

**FACULTY OF HISTORY
GRADUATE STUDIES
CONTACT LIST ACADEMIC YEAR 2009-10**

| Nature of Enquiry | Name of Contact | Address of Contact |
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| <ul style="list-style-type: none"> • MPhil and PhD admission information packs – prospectuses, funding guides, etc • Paper for Graduate Research Room printer • Graduate Seminars • Booking of seminar, and other rooms • History Faculty Trust Funds - application forms | Faculty General Enquiries Office | General Enquiries Office 4 th floor, Faculty of History, West Road, Cambridge, CB3 9EF Tel: 01223 (3)35302 Tel: 01223 (3)35340 Fax: 01223 (3)35968 Email: gen.enq@hist.cam.ac.uk |
| <ul style="list-style-type: none"> • PhD Graduate Training Programme • All Graduate Training enquiries • Graduate Workshops • Notices for Graduate Noticeboard • Third Year Assessment Exercise | For: Graduate Training Secretary or Director of Graduate Training Go to: Postgraduate Enquiry Office | Postgraduate Enquiry Office 4 th floor, Faculty of History, West Road, Cambridge, CB3 9EF Tel: 01223 (3)35319 Email: gradtraining@hist.cam.ac.uk |
| <ul style="list-style-type: none"> • History Faculty Trust Funds enquiries and questions: <ul style="list-style-type: none"> - Stanley Baldwin Fund - Archbishop Cranmer Fund - Lightfoot Fund - Ellen McArthur Fund - Members History Fund - Sara Norton Fund - Cambridge Historical Society - Prince Consort and Thirwall Prize Fund - Holland Rose Fund | Faculty Accounts Office | Faculty Accounts Office, 4 th floor, Faculty of History, West Road, Cambridge, CB3 9EF Tel: 01223 (3)35312 Email: accounts@hist.cam.ac.uk |
| <ul style="list-style-type: none"> • Graduate Research Room: <ul style="list-style-type: none"> - computer and printer problems - email problems • Building access / University card problems <p>NOTE: paper obtainable from General Enquiries Office</p> | Faculty Computer Office | Faculty Computer Office, 4 th floor, Faculty of History, West Road, Cambridge, CB3 9EF Tel: 01223 (3)35315 Email: computer.help@hist.cam.ac.uk |
| <ul style="list-style-type: none"> • MPhil / PhD student comments about the course | Faculty MPhil Student Representative | Elected in October 2009 – see PhD/MPhil Update |
| | Faculty Graduate Student Representative | Mr I Berkovich, Email: gradrep@hist.cam.ac.uk serving until 30.11.2009 |

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| <ul style="list-style-type: none"> • Graduate Funding enquiries: AHRC, ESRC, DRS, Allen Meek and Read, GATES • Faculty Graduate Fund application forms • Graduate General Enquiries • Funding Advance Notification Forms | Postgraduate Enquiry Office (from October 2009 to March 2010) or Degree Committee Office – see further below | Postgraduate Enquiry Office 4 th floor, Faculty of History, West Road, Cambridge, CB3 9EF Tel: 01223 (3)35319 Email: gradfunding@hist.cam.ac.uk |
| <ul style="list-style-type: none"> • MPhil admissions • MPhil Deferral of admission applications • MPhil Induction sessions • MPhil Student enquiries • MPhil training • MPhil Essay examining • MPhil Essay examination results • MPhil Dissertation titles • MPhil Dissertation examining | For: MPhil in Economic and Social History MPhil in Medieval History MPhil in Political Thought and Intellectual History MPhil in Early Modern History MPhil in Modern European History Go to MPhil Office | MPhil Office, 4 th floor, Faculty of History, West Road, Cambridge, CB3 9EF Tel: 01223 335311 or 01223 748152 MPhil in Economic and Social History - Email: ecsoc@hist.cam.ac.uk MPhil in Medieval History – Email: medieval@hist.cam.ac.uk MPhil in Political Thought and Intellectual History – Email: polthought@hist.cam.ac.uk MPhil in Early Modern History – Email: earlymodern@hist.cam.ac.uk MPhil in Modern European History - Email - modeuropean@hist.cam.ac.uk |
| | For: MPhil in Historical Studies Go to: Graduate Studies Office | Graduate Studies Office, 4 th floor, Faculty of History, West Road, Cambridge, CB3 9EF Tel: 01223 335304 Email: histstudies@hist.cam.ac.uk |
| | For: MPhil in Modern South Asian Studies Administered by: Centre of South Asian Studies | Centre of South Asian Studies, Laundress Lane, Cambridge, CB2 1SD Tel: (01223) 33-8094, Fax: (01223) 76- 7094, Email: bar22@cam.ac.uk |
| | For: MPhil in African Studies Administered by: Centre of African Studies | Centre of African Studies, Mond Building, Free School Lane, Cambridge, CB2 3RF Email: afrenq@cam.ac.uk Tel: 01223 334396, fax (01223) 769329 |
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| <ul style="list-style-type: none"> • PhD admissions • PhD Deferral of Admission applications • Leave to continue / reinstatement/admission applications • First year PhD student enquiries • PhD Permission Requests: <ul style="list-style-type: none"> - Leave to work away, - defer submission of thesis, - remission of fees, - change of registration, - change of supervisor, - change of title, - intermission, - withdrawal from register - reinstatement on register + changes of address • Registration Assessment | For: Dr S Alford or Director of Graduate Training Go to: Graduate Studies Office | Graduate Studies Office, 4 th floor Faculty of History, West Road, Cambridge, CB3 9EF Tel: 01223 335304 Email: graduate-studies@hist.cam.ac.uk |

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| Exercise | | |
| Faculty Ombudspersons – academic year 09-10: If the problem, regrettably, is of a nature that you feel you cannot approach your supervisor | Faculty Ombudspersons – academic year 09-10: Dr T Webber, Trinity College, mtjw2@cam.ac.uk Dr A Brett, Gonville and Caius College, asb21@cam.ac.uk Professor M O’Brien, Jesus College, mo10003@hermes.cam.ac.uk Dr T Harper, Magdalene College, tnh1000@cus.cam.ac.uk Professor M Daunton, Trinity Hall, mjd42@hermes.cam.ac.uk | |
| Nature of Enquiry | Name of Contact | Address of Contact |
| <ul style="list-style-type: none"> • Graduate Funding • Third Year Assessment • PhD Examinations including Appointment of Examiners • Graduate Teaching and Learning Committee • Degree Committee • MPhil/PhD/Supervisors/Teachers Updates • Reimbursement of Graduate Workshop expenditure • Ombudspersons • Appointment of Additional Advisors • AHRC/ESRC Awardholders • AHRC/ESRC Annual Reports • Reimbursement ESRC Research Training Support Grant expenditure • Reimbursement of Faculty Graduate Funds – <ul style="list-style-type: none"> - Conference/Seminar/Workshop Fund - Doctoral Language Fund - Kathleen Hannay Fund • All other enquiries if not listed in this document | <p>For Dr L Klein/Director of Graduate Studies</p> <p>Go to Degree Committee Office</p> | <p>Degree Committee Office, 5th floor, Faculty of History, West Road, Cambridge, CB3 9EF Tel: 01223 335305 Email: degree-committee@hist.cam.ac.uk</p> |

CONTACT LIST WITHIN THE UNIVERSITY – SOME PARTICULAR ISSUES

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| <ul style="list-style-type: none"> • social / contact with other students in History | <p>Students are encouraged to take the initiative and make contact, meet and socialize, with their fellow students from the start of their course in a variety of ways:</p> <ul style="list-style-type: none"> - displaying contact details on the Faculty’s list of current graduate students: MPhils: http://www.hist.cam.ac.uk/graduate_students/mphil/students.html PhDs: http://www.hist.cam.ac.uk/graduate_students/phd/students.html - ensuring that contact details are included in graduate seminar and graduate workshop mailing lists and attending those seminars/workshops, - participating in the email discussion group http://www.hist.cam.ac.uk/graduate_students/email-list.html <p>The Faculty and your College arranges, periodically, social events for specific groups of students to be able to meet and socialize: please take the opportunity when you are invited.</p> |
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| <ul style="list-style-type: none"> • If the problem, regrettably, is of a nature that you feel you cannot approach your supervisor | <p>Don't forget that you can approach any of those named above or the following:</p> <ul style="list-style-type: none"> - the Faculty ombudspersons; - the Graduate Union - http://www.gradunion.cam.ac.uk/ - the Counselling Service (located at - 2-3 Bene't Place, Lensfield Road, Cambridge CB2 1EL, Tel: 01223 332865, Email: reception@counselling.cam.ac.uk all students are entitled to a number of free and confidential sessions there by contacting the Services Reception. The service is generally available during normal office hours, but special arrangements can be made. |
| <ul style="list-style-type: none"> • Difficulties with study (eg writer's block, illness, a family crisis) | <p>If a problem arises, these people are here to help/advise:</p> <ul style="list-style-type: none"> - your supervisor; - your College/your College Tutor or College Mentor; - the Graduate Studies Office/the Degree Committee Office/the MPhil Office; - the Board of Graduate Studies (4 Mill Lane, Cambridge. CB2 1RZ); - the Director of Graduate Training (c/o the Graduate Studies Office, Faculty of History); - the Director of Graduate Studies (c/o the Degree Committee Office, Faculty of History); - the Counselling Service (located at - 2-3 Bene't Place, Lensfield Road, Cambridge CB2 1EL, Tel: 01223 332865, Email: reception@counselling.cam.ac.uk all students are entitled to a number of free and confidential sessions there by contacting the Services Reception. The service is generally available during normal office hours, but special arrangements can be made. <p>It is extremely important that you keep your supervisor/the Faculty/the Board of Graduate Studies informed. If you are funded by the Research Councils/AHRC, it is highly desirable that you inform your supervisor/the Faculty/the Board of Graduate Studies (and also the Research Councils/AHRC) that you are experiencing difficulties: we have been informed by the AHRC that they will consider cases for extensions more favourably if they are informed by the awardholder/awardholder's supervisor of problems at the time the problem arises.</p> |

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| <p>Students with disabilities/impairments</p> | <p>Students who have disabilities/impairments are respectfully asked to make contact with their:</p> <ul style="list-style-type: none"> - MPhil Co-Ordinator (PhDs: Director of Graduate Training) at the Faculty; - Graduate Tutor at College; - Board of Graduate Studies; <p>before they arrive in Cambridge specifying the nature of their impairment/disability so that the MPhil Co-Ordinator/Director of Graduate Training, Graduate Tutor, Board of Graduate Studies and the student can work together to ensure that adequate and appropriate arrangements are made for the student to make their Cambridge experience as enjoyable as it should be.</p> <p>Without the applicant's co-operation from the outset, this is very difficult to achieve.</p> <p>The College will provide dyslexia / dysgraphia / dyspraxia assessments – these assessments are required in order to ensure that the correct level of assistance and support is provided by the University.</p> <p>The University's Disability Resource Centre (Keynes House, Trumpington Street, Cambridge, CB2 1QA, Telephone: 01223 332301 Textphone: 01223 (7)64085, Fax: 01223 766863, E-mail: ucam-disability@lists.cam.ac.uk) can provide, where applicable, further information, advice, equipment and assistance to students.</p> |
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