

**FACULTY OF HISTORY: GUIDELINES FOR OPTIONAL DISSERTATIONS**  
for  
**HISTORICAL TRIPOS PART II**  
**HISTORY AND POLITICS TRIPOS PART II**  
(Updated March 2019)

**Regulations**

Candidates for Part II of the Tripos may submit a dissertation which shall be not less than 10,000 words and not more than 15,000 words in length (words to be counted in accordance with the [Faculty Style Guide](#)), shall show knowledge of primary sources, and shall give full reference to all sources used.

The Dissertation will be submitted in place of one paper [other than those that are listed as compulsory for the Tripos]. History and Politics students who choose to offer a dissertation may not do so in combination with a History Special Subject.

**Deadlines**

- ***Deadline to submit topic and title*** – division of Easter Term in year preceding submission of dissertation.
- ***Final approval*** will be given to topic and title by the Faculty Board Titles Committee no later than the last day of August in any year.
- ***Final deadline*** to submit revised title – division of Lent term prior to submission of dissertation [13 February].
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### **A. Choosing a topic and a title**

#### **A1. Choosing a topic**

The Regulations state that the **topic must not fall within the scope of any of the other papers that you are offering in Part II**. The reasons for not allowing overlap are that the range of topics studied in Part II should not become too narrow; and that candidates should not be advantaged, in relation to their peers, by being able to do work which supports two papers at once. Although it is possible to offer a dissertation on a topic within the scope of a paper you have taken in Part I, it is important that the dissertation does not have undue overlap with the Long Essay submitted for the Themes and Sources paper in Historical Tripos Part I.

Choice of topic should be made in consultation with your Director of Studies and /or a potential supervisor in the general field in which the proposed topic lies. It is very important to talk to potential supervisors in good time, since a hard part of the dissertation process is identifying a viable topic. The supervisor should normally be a University Teaching Officer or a College Teaching Officer who is a member of the Faculty; postdoctoral research fellows may supervise jointly with a Teaching Officer acting as advisor. The primary role of the advisor, however, is to support the supervisor, rather than the student. The supervisor is principally responsible for choosing a suitable advisor.

The chosen topic should be one that can be treated effectively within the word limit of not less than 10,000 words and not more than 15,000 words, and with material reasonably available from a brief period of research (two to three months).

Source material may be from archives, printed sources, secondary literature, interviews, etc. All dissertations must show knowledge of primary sources [see Regulation 17 (c)].

#### **A2. Writing a title**

Your title should be brief and to the point. Formulate the title as a statement, not a question. Avoid using a colon to separate the title into two parts: a single phrase is preferred. Avoid using quotations in titles. It is also advisable, where possible, to state the dates within which the topic falls, as part of the title. [For examples of dissertation titles submitted in the past see **Appendix A**].

#### **A3. Approval of your topic and title**

The Faculty Dissertation Titles Committee has power to approve or reject dissertation proposals. In order to have your topic and title approved by the Faculty of History as being suitable for examination, you must complete the online form [**Appendix B**], in liaison with your potential supervisor and your Director of Studies who must email the completed form to the Part II Administrator, (Part2-admin@hist.cam.ac.uk).

The form requests a title, a brief description of your topic (up to 100 words), details of primary sources and locations to be visited in the course of your research (if any), as well as information on your Part II papers and Themes and Sources Long Essay. Your supervisor is requested to provide a brief statement about your proposed

dissertation topic and confirmation that the topic is suitable and that you are responsible for its choice. **The proposal form must be approved and submitted by your Director of Studies via email.**

**Note: At the same time that you submit your proposal form, you must also submit applications to work away and to conduct interviews, as appropriate. Both of these forms must be completed in consultation with your supervisor, and approved and submitted by your Director of Studies.**

The Faculty of History Dissertation Titles Committee meets in July to consider applications. **It is vital to liaise with your supervisor and Director of Studies in good time, ideally starting in Lent term. The closing date for submission of your topic and title is the division of Easter term.<sup>1</sup> Applications submitted after the deadline will only be considered in the most exceptional circumstances.**

The Committee will decide whether or not a proposed topic infringes Regulations on the grounds of overlap with your other Part II papers and Long Essay in Themes and Sources, whether the topic is of sufficient substance to compare with the demands of a paper, whether the title adequately reflects the topic and is not so wide in scope as to be impracticable and whether or not the dissertation can be satisfactorily examined within the Faculty. The Dissertation Titles Committee may give conditional approval to the proposal at first, final approval being given only on receipt of satisfactory revisions along the lines suggested.

Once your dissertation title has been approved, no change may be made to it without formal approval. Since the approval of a dissertation is conditional upon the scheme of papers stated in the application form remaining unchanged, the Dissertation Titles Committee must also be advised of any change in that scheme.

#### **A4. Revision of title**

If you wish to revise the wording of your title you must e-mail the form 'Revision of Dissertation Title' [**Appendix C**] to Part II Administrator, (Part2-admin@hist.cam.ac.uk), by the division of Lent Term (13 February). Confirmation of acceptance of your revised title will be sent by e-mail after this date. Revised titles submitted after the deadline will be considered only in the most exceptional circumstances.

#### **A5. Withdrawal of dissertation**

If you wish to withdraw from the option of submitting a dissertation for examination in Part II it is **essential that you inform the Part II administrator** by e-mail, after discussion with your supervisor and Director of Studies, who should be copied into the correspondence.

### ***B. Researching and writing the dissertation***

#### **B1. What is involved in writing a dissertation**

Students who do dissertations almost invariably derive immense satisfaction from them. They reach the front line of historical research; and the very best of them have been published in historical journals. The value of writing a dissertation lies in trying to construct a body of information and analysis that no one has done before. Other papers in the Tripos – especially those with a long essay component – can offer you a taste of real research, but for a dissertation you are, to a large extent, on your own. You are trying to find a pattern in what may well appear to be a disordered mass of raw material, whether in the form of manuscript or printed primary sources. The sense of achievement after working through it and arriving at a synthesis can be very rewarding, but you must bear in mind that the task is correspondingly arduous and sometimes disappointing. You may find the materials are too few, or too abundant, or that they cannot be moulded into a coherent shape; or that they do not sustain the working hypothesis with which you started your enquiries. These

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<sup>1</sup> 14 May or 21 May depending on whether Easter Term starts on 10 April or 17 April. In any year in which full Easter Term begins on or after 22 April, Easter Term begins on 17 April

challenges are the stuff of historical research. A dissertation therefore needs structure and scholarly foundation.

## **B2. Use of material**

Dissertations should always comprise a thorough critical analysis of the primary and secondary sources relevant to the topic. Will these materials support the generalisations which you or other historians wish to make about them? Your hope is to be able to say something fresh or 'original' about your chosen theme. This can seem daunting given the limitations on time, resources and the length of the finished work. Remember that you can say something new if you have some evidence to deploy which has not been noticed or given much attention before. But you can also throw fresh light on a subject by the careful scrutiny and re-examination of already known material. You may feel you can only refine an existing interpretation; but if you do it with a careful critical analysis of both primary and secondary material, you will produce a highly commendable dissertation.

Dissertations based on sources in translation are acceptable. Where foreign language sources are used, candidates are obliged to translate them; please consult the [Faculty Style Guide](#) (A4 (e) and C4), available online.

Oral History in its various guises is central methodology in the historian's toolkit, and a good way to approach the study of the past. Ethical considerations, including the protection of sources, are central to the exercise of responsible research using interview methods. Before conducting oral history interviews, it is essential that you discuss the practicalities and ethical issues with your supervisor and, with them, complete the Oral History Approval form, which must be submitted along with your Dissertation Proposal form (see above, section A3). The full procedure is described on the Faculty's website:

<https://www.hist.cam.ac.uk/undergraduate/tripos-papers/dissertations/oral-history-guidelinesundergrads>

At all costs, the information offered must be accurate, the quotations from primary and secondary works must be correct, and statements need to be argued through, rather than just being asserted. That means due consideration of possible alternative points of view and interpretations which may, or may not, already have occurred to other authors. It also means writing clearly and, whenever possible, avoiding pseudo-technical jargon. And your leading statements need to be verifiable, i.e. when you are discussing a key item of evidence or an argument first put forward by someone else, you need to cite the source or author in a footnote. This will not mean a reference in every sentence or even necessarily in every paragraph or on every page. But you need to offer signposts to readers wanting to check up on your main points – and that, in turn, means keeping a careful note of page or folio numbers of points made by authors or in documents. This simple point is crucial: you cannot write footnotes unless you have precise page references to your sources. Another key tool in your research is your working bibliography. Keep a precise record of all the materials (sources, books etc.) that you use and have yet to use. This is best done by a constantly updated computer generated list.

All dissertations legitimately make some use of work done by others. But plagiarism must be avoided. Plagiarism arises from the failure to indicate, in the text or the footnotes, that you are using, quoting or closely paraphrasing someone else's ideas, argument, words or material. All quotations or paraphrases must be individually acknowledged by giving a precise reference to the source in a footnote, and additionally word-for-word quotations must be placed in quotation marks. The requirement to provide an acknowledgement applies equally to published and to unpublished writings, and includes materials available on the internet.

The Faculty uses Turnitin UK text-matching software to assist with identifying plagiarism. Fifteen percent of the total number of dissertations submitted will be scrutinised by the Academic Secretary, acting as Faculty Academic Integrity Officer. Work recommended by Examiners for further investigation will also be selected for scrutiny. Originality reports for scrutinised work will be referred to the Examiners responsible for the academic assessment of the work if there is prima facie evidence of plagiarism or poor academic practice.

Further information about the Faculty's use of Turnitin and how to avoid plagiarism, can be found on the Faculty website: [Guidance on Plagiarism](#). The University also publishes detailed guidance on its website [here](http://www.admin.cam.ac.uk/univ/plagiarism/students/): <http://www.admin.cam.ac.uk/univ/plagiarism/students/>

### **B3. Footnotes and bibliography**

Your dissertation is like a building, put together block by block. As with a building, many materials have been rejected or honed down for inclusion in the work, and the finished product represents only a fraction of what has been processed. But the reader needs to be able to check when you are a) quoting from or making substantive reference to, a primary source; b) producing little known but important evidence; c) discussing and /or disputing in detail other secondary works; d) agreeing explicitly with or drawing very heavily from some secondary work. That does not mean you should cite your source every time you state something remotely controversial. It is a matter of offering guidelines to persons wishing to inspect the basis on which your construction stands.

At the end of the dissertation you must give a bibliography. This is a crucial element and should be prepared with care. It must include every work which you have cited in the footnotes, and other primary and secondary works directly relevant to the dissertation. It may also include a number of general works, but it should not necessarily include everything you have read; some works may turn out to be marginal to your theme, or they may be too general to contribute anything to your discussion. The bibliography should be separated into unprinted primary sources (if any), printed primary sources and secondary works.

Both compulsory guidelines for footnotes and bibliographies, and permissible formats, are explained in the official [Faculty Style Guide](#), available online. Be sure to check your footnotes against the bibliography, because it will irritate the reader if the details in the footnotes diverge from those in the bibliography, or if the work is not in the bibliography at all.

### **B4. When to write your dissertation**

You are advised, in your own interest, to begin work on your dissertation during the Long Vacation after Part I. Because of the timetable for submission of the Special Subject Long Essay, it is imperative for Historical Tripos undergraduates to work on their dissertation in Michaelmas Term and to complete the first draft by the end of that term.

### **B5. Supervision of work for dissertations**

Although the dissertation must be your own work and will constitute the development of your own ideas the Faculty Board believes that it is essential that supervision should be given. It has also laid down the following guidelines:

- i. Supervision should be as for Specified Papers: that is, approximately 7 hours. Most of the other work for the dissertation will be in terms of background reading and preparation, but attendance at relevant lecture courses may also prove helpful.
- ii. A supervisor would normally (a) at the outset, explain the nature of this project and how it is to be presented (with reference to these guidelines); (b) give bibliographical and archival advice; (c) discuss with the candidate the general issues in the thesis, advise on how the candidate's ideas might be developed, and in general be available for consultation; (d) offer critiques of written work.
- iii. As in the case of ordinary supervising, students have a right to expect supervisors to provide written comments no more than one week after a piece of written work has been submitted.

**In the interests of equity and to preserve the integrity of the examination, Directors of Studies have no involvement in the preparation of the dissertation. While they may assist in planning of work schedules, they must on no account be approached to discuss content or to read or comment on drafts of the dissertation.**

## B6. Studying away

All students proposing dissertations involving research away from Cambridge or their home address are required to complete an 'Application to Work Away' form, which will be sent out with the Dissertation Proposal form and must be submitted at the same time, by the division of the Easter term. Students will be issued with a signed Faculty Approval form before the end of the Easter term. **Students travelling without being in receipt of the signed Approval form do so at their own risk; therefore travel should not be undertaken until this is in hand.**

The University of Cambridge takes the safety of its students extremely seriously, and therefore requires all students undertaking research overseas as part of their degree to keep their Faculty and College fully informed of their travel plans, and to read the University's advice on safety while working away, available [here](#). You are required to take out travel insurance for overseas travel and to consult FCO advice on your proposed destination. If you intend to travel to higher risk areas, you will be asked to provide additional information and your plans may be referred to the University's Study Away Risk Assessment Committee.

The Faculty is able to make a small number of grants for travel and research expenses to support students who would not otherwise be able to visit or access the primary source materials necessary to complete their dissertation. Applications to the [Michele Ong History Undergraduate Travel Fund](#) should be submitted with the Dissertation Application form. Full details are on the Faculty website.

## B7. Publication

You are advised that it is inappropriate to put work produced for an examination, but not yet assessed, in the public domain; this includes the presentation of ideas in progress via online blogs. This is only permissible once work has been examined and candidates have received their results.

## C. *Submission of the dissertation [2 copies and digital copy]*

### C1. Word limit

The dissertation must be between 10,000 and 15,000 words. Regulations for the word count are given in the [Faculty Style Guide](#). Permission may be sought from the Faculty Board to exclude from the word count an appendix which for the convenience of the examiners reproduces a little-known or difficult-to access text or source being discussed. Candidates are advised **that Appendices must come with an explanatory note from their Supervisor** before they can be considered. This should be emailed to the Part II Administrator, (Part2-admin@hist.cam.ac.uk) **no later than 1 April in the year in which the dissertation is due**; the Academic Secretary and Chair of Part II Examiners will then consider and respond to the request.

### C2. Title and prefatory material

The dissertation must have a title page and a separate table of contents, giving the sequence of chapters and listing any illustrations, maps, tables or appendices. The title page should state the title, the candidate number, the word count, and the words: 'this dissertation is submitted as part of the Tripos Examination in the Faculty of History, Cambridge University, [month/year]'. **The title should be exactly the same as that which has been approved by the Faculty Board Dissertation Titles Committee.** The table of contents should be on a separate page. You may also, if you wish, include a page of acknowledgements and a page (or more as needed) of abbreviations used in the footnotes. All pages must be numbered **except** the title page, table of contents, and any acknowledgement page or page of abbreviations, and the first page of the dissertation proper.

### C3. Presentation

The dissertation should be bound in a soft format, or inserted into a plastic cover. **Please note that two copies of the dissertation must be submitted, each bound separately.**

#### C4. Submission date and procedures

**Please read these instructions carefully to avoid delay in the processing of your dissertation for the purposes of the examination.**

- The dissertation (2 hard copies) must be submitted to the Part II Administrator by 3.00 pm on the first **Thursday** of the Full Easter Term in which the examination is held.
- A digital copy must be submitted to Turnitin UK via **Moodle**, by the same deadline. The content of the digital copy must be identical with that of the hard copies. Further instructions for the digital submission will be issued prior to the submission date.
- The dissertation must bear your **candidate number only - not your name**. The University issues your candidate number and will send it to your College. It is also available via your CamSIS account.
- You must complete and submit, together with the copies of the dissertation, one separate and unbound Declaration Sheet [**Appendix D**] which you sign certifying that it is your own original work, that the dissertation does not exceed the word limit, and that the dissertation does not contain any examples of plagiarism.
- Note: You are advised to retain your working notes which you have compiled and used in the preparation of the dissertation since the examiners may examine a candidate *viva voce* on his/her dissertation and on the general field of knowledge within which it falls.

**Late submission will only be granted in exceptional circumstances (medical or other grave cause).** Your College must apply to the Secretary of the Examination Access and Mitigation Committee (EAMC) for an extension to the deadline and should not approach the Chair of Examiners directly. Applications must be made at least a week before the scheduled deadline to enable the Secretary to consult the Chair of Examiners. Any extension will be for a specified period.

**A dissertation submitted later than either the scheduled or the extended deadline will be penalised** as follows:

- In the first 24 hours: 1 mark per examiner for the first hour or part thereof, another mark per examiner for the second hour, and a third mark per examiner for any further delay up to 3.00 pm the next day.
- Next 6 working days (i.e. excluding Saturday/Sunday) or part thereof: 3 marks per examiner per day.
- Work submitted any later than this will be marked 0.

#### C5. Return of dissertations

After the publication of the class list you should collect your dissertation (2 copies) from the Faculty Office (4th floor History Faculty Building) no later than the last day of June. **Candidates will be notified if their dissertation has been chosen by the Examiners to be kept in the Seeley Library, for which they will then be asked to give permission, in which case one copy will be retained for this purpose by the Faculty.**

## APPENDIX A

## PAST TITLES AND REGULATIONS FOR PRIZES

### I. Examples of past Part II Dissertation Titles

#### **American History**

*Political Identities of American Exiles to New Brunswick, c. 1782-c.1812*

*Crime and the Entertainment Industry in Chicago, 1921-1933*

*Nixon, the Christmas Bombing and the Paris Peace Accords, 1972-73*

*The Experience of Japanese Americans during the Civil Rights Movement*

*The Suburban Critique and the American New Towns Movement*

### **Ancient History**

*The Balance of Payments in Athens in the 5<sup>th</sup> and 4<sup>th</sup> Centuries B.C.*

*The Helots of Classical Sparta*

*Roman Aristocratic Competition and Military Conflict at the Time of the First Punic War*

*The Destruction and Transformation of the Roman City in Ostrogothic Italy during the Fifth and Sixth Centuries*

*Agricultural Slavery in Rome Prior to the Conquest of the Mediterranean*

### **British History**

*Portraiture, Prints and Popery in the reign of Charles II*

*The Decline of Vauxhall Gardens, 1780-1859*

*The Demise of Apothecaries' Assistants, 1903-1923*

*Conservative M.P.s and the London Gentleman's Club, 1918-39*

*British Attitudes towards the 1970 South African Cricket Tour*

### **Early Modern History**

*A Reconsideration of Farm Sizes in Early Modern Cambridgeshire*

*Antonio Brucioli and the Reformation in Early Sixteenth-Century Venice*

*The Attitude of Scottish Reformers to the Supernatural, c. 1540-1625*

*Music and Religious Change in Tudor Cathedrals*

*The Discovery of English Popular Culture in the Eighteenth Century*

### **World History**

*Robert Clive and the 'Gift' in Eighteenth-Century India*

*Shukri Ghanem and the Ottoman Empire, 1908-1914*

*The British Empire, the Haj and the Hejaz, 1916-25*

*The British Role in Southern Indo-China, 1945-46*

*The Politics of Architecture and Urbanisation in Post-Colonial Lagos, Nigeria*

### **Intellectual History**

*Ideas of the Gracchi in the Long Eighteenth Century*

*Representations of Masculinity in Southern Fiction, 1820-60*

*Histories in the Work of J. S. Mill*

*Changing Conceptions of Government in David Hume*

*Orientalism and the Nineteenth-Century English Translations of the 'Arabian Nights'*

### **Medieval History**

*Local Office-Holding in England and the Crisis of 1337-1344*

*Richard II and Royal Policy, c. 1382-89*

*Count Roger the Norman in Malta*

*The Letters of Pope Gregory VII and French Pastoral Concerns, 1073-85*

*The Reception and Uses of Gerald of Wales in the Late Medieval and Early Modern Period*

## **II. Regulations for Prizes [Dissertations only]**

### **Sara Norton Junior Prize**

The Junior Prize is awarded by the Examiners for Part II of the Historical Tripos for a dissertation submitted in that examination, on some aspect of American political history. The value of the Prize is £250.

**Gladstone Memorial Prize** *Endowments*,

1904, p. 436

1. The Gladstone Memorial Prize of £250, or such greater sum as shall be provided by the Gladstone Memorial Trustees, shall be offered each academical year.
2. The Prize shall be awarded by three Adjudicators appointed by the General Board, who shall be paid by the Gladstone Memorial Trustees a sum approved by the Council. One Adjudicator shall be nominated each year by the Examiners for Part II of the Economics Tripos, one by the Examiners for the Part II of the Historical Tripos and one by the Examiners for Part II of the Social and Political Sciences Tripos.
3. At their final meeting of the year each of the Boards of Examiners for the Triposes referred to in Regulation 2 shall identify the one or two best dissertations submitted by candidates for the Part concerned. Each dissertation identified by the Examiners shall be referred to the Adjudicators, who shall award the Prize for the dissertation which in their opinion is most meritorious.

**Alan Coulson Prize**

Grace 5 of 21 February 1990

1. The sum of \$10,000 received from Dr A S Coulson shall form a fund called the Alan Coulson Fund, the income of which shall be used to provide a prize called the Alan Coulson Prize in the history of British imperial expansion.
2. The Prize shall be awarded each year by the Examiners for Part II of the Historical Tripos to the candidate who in that examination has submitted the best dissertation on a topic in the field of British imperial expansion (including North American history before 1776), which shall be understood to cover such subjects as the discovery, conquest, settlement and development of individual colonies, the motivation and philosophy of emigrants and colonists, and the role of public opinion in imperial expansion and development.
3. The value of the Prize shall be the annual income of the Fund. If in any year the Prize is not awarded, the unexpended income for that year shall be added to the capital of the Fund.

**Cambridge Historical Society**

A prize is offered to the undergraduate presenting the best Dissertation in Part II of the Tripos.

**Istvan Hont Prize**

Mrs Anna Hont, widow of the late Dr Istvan Hont, has generously provided a fund for an annual prize for the best undergraduate dissertation in the field of political thought and intellectual history to be awarded by the Part II Board.

**In addition the Faculty is invited to submit nominations for the following prizes:**

**History Today Prize and History of Scotland Prize [2 prizes]**

History Departments are invited to submit to the Society the name of the candidate judged by the Examiners to have presented the best dissertation. The Society will then contact departmental nominees and invite them to enter the competition. The successful candidate will be awarded a price of £250 and, at the discretion of the Editor of *History Today*, his or her piece will be published in a future issue of the magazine.

**Plus** The Royal Historical Society offers a prize for the best dissertation on Scottish history.

### **The History of Parliament Dissertation Competition**

History Departments are invited to nominate a candidate judged by the Examiners to have presented the best undergraduate dissertation on a subject relating to British or Irish parliamentary or political history before 1997. A prize of £250 is awarded.

### **The Society for the Study of French History: Undergraduate Dissertation/Extended Essay Prize**

History Departments are invited to submit three names for nomination for these prizes: one first prize of £300 and two supplementary prizes of £100 each.

### **Achievement in Maritime History**

History Departments are invited to nominate a candidate judged by the Examiners to have presented the best undergraduate dissertation in the broad field of maritime history. A prize of £75 is awarded.

### **Council for British Research in the Levant (CBRL) Dissertation Prize**

The best dissertation with a first-class mark on Levantine archaeology or history. The best dissertation with a first-class mark on contemporary Levantine studies (one nomination for each prize). A prize of £250, plus one-year membership of CBRL (includes CBRL journal Levant or Contemporary Levant) and acknowledgement on the CBRL website.

### **CUQM Quantitative Dissertation Prize**

History Departments are invited to submit the best undergraduate dissertation that uses quantitative methods in the Social Science and Humanities Triposes covered by CUQM. Dissertations should have a significant component of quantitative data analysis to be eligible. Judges will bear in mind the norms for quantitative methods use in teaching and in the literatures in each discipline. The emphasis will be on the contribution of quantitative methods to substantive issues rather than the complexity of the analyses per se.

### **Ellen McArthur Undergraduate Prize**

The best dissertation in economic and social history from amongst Faculty History undergraduates. A prize of £250 is awarded.

### **German History Society Undergraduate Dissertation Prize**

History Departments are invited to submit to the German History Society the best undergraduate dissertation written by a student of History (single or joint honours) at a UK or Irish university. They offer an annual prize of £300.

Students are reminded that they must consult their Directors of Studies about their overall schemes of work to ensure that they comply with Regulations. NB: This form will only be accepted when submitted by your Director of Studies.

**NB:** The final deadline for the submission of this form is **21 May**, but it is important that you liaise closely with your Director of Studies and proposed supervisor to ensure timely submission. Please ensure that they have plenty of time to complete and submit the form.

NAME:

COLLEGE:

E-mail address:

DIRECTOR OF STUDIES e-mail:

**TO BE COMPLETED BY THE STUDENT: (in consultation with proposed supervisor)**

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**Details of Proposed Dissertation:**

- (a) Title:
- (b) Will it be based **mainly** on primary materials?  
Yes / No [delete as appropriate]
- (c) What primary sources will be used?
- (d) Do you plan to use interviews in your research?  
Yes / No [delete as appropriate]  
→ If Yes, please complete the Oral History Approval form  
<https://www.hist.cam.ac.uk/undergraduate/hist-tripos/part-ii/dissertations/oral-history-guidelines-undergrads>
- (e) Do you expect to travel away from Cambridge or your home for your research?  
Yes / No [delete as appropriate]  
→ If Yes, please complete the Application to Work Away form
- 

**First choice preferences for Part II papers (other than Paper 1 - HAP):**

- (a) Special Subject Title: (Paper No )
- (b) Specified/Political Thought Subject Paper Title: (Paper No )
- For **two-year candidates**, additionally:  
Papers:

**Option and title of Themes and Sources Option in Part I:**

- (a) What was your Themes and Sources Option (title and number) in Part I?
- (b) What was the title of your Themes and Sources Long Essay?

- |   |
|---|
| <p>(c) Proposed supervisor [BLOCK CAPITALS]:<br/>Supervisor's e-mail address:</p> |
|---|

→ **NOW COMPLETE BRIEF DESCRIPTION AND SHADED BOXES ON THE NEXT PAGE BEFORE FORWARDING TO PROPOSED SUPERVISOR**

Brief Description of dissertation topic (in not more than 100 words)

Student's E-Signature:	Date:
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➔ **NOW E-MAIL THE FORM TO YOUR PROPOSED SUPERVISOR.**

This section must be completed and signed by the potential supervisor for the dissertation. **If s/he is not a University Teaching Officer or College Teaching Fellow, the signature of an advisor is also required.**

Supervisor: Please comment below on the suitability of the topic

<b>Supervisor:</b>	College:
Signature: [scanned or typed]	Date:
<b>Advisor</b> [only required where the supervisor is not a UTO or CTO]:	College:
Signature: [scanned or typed]	Date:

➔ **SUPERVISOR: Please suggest FOUR suitable examiners [NAME + CRSID] before forwarding to student's Director of Studies (see previous page for email address). PLEASE NOTE: Once potential examiners are named on this form, it should not be copied to the student.**

Examiners should be members of the Faculty of History. (Students and supervisors should note, however, that the selection of examiners remains a decision for the Part II Board of Examiners, which is not appointed until the Michaelmas Term, and that one of the two examiners will ordinarily be a member of the Board.)

1.	2.
3.	4.

To be countersigned by the student's Director of Studies	
<b>Director of Studies:</b>	College:
Signature: [scanned or typed]	Date:

➔ **DIRECTOR OF STUDIES: PLEASE E-MAIL THE COMPLETED FORM TO the Part II Administrator, ([Part2-admin@hist.cam.ac.uk](mailto:Part2-admin@hist.cam.ac.uk)) AND THEN EMAIL YOUR STUDENT TO CONFIRM SUBMISSION.**

**PLEASE NOTE: As potential examiners are named on this form, it should not be copied to the student.**

## APPENDIX B(ii) HISTORY AND POLITICS TRIPOS PART II

### DISSERTATION PROPOSAL FORM

Students are reminded that they must consult their Directors of Studies about their overall schemes of work to ensure that they comply with Regulations. NB: This form will only be accepted when submitted by your Director of Studies.

**NB:** The final deadline for the submission of this form is **21 May**, but it is important that you liaise closely with your Director of Studies and proposed supervisor to ensure timely submission. Please ensure that they have plenty of time to complete and submit the form.

NAME:

COLLEGE:

E-mail address:

DIRECTOR OF STUDIES e-mail:

**TO BE COMPLETED BY THE STUDENT: (in consultation with proposed supervisor)**

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#### Details of Proposed Dissertation:

- (a) **Title:**
- (b) Will it be based **mainly** on primary materials?  
**Yes / No** [delete as appropriate]
- (c) What primary sources will be used?
- (d) Do you plan to use interviews in your research?  
**Yes / No** [delete as appropriate]  
➔ If **Yes**, please complete the Oral History Approval form  
<https://www.hist.cam.ac.uk/undergraduate/hist-tripos/part-ii/dissertations/oral-history-guidelines-undergrads>
- (e) Do you expect to travel away from Cambridge or your home for your research?  
**Yes / No** [delete as appropriate]  
➔ If **Yes**, please complete the Application to Work Away form
- 

#### First choice preferences for other two History or Politics Part II papers (other than compulsory Paper HP3):

1. (Paper No )
2. (Paper No )

Proposed supervisor [BLOCK CAPITALS]:

Supervisor's e-mail address:

➔ **NOW COMPLETE BRIEF DESCRIPTION AND SHADED BOXES ON THE NEXT PAGE BEFORE FORWARDING TO PROPOSED SUPERVISOR**

Brief Description of dissertation topic (in not more than 100 words)

Student's E-Signature:	Date:
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➔ **NOW E-MAIL THE FORM TO YOUR PROPOSED SUPERVISOR.**

This section must be completed and signed by the potential supervisor for the dissertation. **If s/he is not a University Teaching Officer or College Teaching Fellow, the signature of an advisor is also required.**

Supervisor: Please comment below on the suitability of the topic

<b>Supervisor:</b>	College:
Signature: [scanned or typed]	Date:
<b>Advisor</b> [only required where the supervisor is not a UTO or CTO]:	College:
Signature: [scanned or typed]	Date:

➔ **SUPERVISOR: Please suggest FOUR suitable examiners [NAME + CRSID] before forwarding to student's Director of Studies (see previous page for email address). PLEASE NOTE: Once potential examiners are named on this form, it should not be copied to the student.**

Examiners should be members of the Faculty of History. (Students and supervisors should note, however, that the selection of examiners remains a decision for the Part II Board of Examiners, which is not appointed until the Michaelmas Term, and that one of the two examiners will ordinarily be a member of the Board.)

1.	2.
3.	4.

To be countersigned by the student's Director of Studies	
<b>Director of Studies:</b>	College:
Signature: [scanned or typed]	Date:

➔ **DIRECTOR OF STUDIES: PLEASE E-MAIL THE COMPLETED FORM TO** Part II Administrator, ([Part2-admin@hist.cam.ac.uk](mailto:Part2-admin@hist.cam.ac.uk)). **AND THEN E-MAIL YOUR STUDENT TO CONFIRM SUBMISSION.**

**PLEASE NOTE: As potential examiners are named on this form, it should not be copied to the student.**

In accordance with University requirements, students planning to work away for the purposes of conducting research on the Part II Dissertation are asked to complete the form in full and have their supervisor and Director of Studies countersign it before returning it to the Faculty for formal approval.

'Working away' means any location which is not either your home or the University. You might plan to combine your research with a holiday, in which case please **only** complete the form for the dates when you expect to be working on your project.

**Please note:**

- i. This completed form must be returned, along with the Dissertation Title Proposal Form, by the deadline of **21 May 2019** to the Part II Administrator, (Part2-admin@hist.cam.ac.uk)
- ii. Until students have received the **signed** Approval to Work Away form at the end of this document from the Faculty, they are not deemed to have University authorisation for any travel undertaken in connection with the Part II Dissertation.

<b>Student name:</b>	
<b>College:</b>	
<b>Student e-mail address:</b>	
<b>Director of Studies name:</b>	
<b>Director of Studies e-mail address:</b>	
<b>College tutor name:</b>	
<b>College tutor e-mail address:</b>	
<b>Proposed dissertation title:</b>	

**Travel plans:**

The following section asks for details of your plans to conduct research on the dissertation topic above.

<b>Description of activity</b>	
<b>Location/locations of activity:</b> <i>[enter specific details of the location including name of institution, city, country, and any accommodation if applicable]</i>	<b>Dates of travel/work away</b>
<b>Assessment of Risk</b> – The hazards and consequent risks of this activity are similar to what I encounter doing low risk work at Cambridge (e.g. office work, attending lectures), the duration is under 30 days, there is no specific FCO rating for the location I am visiting and I cannot perceive any individual factors	

that would put me at high risk. This is therefore a low risk activity. The statements below list the precautions I will take to avoid higher risks.

- I will follow the UK Foreign and Commonwealth Office (FCO) Travel Advice. I understand that this risk assessment is suitable only for travel to countries considered safe according to FCO advice.
- I will use a regular mode of travel provided by a reputable company, allowing adequate travel time to avoid unnecessary risks.
- I will not travel if adverse weather, natural disaster, or civil disturbance is indicated.
- **I will obtain Travel Insurance** if appropriate (e.g. overseas) and understand that my work away is not authorised without. I will read my Travel Insurance Policy to ensure I am aware of all exclusions (including higher risk leisure activities).
- I am aware that appropriate accommodation will be sought, and I will follow University and Departmental policy.
- My contact number is up to date in CamSIS.
- I will follow the safety advice and guidance of the host organisation/employer/other authority at site.
- I will report any safety concerns to the host organisation and/or to my Department/Faculty and College.
- I will follow ergonomic guidelines regarding use of laptops and other computers as far as practicable.
- I will avoid lone working and travelling alone as far as possible.
- I understand that further risk assessment is required for higher risk activities e.g. visits to countries with FCO advice, work in communities, laboratory work, work where personal factors may affect risk level and etc. and will complete a more detailed risk assessment if it becomes necessary.

**Person working away:** I am signing to indicate that I have read and will abide by the statements above and will carry out additional risk assessment if required to do so by the University. **I understand that if I travel without being in receipt of the Faculty's Approval to Work Away Form, I do so at my own risk.**

**SIGNATURE:**

**DATE:**

**Note: It is essential that you inform your College and the Faculty of any change to the information above before and during your travels.** Use the table below to inform the appropriate person:

<b>When</b>	<b>Procedure</b>	<b>Name and email</b>
By 21 May 2019	Submit risk assessment to:  (Await receipt of signed approval form before departing)	Part II Administrator, (Part2-admin@hist.cam.ac.uk)
During	Record arrival and departure with:	College Tutor
During	Maintain contact with (as per frequency agreed in risk assessment)	College Tutor
Prior and during	Report academic and health and safety issues to:	College Tutor and Part II Administrator, (Part2-admin@hist.cam.ac.uk)
Prior and during	Report wellbeing concerns to:	College Tutor

Please now read the University's advice on safety while working away, available [here](#).

**I have read the information above**  
**SIGNATURE**

**Y/N** [delete as applicable]

**Now please send this form to your supervisor.**

**Supervisor:** I have discussed the above travel plans with the student named on this form, and am satisfied that she/he is aware of the likely risks, and of the steps needed to avoid them.

SUPERVISOR:

Name:	Signature:
	Date:

**Now please send this form to the student's Director of Studies.**

**Director of Studies:**

I confirm that the College is aware of the above student's plans to work away and am satisfied that she/he has discussed the risks involved with the supervisor named above.

Name:	Signature:
	Date:

**Now please return this form to:** Faculty of History Part II Administrator, (Part2-admin@hist.cam.ac.uk) by **21 May 2019**

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**APPROVAL TO WORK AWAY**  
**Faculty of History**

**I am signing to indicate that this constitutes a suitable and sufficient assessment of the level of risk identified.**

Name:	Signature:
Role:	Date:

2018-2019

**Faculty of History: Oral History Approval form (undergraduates)**

Student's name: ..... CRSid: .....  
(BLOCK CAPITALS)  
Research Project Title: .....

.....  
Student's Supervisor: .....e-mail: .....

Faculty of History ethical guidelines for oral history interviews supplied

After reading the submitted research proposal, the interview held on ..... [date]  
between ..... [Student] and ..... [Supervisor]

checked coverage of and/or provided feedback on the following (tick boxes):

Practicalities: political issues; cultural / social expectations

Ethical issues in relation to the planned oral history interviews

Confirm this research project does not involve children

**Comments:**

We do / do not\* confirm that this student is now ready to begin oral history interviews.

\* please delete

Signed ..... (Student's Supervisor) Date .....

**After signing by the supervisor, this form should be sent to Faculty of History Part II Administrator, ([Part2-admin@hist.ac.uk](mailto:Part2-admin@hist.ac.uk)).**

**DEADLINE: 21 May 2019 (the same date as your Dissertation Proposal Form)**

Signed (approved) ..... (Academic Secretary) Date .....

[The student is responsible for obtaining the participant's consent **prior** to interview, using this form, and for its secure storage, in accordance with GDPR.]

**ORAL HISTORY INTERVIEWS**

**Participant Information Sheet**

Historical Tripos / History and Politics Tripos [please delete as applicable]
Research project title: .....
Name and address of undergraduate student: .....
.....
Supervisor: .....

You are invited to take part in an academic research study. Before you decide to participate, it is important that you understand why the research is being done and what it will involve. Please take time to read the following information carefully.

This study is carried out by the above-named undergraduate student in the **Faculty of History at the University of Cambridge**. The project aims to: *[Student to insert text here]*

The research is based on [archives analysis, observations, individual interviews and focus group discussions]: *[Student to insert text here]*

Interviewees are selected: *[Student to insert brief description of process]*

Interviews usually take around 1-2 hours, but might be shorter or longer depending on your availability.

It is of course entirely up to you to decide whether or not to take part in the research. If you do, you will be asked to sign the consent form attached, and request anonymity if necessary. You will be free to withdraw at any time and without giving any reason. The transcription or recording of the interview will be available to you on request.

Taking part in academic research is important for the general advancement of knowledge and the enhancement of teaching. From the material collected during the research, the student expects a dissertation to be written, and other outcomes may emerge, such as a book and journal articles. A copy of the results will be available to participants on request, and, where relevant, the interview may be archived under the General Data Protection Regulation exemption of archiving in the public interest.

All the information collected through the interviews or focus group discussions will be kept strictly confidential, unless agreement is given to deposit it at a recognised repository. The data will be anonymised on request and then securely stored.

For more information, please contact the Academic Secretary, Faculty of History, [academic.secretary@hist.cam.ac.uk](mailto:academic.secretary@hist.cam.ac.uk).

**Faculty of History, University of Cambridge  
Consent for Interview and Publication**

Name of student: .....

Supervisor: .....

Research project title: .....

.....

Name of participant: .....

I confirm that I have read and understand the information sheet for the above study and have had the opportunity to ask questions.

I understand that my participation is voluntary and that I am free to withdraw at any time, without giving reason.

I agree to take part in the above study.

Please tick

	Yes	No
I agree to the interview / focus group being audio or video recorded. I understand that such information will be treated as strictly confidential and handled in accordance with the General Data Protection Regulation (GDPR) 2018.	<input type="checkbox"/>	<input type="checkbox"/>

I agree to the use of quotes in publications	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

I request anonymity	<input type="checkbox"/>	<input type="checkbox"/>
---------------------	--------------------------	--------------------------

I agree to the deposit of transcripts, audio or visual recordings for historical research purposes, once this research project is complete

	N/A	Yes	No
Audio recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Video recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Signature of Participant ..... Date .....

Signature of Student ..... Date .....

This consent document will be stored securely with interviews, transcripts and any other related materials.

**APPENDIX E HISTORICAL TRIPOS PART II and HISTORY AND POLITICS TRIPOS PART II  
REVISION OF DISSERTATION TITLE**

To be submitted by the division of Lent Term [13 February] prior to submission of dissertation.

NAME:

COLLEGE:

E-mail address:

**COMPLETE SECTION A AND SHADED BOXES OF SECTION C OF THIS FORM AND EMAIL TO YOUR SUPERVISOR.**

**(A) Revised title for which approval is sought:**

Reason for change of title:

Title originally submitted and date of submission:

Was your original title approved? YES / NO

Has there been a change to your supervisor/DoS? YES / NO If so, please give details:

E-Signature:

Date:

**(B) The candidate has discussed his/her revised title with me and I endorse the revision:**

**Supervisor:**

College:

Signature:

Date:

[scanned or typed]

**SUPERVISOR: Please e-mail to Director of Studies for counter-signature (see below for email)**

**(C) Director of Studies:**

College:

Signature:  
[scanned or typed]

Email:

**DIRECTOR OF STUDIES: PLEASE E-MAIL COMPLETED FORM TO** Part II Administrator, (Part2-admin@hist.cam.ac.uk)

## **APPENDIX F HISTORICAL TRIPOS PART II AND HISTORY AND POLITICS TRIPOS PART II**

### **DECLARATION SHEET FOR DISSERTATION**

*Note to candidate:*

Complete one copy of this DECLARATION SHEET and submit it with the two copies of your dissertation. Make sure you sign the declaration below. Your name must not appear anywhere other than on this Declaration Sheet.

*To be completed by the candidate:*

DISSERTATION

TITLE \_\_\_\_\_

### **DECLARATION**

***Please read the statements and check the boxes to indicate your agreement.***

I confirm that I have read and understood **the Faculty of History's statement on plagiarism, including the use of Turnitin originality software**, and the University-wide Statement on Plagiarism and Discipline Regulation 6.

I declare that this dissertation is my own work and does not include any examples of plagiarism.

I confirm that I have uploaded an electronic copy of the dissertation via Moodle which is identical in content with the hard copies and understand that any differences will be treated as an attempt to defraud the examination.

**I declare that the dissertation does not exceed the word limit and contains not more than**

**words**

***[insert word count]***

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Candidate's name:** \_\_\_\_\_

**Candidate's College:** \_\_\_\_\_

=====