and may act as an intermediary between you and your Supervisor if difficulties arise. If you experience difficulties with your Supervisor you are expected to raise these with the Director of Graduate Studies and with your Advisor without delay.

For detailed information about the Director's role and responsibilities see the Code of Practice for the Master of Philosophy (MPhil) Students:
<https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code-practice-masters-students>

Faculty Graduate Secretary

Tel: 01223 760122; Fax: 01223 332960

The Graduate Secretary is Ms Claire Hogg (graduate.admin@aha.cam.ac.uk). Claire is responsible for the graduate administration of the Faculty and the Degree Committee. She works with the Graduate Assistant, the Chief Secretary for the Department, and other administrative staff in order to realise this.

Faculty Graduate Assistant

The Graduate Assistant is Miss Pilar Alonso (graduate.admin@aha.cam.ac.uk). She works with the Graduate Secretary to realise graduate administration related to the Faculty and Degree Committee.

Chief Secretary of History of Art

Tel: 01223 332975; Fax: 01223 332960

The Chief Secretary for the Department co-ordinates and administers all core academic and administrative activities of the Department, as well as acting as personal assistant to the Head of Department. The Chief Secretary manages or oversees all departmental administrative processes related to governance, teaching, examinations and assessment, etc. All undergraduate titles and dissertations should be submitted to the Chief Secretary. The Chief Secretary is also responsible for dealing with public and student enquiries, and organising Departmental events. This post is currently being recruited to and the post holder (or temporary cover) can be

found in his/her office to deal with enquiries Mondays to Thursdays 8.30am-1.00pm and 2.00pm-5.00pm, and on Fridays from 8.30am-1.00pm and 2.00pm-4.00pm. Note that these hours are flexible and may change during school vacations.

(Principal) Supervisor

Your main Supervisor is known as your Principal Supervisor and is the main person appointed by the Degree Committee to oversee and help you with your study. If your research project is interdisciplinary you may also be appointed other Supervisors who may or may not be authorised to formally report on your progress. For detailed information about your Supervisor's role and responsibilities see the Code of Practice for the Master of Philosophy (MPhil) Students:

<https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code-practice-masters-students>

Advisor

The Advisor is appointed by the Department or Faculty. S/he need not be in exactly the same research area as the student and Supervisor, nor necessarily in the same Department or Faculty, but should be able to bring sufficient expertise to the team in order to act as a second point of contact for academic advice for the student (after the Supervisor). For detailed information about your Advisor's role and responsibilities see the Code of Practice for the Master of Philosophy (MPhil) Students:

<https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code-practice-masters-students>

Graduate Representatives (Grad Reps)

Graduate students in the Department are represented by two elected students, one for the PhD community, and one for the MPhil students. These representatives sit on the Staff-Student Liaison Committee which meets once per term, and their details are posted on the Department website.

The MPhil representative is elected in the first half of the Michaelmas Term. Anyone interested in standing as the MPhil student representative will be asked to let the Director of Graduate Studies know by a date specified in the Graduate Calendar each year. You are welcome to nominate someone else, but must check with them beforehand that they are willing to stand.

The names of all candidates are circulated to the relevant student body by email, together with the deadline for voting. Votes can be cast by email, to the Graduate Secretary, or delivered by hand, in a sealed envelope, to the Graduate Secretary's office at specified times. Votes are counted in the presence of an impartial observer on a designated day, and the result announced as soon as possible. If there is only one candidate for the post, that candidate will be elected unopposed.

Three student representatives are also elected each November to serve on the Faculty Board. These comprise two undergraduate members, one from each of the Departments of Architecture and History of Art, and one graduate representative, who may be a member of either Department. Student members attend for all items

except those which are personal to individual members of the Faculty or concern examinations.

Degree Committee

The Degree Committee is the Faculty's highest tier of administration for graduate matters. The conduct and governance of each graduate course falls under the oversight of the Degree Committee for the Faculty of Architecture & History of Art. It is also responsible for the academic oversight of all graduate students and their Supervisors. The Degree Committee reports to the Board of Graduate Studies on the following:

- Recommending candidates for admission, setting suitable entry criteria and special conditions.
- Students' academic progress.
- Recommending continuation to a research degree from a Master's or other course.
- Recommending registration of a probationary research student to the PhD or other qualification.
- Recommending candidates for applications for allowances (such as intermission, or leave to work outside Cambridge) and exemptions.
- Recommending candidates for qualifications other than the MPhil and MSt (on the recommendation of the Examiners concerned).
- Approving MPhil and MSt students for their degrees.
- Appointment of Supervisors and Examiners.

Board of Graduate Studies

The Board of Graduate Studies is charged with the admission, registration and approval of the University's graduate students; that is, those students studying for the PhD, MSc, MLitt or MPhil degree and other graduate qualifications. The Student Registry provides administrative support for the Board of Graduate Studies, located at 4 Mill Lane, which includes:

- Admitting graduate students and formally registering them for graduate qualifications.
- Managing graduate students' progress, reporting (CGSRS), examinations and records (CamSIS).
- Advising graduate students, staff and other interested parties on the University's regulations.
- Managing graduate student fee payments, funding and Research Council liaison.
- Administration of higher doctorates and the Ph.D. Degree by Special Regulations.

<https://www.student-registry.admin.cam.ac.uk/about-us/board-graduate-studies>

College Graduate Tutor

It is your college's remit to provide pastoral support and to act as your ambassador in pastoral matters (this is not the role of your Supervisor or Advisor). The tutorial office will include an academic member of staff who will usually be called the Graduate Tutor and an administrative member of staff who will be usually referred to as a Graduate Secretary. A guide outlining what you can expect from your college is available: <http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/college-tutorial-support>

The Guide sets out the common core of provision that all Cambridge Colleges make for their graduate students, including pastoral support. It explains how this provision works in the college setting, indicating at the same time the diversity that is built into the system. The document also sets out the responsibilities of graduates as members of Colleges.

The Graduate Union (GU)

The GU is the University-wide representative body for graduate students at the University of Cambridge. The GU is run by a Committee of elected officers and its focus is on four key areas:

- Representation.
- Facilities / Services.
- Welfare / Support.
- Events.

The GU offers a thesis binding service: <http://www.gradunion.cam.ac.uk/>

Code of Practice for Graduate Students

If you are undertaking study towards a graduate qualification, it is your responsibility to ensure you understand and comply with the regulations of the University. You will be asked to sign a copy of the Code to confirm that you have read and discussed this with your Course Director (Page 4). The Code of Practice sets out the University's guidelines: <http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code-practice-masters-students>

University's Statutes & Ordinances

The University's law relating to graduate students can be found in Chapters VI & VII of the University's Ordinances. <http://www.admin.cam.ac.uk/univ/so/>

Residence Requirements

The academic year in Cambridge is divided into three terms, Michaelmas, Lent, and Easter. In each term, the teaching takes place only in the eight week period known as Full Term. All students have to carry out work in Cambridge for at least three

terms to be eligible for a degree. Your college is obliged to confirm to the University that you have fulfilled the residence requirements. The dates for each academic year are available at <http://www.cam.ac.uk/univ/termdates.html>

University regulations require all full-time graduate students to live within ten miles of the centre of Cambridge (measured historically from the parish church, Great St Mary's), for the duration of their course. You may apply to live outside this area provided that you have good reason to do so; for example if your family home is near Cambridge but further than 10 miles away, or, if you need to work at another institution or in the field as part of your research (see section later on dealing with working away from Cambridge).

There are no residence requirements for part-time students, but the Department will need to be satisfied that you can attend supervisions and relevant lectures and seminar courses and be a part of its research culture. During the vacations, lectures and seminars do not occur and undergraduates are not in residence, but graduate students normally remain in residence throughout the academic year, and are expected to continue their work apart from reasonable holiday breaks.

<http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study>

What to do if you need to take time out (intermission of study).

There are all kinds of reasons why you may have to take time off from your course or research programme; for example, medical reasons, caring duties, an emergency situation at home and maternity or paternity leave. It is important that you make a formal application to take time off as soon as you know that you need to do so but to do this in consultation with your Supervisor and College Graduate Tutor. You may also find it useful to discuss your application with your Advisor, Course Administrator or the Faculty Graduate Office. You may request to intermit for a maximum period of three terms. You will need to state, on your application, the exact dates that you will be away from Cambridge.

If you are making your application on medical grounds, you will need to include a note from your medical doctor, counsellor or your College Graduate Tutor. It is really important that you talk about any circumstances which are preventing you from working effectively with one or more of these staff from your graduate team.

Please note that it is not possible to apply for, and have agreed, retrospective terms of intermission, or to apply for intermission for the purpose of taking employment.

It may be necessary to intermit for three terms, even if you require fewer, so that you can join your programme at the point you left it in the forthcoming year.

Full information about intermission, its consequences and how to make an application is available from: <http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission>

If you hold a visa to study, then you must consider the potential implications of applying for intermission on your visa. Please refer to the additional information for

Tier 4 Sponsored Students on the above link.

What to do if you need to Work Away from Cambridge

In order to meet the Higher Education Funding Council (HEFCE) requirements, immigration regulations and in order to be safe, the University needs to be able to report the whereabouts of all its graduate students. If you are going away, please let your College Graduate Tutor, Supervisor and friends and family know.

If you are going away to undertake research work as opposed to a holiday and will be away for more than two weeks, you will also need to apply for leave to work away via CamSIS and complete the Faculty's Risk Assessment Form. The Risk Assessment Form needs to be uploaded to your application for leave to work away once it has been signed off by the Head of Department.

Please do not travel unless your leave to work away has been approved by the University.

It is really important that you think carefully about the risks to your safety while travelling away from Cambridge, and the measures you need to take to minimise these risks. Some destinations are not as safe as others. You must seek travel advice from the Foreign Office before you make your plans. You will also need to check for information whilst away. Foreign travel advice is available from:
<https://www.gov.uk/foreign-travel-advice>.

- You do not need to apply to work away for short periods, such as attending conferences.
- Students are not able to apply to work away for the purpose of employment. If you wish to take a period of employment you must apply to be removed from the Register. For further information see:
<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/removal-register>
- Applications are considered on a case by case basis and must have the support of your Supervisor, Department, Degree Committee and College. You must also seek the permission of your sponsor if you are funded by a sponsor.
- If you are granted permission to work away you are considered still to be under the active supervision of your Cambridge Supervisor unless alternative arrangements have been approved.

If you have any questions about working away email:
graduate.admin@aha.cam.ac.uk.

For information on working away, Tier 4 and how to apply see:
<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge>.

You can download a copy of the Faculty's Risk Assessment Form from:
<http://www.hoart.cam.ac.uk/current-students/information-for-graduate-students/information-for-all-graduate-students/working-away-from-cambridge-what-you-need-to-do-and-how-to-apply>.

Travel Insurance

You will need to show that you have adequate insurance for any period of working away unless:

- You are remaining in the UK
- You are applying to return home to write up your thesis or to undertake further work to your thesis, such as corrections.

Further details on the University's insurance scheme can be found at
<http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html>

University Fieldwork Funds

If you are funded by a Research Council you may be eligible to apply for additional fieldwork funds from them. If you require additional funding to complete fieldwork and have been granted permission from the Student Registry to work away, you may be eligible to apply for **Faculty Fieldwork Funding**. You may also be eligible to apply for funding from the **Kettle's Yard Travel Fund** which is also administered by the Faculty. Information about the fieldwork funding schemes will be forwarded to all students during the Michaelmas Term via email.

Successful applicants will be required to make use of their grants before the end of the year in question unless the Professor of Architecture waives this requirement.

For further information and application forms see:
<http://www.hoart.cam.ac.uk/current-students/information-for-graduate-students/information-for-all-graduate-students/faculty-fieldwork-funding-1>

Updating Personal Information and your Student Status

For further information on how to manage the items listed below see:
<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/gradprofile.html>

Personal Information

- Changing Your Name
- Changing Colleges [.cam.ac.uk domain only]
- Applying for Person(s) to Join You in Cambridge
- Residing Outside the University's Precincts

Changing Your Student Status

- Changing Your Mode of Study (Full to Part-time, Part to Full-time – note this is

- not possible with the MPhil which is full-time only)
- Withdrawing From the University
 - Changing Your Course Registration
 - Allowance/Exemption of Research Terms
 - Removal from the Register for Graduate Students
 - Reinstatement to the Register for Graduate Students
 - Changing Your Department/Faculty
 - Changing Your Supervisor
 - Exemption From the University Composition Fee

Confirmation of Your Status

- Research Passports
- Confirmation of Study Letters

Funding

It is important to note that most fully funded opportunities at Cambridge are only available to students about to start a new course. Once you are registered as a student, there are few full scholarships available. However, it is important to keep an eye out for funding opportunities in the Faculty, your college, the *Reporter* and external sources. If we do receive information about possible funding opportunities, it is circulated to eligible students with immediate effect. Do keep an eye on your email!

For information on funding for current students see:

<http://www.cambridgestudents.cam.ac.uk/fees-and-funding/funding/funding-students-existing-course>

Working While You Study

Masters students are generally expected not to work during term-time. Students should consult their Faculty and Department for further details regarding official vacation dates.

For further information see: <http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study>.

Student Problems, Issues, and Complaints

It is important to get *early* advice about problems or concerns as many issues or complaints may be resolved readily and promptly with the support, involvement or intervention of a relevant member of Faculty staff (or a Tutor or other College officer), at the 'local' level. Students wishing to pursue a matter of formal complaint are therefore encouraged in the first instance to consult, discuss the issues with, and seek the advice of, for instance: Director of Studies, Director of Undergraduate Studies/Course Coordinator/Year Coordinator etc.,

The University's Office of Student Conduct, Complaints and Appeals (OSCCA) provides procedural advice, case handling and oversight of a number of student

procedures including:

- student complaints
- review of examination results
- fitness to study
- harassment and sexual misconduct
- discipline

OSCCA has published an overview of the formal procedures available to students – <https://www.studentcomplaints.admin.cam.ac.uk/home/overview-student-conduct-complaints-and-appeals>.

Student Complaints Procedure

If you are unhappy with the experience you have received from a University department, faculty, or service, the University has established a Student Complaint Procedure (www.studentcomplaints.admin.cam.ac.uk/student-complaints) for you to use in order to try and resolve the situation. All complaints are treated seriously and are handled sensitively. We understand that it can be a stressful experience to submit a complaint, particularly when it is about an individual staff member, e.g. a Supervisor, Director of Studies, or other teacher. We recommend that you seek support and advice before submitting your complaint; depending on your circumstances this could be from a member of Faculty staff, a College Tutor, or the Students' Unions' Advice Service at www.studentadvice.cam.ac.uk.

The Student Complaints [Procedure](#) provides for a registered student to express dissatisfaction, either about the University's action or lack of action, or the standard of service provided by or on behalf of the University by Faculties and Departments. Grounds for complaint may include: academic provision (course content; resources; facilities; or information provided about the course); standards of service from the Institution; the behaviour of University staff. The procedure has three stages: Local Resolution, Formal Resolution, and Review. There is a quick guide to the Procedure at https://www.studentcomplaints.admin.cam.ac.uk/files/student_complaint_procedure_guide.pdf.

Where appropriate, you should attempt to raise a concern with the responsible staff member. If you do not feel comfortable raising the matter with this person then you should speak or write to the designated 'Responsible Officer', who will respond to complaints at the informal, local resolution level (Step 1). Within the Faculty of Architecture and History of Art the Responsible Office is the Faculty Manager (E-mail: Andrew.Bennett@aha.cam.ac.uk. Tel. 01223 (3)32593). (Alternatively, informal complaints may be raised with the Head of Department concerned.) You should raise your complaint as soon as it occurs, or at least *within 28 days* of the matter arising. Many issues can be resolved easily and quickly if you communicate your problem to someone.

Examination Review Procedure

The University has robust policies in place to ensure that examination results are

accurate and reliable. However, there may be circumstances where something unusual happens during the examination and a student wants to check that the Examiners were aware of the circumstances and that they have been taken into account. The principal grounds for an examination review are: a procedural irregularity in the examination process that has adversely impacted the candidate's examination results; demonstrable bias or the perception of bias within the examination process. The University has procedures in place to deal with this possibility: www.studentcomplaints.admin.cam.ac.uk/examination-reviews.

You may request that your examination results are reviewed using the Examination Review Procedure (www.studentcomplaints.admin.cam.ac.uk/examination-reviews). You can seek advice from your College Tutor or relevant Faculty/Departmental staff, or from the Students' Unions' Advice Service.

Part III: The MPhil in the History of Art and Architecture

The Department offers two postgraduate programmes: an MPhil and PhD degree. They can be, and frequently are, done in sequence. The MPhil in the History of Art and Architecture provides advanced study and training in research in specialised areas of the subject. It is intended as a self-contained programme of art-historical study, but also serves as a preparation for students intending to proceed to doctoral research. The PhD in History of Art is a three-year research degree offering the opportunity for independent research under the supervision of an expert departmental member of staff.

The MPhil is a nine-month research degree which consists of research seminars, skills training, and supervised individual study.

The syllabus is as follows:

- Attendance at selected seminars and reading groups in specialised areas of research, one in the Michaelmas Term and one in the Lent Term.
- Attendance at the department's weekly graduate seminars.
- Attendance at classes in skills training and career development.
- Frequent individual consultation with the candidate's Supervisor, who will guide the candidate's choice of topics and preparation of individual written work for essays, presentations and dissertation.

MPhil Teaching

Teaching takes the form, first, of regular one-to-one supervisions which address the topics to be submitted for assessment. In addition it consists of not less than 16 seminars across the Michaelmas and Lent Terms, all of mixed format, some in plenary form for all candidates, some in period- and research-specific areas, some consisting of non-assessed student presentations. There is at least one event per week, each of which will require some directed reading by students.

A taught course in visual culture offered at MPhil level by another University department (e.g. Classics, English, History, Modern and Medieval Languages) may be undertaken in addition to one of the course you undertake in the **Lent Term**, with the approval of your Supervisor and the Director for Graduate Studies. This needs to be discussed and arranged at the start of Michaelmas Term.

Throughout the course, students are encouraged to undertake independent reading and study, in order to consolidate what is under discussion in the seminars. Students will typically meet with their Supervisor for one hour on a fortnightly basis during term time, in order to discuss their research. In addition, they attend the Department's weekly graduate research seminars, the Department's fortnightly Medieval Art seminars and other lectures and seminars in the Department and elsewhere in the University. Students typically spend at least 30 hours per term for the first two terms attending mandatory seminars.

Students are expected to undertake research training, some of which is mandatory. These courses total approximately 6 hours in total. Mandatory courses

can be supplemented with other courses provided by the University, School, Faculty, Department and College. Whilst attending lectures is optional, students are strongly encouraged to take advantage of lectures offered in the Department and other Faculties relevant to their research.

Students will be provided with feedback via supervisions and their Supervisor's termly reports which are available to them via their self-service pages on CamSIS.

MPhil Assessment

The assessed components of the MPhil consist of:

[a] **two essays** of not more than **6000** words (one of which may include a literature review), including footnotes/endnotes but excluding the bibliography, on topics approved by your Supervisor and the Faculty Degree Committee. The deadlines for submission of these essays are listed at the front of this Handbook.

The student must submit **two** bound paper copies of each essay to the Faculty's Reception, with a bibliography and any relevant illustrations to be submitted with the text. You will also be required to upload an electronic copy to Moodle (you will be instructed on how to do this). Printed copies must be exactly the same as the electronic copy, no changes are permitted.

These essays need not relate to the themes of the seminar courses, but may instead be directed towards the candidate's personal research interests, as approved by their Supervisor. The research subjects of each essay need to be emailed to the Department Secretary by a date specified in the Graduate Calendar each year. Supervisors give individual feedback on each essay, and on the grades awarded each term.

The essays comprise a total of 40% of the final mark, and are all double-marked by two internal examiners.

[b] **a dissertation** of not more than **15,000 words**, including footnotes/endnotes but excluding appendices, bibliography, acknowledgements, table of contents, captions, and list of illustrations. The MPhil dissertation is an extended piece of research which must present an argument or a particular case. In other words, it must make clear its research question(s), rather than just offering a narrative or descriptive piece of work.

The deadline for submission of this work is listed at the front of this Handbook. The dissertation need not relate to the themes of the taught seminar courses, but should develop and apply methodological skills acquired over the course. Dissertation topics and the appointment of examiners must be approved by the Faculty Degree Committee. You will be requested to submit your dissertation topic to the Graduate Office by email by 1st March 2019 in order for the Degree Committee to appoint examiners for you.

Students must provide **a title page** for their MPhil dissertation which clearly states their name, the dissertation title, and the word count which includes

footnotes/endnotes but excludes appendices, bibliography, acknowledgements, table of contents, captions, and list of illustrations.

Word length penalties: The MPhil essay must not exceed 6,000 words. If the word limit of the essay is exceeded, a tariff of 1% will be deducted for every 100 words over the limit. The MPhil dissertation should not exceed 15,000 words in length. If the word limit of the dissertation is exceeded, a tariff of 1% will be deducted for every 300 words over the word limit.

The student must submit **two** bound paper copies of their dissertation to the Faculty's Reception, with relevant illustrations to be submitted with the text. The dissertation must also include acknowledgements, a table of contents, a list of illustrations, and a detailed bibliography. The student will also be required to upload an electronic copy to Moodle (you will be instructed on how to do this). Printed copies must be exactly the same as the electronic copy, no changes are permitted.

Further, the student will also submit a Certificate of Dissertation Submission and a Faculty Logbook which will need to be signed off by the Supervisor. The Certificate of Dissertation Submission can be downloaded from:

<https://www.hoart.cam.ac.uk/current-students/information-for-graduate-students/information-for-mphil-students/printed-information-1>

[c] **a short viva** on the dissertation and on the general field of knowledge within which the work submitted falls **may** be required should there be a notable discrepancy between the marks awarded by different examiners. Students will be informed as soon as possible after submitting their work should a viva be necessary, and they **must remain in or be prepared to return to Cambridge for such vivas, which will be held in June**. The student should bring a copy of their dissertation to the viva.

The dissertation counts for 60% of the final mark. It is double-marked by one internal and one external examiner.

MPhil Examination

The Department's policy is to round up all mark averages that fall at .5% and above, and to round down all mark averages that fall at .49% and below. **Please note there can be no significant overlap in material or argument between the three separate pieces of assessed work.**

The penalty for late submission without extenuating circumstances will be at the rate of 3% off the final (unmoderated) mark for each 24 hours that elapse after the submission date and time. For example, if the deadline is 12.00 noon on 1 January, then any work submitted after 12.00 noon on 1 January but before 12.00 noon on 2 January will have 3% deducted from the final mark. Genuine extenuating circumstances, such as health issues, are, of course, given serious consideration.

All MPhil coursework and dissertation marks are subjected to the rigorous inspection of an External Examiner in **Easter Term**, who will read such work and moderate marks as s/he thinks fit.

Students are reminded to make **regular appointments with their Supervisor** to discuss their coursework and dissertations (approximately every two weeks in Full Term). Please recognise that Supervisors with heavy undergraduate teaching schedules or with many MPhil students cannot read several final drafts at the last moment. You are advised to agree a timetable for the reading of drafts with your Supervisor in advance.

Students will be provided with a **Faculty Logbook** (referred to in more detail below), which they must fill in regularly and submit at the end of the course for review. Students should discuss the content with their Supervisor and ask them to sign their Logbook after every meeting.

MPhil Marking Scheme for essays, presentations, and dissertations:

75% +	Distinction
68 – 74%	Good Pass
60 – 67%	Pass
55 – 59%	Marginal Fail (viva required)
Below 55%	Fail

**75% +
Distinction** Uplifting to read, high level of originality in thought and expression, dense and relevant as to facts and showing excellent judgement in their selection. Full command of methodology and appropriate analytical techniques and their deployment in advancing a very clear and coherent argument. Broad, deep, and versatile reading of texts, both historical and theoretical, outstanding use of primary sources, and excellent appreciation of visual art in terms of content, function, and technique. Excellent grasp of scholarly practice, very well written and argued, very clearly illustrated. Suitable for publication, with minor amendments.

**68 – 74%
Good Pass** Original in thought or expression. Relevant as to facts and showing good judgement in their selection. Good command of methodology and appropriate analytical techniques deployed as necessary in advancing a clear and coherent argument. Good critical engagement with art historical and theoretical literature, sound engagement with primary sources, and well argued in respect of the analysis and interpretation of works of art. Very good grasp of scholarly practice, well written, clearly illustrated.

**60 – 67%
Pass** A satisfactory overall knowledge of the field and the existing literature, reasonably well presented and expressed. Awareness of appropriate methodology and analytical techniques deployed meaningfully to support a credible argument. Reasonable grasp of scholarly practice at least in the presentation of the central issues.

55 – 59%

**Marginal
Fail**

An uneven performance, and less than convincing argument, or keeping up a steady level of conventional wisdom with little or no original contribution and some confusion of facts.

Below 55%

Fail

Seriously incomplete work showing little understanding of the methods of argument. Failure to find an appropriate focus at graduate level.

Admission (Continuation) to the PhD

Some students reading for the MPhil may wish to continue their studies at Cambridge. Those who want to undertake the PhD immediately after the MPhil or within three years thereafter will need to apply to continue via the Graduate Admissions Office. For further information see:

<http://www.hoart.cam.ac.uk/admissions-1/graduate-admissions/phd>

In order to obtain provisional leave to continue your studies, you will need to obtain the support of a potential Supervisor. This need not be the same person who supervises your MPhil work. However, in view of the early deadlines, you will need to work hard to let the potential PhD Supervisor see substantial work that you have written, in addition to your draft dissertation proposal, at an early stage in the academic year. Please note that under Faculty policy, **only Established University Teaching Officers (UTOs) or exceptionally, retired UTO staff** may accept PhD students. Whilst the regulations of the Faculty of Architecture and History of Art do allow for students to study for the MPhil with a Supervisor who is not a University Teaching Officer in the Faculty, this is not possible for the PhD. Those students who wish to continue from the MPhil degree with a Supervisor who is not a University Teaching Officer are advised that they will need to find an alternative Supervisor within the Faculty who is able to supervise their research.

Provisional leave means that a definite decision will only be taken once your MPhil work can be fully assessed. **Any candidate hoping to continue to doctoral study must obtain an overall average of at least 70% in their MPhil degree. Any application to continue for doctoral research is also subject to the approval of the topic, and the availability and willingness of a University Teaching Officer to act as an appropriate Supervisor.** If you do not manage to achieve these targets, it is highly unlikely that you can progress towards a PhD in the Department.

Candidates for the MPhil degree are considered by an Exam Board during the Easter Term, usually in June. The Exam Board's recommendations are considered at the earliest meeting of the Degree Committee which is usually held in the first week in July.

Approval of Degree

The Degree Committee will email you its decision within two days following the July Degree Committee meeting. Please note that your degree is not unconditionally approved until the Degree Committee has formally confirmed this in writing.

The dates of the meetings of the Degree Committee and Board of Graduate Studies as well as Congregation dates are available from: <http://www.student-registry.admin.cam.ac.uk/about-us/board-graduate-studies/meeting-dates-and-minutes>

Conferment of Degree

Following unconditional approval for your degree you may choose:

- To have your degree conferred (granted) at one of the University's Congregations (graduation ceremonies).
- To delay receiving your degree until a time that is convenient for you and your family.
- To receive your degree without attending a ceremony - known as receiving the degree in absentia.

You will need to contact your college praelector or tutorial office to arrange any of these options.

The Praelector will make all the necessary arrangements for the degree to be conferred in the University's Senate House and will tell you what to wear for the Congregation, how to get tickets, where to hire hoods and gowns and how the ceremony operates.

You must not make any travel arrangements or book airline tickets until it has been confirmed which congregation you will be attending.

For information on Degree Ceremonies see:

<http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremonies>

Students admitted on a Tier 4 Student Visa:

If you are being sponsored by the University on a Tier 4 student visa it is important that you know the date your visa expires, as the time scale from submission to approval can be a lengthy one. The stages following submission include time for your examiners to receive, read and write their independent reports, arrange and undertake your viva and write their joint report. Results are then considered at a meeting of your Degree Committee and the Board of Graduate Studies.

You are not approved for the MPhil degree until the Student Registry has formally approved it in writing.

You must allow time for the completion of these examination processes if you need to receive notification of the outcome of your result by a certain date.

If you require advice regarding your visa please contact the International Student Office at: <https://www.iso.admin.cam.ac.uk/>

Degree Certificate

Candidates will receive a certificate confirming the degree they have been registered for once it has been conferred upon them at a congregation (graduation ceremony).

All students will be issued one free copy of their degree certificate upon graduation. One free copy of your academic transcript will also be posted to you within four weeks following congregation. If you did not receive your first certificate or transcript please contact your college. Further copies of degree certificates are available from the Student Registry.

For further information about degree certificates see:

<http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-certificates-and-transcripts>

Extended Self-Service (ESS) on CamSIS

It is highly recommended that students apply for Extended Self-Service (ESS) on CamSIS when they leave the Department. ESS allows alumni to access their Self-Service account in CamSIS. It is the very best place to update contact information for all interested parties at the University and its Colleges.

It is available to any previous student who matriculated after Michaelmas Term 1980 and access allows students to update contact details, view exam grades, view a copy of an unofficial transcript and apply for graduation.

It is only possible to access one view of CamSIS Self-Service at any one time. This will be EITHER standard Self-Service, OR Extended Self-Service OR Graduate Applicant Self-Service.

For further information see:

<http://www.admin.cam.ac.uk/students/gateway/study/camsis/ess.html>

Part IV: Presentation of the Dissertation

The Board of Graduate Studies requires any dissertation submitted for the degree of MPhil to be a connected account, in English, of the candidate's work, written by himself or herself. The Board also lays down rules governing exceptional cases in which additional published material may be considered by the examiners.

Candidates are responsible for the legibility of the dissertation and for ensuring that the correct version of the dissertation appears in the copies submitted for examination. For full information offered by the Board of Graduate Studies on the presentation of dissertations, see: <http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination>

The following sentence in the Board's guidance deserves particular attention: 'The form in which the dissertation is presented, and the care with which it has been prepared and illustrated, are in themselves evidence of the candidate's capabilities and will receive consideration as such.' Typing errors, spelling mistakes, inaccurate calculation, poor grammar and convoluted syntax are not regarded as incidental. On the contrary, effective written expression is a core criterion for the assessment of theses.

Bibliographical and Citation Details

It is good practice to maintain full and uniform bibliographical and citation records from the outset. Often students do not note full publication details of sources when first consulted in the mistaken belief that this information can be readily compiled at the end. This serves only to store up a major problem for a period that will be otherwise demanding of your time, and is sensibly avoided by logging the information as you go along. Similarly, some students neglect to note page numbers from which material has been taken, and then face the dispiriting task of tracing this information in a frantic rush at the end, when the required volumes may well be out of the library.

It is particularly important that notes should make a clear distinction between quotations and paraphrase, and that any passages transcribed for future use as quotations be accurately copied. Care in this matter will ensure that you avoid unintentional plagiarism. Finally, you must take care to note the ultimate source when noting any material quoted by another author so as to be able to produce a transparent footnote. (A transparent footnote tells the reader where you found a quotation or other material **and** where the original is to be found, and is especially important where the author of a secondary source may have quoted selectively or without due regard for context.) In short, the maintenance of full and consistent records from the start can save much heartache in the final days of submission.

Layout of the Dissertation

The following notes give guidance on the preparation of a typescript, bibliographies, and footnoting. They are not exhaustive, nor are they compulsory. There are a number of acceptable conventions; the main principle is to be **consistent**. Choose your system and stick to it. You are advised to consult with your Supervisor as to the

best system of referencing and any specific conventions employed in your particular field of research.

Art History, the profession's main international refereed journal in Britain, offers excellent guidelines for written work. Unless your Supervisor states otherwise, we recommend that you consult their style sheet for information on spelling, punctuation, acronyms, measurements, contractions, capitalisation, numbers, hyphenation, and dates. See:

https://www.vle.cam.ac.uk/pluginfile.php/10828181/mod_resource/content/1/Art%20History%20Style%20Guide.pdf

Paper and Printing

Your dissertation should be printed on A4 paper, preferably double-sided and on a laser printer.

Margins

Leave margins of at least 1½ inches (40mm) at the top, the left and the foot, and 1 inch (2.5mm) at the right.

Spacing

Everything in the main text should be **1.5-spaced**, except indented quotations and footnotes, which should be single-spaced.

Font

There is no prescribed typeface, but candidates are advised to use a simple classical typeface such as Times New Roman, in a minimum of 11pt and preferably in 12pt. A smaller font should be used for footnotes.

Inserting Symbols

Most modern word-processing programmes are capable of producing accents and non-roman characters, as well as printing mathematical symbols and equations. There should be no need for hand-written amendments to the printed text, but if these are required, or if there are to be any hand-drawn maps, they must be entirely legible.

Headings

Do not use excessive types of headings within a chapter; the more there are, the more difficult it will be for the reader to distinguish one grade from another.

Abbreviations

A list of the abbreviations used in the text and the footnotes, for example for a particular archive, should be placed at the beginning of the dissertation.

Tables

Tables may be typed on separate sheets or in the text, and must be carefully checked. Are they in the form that the reader will find most helpful? Will the reader be able to compare one set of values with another? Are all units, percentages and totals identified? Do the totals tally with the individual values? Are the sources given in the same form for each table? If in doubt, consult your Supervisor.

Quotations

Short quotations should be enclosed in single inverted commas (except for quotations within quotations, which have double inverted commas), and run on with the main text in 1.5-spacing. However, quotations extending to more than five lines of typescript ought to be distinguished from the rest of the text and do not need inverted commas (except for quotations within quotations). Start each such quotation on a fresh line and indent the whole quotation (say five spaces from the margin) and type in single-spacing. Take particular care to transcribe quotations accurately. If a quotation includes an obvious error, do not correct it but indicate it by placing the Latin word 'sic' (meaning 'thus') in round brackets immediately after the error.

Internet Citations

Websites: cite author or webmaster and date created or updated (if known), title of text, heading of page, full url, and date last accessed; eg. Urry, J. (1999), 'Automobility, car culture and weightless travel: A discussion paper', Department of Sociology, Lancaster University, <http://www.lancaster.ac.uk/sociology/soc008ju.html>, accessed 1 Nov. 2000.

Bibliographical and Footnote/Endnote References

The bibliography must include all material, primary and secondary, that has been cited or has substantially informed the dissertation. It should not include material consulted that has not, in the end, been used. It should normally be divided into manuscript sources, unpublished dissertations or papers, printed primary sources, and printed secondary works.

We do not give firm rules about citations as the choice is a pragmatic one on which you should take advice from your Supervisor, and may reflect the discipline within which you are working. **However, it is essential that you employ a recognised scholarly system consistently.** We recommend all of the following, depending on personal preference, the advice of your Supervisor, and the nature of your research.

The style guide of *Art History*

Currently downloadable from Moodle

The Chicago Manual of Style

http://www.chicagomanualofstyle.org/tools_citationguide.html

The style guide of The Journal of the Warburg and Courtauld Institutes

<http://warburg.sas.ac.uk/publications/journal/style-sheet/>

Formatting Image Captions

Captions must contain all information required for reproduction permission to be granted, but generally should be supplied in one of following formats, or as close as possible:

- Artist, Work title in italics, date. Medium, dimensions (in cm; height before width). City/town of location: Gallery name. Picture credit line.
- Engraver, title or description after Artist, Picture title in italics, date. From title of publication or permission line.
- Description of object in roman, date. Medium, size. Location: Gallery name. Picture credit.
- Title of engraving, plate 00 from Author, Title of book in italics, date of publication. City of publication: Publisher.

Please note that picture credits are largely unnecessary in student assignments, as the work is for academic purposes only and is not published. If students later submit their work for publication, however, proper picture credits must be provided, and full permission acquired from the relevant museum, gallery, or owner of the object, before reproduction can take place.

For further information see the style sheet of *Art History* (details above).

Style Guides

There are many style guides offering advice on scholarly presentation. Shorter guides inevitably fail to cover some of the more arcane issues. On the other hand, the longer and more authoritative guides include much material you may never need. The following are all recommended, and in each case the most recent edition should be used:

- *MHRA Style Guide: a Handbook for Authors, Editors, and Writers of Theses* (London: Modern Humanities Research Association, 2nd edition, 2008). Downloadable free of charge.
<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>
- *The Chicago Manual of Style* (Chicago and London: University of Chicago Press, multiple editions). Very comprehensive, but expensive.
<http://www.chicagomanualofstyle.org/home.html>
- Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (Chicago and London: University of Chicago Press, 7th edition, 2007: a scaled down version of *The Chicago Manual of Style*).
http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html
- R. M. Ritter, *The Oxford Guide to Style* (Oxford: Oxford University Press, 2002: a re-branding of *Hart's Rules*, first published in 1893).
<http://www.ritter.org.uk/AboutOGS.html>

Front Page

The front page of your dissertation should state:

- Your dissertation title.
- The degree for which it is submitted.
- Your name.
- The word count.

Quotations and Translations of Foreign Languages

Quotations in foreign languages should be translated into English in the main body of the text, with the original provided in a footnote. Where excellent, reputable English translations exist of key texts, the student is encouraged to use these instead. Students are encouraged to be discerning and selective in what they choose to quote, and not to over-burden their text with unnecessary quotation which has been poorly assimilated and does not add to their argument. The titles of specific works, such as paintings or books, do not need to be translated.

If a lengthy document in a foreign language is being used extensively **and is essential to the thesis**, permission may be sought from your Supervisor (who may consult with the Degree Committee) to provide this as an appendix, which will not be included in the overall word count. Shorter, selective quotation from this may take place in the main body of the thesis.

Where translation from manuscripts forms an essential component of a thesis, permission may similarly be sought from your Supervisor (who may consult with the Degree Committee) to include the full manuscript in an appendix, together with a transcription and translation. Your Supervisor will only give permission for such appendices if there is a genuine need to include these documents in the thesis. Appendices should not be used simply to showcase archival work.

Candidates must always make clear whether the translation is their own or someone else's, in which case the source of the translation must be given. This can be the name of an individual translator, or the name of a form of professional translation software, though the latter has significant limitations and should only be used as a last resort. If candidates do use professional translation software they should make every effort to verify that the translation provided is correct, to avoid mistranslations affecting the quality of their work.

To avoid unnecessary repetition, candidates may include in a preface the sentence, 'Unless otherwise indicated, all translations are the author's own.' As a general rule, learning to read and understand foreign languages is an essential part of scholarly practice at the higher level, and it is expected that MPhil and PhD students develop a good command of the core languages in which they work.

Part V: Best Research Practice

Establishing an effective work routine

Graduate work demands a high degree of self-discipline, and students are expected to take full responsibility for producing the required work to specified deadlines. One of the challenges of graduate study is to determine how effectively you work as an independent scholar. It is therefore essential that you establish a really good working routine and timetable, setting your own deadlines for the completion of various stages of your work.

MPhil students need to balance the requirements of the coursework and dissertation over the academic year. The Michaelmas Term and the first half of the Lent Term will be largely devoted to coursework, and some students are tempted by the pace and demands of this to defer consideration of the dissertation. However, students are encouraged to plan ahead and focus the dissertation topic sufficiently to begin actual research as soon as the coursework is completed. The aim is to schedule interviews and archival or field work outside Cambridge efficiently; to assess inter-library loan requirements; to prepare applications for leave-to-continue and/or doctoral funding for the next academic year; and to make rapid progress toward timely submission.

Cambridge terms are short. The vacations are not holidays, but periods during which the lack of lectures or other classes makes it easier to study without interruption. Freedom of residence also makes it easier to use libraries elsewhere. MPhil students should expect to work full-time between the start of the academic year and the deadline for their dissertation, taking no more than four weeks holiday in this period, partly to accommodate Christmas and Easter (when the Department and a number of University facilities will close for a few days). There is sometimes a temptation to relax after the rigours of submitting coursework, and some candidates are slow to pick up the pace of work again, at some risk to the quality of the dissertation. This temptation should be resisted, as the dissertation deadline comes round fast. It is advisable to aim to complete a preliminary draft several weeks before the deadline, in order to allow time to incorporate your Supervisor's suggestions to your work.

Good Supervisory Practice

The Supervisor's core role is to *advise* you in your studies, rather than *direct* you. With this in mind, the following points help to establish what is expected of the Supervisor/Supervisee relationship, and to ensure that you come to supervisions as well prepared as possible to discuss arguments and ideas.

Your relationship with your Supervisor is critical to your research. Your Supervisor advises you on your dissertation and engages you in a critical dialogue while you think, research, draft and write. Supervisors will also tend to take an interest in other aspects of your academic work and your career plans, which in the case of MPhil students may include consideration of continuation to the PhD degree. Often, your Supervisor will be able to advise in regard to arranging meetings or interviews with individuals of interest, informing you about relevant conferences, and assisting with applications.

You should initiate contact with your Supervisor when you arrive in Cambridge, and schedule a meeting as soon as possible. You should not expect to be summoned by your Supervisor, but will need to take a proactive role in scheduling regular meetings. However, if your Supervisor does not hear from you for some time, s/he will make contact with you. If s/he is persistently unable to make contact with you, or if there is no evidence of academic progress, your Supervisor is expected to formally report this to the relevant interested parties.

The style of supervision will differ from one Supervisor to another. However, you should expect to meet regularly, at least 3 times per term. Early on in your studies, you should aim to produce a draft outline of your dissertation with some indication of your central research questions, and a rough structure of the analysis which you propose to undertake in order to address these. You should also prepare a provisional research bibliography. The Supervisor will review and discuss these with you in detail, to ensure that the intellectual aim of the dissertation, and the method and resources for addressing the chosen questions, are clear.

Once you undertake more detailed research, you may find it necessary to reconsider some of the issues you have addressed in your initial outline. It is vital that you engage in a regular dialogue about these questions with your Supervisor. You should also start writing draft chapters as soon as you are in a position to do so. Note that early drafts, while they may contain tentative arguments, must be clearly written if they are to elicit constructive comments, and should not be in note form. Such drafts will be reviewed by your Supervisor, who can then make suggestions at a stage when you can still adopt them. On no account wait until you have arrived at what you consider a near final version of the chapters of your dissertation before showing your work to your Supervisor - at such a late stage in the process, it may no longer be possible to give you appropriate guidance.

Consult your Supervisor, Advisor or Graduate Tutor immediately if you are encountering difficulty in relation to your work, for example; illness, computer failure or 'writer's block'. We are unable to help if we do not know that something is wrong.

Supervisors make regular reports on your progress which are available for your reference via CamSIS. It is, therefore, vital that you provide your Supervisor with evidence of your work progress. This is of special importance if you are thinking about asking your Supervisor to provide you with a reference. Together, you and your Supervisor should also keep a record in your Logbook of your supervisions, of central issues discussed, and of any advice given.

If you are unable to make contact with your Supervisor or you encounter any difficulty in relation to them, you should consult, in order, your Advisor, the Director of Graduate Studies, and the Head of Department. Again, it is vital that you let us know about problems in order for us to take corrective action.

Supervisors are generally available during Full Term. Research, conference commitments, other university business and holidays mean that they may be away from Cambridge for substantial periods during the vacations. It is therefore important to schedule your work and the submission of drafts with due regard for both your own and your Supervisor's diary commitments at an early point in the year.

Supervisions generally centre on discussion of written work by the candidate, which may be a bibliography, a proposal, a book review, a draft of part of the dissertation, or simply a list of points for discussion. It is courteous to offer work in advance of a meeting, and this will also help you to get the most out of supervisions.

Drafts, Comments, and Editing

Graduate students often underestimate both the time required to react to and make best use of the comments offered by Supervisors on their drafts, and the gains in clarity of thought and effectiveness of argument that can come from careful revision and rewriting. It is misleading to think of research and writing as two separate activities. The only sure test of an argument, or of a chapter structure, is to set it out in a draft. That way both you and your Supervisor can judge the strengths and weaknesses of the approach, often devising better research strategies and generating fresh questions. This reinforces the advice that it is wise to start writing drafts as early as possible; you can then supplement your research at a later date if necessary.

Drafts are also an important part of the exercise of keeping within the word limit, as you develop a better sense of the space you need for each section. The task of cutting several thousand excess words cannot be left to the very end. Hurried editing can easily result in poor scholarship, and even failure, by destroying the transparency of referencing or by incorporating unacknowledged quotations into the main text, which could lead to unintentional plagiarism (see section below on Plagiarism).

Faculty Logbook and Researcher Development Log

Every graduate student keeps a Faculty Logbook in which they record a personal programme of training each year. The Faculty Logbook is also to be used to detail the student's aims and objectives, the dates of meetings with supervisors, any conferences, lectures, classes, or courses which they attend, and the skills which they have acquired.

You can download a copy from: <https://www.hoart.cam.ac.uk/current-students/information-for-graduate-students/information-for-mphil-students/printed-information-1>

Please keep this on file (with regular backups) apart from the pages which your supervisor needs to sign, which you should in principle print out and take to every supervision meeting. Supervisors should be reminded to sign these pages after each meeting, to ensure that regular meetings take place, and to keep a record of what is covered on each occasion. At the end of each year you will be asked to print out the complete logbook, attach the signed supervision pages, and submit it for review. It also serves as a useful repository of your research activity for your curriculum vitae, along with publications, awards and other honours achieved.

In addition to the Faculty Logbook, every graduate student will also keep a Researcher Development Log in which they record a personal programme of researcher development training each year. Your development log is available online

at <https://www.rdlog.admin.cam.ac.uk/>. Please see later in the Handbook for details on Researcher Development.

Formal Reporting

Supervisors submit at least one formal report each term on their students via the Cambridge Graduate Supervision Reporting System (CGSRS).

You will be able to view your reports via your self-service account in CamSIS. See: <http://www.camsis.cam.ac.uk/public/gradss/>

Research Integrity

The University of Cambridge is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity and ethics.

To maintain the high standards of research practice at Cambridge, the University upholds the commitments outlined in Universities UK's Concordat to Support Research Integrity.

The University expects all researchers, be they staff, students or visitors to the University, to abide by national, European and international standards of research integrity and includes:

- Honesty in all aspects of research.
- Scrupulous care, thoroughness and excellence in research practice.
- Transparency and open communication.
- Care and respect for all participants in and subjects of research.

In addition to these core principles, researchers should ensure that their research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. This includes seeking ethical approval for research where appropriate. Researchers are also expected to treat colleagues with integrity, honesty and collegiality, including the fair provision of references and peer review.

The Department takes University policies pertaining to research integrity seriously and has a robust approach to investigating allegations of research misconduct. The Head of Department should, in the first instance, be contacted should anyone be suspected of research misconduct within the Department. In such cases, the Head of Department will, under the Misconduct in Research policy, conduct an investigation into an allegation of research misconduct and will report all such investigations to the Academic Secretary, Registry or Director of Human Resources as appropriate. Where it is inappropriate for the Head of Department to act in such a role, the matter should be referred to the Head of School of Arts and Humanities.

For further information see: <http://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-statement>

UK Research Integrity Office

The University is a subscriber to the UK Research Integrity Office (UKRIO) and this provides sources of assistance and advice, as well as access to resources that may be of use to staff and students.

UKRIO is an independent charity that aims to support researchers and institutions to further best practice in academic, scientific and medical research. It provides a number of services that may be of interest:

* UKRIO ADVICE SERVICE: UKRIO provides an independent, expert and confidential advice service that is open to all for questions and advice relating to the conduct of academic, scientific and medical research. Anyone wishing to seek advice from the UKRIO can do so through their online advice form, which also provides detailed guidelines on seeking advice: <http://ukrio.org/get-advice-from-ukrio/>

* UKRIO GUIDANCE DOCUMENTS: UKRIO produce a range of guidance documents and case study packs to assist researchers and those responsible for training staff and students in good research practice. As a subscriber institution, the University has access to additional case study packs, which can be obtained on request from the University's Research Governance and Integrity Officer.

* UKRIO TRAINING: As a subscriber institution, the University receives training sessions from the UKRIO. These will be advertised on the University's Research Integrity website.

For more details, see the UKRIO page of the University Research Integrity Website: <http://www.research-integrity.admin.cam.ac.uk/research-integrity/uk-research-integrity-office>

Research Ethics

Confidential sources, either documentary or interview material, can play an important role in research into contemporary topics for which documentation is otherwise unavailable, and there may be good reasons for insisting on confidentiality or anonymity. The following are general guidelines to ensure good practice in this area, and to ensure that use of interview material can be reconciled with scholarly requirements for verification.

It is the candidate's responsibility to establish with the interviewee on what basis the interview is to be conducted. Can identity be directly revealed? Can the interviewee's general official status be revealed? Can the person be quoted directly or is the information for 'background' only? If the person is to be quoted, there is need for great accuracy of transcription from tapes or any other medium. The date and place of the interview should be carefully noted.

Some interviewees will insist on anonymity. However, you should avoid over-reliance on unattributable sources. The same advice applies to confidential documentation.

Try to avoid an unattributable source being the **sole** source for a piece of information. It will serve better to corroborate information known also from other sources.

However, there will be exceptional circumstances when candidates wish to make use of significant material available from non-attributable sources. In such cases, the following practice should be adopted:

- At a minimum, the date and place of the interview should be footnoted. Repeated references to the same confidential source should be identified.
- If possible, the professional status of the interviewee should be identified.

If the above are not possible, and if, in the context of the dissertation as a whole, it is likely that doubts may arise about the credibility of the interview material, the candidate should supply a separate confidential annex identifying the sources. This would be held in secure conditions in the Department, but could be used to satisfy the examiners of the *bona fide* use and status of the material.

Plagiarism

Plagiarism (the passing off of the work of others as your own), is, depending on the intention of the writer, either poor scholarship or cheating. In either case, the work of both the student and the original author is severely devalued and, if plagiarism is detected by the examiners, the outcome of the examination will be in serious doubt. Cheating by deliberately plagiarising or by falsifying data is an offence against University discipline and will be treated very seriously.

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include copying (using another person's language and/or ideas as if they are a candidate's own), by:

- Quoting verbatim another person's work without due acknowledgement of the source.
- Paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source.
- Using ideas taken from someone else without reference to the originator.
- Cutting and pasting from the internet to make a pastiche of online sources.
- Submitting someone else's work as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks', 'paper mills' or other commercial 'ghost-writing' services, or not attributing research contributed by others to a joint project.

Plagiarism might also arise from colluding with another person, including another candidate, other than as permitted for joint project work (that is; where collaboration is concealed or has been forbidden).

Plagiarism can occur in respect to all types of sources and media:

- Text, illustrations, musical quotations, mathematical derivations, computer code, etc.
- Material downloaded from websites or drawn from manuscripts or other media.
- Published and unpublished material, including lecture handouts and other students' work.

A candidate should always include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work. Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject matter and mode of assessment. Clarification should be sought from the Supervisor as appropriate.

Suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University's Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

The University reserves the right to require the submission of work in both electronic and paper format and to submit work to examination with plagiarism detection software.

Information on what constitutes plagiarism and how to avoid it, together with guidance for examiners on how to deal with cases of suspected plagiarism can be found on the University's webpages on plagiarism:

Good Academic Practice and Plagiarism
<http://www.admin.cam.ac.uk/univ/plagiarism/>

Research Office: Good Research Practice
http://www.admin.cam.ac.uk/offices/research/research/good_practice.aspx

Students are required to comply with these conventions. Ignorance of the rules will not be accepted as a defence, unless it is demonstrated that the relevant information has not been made available.

Working in Collaboration

Candidates will be required to state in their dissertation:

- The sources from which information is derived.
- The extent to which they have availed themselves of the work of others.
- The portions of the dissertation which they claim are original work.

If the dissertation is almost entirely the candidate's own work, the following statement should be included in the preface:

'This dissertation is my own work and contains nothing which is the outcome of work done in collaboration with others, except as specified in the text and acknowledgements'.

The Student Registry recognises that research degrees are frequently now carried out in groups and, in almost all subjects, you are likely to have made use of the help of others to some extent. If you have undertaken collaborative work during the course of your research, you must ensure this is declared in the Preface and specified in the text. The Declaration Form and Deposit and Copying of Dissertation Declaration submitted with the soft bound copy of the thesis both require a signature to confirm this.

You must indicate clearly which portions of the dissertation describe work undertaken by others or in collaboration with others, and give the names of those persons with whom you have collaborated along with an indication of the extent to which you have availed yourself of their assistance.

Work Submitted for Other Qualifications

You are required to declare that the dissertation submitted is not substantially the same as any that you have submitted for a degree or diploma or other qualification at the University of Cambridge or any other university or similar institution and to identify any parts which have either been - or will be - submitted for any degree, diploma, or other qualification at the University of Cambridge.

A signed declaration in support of this must be submitted along with the soft bound dissertation and be included in the dissertation. For further details and forms for this declaration see information on Submitting your Dissertation:

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/research#anotherqual>

You are not permitted to include the whole or the major part of the text of a previous dissertation within your dissertation. However, you may include some parts - including tables, diagrams etc. - from your previous work.

If you have previously been approved for the MPhil/MRes/MSt degrees, a Diploma, or Certificate of Postgraduate Study, and have been allowed to count up to three terms towards the requirements for the PhD, MSc or MLitt degree, you may include suitable elements of this work, as long as it is clearly identified as such and forms a connected part of the argument within the new dissertation.

Intellectual Property

The University's policy concerning Intellectual Property Rights can be found on the Research Office website. See: <https://www.research-operations.admin.cam.ac.uk/policies/intellectual-property-rights>

Unlike most universities the University of Cambridge recognises the right of graduate students to own Intellectual Property (IP) that they have generated during the course of their studies. However, there are possible exceptions to this which are listed

below:

- If you are funded by a sponsor, the University may enter into a contract with the sponsor which governs the research. These contracts are negotiated by the Research Office of the University and may require you to assign your IP to either the University or to the sponsor.
- Supervisors may have research funding from external sponsors with terms and conditions which require you to assign your IP either to the University or to the sponsor.
- If the IP generated in the course of your study involves significant University resources such as input from your Supervisor or other members of staff, and shared inventions arise, the University may require you to assign your IP to the University or place the results in the public domain without restriction.
- If you are based in an 'embedded' or independent laboratory, i.e. a 'Non-University Institution', special IP conditions apply. Such institutions include the Cancer Research Institute, the MRC Laboratory of Molecular Biology, Sanger Institute and the Babraham Institute.
- If you are an employee of an organisation either full or part-time, your employer may have certain rights to IP generated during the course of your studies. You should check your contract of employment to verify this (arrangements will be set out in the contracts of University of Cambridge employees). Notwithstanding the employment contract, an agreement may be made between the University and your employer which overrides the employment contract.

Where any of the above apply, you will normally be recognised and rewarded for your contribution in the development of the IP in accordance with University policy.

New agreements may be required if the direction of your research changes and as a consequence you change to a different research group.

If you have entered into a formal agreement under any of the circumstances described above, you should check whether this commits you to any particular arrangement concerning the submission and examination of your dissertation and access to your work and results. This may involve you, your examiners or the University making certain undertakings. For example:

- You might be required to assign copyright to another party or parties.
- You might be required to submit the final draft of your dissertation to your sponsor before submitting for examination by the University.
- Your examiners might have to agree to keep the work confidential during the examination process.
- The University might agree to restrict access to the dissertation for a period of time.

You should discuss the implications of your contract with your Supervisor; who may draw on the expertise of the University's Research Office.

Copyright

Under the Copyright, Designs and Patents Act, 1988, ownership of the copyright of unpublished dissertations and theses and their summaries rests with the author for the duration of his or her lifetime and a given number of years thereafter, unless he or she specifically transfers it to another person.

When a dissertation is submitted for examination, the University will request candidates to sign a statement acknowledging their ownership of copyright in the dissertation and asserting their right to be identified as the author of the dissertation. Candidates should check whether they have entered into any agreement that requires them to reassign the copyright.

You should check what is required by any sponsorship agreement. The dissertation may need to go to the sponsor before it is submitted for examination. In this case you will be expected to provide written confirmation from your sponsor (or industrial supervisor, as appropriate) that they have seen and approved the final version of the work.

In the normal course of study, the University would expect your Supervisor to have seen the final draft and approve the submission of the work under the terms of any IP agreement you may have with him/her or the group in which you are working.

Please note, however, that you are ultimately responsible for the work submitted and that approval under the terms of your IP agreement cannot be interpreted as a guarantee that the work is adequate for the degree sought.

Examiners can be asked to sign a confidentiality agreement if your sponsors require that the contents of the dissertation must remain confidential for the period of the examination. The Degree Committee will arrange for this to be done when they appoint the Examiners. Candidates are asked to apply for this to be arranged when they request the appointment of examiners.

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/research#copyright>

Part VI: Research Skills, Research Resources & Personal Development

There is a wealth of sources at Cambridge from which you can develop and consolidate the skills you need to produce a successful thesis and to pursue a career following your graduate degree.

The Department recommends that each student think about his or her training cumulatively, with the following very general outline in mind:

MPhil/New to Cambridge

The MPhil is a research preparation course and should give you some of the skills you will need in your future research. All students new to Cambridge should familiarise themselves with the **University Library** via its various user-education courses (see below), as well as other libraries relevant to their research.

Supervisor/Course Director

With regard to individual research, your Supervisor's advice is crucial. Your Supervisor will also help you to acquire skills including the planning and delivery of a sustained piece of academic writing.

Your Supervisor will also alert you to new advances in the subject, recent bibliography, and where to gain advice from other experts.

Together with the help of your Supervisor, you are expected to plan a bespoke training package for yourself and to record this in your logbook (see above for Faculty Logbook).

Department

Every year, the Director of Graduate Studies sets up a programme of professional development opportunities and training in transferable skills. Within the Department, we provide training in theoretical and critical approaches through our weekly seminars and research talks, as well as in practical skills. A separate document detailing this provision, including information about which sessions are compulsory for incoming MPhil and PhD students, will be circulated to all graduate students at the start of each academic year.

Faculty

In addition to the Department's research training programme, you are encouraged to attend relevant masters' seminar courses, research seminars and talks, peer monitoring within reading and discussion groups and any relevant skills training that is relevant to your research. You are also welcome to attend any relevant events hosted by the Department of Architecture.

You are also encouraged, in consultation with your Supervisor and the Director of Graduate Studies, to organise your own conferences, summer schools or workshops and can apply for funding to realise this. Information about funding for conferences is circulated to staff and students as soon as it is available.

College

Your college hosts a cosmopolitan community of scholars spanning all disciplines and a lively forum for intellectual exchange and personal growth. See your Graduate Tutor or Grad Rep to find out about events and activities for graduate students. You may wish to organise an event of your own.

University Lectures

You may find it useful to attend lectures relevant to your research held by other University departments and faculties. Most of the University's lectures are listed on the University's Timetable, see: <https://www.timetable.cam.ac.uk/>. Whilst you may attend any lecture, it is usual to ask permission from the relevant member of staff if you may attend.

In addition to scheduled lecture courses, there are also many one-off lectures and seminar presentations held by academics and visitors throughout the University. Keep your eye out for these in your email, noticeboards and websites.

Careers Service

The earlier you make use of the services offered by the University's Careers Service, the easier you will find it to make informed decisions about what you would like to do following your time as a graduate student. <http://www.careers.cam.ac.uk/>

Centre for Research in the Arts, Social Sciences and Humanities (CRASSH)

CRASSH facilitate interdisciplinary initiatives and host discussion groups for graduate students.

<http://www.crassh.cam.ac.uk/page/3/research-programmes.htm>

Personal & Professional Development – Researcher Development Programme

The University offers an excellent development programme where you can develop your professional, technical and personal skills.

<http://www.ppd.admin.cam.ac.uk/information-research-students>

Language Courses

You may undertake language courses according to your needs in the Faculties of Modern and Medieval Languages, Classics, Asian and Middle Eastern Studies or the University's Language Centre. Palaeography courses and mediaeval Latin are often

offered by the Faculty of History.

The Language Centre has language training opportunities for graduate students within this School. For information see: <http://www.langcen.cam.ac.uk/lc/index.html>

<http://www.mml.cam.ac.uk/>

<http://www.classics.cam.ac.uk/>

<http://www.ames.cam.ac.uk/>

<http://www.hist.cam.ac.uk/>

Museums & Collections

Cambridge is home to the UK's highest concentration of internationally important museum collections outside London, housing over five million objects in one square mile: <http://www.cam.ac.uk/museums-and-collections>

Social Sciences' Research Methods Centre (SSRMC) Training Programme

The SSRMC is an interdisciplinary initiative offering high quality research methods training to postgraduate students at MPhil and PhD level:

<http://www.ssrmc.group.cam.ac.uk/>

University Information Service (UIS) – IT Training

The UIS provides a full schedule of training courses for students of the University and Colleges, most of which are free of charge: <http://www.uis.cam.ac.uk/training>

University Library (UL) – Research Skills Programme

Cambridge has one of the greatest collections of books and manuscripts in Europe, housed in over 100 individual libraries. The UL offers information skills sessions for graduate students: <http://www.lib.cam.ac.uk/>

Sport, Drama, Music, Societies, Volunteering

You will have a unique opportunity to develop skills for your research, personal development and a healthy work life balance:

<http://www.admin.cam.ac.uk/students/gateway/cambridge/social.html>

Your Sponsor

If you are sponsored by a research council or other organisation, you may be eligible for research skill training opportunities or funding to support your training elsewhere. You will need to check with your sponsor to find out.

Vitae – Realising the Potential of Researchers

Vitae is dedicated to realising the potential of researchers through transforming their

professional and career development. <http://www.vitae.ac.uk/>

Libraries in the UK

Each library will have different regulations regarding admission. Please check the websites below for up to date information. You may find you need a letter of introduction from the Department. Please email us with full information if you require a letter: graduate.admin@aha.cam.ac.uk.

British Library

<http://www.bl.uk/>

The main copyright and research library in the United Kingdom. The catalogue is accessible via the website, and it is possible to order material in advance.

Bodleian Library

<http://www.bodleian.ox.ac.uk/bodley>

Another copyright library though, unlike the University Library in Cambridge, few books are on open access, and the average waiting time for them to be fetched is 2 hours.

Sackler Library, University of Oxford

<http://www.bodleian.ox.ac.uk/sackler/>

The Sackler Library is part of the Bodleian and contains extensive art history holdings arranged in three distinct areas: the Western Art Library (monographs, catalogues and periodicals); the History of Art Library (theory, criticism, historiography); and the Eastern Art Library (books and periodicals on the art and architecture of the Orient, including a large section on Islamic art). These collections are on open shelves for reference only. Two related closed-access collections are the Wind collection (iconography and iconology) and the Haskell collection (French Salon studies).

Courtauld Institute of Art (Conway and Witt Libraries)

<http://courtauld.ac.uk/study/resources/image-libraries/conway-library>

<http://courtauld.ac.uk/study/resources/image-libraries/witt-library>

The Courtauld contains three of the most important collections of art historical material in the UK: the book library (particularly good for rare exhibition catalogues), and the Witt and Conway photo archives. The Witt is a collection of reproductions of paintings, prints, and drawings, housed in box files arranged alphabetically by artist, while the Conway is a photographic archive of architecture and sculpture. Check the websites to see what you need to do in order to visit. For admission, you will need a letter of introduction from the Department briefly stating the field of your research. You will also need to apply for a reader's card – check the websites above for details.

Heinz Archive and Library, National Portrait Gallery

<http://www.npg.org.uk>

The prime centre for research in the field of British portraiture. Access to the Archive and Library is via appointment. Check the website to see what documentation you need to take with you in order to access the library.

Institute of Historical Research, University of London

<http://www.history.ac.uk/library/>

Good for rare items. Admission is free to graduate students at institutions of higher education in the UK. Applications for admission are made at the Institute on a form which is obtainable at the General Office. Bring a letter of introduction from the Department briefly stating the field of your research.

RIBA Library

<https://www.architecture.com/RIBA/Visitus/Library/TheRIBALibrary.aspx>

The RIBA British Architectural Library is the largest and most comprehensive resource in the United Kingdom for research and information on all aspects of architecture. It is one of the finest collections of architectural material in the world, and has outstanding holdings of architectural drawings.

Tate Archive

<http://www.tate.org.uk/>

The Tate Archive comprises the Archive of British Art since 1900 and the Gallery's own institutional records. The collection includes manuscripts, correspondence, diaries, notebooks, sketchbooks and other artworks, photographs, press cuttings, some printed ephemera and posters, and administrative records.

The National Art Library, Victoria and Albert Museum

<http://www.vam.ac.uk/page/n/national-art-library/>

The National Art Library is a public reference library located within the V&A which contains a wealth of material concerning the fine and decorative arts of many countries and periods. All material must be consulted in one of the library's reading rooms. See the website for information on how to register as a reader.

Warburg Institute

<http://warburg.sas.ac.uk/index.php?id=117>

The Warburg Institute houses the best single art history library in the world for the study of the Middle Ages, the Renaissance, and the seventeenth century. The library is open-access, and contains about a third of a million volumes (some 40% of which are not in the British Library), as well as c. 3,000 journal titles, 830 of which are not available elsewhere in London. It also houses a photographic collection organised by subject matter. See the website for information on admission.

Part VII: Health & Welfare

Every year the University issues health guidelines to staff and students. These include information on meningitis, vaccinations, anaphylaxes and sexual health. In the event of an epidemic or pandemic it may also release information on the advice of the Health Protection Agency.

<http://www.admin.cam.ac.uk/univ/health/>

Health & Safety

The University's Health and Safety Office also has a broad range of guidance documents that you may need to refer to during your time at Cambridge, for example cycle safety and security. <http://www.safety.admin.cam.ac.uk/>

Accommodation Service

The Accommodation Service has hundreds of properties and over a century of experience. The Service has a definitive list of University accommodation, as well as hundreds of privately-owned properties and some college rooms.

<http://www.accommodation.cam.ac.uk/>

Assistive Technology Support

The Assistive Technology (AT) team is based within the University Information Service (UIS) and provides a wide range of assistive technology advice, training and support enabling students with specific requirements to make effective use of information technology. <http://www.uis.cam.ac.uk/support/assistive-technology>

Cambridge University Students' Union (CUSU)

CUSU exists to represent your interests and ensure that you have a say in your University experience. Whether you are an undergraduate or a postgraduate, every Cambridge University student is automatically a member of CUSU. CUSU works by bringing together students from all colleges and departments in order to campaign for positive change in Cambridge. As a student you will also be represented at College level by JCRs and MCRs, as well as by elected student representatives in your faculty. See: <http://www.cusu.co.uk/>

Childcare Office

The Childcare Office oversees the facilities and assistance offered to University staff and students with children.

The University has two day nurseries at Edwinstowe Close and at the West Cambridge site for children from three months to school age, as well as a Holiday Playscheme which operates during the state school holiday periods (excluding Christmas and Bank Holidays) for school-age children; the venue at St Mary's Junior School is also open for some additional holiday periods.

The Childcare Office also operates an Information Service, which aims to support

families of the University community. The service offers information on family related issues including childcare, schooling, health care, financial support and local community resources.

<http://www.admin.cam.ac.uk/univ/childcare/>

Counselling Service

The University's Counselling Service is just round the corner from the Department in Lensfield Road and has a team of professionally trained counselling staff who can help in a variety of ways; one to one counselling, groups and workshops, self-help brochures, student counselling faqs. See

<http://www.counselling.cam.ac.uk/>

Dental Service

To find a suitable NHS dental practice in Cambridge, see:

<http://www.nhs.uk/Service-Search/Dentists/LocationSearch/3>

Disability Resource Centre (DRC)

The DRC provides resources for disabled students.

<http://www.admin.cam.ac.uk/univ/disability/>

The Disability Liaison Officer for the Faculty is Julia Pettman on jwp34@cam.ac.uk. Her telephone numbers are: 01223 332966.

Doctors (Medical)

The University of Cambridge does not have its own medical practice, and all students are advised to register with a local general practitioner (GP) when they arrive. Your college should be able to provide a list of local practices, or you could use the NHS search facility.

<http://www.nhs.uk/Pages/HomePage.aspx>

Health & Safety Policy in the Faculty

Fire

On discovering a fire you should operate the nearest fire alarm call point (small, red wall-mounted boxes) by breaking the glass as directed on the front.

Fire extinguishers are located around the building. You should only attempt to tackle the fire yourself if you have been trained in the use of fire extinguishers and are confident in your ability to do so safely, without endangering yourself or others. Fire extinguishers are provided for tackling fires in an emergency and are positioned by members of the Fire Safety Unit in the places where they will be of most benefit. They are not door-stops and they are not to be moved for any reason.

The fire alarms are tested on Thursdays between 9.00am and 10.00am, when they will sound for no more than one minute. If the alarm sounds for longer than a minute

or at any other time, you should assume it is not a test and evacuate the building immediately.

On hearing the fire alarm, you should leave the building quickly, closing doors behind you as you go and choosing the safest exit route (signalled by the green 'running man' signs), according to where the seat of the fire is believed to be. This may mean not using the route you normally use to enter and exit the building, **so do take the time to identify fire exit routes as soon as you can, rather than waiting until there is an emergency.**

If any of the access-controlled doors do not release automatically, lift the clear plastic cover on the front of the adjacent wall-mounted green box and break the glass as directed.

After leaving the building assemble:

- in the car park at the front of St. Peter's Terrace (on the left as you go out of the front of Scroope Terrace – on the far side of the Engineering driveway)
- or, in the car park at the rear of the Royal Cambridge Hotel (access via the Scroope Terrace car park).

Do not gather in front of the building – you may be putting yourself in danger (for example, from falling glass as the windows above you shatter in the heat), and you will certainly block others' safe exit and the access of the emergency services if they have to attend. Identified fire wardens will be on hand to provide direction. You must obey any direction that they give you, which will be for you own and others' safety. Do not return to the building until a fire warden has told you that it is safe to do so and do not leave the fire assembly point – if you have been seen in the building prior to evacuation but are not present at one of the assembly points, emergency services may have to risk their own safety to re-enter the building and look for you.

In the event of the discovery of a suspect package, the same evacuation procedures apply.

You are responsible for any visitors that you bring into the building and for ensuring that visitors know what to do in the event of an emergency. The Faculty Manager (3)32593) and Custodian (Mr Alan Baldwin / (3)32991) must be informed immediately, via the Faculty Office, of any visitors who might experience difficulty in responding to a fire alarm and/or evacuating the building in an emergency, as we are required to produce a Personal Emergency Evacuation Plan.

The Faculty is required to carry out regular fire drills. Everyone is expected to take these seriously and to follow the above procedures as if there were a fire.

First Aid

First Aid boxes are located at various points around the building, including the Faculty Office and the Studio. Please make sure you familiarise yourself with their location. The First Aider at Scroope Terrace is Mrs Julia Pettman (contact via the Faculty Office or in the office next to the Faculty Office, room 2.2, (3)32966). All

accidents, however minor, must be reported to the Faculty Office in the first instance.

In the event of serious injury you should summon an ambulance by dialling 1999 on a network phone. In the event of moderate injury the victim should be escorted to Addenbrooke's Hospital out-patients - the Faculty will refund the cost of any taxi.

MPhil Handbook

Please email the Faculty Graduate Office on: graduate.admin@aha.cam.ac.uk if you have any comments or notice any errors in this handbook.