

Graduate Student Handbook

Faculty of Oriental Studies

Academic Year 2017-18

This handbook applies to students starting the course in Michaelmas Term 2017. The information in this handbook may be different for students starting in other years.

NOTE: The Examination Regulations relating to all Oriental Studies courses are available at <https://www.admin.ox.ac.uk/examregs/>. If there is a conflict between information in this handbook and the Examination Regulations, you should always follow the Examination Regulations.

Changes in regulations made during the year are published in the Oxford University Gazette and updated in the online version of the Examination Regulations, so the online version is therefore the most up to date.

If you have any concerns please contact academic.administrator@orinst.ox.ac.uk.

The information in this handbook is accurate as of 1st October 2017. However, it may be necessary for changes to be made in certain circumstances. If such changes are made the department will publish a new version of this handbook together with a list of the changes. Students will also be informed.

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INTRODUCTION

This Handbook has been prepared on behalf of the Board of the Faculty of Oriental Studies. It is hoped that it will be particularly useful to you when you first arrive in Oxford, but please use it as a source of information throughout your course. Please read the Handbook carefully. This Handbook is for all graduate students in the Faculty of Oriental Studies, both at master's level and doctoral level. There are separate handbooks for each M.Phil. and M.St. course. This handbook should be read in conjunction with your course handbook and the Examination Regulations, <http://www.admin.ox.ac.uk/examregs/>.

If at any time you require further information please contact:

Jane Kruz, Academic Administrator (Graduate Studies), Room 316, Oriental Institute, Pusey Lane.
Telephone (2) 88203 or e-mail: graduate.admissions@orinst.ox.ac.uk

1. D.PHIL. AND M.LITT. COURSES OF STUDY AT ORIENTAL STUDIES

The two degrees awarded are the Doctorate of Philosophy (Oriental Studies) and Masters of Letters (Oriental Studies). The D.Phil. is at the FHEQ Level 8 and M.Litt. at the FHEQ Level 7.

1.1 Required Standards

The attention of graduate students is drawn to the Regulations that lay down the standards to be attained by candidates for the D.Phil. and M.Litt.

The Examiners of a **D.Phil.** thesis are required to certify:

- i. that the student possesses a good general knowledge of the particular field of learning within which the subject of the thesis falls;
- ii. that the student has presented a significant and substantial contribution in the particular field of learning within which the subject of the thesis falls;
- iii. that it is presented in a lucid and scholarly manner;
- iv. that in their opinion it merits the degree of Doctor of Philosophy; and
- v. that the student has presented a satisfactory abstract of their thesis.

D.Phil. Examiners are also required to bear in mind that their judgement of the quality of the work should take into account what may reasonably be expected of a capable and diligent student after three or at most four years of full-time study.

Examiners for the degree of **M.Litt.** are required to certify:

- i. that the candidate possesses a good general knowledge of the field of learning within which the subject of the thesis falls;
- ii. that the candidate has shown competence in investigating the chosen topic;
- iii. that the candidate has made a worthwhile contribution to knowledge or understanding in the field of learning within which the subject falls;
- iv. that the thesis is presented in a lucid and scholarly manner;
- v. that it merits the award of the degree of Master of Letters.

M.Litt. Examiners are also required to bear in mind that their judgement of the extent of the candidate's contribution to knowledge or understanding of the relevant field of learning shall take into account what may reasonably be expected of a capable and diligent student after two years of full-time study.

1.2 Transfer of Status

All incoming research students to the Faculty of Oriental Studies begin their careers at Oxford as Probationer Research Students (P.R.S.). In order to progress to the D.Phil. students must complete Transfer of Status.

Students may hold P.R.S. status for a maximum of four terms, during which they must transfer to D.Phil. status. Students may, in exceptional circumstances, apply for extension of P.R.S. status for one or two further terms, using form GSO2b, available at:

<https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional>

If a student has not transferred within the specified time limit their status will lapse and they will need to apply for reinstatement to register in order to submit their application for transfer.

The due date for Transfer of Status is the Term End Date (see below). However, it is important that students note that **this is the date by which the process must be completed** (i.e. the *viva* has been held and the report of the assessors received and approved); it is not sufficient to merely have submitted by the date. Students are advised to allow at least **six weeks** for Transfer of Status.

It is most important that new students should familiarise themselves with the transfer procedures for Oriental Studies, which are set out in the *Examination Regulations*:

<https://www.admin.ox.ac.uk/examregs/>

Transfer of Status Procedure:

- i. Talk to your Supervisor about the piece of work you propose to submit. The required length is normally between 5,000 and 10,000 words. At this stage it need not be a draft chapter of your thesis but must be of a nature to demonstrate your abilities to pursue your thesis topic.
- ii. Write a brief thesis proposal (up to 1,000 words); i.e. how you propose to treat your subject, and what materials and sources you plan to use.
- iii. Obtain a form (GSO.2) available from <https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1> Complete Part I yourself and obtain the signatures of your Supervisor and a College officer in Parts II and III.
- iv. Take the form, and two copies of the piece of work and the thesis proposal to the Academic Administrator (Graduate Studies) who will send the work to the two Assessors nominated by your Supervisor. In due course the Assessors will contact you directly to arrange for an interview.
- v. You should note that there might be delays in holding the interview if work is submitted at the end of term or during the vacation. This is particularly the case for Trinity Term and the Long Vacation when many academic staff will be away for protracted periods.

1.3 Confirmation of D.Phil. Status

It is required that all D.Phil. students should **confirm their D. Phil. status** by the end of the ninth term after their initial admission as P.R.S. More specifically, a candidate who has been admitted to the status of student for the degree of Doctor of Philosophy must, not later than the ninth term after that in which they were initially admitted to the status of a Probationer Research Student or to the status of a student for another higher degree of the University, apply to the Graduate Studies Committee of the Oriental Institute for confirmation of his or her status as a D.Phil. student. If a student is not ready to confirm status by their ninth term, they may apply for deferral of confirmation for a maximum of three terms, which will normally be granted one term at a time. Deferral is subject to the approval of a student's Supervisor, College and the Director of Graduate

Studies. Applications for deferral should be made using form GSO.14B, available from <https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional>

The Oriental Studies Board states that, when considering requests for transfer from D.Phil. to confirmed D.Phil. status, it wishes to be assured:

- i. that the subject proposed is such, in its scope and nature, as to give the student a proper opportunity to fulfil the statutory requirements for the award of the degree of D.Phil., and in particular the requirement that ‘the student has presented a significant and substantial piece of research of a kind which might reasonably be expected of a diligent and competent student after three or at most four years of full-time study’;
- ii. that the subject is a valid one, is satisfactorily defined, and can profitably be studied at Oxford. Providing that these conditions are satisfied, the board has no preconceptions about the type of subject that is suitable for a D.Phil., except that it is to come under the aegis of the Oriental Studies Board;
- iii. that the candidate’s ability and qualifications, as judged by the evidence before the board (in particular the reports of especially appointed Assessors and the reports of his or her Supervisor), are such as to hold out a reasonable expectation that he or she will be able to reach the standard required for the award of the degree.

Confirmation of D.Phil. Status Procedure:

The procedure is similar to that outlined above for transfer of status from Probationer Research Student status to D.Phil. status, with the following variations:

- i. The piece of work is expected to be a draft chapter or two chapters of your thesis, approximately 10,000-15,000 words in total.
- ii. You should produce an outline of your thesis, showing chapter headings, a brief description of the contents, and the proposed timetable for submission.
- iii. Obtain form GSO.14, available on <http://www.ox.ac.uk/students/academic/graduates/forms/> Complete Part I yourself and obtain the signatures of your Supervisor and a College officer in Parts II and III.
- iv. Take the form, and two copies of the piece of work and the thesis proposal to the Academic Administrator (Graduate Studies) who will send the work to the two assessors nominated by your Supervisor. In due course the assessors will contact you directly to arrange for an interview.
- v. You should note that there might be delays in holding the interview if work is submitted at the end of term or during the vacation. This is particularly the case for Trinity Term and the Long Vacation when many academic staff will be away for protracted periods.

1.4 Use of Assessors for Transfer, Confirmation and D.Phil. Examination

As transfer of status and confirmation of status are internal procedures **Assessors should normally be post-holders of the University of Oxford**, although they do not necessarily need to hold a post in the Faculty of Oriental Studies. It is understood that some subject areas within the Faculty are very small and will therefore need to use Assessors external to the University in order to ensure that there is adequate expertise between the Assessors for the appropriate assessment of the student’s work.

In such cases the Supervisor should write to the Director of Graduate Studies in advance of the application to explain why an external assessor is required and give an indication of the expenses that will be incurred. It is highly unlikely that permission will be granted to use two external

Assessors for transfer or confirmation or that permission will be granted to use Assessors based abroad owing to the cost of bringing them to Oxford.

Transfer of status and confirmation of D.Phil. status are opportunities for candidates to receive substantive feedback on their work by experts other than their Supervisor(s). The Faculty Board has stipulated that **one Assessor should remain the same from transfer to confirmation** where at all possible, while **the other Assessor used should be different**. This ensures that three different Assessors will give feedback to the student prior to the final D.Phil. *viva voce* examination.

An Assessor who has participated in confirmation of status may not then serve as an Examiner for the submitted D.Phil. thesis. An Assessor used at transfer of status may serve as an Examiner for the submitted D.Phil. thesis.

1.5 Residence Requirements

For the definition and other details about residence in the University see the *Examination Regulations*: <http://www.admin.ox.ac.uk/examregs/>

Taught students: Graduate students on taught courses are expected to be resident in Oxford throughout full term. You should also check the handbook for your individual programme to check whether there are any requirements falling outside full term. It is often necessary for students to be in Oxford for exams or tests or the arrangement of teaching in weeks 0 and 9. Please check your requirements before making other arrangements.

Research students: D.Phil. and M.Litt. students are required to keep statutory residence and pursue their course of study at Oxford for at least six terms after admission, *except that* D.Phil. students who already hold the Oxford degree of Bachelor or Master of Philosophy or Master of Science or Master of Letters or Master of Studies or Master of Theology (except those who hold the degree having studied for it at Westminster College) shall keep statutory residence and pursue their course of study at Oxford for at least three terms after admission as a student for the degree of Doctor of Philosophy.

Time spent outside Oxford during term as part of an academic programme approved by Council shall count towards residence for this purpose.

N.B. Probationer Research Students are expected to be in residence in Oxford. The Faculty Board is empowered to grant dispensation from residence in exceptional cases, and on the basis that it is necessary for a student's academic work that they should reside elsewhere. To apply for a dispensation from statutory residence, use form GSO8, available at:

<http://www.ox.ac.uk/students/academic/guidance/graduate/progression>.

1.6 Change of Supervisor

Taught students: All students will be allocated a Supervisor on arrival in Oxford. On many courses this will be the course director, at least until the start of work on a thesis. If a change of Supervisor is required, the current Supervisor should email the Academic Administrator (Graduate Studies) to request the change. Such requests should be copied to all concerned parties, i.e. the student, the new Supervisor, and the Course Director. The Academic Administrator (Graduate Studies) will make a record on the student's file and amend their record.

Research students: Applications should be made using form GSO.25, which has sections for completion by the student, new Supervisor and current Supervisor. This form can also be used to appoint a second Supervisor if the student's research topic requires. Once completed by both Supervisors the form should be submitted to the Academic Administrator (Graduate Studies).

External Supervisors for research students: It is Faculty policy that all research students should have a Supervisor within the Faculty. If a Supervisor is required from outside the Faculty or outside the University there should in all cases be a Co-Supervisor (called a 'Reserve Supervisor') appointed

within the Faculty. This is so that all students have a point of contact who is familiar with Faculty procedures and requirements.

For all students, Supervisors are allocated for whole terms and requests for a change of Supervisor to take effect part-way through a term will only be granted in exceptional cases. It is important that the Academic Administrator (Graduate Studies) is notified of supervision changes early in the term in order to amend the record in time for Graduate Supervision System reports to be generated.

1.7 Suspension of Status

If a student is temporarily unable to carry out their research or coursework, the Faculty may grant them a temporary suspension of status, for not less than one and not more than three terms at any one time. (For taught course students suspensions are almost invariably for three terms owing to the requirement that they must return to the course at the same point.) Applications, on form GSO.17, available on <https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional> should be completed by the student and signed off by their Supervisor and the Senior Tutor/Tutor for Graduates of the student's College, before being submitted to the Academic Administrator (Graduate Studies). No student may be granted more than six terms' suspension of status in total. Students who wish to discuss the grounds on which suspension of status is likely to be granted should contact the Academic Administrator (Graduate Studies). It should be emphasised that requests for suspension are not granted unless there is good cause.

A student with suspended status will retain their University card and Single Sign On (SSO) access to online resources, including email, and to University libraries, during periods of suspension. If your University card expires while you are on a period of suspension, you should contact your College to request a new card, which will be issued to last until your new expected completion date. If you are suspended due to non-payment of fees your access to University facilities and services will be withdrawn. You will be required to return your card directly to Student Information at the Examination Schools. The University reserves the right to withdraw access to facilities and services in certain other appropriate circumstances for students suspending status. **International students** should also be aware that during periods of suspension they need to return to their home country as a Tier-4 visa is not valid while status is suspended.

1.8 Extension of Time

Ordinarily a D.Phil. student is expected to complete the degree in a maximum of four years (twelve terms) and an M.Litt. student in a maximum of three years (nine terms). In certain circumstances, however, additional time may be required. The maximum number of terms of extension that a Faculty Board may give for a DPhil or MLitt is **6 terms**: any further extensions (or extensions that would take a student past their maximum 18 terms on the register) would require the approval of the Education Committee.

Applications for extension should be made using form GSO.15, available from <https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional> which should be completed by the student and their Supervisor, signed off by the student's College and then submitted to the Academic Administrator (Graduate Studies). The Faculty will normally only consider applications for a term at a time, and will need strong reasons before granting subsequent applications. Please understand that extensions beyond the third year for M.Litt. students or fourth year for D.Phil. students will only be granted in exceptional circumstances.

If you wish to apply for an extension of time, you must submit along with the GSO15 form a detailed work-plan towards the submission of your thesis, with a detailed progress report since Confirmation of Status. Any further application for extension of time must include a report on the progress of work in relation to the previously submitted work schedule.

1.9 Preparation of Theses

The following notes are excerpted from notes concerning the preparation and submission of theses produced by the Graduate Studies Office, based upon the University's *Examination Regulations*. The notes are intended for guidance, and are intended to supplement, and not replace the University's *Examination Regulations*. The final authority remains the University's *Examination Regulations*. Because of the large numbers of subjects, languages and disciplines covered within Oriental Studies, each of which may have its own particular scholarly conventions, it is not practical to set out here a full listing of modes of citation etc., as some other Faculties do. This is a matter on which you should seek guidance from your Supervisor early on.

Candidates should note that the purpose of these regulations is not only to ease the task of the Examiners (which is obviously in the interests of the candidate), but also to ensure that the copy of the thesis finally deposited in the Bodleian or other University library is of a standard of legibility which will allow it (subject to copyright rules) to be photocopied or microfilmed, as necessary, in the future.

Candidates are reminded of the limits of length imposed on theses by the Faculty Board's regulations, **50,000 words for the M.Litt., 100,000 words for the D.Phil.**, exclusive of any text that is being edited, and of bibliography, but including notes, glossary, appendices, etc., and should take particular care to ensure that their thesis topic is feasible within these limits. In the case of D.Phil. theses, the Faculty Board strongly encourages candidates to write no more than 80,000 words.

Further advice and guidance on the correct style and formatting of theses can be found at: <https://www.ox.ac.uk/students/academic/exams/research?wssl=1>

In order to have your degree conferred at a graduation ceremony you must submit one hard-bound copy of the final version of your thesis (including any approved minor corrections) for deposit in the Bodleian Library. You must submit [forms GSO.3a and GSO.26](#) to the Research Degrees team at the Examination Schools with your Bodleian copy.

Candidates for the degrees of DPhil, MLitt and MSc by Research are also required to deposit a copy of their thesis with the Oxford Research Archive (ORA). Information regarding this process can be found on the [Bodleian website](#) and will be sent with your result letter. You may apply for dispensation from consultation of thesis using form [GSO.3c](#).

1.10 Permission to Exceed Word Limits

The Director of Graduate Studies has discretion to permit an increase of up to 20,000 words if a convincing case is made that the additional material would be for the convenience of the Examiners. An application must be in writing with written support from the Supervisor. This should be submitted to the Academic Administrator (Graduate Studies) who will forward the application to the Director of Graduate Studies for consideration.

Candidates who for special reasons (e.g. the need to quote at length from unpublished or inaccessible sources) cannot confine themselves within these limits should apply through their Supervisors to the Board for permission to exceed them by a stated number of words.

Such applications should normally be submitted to the Academic Administrator (Graduate Studies) **not less than three months** before the intended date of submission of the thesis. This is to allow time for approval of the request. A thesis that exceeds the permitted length may be returned to the candidate for abridgement.

It is not permissible to submit a thesis in excess of the word limit with instructions to the Examiners to consider only certain selected chapters.

1.11 Application For Appointment Of Examiners

Once the student's Supervisor (after consultation with the student) has chosen internal and external Examiners for the thesis, the student, their College officer and the Supervisor must complete the GSO3 form (<http://www.ox.ac.uk/students/academic/graduates/forms/>). The GSO3 form should be submitted to the Academic Administrator (Graduate Studies). See also 1.4 with reference to the appointment of an internal adviser where two external Examiners are proposed.

1.12 Dispensation From Consultation Of Theses

If it is necessary to restrict access to a thesis placed in the library, students should apply using form GSO.3c, available from <http://www.ox.ac.uk/students/academic/graduates/forms/>. Students are reminded that theses are intended to be a contribution to knowledge and the community at large. For this reason the Faculty Board is reluctant to grant restriction of access to theses. If granted in exceptional cases, it is normally given for one year only.

1.13 Application for Early Examination

A candidate may apply to the Board for the oral examination (*viva voce*) to be held by a certain date of his or her own choosing, by completing Section 8a of form GSO3, available at <http://www.ox.ac.uk/students/academic/graduates/forms/> and having that section counter-signed by their Supervisor before submitting it to the Academic Administrator (Graduate Studies) at the same time as the application for appointment of Examiners (GSO3).

Full regulations covering applications for early examination may be found on the last page of the GSO3 form. It must be stressed that the Examiners may not be able or willing to meet this request, which must in all cases be for a good cause.

2. M.PHIL. COURSES OF STUDY AT ORIENTAL STUDIES

The degree awarded is the M.Phil. Oriental Studies. In addition to this the Oriental Studies Board is jointly responsible for the M.Phil. in Eastern Christian Studies (Armenian or Syriac with Greek), the M.Phil. in Byzantine Studies (with options in Arabic, Armenian and Syriac) and for the M.Phil. in Judaism and Christianity in the Graeco-Roman World. The M.Phil. is at the FHEQ level 7.

The M.Phil. is a degree awarded on the successful completion of a course of directed study leading to an examination, which is normally taken after two years; as part of their coursework students must also submit a thesis (both in hard copy and on a memory stick), the regulations for which are specified under individual subject headings in the *Examination Regulations*.

Students enter for the M.Phil. Qualifying and Final examinations through their College. Students who wish to defer taking the examination beyond the two years must apply for permission to the Oriental Studies Board. Teaching is by means of lectures (graduate students are entitled to attend *all* lectures given within the University unless they are specially restricted, and in particular lectures given in the Oriental Studies Faculty), and by classes, seminars, and individual tuition, according to circumstances and the discretion of the general Supervisor(s) of the course concerned; in one term teaching may be by classes, in another by individual tuition, and there are variations between one M.Phil. course and another.

M.Phil. is available in the following subjects:

- Buddhist Studies
- Classical Indian Religion
- Cuneiform Studies
- Eastern Christian Studies
- Egyptology
- Islamic Art and Archaeology
- Islamic Studies and History

- Jewish Studies in the Graeco-Roman Period
- Modern Chinese Studies
- Modern Middle Eastern Studies
- Modern South Asian Studies
- Tibetan and Himalayan Studies
- Traditional East Asia

Students are assigned to a general Supervisor, whose duty it is to help them with advice concerning their choice of subjects and any problems they may have with their work; to arrange classes; and to appoint special Supervisors, as necessary, to direct the student's work on particular topics.

Supervisors will have the same sort of responsibilities towards their graduate students as a College Tutor (or in some respects a College Senior Tutor) has towards his or her undergraduate students.

Students are not expected to find their own special Supervisors, though if they wish to work with a particular member of the faculty they may so inform their general Supervisor. Any provisional arrangement made with a member of the faculty should be reported for approval to the general Supervisor, who receives reports each term from the special Supervisors and needs to authorize their payment.

The detailed syllabuses for the various M.Phil. courses are set out in the *Examination Regulations* and should be read carefully. There are also handbooks for individual M.Phil. courses.

M.Phil. students are not expected to have decided about their choice of subjects or thesis topics at the outset of their course; they do not need to give official notice of their intentions until the beginning of their second year. However, if they are clear about what they want to do, it is easier for the general Supervisor to plan their courses in advance. As it is normally necessary to make arrangements for special supervision well before the beginning of term, a last-minute change of mind on the student's part may make it difficult for the general Supervisor to arrange satisfactory tuition. Students will greatly ease the work of their general Supervisor if they discuss with them, before the end of each term, what they are to work on in the following term.

Candidates for the M.Phil. should take careful note of the dates for submission of essays and theses laid down in the *Examination Regulations* and setting conventions. It is the candidate's responsibility to comply with these dates. The University Proctors, who have overall control of examinations, will not give leave for work to be submitted late except for very special reasons.

Candidates should consult the current edition of the *Examination Regulations* for information regarding Qualifying Examinations. Formal University examinations are normally sat in the Examination Schools or other approved locations.

2.1 Educational Aims of the Programme

The programme aims to enable its students to:

- Develop the practice of analytical enquiry;
- Achieve a high level of competence in a relevant language where a study of language is part of the course;
- Achieve a good level of competence in the textual and historical analysis of texts in the relevant language;
- Gain a wide-ranging critical knowledge of relevant secondary literature and of current developments in the field;
- Reflect on relevant issues of method;
- Develop skills in written and oral communication, including sustained argument, independent thought and lucid structure and content;
- Develop the ability to identify, understand and apply key concepts and principles

- Where appropriate, prepare students for further research in the field.

2.2 Programme Outcomes

A. Knowledge and understanding

On completion of the course students will have:

- Acquired relevant linguistic and textual knowledge;
- Acquired some specialist knowledge of relevant primary and secondary literature;
- Gained enhanced understanding of how primary evidence is employed in philological, textual, historical and literary analysis and argument.

Related Teaching/Learning Methods and Strategies

The main learning strategy is that a student should practise the relevant skills under close supervision, receive constant feedback, and have the chance to see the same skills practised by acknowledged experts in a manner which can be emulated. The methods used to achieve this aim include:

- Language and/or text-reading classes, for which students are expected to prepare
- Lectures
- Seminars with peers and senior academics
- Tutorials (individual) for which students prepare a substantial piece of written work for discussion with their tutor(s)
- Museum classes (small-group, held in the Ashmolean Museum and designed around object handling – for Egyptology)

2.3 Assessment

Formative assessment is provided by tutorial feedback and interaction with the Supervisor and/or tutor, by the discussion of prepared class-work, and by the Supervisor's termly report, which is discussed with the student in the Faculty and separately in the College.

Summative assessment is provided by a qualifying examinations in the first year and at the end of the course by written examinations, submitted essays, portfolio and a thesis, depending on the course.

B. Skills and other attributes

1. Intellectual Skills

The ability to:

- Exercise critical judgement and undertake sophisticated analysis
- Argue clearly, relevantly and persuasively
- Approach problems with creativity and imagination
- Develop the exercise of independence of mind, and a readiness to challenge and criticize accepted opinion

Teaching/Learning Methods and Strategies

As above.

Assessment

As above.

2. Practical Skills

All practical skills acquired are also transferable skills; see below.

3. Transferable Skills

The ability to:

- Find information, organise and deploy it;
- Use such information critically and analytically;
- Consider and solve complex problems with sensitivity to alternative traditions;
- Work well independently, with a strong sense of self-direction, but also with the ability to work constructively in co-operation with others;
- Effectively structure and communicate ideas in a variety of written and oral formats;
- Plan and organise the use of time effectively, and be able to work under pressure to deadlines;
- Make appropriate use of language skills.

Teaching/Learning Methods and Strategies/Assessment

Since all these skills are essential elements of the course, they are taught and assessed in the same ways as at A above.

3. M.ST. COURSES OF STUDY AT ORIENTAL STUDIES

This degree is awarded after a course of directed study leading to an examination. The course normally lasts one year. It is thus suitable both for students who have no more than one year available for study and for those who require a year of preliminary training in a subject before proceeding to research. A general M.St. in Oriental Studies is awarded to those students who have undergone training in a subject for which no specific M.St. is available. The M.St. is at the FHEQ level 7.

M.St. is available in the following subjects:

- Bible Interpretation
- Classical Armenian Studies
- Classical Hebrew Studies
- Islamic Art and Archaeology
- Islamic Studies and History
- Jewish Studies
- Korean Studies
- Oriental Studies
- Syriac Studies
- Traditional China

In general the arrangements for supervision are similar to those for the M.Phil. described above, and in the case of some subjects the course offered is actually a reduced version of a corresponding M.Phil. course, with the language training omitted. M.St. students should follow the general advice set out for M.Phil. students above, but should note that they are required to choose their thesis

subjects earlier in their course than is the case for the M.Phil. Students enter for the M.St. examinations through their College.

3.1 Educational Aims of the Programme

The programme aims to enable its students to:

- Develop the practice of analytical enquiry;
- Achieve a high level of competence in a relevant language or languages, where relevant;
- Achieve a good level of competence in the textual and philological analysis of texts in the relevant language/s or historical and literary analysis of texts in the relevant language/s;
- Gain a wide-ranging critical knowledge of relevant secondary literature and of current developments in the field;
- Reflect on relevant issues of method;
- Develop skills in written and oral communication, including sustained argument, independent thought and lucid structure and content;
- Develop the ability to identify, understand and apply key concepts and principles;
- Where appropriate, prepare students for further research in the field.

3.2 Programme Outcomes

A. Knowledge and understanding

On completion of the course students will have:

- Acquired relevant linguistic and textual knowledge
- Acquired some specialist knowledge of relevant primary and secondary literature
- Gained enhanced understanding of how primary evidence is employed in philological, textual, historical and literary analysis and argument

Related Teaching/Learning Methods And Strategies

The main learning strategy is that a student should practise the relevant skills under close supervision, receive constant feedback, and have the chance to see the same skills practised by acknowledged experts in a manner which can be emulated. The methods used to achieve this aim include:

- Language and text-reading classes, for which students are expected to prepare
- Lectures
- Seminars with peers and senior academics
- Tutorials (individual) for which students prepare a substantial piece of written work for discussion with their Tutor(s)

3.3 Assessment

Formative assessment is provided by tutorial feedback and interaction with the Supervisor and/or tutor, by the discussion of prepared class-work, and by the Supervisor's termly report, which is discussed with the student in the Faculty and separately in the College

- **Summative assessment** is provided by a qualifying examinations in the first year and at the end of the course by written examinations, submitted essays, portfolio, a thesis and *viva voce*, depending on the course.

B. Skills and other attributes

Intellectual Skills

The ability to:

- Exercise critical judgement and undertake sophisticated analysis
- Argue clearly, relevantly and persuasively
- Approach problems with creativity and imagination
- Develop the exercise of independence of mind, and a readiness to challenge and criticise accepted opinion

Teaching/Learning Methods And Strategies

As above.

Assessment

As above.

Practical Skills

All practical skills acquired are also transferable skills; see below.

Transferable Skills

The ability to:

- Find information, organise and deploy it;
- Use such information critically and analytically;
- Consider and solve complex problems with sensitivity to alternative traditions;
- Work well independently, with a strong sense of self-direction, but also with the ability to work constructively in co-operation with others;
- Effectively structure and communicate ideas in a variety of written and oral formats;
- Plan and organise the use of time effectively, and be able to work under pressure to deadlines;
- Make appropriate use of language skills.

Teaching/Learning Methods And Strategies/Assessment

Since all these skills are essential elements of the course, they are taught and assessed in the same ways as at A above.

4. EXPECTATIONS OF STUDY

4.1 Academic Progress

As a university student, you are responsible for your own academic progress. This might sound straightforward, but student life is very busy; it is therefore crucial that you plan well. Learning languages, for example, is a matter of regular preparation and revision, rather than last-minute cramming for tests or examinations. It is easy to fall behind, but much more difficult to make up lost ground. Graduate degrees are full-time and you are expected to continue your study during vacations, consolidating what has been taught during the term. Much of the research for extended essays and dissertations, for example, will be done outside regular term time.

The university has provided a webpage on study skills and training which you will find useful:

<http://www.ox.ac.uk/students/academic/guidance/skills>.

4.2 Term Dates 2017-18

The University of Oxford works on a three term system, each of which has eight weeks of full term. Most teaching occurs during full term. As the terms are short it is important that they are fully utilised. For this reason students are normally expected to be present during the week preceding full term (i.e. Week 0) during which arrangements are made for teaching and supervision, during the upcoming term. Sometimes students are required for a week or two after the end of full term for assessments or viva exams (in Trinity Term).

You are advised to check your particular course handbook and with your Supervisor when you will need to be in Oxford before you make any travel plans or other commitments near to the beginning or end of terms.

Michaelmas Term

Sunday 8 October 2017 – Saturday 2 December 2017

Hilary Term

Sunday 14 January 2018 – Saturday 10 March 2018

Trinity Term

Sunday 22 April 2018 – Saturday 16 June 2018

For more information about term dates please see here: <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>

You should also be aware that the University of Oxford does not observe Bank Holidays during full term.

4.3 University Policy on Recording Lectures and Other Formal Teaching Sessions

The University has a policy on recording lectures and other formal teaching sessions. A copy of this policy is available [here](#). Students are required to take note of this policy and any breach to this policy is considered a disciplinary offence.

If you are considering paid work while enrolled on the degree programme please see 27.3 Guidance on Paid Work below.

5. ASSESSMENTS FOR M.PHIL. AND M.ST.

The M.Phil. and M.St. degrees are assessed using a variety of methods: examination papers, submission of essays, portfolio, orals and thesis. Graduate assessments are held throughout the year, please refer to your course handbook and Examination Regulations for further information.

The M.St. is a one year degree and all formal assessments taken during the course of the year will count towards the final degree.

The M.Phil. is a two year degree. Except for the M.Phil. Eastern Christian Religion, assessments are held in the first year (known as the Qualifying examinations) and the second year (known as the Final examinations). Assessments in the first year are not counted towards the degree with the exception of Modern Jewish Studies, Modern Chinese Studies and Modern South Asian Studies which require candidates to take a final year option in the first year. For these degrees, the final year option taken in the first year is counted towards the final degree in the second year. Assessments for the M.Phil. Eastern Christian Religion are held at the end of the second year. Candidates are required to pass the Qualifying examinations in order to progress to the second year.

The examination timetable for examination papers will usually be available about 5 weeks before the start of the examinations. You will receive a copy of the timetable from your College. An electronic copy will also be published on this website:

<http://www.ox.ac.uk/students/academic/exams/timetables>

The deadlines for submitted work are published in the setting conventions of your individual course:

https://WebLearn.ox.ac.uk/portal/hierarchy/humdiv/orient/oriental_s/page/examinations.

Candidates may be called for a short oral examination (a “viva”) some time after their written examinations. Candidates are required to be available for the viva until the final Examiners’ meeting, usually held in early July. The date will be provided in the exam conventions. A viva is usually held when Examiners are otherwise unable to determine the class of the submitted work. It is not used to assess possible plagiarism. Students are usually given 2-3 days’ notice of the viva. The results of all examinations are normally released some weeks later. For M.Phil. Traditional East Asia and M.St. Korean Studies, vivas are compulsory unless excused by the Examiners.

The criteria of assessment vary according to the nature of the paper and the subject. In **translation from English into an Oriental language**, the qualities are grammatical and lexical correctness, idiomatic construction, and stylistic propriety. For **composition questions**, these same qualities plus topical relevance, argument, and style of composition will be considered, and in the case of verse, metrical competence. In **translation from an Oriental language into English** the Examiners will look for accuracy, transparency and stylistic propriety.

The fundamental criteria for **the assessment of essay-type examination answers** are whether the question that has been set has been answered and, if so, how well. The latter will depend on a demonstration of knowledge of the subject, the strength, clarity and focus of the argument, and the presentation of appropriate evidence.

Oral examinations vary in format depending on the particular Oriental language examined, but the general criteria the Examiners will consider are fluency, grammatical and lexical accuracy, use of appropriate register and idiom, comprehension, and the ability to speak at some length, either in conversational or expository context.

5.1 Degree Classification

The final degree classification will be awarded in one of three classes in descending order: Distinction, Pass and Fail

70-100	Distinction	A paper/performance which exhibits the qualities mentioned above to a very high degree, and which is outstanding in some way.
60-69	Pass	A paper/performance which exhibits these qualities to a considerable but lesser degree, and which is competent but not outstanding.
50-59	Pass	A paper/performance which fails to exhibit these qualities to a significant degree, but which nevertheless contains an adequate proportion of acceptable answers.

0-49	Fail	A paper/performance which fails to exhibit these qualities to an acceptable degree and shows an insufficient level of knowledge and competence.
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Marks above 85 are reserved for 'quite outstanding' performances.

All scripts are double blind-marked. This means that each script is read by two different markers and both markers have to agree on a single mark which will be the candidate's final mark.

A Distinction will be awarded for outstanding performance on the MPhil Final and M.St. For the M.Phil. Final Modern Middle Eastern Studies, M.Phil. Final Modern Chinese Studies and M.St Oriental Studies, a Distinction is awarded for a final mark of 70 and above and no mark lower than 60. The method for calculating the final mark is available in the relevant setting conventions. For all other M.Phil. Final and M.St degrees, an average mark of 70 and no mark lower than 60 is required to be awarded a Distinction. The final mark is arrived at as a numerical mean of the marks on individual papers, with the qualification that the candidate must also pass on each paper individually.

Candidates who have initially failed any element of the examination will not be eligible for the award of a Distinction.

For the M.Phil. Qualifying examinations, a Pass/Fail is awarded. Except for the M.Phil. Islamic Art and Archaeology – please refer to the setting conventions for further information.

Information on (a) standards of conduct expected in examinations and (b) what to do if you would like Examiners to be aware of any factors that may have affected your performance before or during examination (such as illness, accident or bereavement) are available on Oxford Students website (www.ox.ac.uk/students/academic/exams.guidance).

5.2 Orals

There will be an oral examination for students studying the M.Phil. Modern Chinese Studies and M.Phil. Tibetan and Himalayan Studies. These oral examinations are usually held at the end of Trinity Term. The timetable for the oral examination will be sent to you about 5 weeks before they are held.

6. SUBMITTED WORK

Depending on your degree, you may be assessed by a piece of submitted work (essays, take-home papers and portfolio). It is important that you observe the deadline for your submission and the word limit. This information is provided in your setting conventions. Please see section on 13.2 and 13.3 on penalties below. If you require an extension, please speak to your College office about applying for an extension.

All submitted work has to be securely held together (not with paper clips) with a cover sheet stating:

- i. Degree
- ii. Paper title
- iii. Term and year of submission
- iv. Your candidate number
- v. Word count

Do not write your name anywhere on the submitted works.

Two copies of the works must be submitted to the Examination Schools by the set deadline. A declaration form should be included in a sealed envelope and included with the two copies of the submitted works in a larger envelope. The larger envelope should have your candidate number on the front and be addressed to Chair of Examiners, (name of degree), Examination Schools, High Street.

7. EXAMINATION AND SETTING CONVENTIONS

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work.

Some information is provided in the individual course handbooks. However, a more detailed set of exam conventions including the structure of individual examination papers, requirements relating to questions, number of questions, compulsory questions, deadlines and word limits will be sent out to you at the end of Michaelmas Term for exams taking place at the end of Hilary Term; and end of Hilary Term for exams taking place at the end of Trinity Term. Both documents are published on this website:

<https://WebLearn.ox.ac.uk/portal/hierarchy/humdiv/orient/orientals/page/examinations>.

8. THESIS

A guideline on writing a dissertation is available on this WebLearn site: [Guideline for Theses Writers](#). Please refer to your setting conventions or Examination Regulations for deadlines and word limits. It is important that you observe both deadlines and word limits. Please see section on [Penalties](#) below.

Theses should be securely bound (basic glue-binding should suffice) with a cover sheet stating:

- i. Degree
- ii. Paper title
- iii. Term and year of submission
- iv. Your candidate number
- v. Word count

Do not write your name anywhere on the submitted works.

Two typewritten copies and an electronic copy in PDF format in a memory stick or CD, must be submitted to the Examination Schools by the set deadline. A declaration form should be included in a sealed envelope and included with the two copies of the submitted works in a larger envelope. The larger envelope should have your candidate number on the front and be addressed to Chair of Examiners, (name of degree), Examination Schools, High Street.

Examples of M.Phil. and M.St. theses are available from the Weston Library and can be searched on OLIS.

M.Phil. theses which are awarded a Distinction are eligible to be deposited to the Bodleian Library. You will be contacted regarding the procedure after your results are released.

9. THESIS SUPERVISION FOR M.ST. AND M.PHIL.

The amount of thesis supervision will vary according to whether you are on a one or two-year masters.

For an M.St. you should meet your thesis Supervisor during Michaelmas term to discuss your research topic. In Hilary and Trinity terms you can expect to meet with your Supervisor up to four times to discuss your work, in addition to email contact and feedback on your writing.

For an MPhil, you should meet your dissertation Supervisor perhaps two or three times during your first year to discuss your research topic and to plan your preparation. In the second year, you can expect up to five meetings with the Supervisor to discuss your progress, in addition to email contact and feedback on your writing. Students and faculty have different patterns of working; some of you will need fewer meetings; some might require more.

For both degrees, it is important that you submit a draft of your work to your Supervisor a reasonable amount of time in advance of the final deadline, in order to allow sufficient time for feedback.

10. ACADEMIC INFRINGEMENTS

10.1 Plagiarism

You are reminded that the work that you present for your examination (this includes submissions, projects, dissertations and examination papers) must be your own work and not the work of anyone else. You should not quote or closely paraphrase passages from another source, be that a book, article, webpage, another student's work or other source, without acknowledging and referencing that source. If you do present other people's work as your own work you are committing plagiarism.

This is cheating and the Faculty and the University treat any alleged offence of plagiarism very seriously.

Please read through the University's definition of plagiarism:

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

It is important that you take time to look at the University webpage on plagiarism and understand its content: <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1>

If after having referred to the University website, you are still unsure how to reference your work properly, and would like further advice, you should contact your Tutor or Course Coordinator for guidance.

The University employs software applications to monitor and detect plagiarism in submitted examination work, both in terms of copying and collusion. It regularly monitors on-line essay banks, essay-writing services, and other potential sources of material.

10.2 Penalties for Exceeded Word Limit

The Humanities divisional framework for penalties for work that exceeds the stipulated maximum work length is as follows:

Percentage by which the maximum word limit is exceeded	Penalty (up to a maximum of	Example: theses with max. word limit of 12,000 – number of words that into which percentage translates
Up to 2%	-1 mark	1-250 words over
Over 2% and up to 4%	-2 marks	251-500 words over
Over 4% and up to 6%	-3 marks	501-750 words over
Each further 2%	-1 further mark	Each further 250 words over

Interpretation of the electronic word count is at the discretion of the Examiners, in view of the fact that most languages taught in the Faculty are not written in alphabetic scripts and the electronic word count may not be as accurate when taking into account non-alphabetic scripts.

10.3 Penalties for Late Submission

The Humanities divisional framework for penalties for late submissions is as follows:

Late submission	Penalty
Up to one day (submitted on the day but after the deadline)	-5 marks (- 5 percentage points)
Each additional day (i.e., two days late = -6 marks, three days late = -7 marks, etc.; note that each weekend day counts as a full day for the purposes of mark deductions)	-1 mark (- 1 percentage point)
Max. deducted marks up to 2 weeks late	-18 marks (- 18 percentage points)
More than 2 weeks late	Fail

Note: These penalties apply to all late submissions, including essays, extended essays, dissertations etc.

11. RESITS

Candidates have to pass all papers in the Qualifying and Final exams in the first year of their degree in order to progress to the second year and be awarded the final degree.

Candidates who have failed one or more papers will normally have one further opportunity to resit the failed paper/s. Any paper which a candidate has failed will be given no more than a mark within Pass range for the resit and the highest mark for the overall Year Outcome will also be a mark within Pass range (please refer to the Degree Classification). Individual components that are re-taken as a part of a paper, but were not previously failed, may receive a Distinction at the resit. Resits which are the candidates' first attempt at a paper (for example in the case of illness), should still be able to obtain a Distinction.

11.1 Schedule of Resits

- M.St. Oriental Studies only
Resits are held not one year later than the initial attempt.
- M.Phil. Finals and M.St.
Resits are held in the following academic year.
- M.Phil. Qualifying

Resits are held in early September except for Classical Indian Religion, Modern Middle Eastern Studies, and Modern Chinese Studies. Resits for Classical Indian Religion and Modern Middle Eastern Studies are held in Trinity Term. For Modern Chinese Studies, resits for Study of Modern Chinese is held in Trinity Term. Other resits are held in early September.

12. APPLYING FOR DPHIL

It is strongly recommended that a current Oxford student who is considering applying for a D.Phil. should discuss this matter with their Supervisor at an early stage. Currently applications are made via the Graduate Admissions Office in the same way as the student applied for their current course and deadlines for the relevant Oriental Studies gathered fields apply.

13. FIELD WORK & TIME ABROAD

As a student at the Faculty of Oriental Studies, it would be likely that you will spend some time abroad to conduct your research or attend a language course.

13.1 Safety and Security

Preparation is extremely important to keep yourself safe. Before you leave, you should be thinking and finding out about accommodation, visa requirements, insurance, healthcare, the local laws and security in the country. Ensure you have a passport which is valid for at least another 3-6 months upon your return to the United Kingdom. This is not an exhaustive list but a useful guide when planning your trip abroad. You are also encouraged to speak to your fellow students who have been to the country and ask for their advice. The Foreign Commonwealth Office (FCO) [website](#) is very useful for up to date advice on the countries you are going to. You are advised to subscribe to the FCO travel alerts emailed to you when there is new advice released for your relevant country. Travel guides are also a useful source of information.

You should check in good time with your GP that you are up to date with your immunisations and you receive the required vaccinations for the country you are going to.

If you have an existing health condition you will be required to provide a letter from your GP confirming that you are fit to travel. If necessary, arrangements for your care whilst abroad will be made with the institution.

You must stay in touch with your Supervisor and your College, as well as check your University email account while you are away. The University may need to contact you from time to time. It is also important that the Faculty knows your local address while you are abroad and a contact number in case we need to contact you in an emergency. You must inform Trudi Pinkerton (Facilities Administrator, trudi.pinkerton@orinst.ox.ac.uk, (2)88202) of these details and any changes.

13.2 Travel Insurance

If you are travelling abroad on university business, i.e. to follow a language course as part of the requirement of your degree or research, you are required to apply for travel insurance cover from the University. **Cover is not automatic.** You must fill in risk assessment and travel insurance forms which need to be approved by the University. You can obtain these forms from Trudi Pinkerton, Room 315, Oriental Institute. The University's travel insurance covers medical costs that you may incur while you are on your Year Abroad, be it an emergency or if you are ill and need to see a doctor. It does not cover pre-existing medical conditions. You are advised to speak to your GP for advice and may be required to take out additional medical insurance yourself. The University travel

insurance is strictly for University business only, in your case for the purpose of study at your host institution.

For other purposes, for example travelling during your holidays or weekends, you are advised to take out additional personal travel insurance. The University travel insurance does not cover activities deemed as dangerous or hazardous or travels to restricted countries. You must seek advice from the University Insurance Office if you decide to do any of these. **It is important that you read the insurance policy and understand it to ensure you know what is and is not covered.** If you require further information or would like to speak to someone about the University's travel insurance, please refer to this [website](#).

You must keep copies of your University insurance policy number and emergency contact numbers with you at all times. You should also keep extra copies of the insurance policies, passport and visa with a family member or friend in the UK which can be kept safe. You should also use secure file hosting services where you can keep scanned copies of these important documents on the web which you can access from wherever you are.

13.3 Funding

The Faculty has some limited funding available to students travelling abroad as part of your studies (details are on the faculty website on the 'research support funding for staff and students' page). Please refer to Section 9 'Research Seminars & Grants'. You should also enquire with your College about possible grants.

14. RESEARCH SEMINARS & GRANTS

Graduates are eligible to apply for Faculty funding to support their research and language learning.

14.1 Graduate Research Support

All graduate research students (PRS/D.Phil.) in the Faculty of Oriental Studies who are within full fee liability are entitled to apply for research support costs of up to £200 per annum in each full year of their study for as long as they continue to pay full fees. They may apply instead for one grant of up to £600 during their research degree, normally in the second year of study.

The purpose of the allowance is to fund attendance at conferences provided the student will be giving a paper; travel and subsistence costs associated with field research; and/or to purchase materials necessary for research. Allowances may not be carried forward beyond the period of fee liability.

14.2 Graduate Language Study Support

All taught graduate students recommended to attend a language course between the first and second years of their M.Phil. shall be entitled to apply for up to £500 towards the cost of their study abroad.

The key courses for which this is applicable are the M.Phil. courses in:

- Modern Middle Eastern Studies
- Islamic Studies & History
- Islamic Art & Archaeology
- Modern South Asian Studies
- Modern Jewish Studies
- Tibetan & Himalayan Studies

In addition any M.Phil. student needing to travel or undertake fieldwork between the first and second years of their course may claim an allowance, provided their Supervisor verifies that purpose of the travel is integral to their course.

For information on other sources of funding please see the Humanities Division webpages:
<http://www.humanities.ox.ac.uk/graduate-funding>

15. FEEDBACK AND GRADUATE SUPERVISION SYSTEM

You will receive large amount of feedback during your time in Oxford. Feedback comes in many different forms and classes. You will receive feedback during your tutorials on your tutorial essays and class tests especially for language classes. Tutorials form a key part in Oxford teaching. It is important that you take your tutorials seriously and prepare carefully for them to get the best out of each tutorial.

On occasions, there may be some delays in providing marks and feedback for class tests or essays due to staff commitments. If these delays are persistent, please contact the Academic Administrator (Graduate Studies).

Assessment also serves as part of feedback:

Formative assessment is provided by tutorial feedback and interaction with the Supervisor and/or tutor, by the discussion of prepared class-work, and by the Supervisor's termly report, which is discussed with the student in the Faculty and separately in the College.

Summative assessment is provided by a qualifying examinations in the first year and at the end of the course by written examinations, submitted essays, portfolio and a thesis, depending on the course.

Examiners' Reports from past exams are available online, <https://WebLearn.ox.ac.uk/portal/hierarchy/humdiv/orient/orientals/page/examinations>. These reports give you an idea of how the exams were conducted and the performance of the cohort. Due to small class sizes for some degrees, it is not always possible to provide Examiners reports for them. In these cases, please consult with your Course Director for some feedback.

15.1 Graduate Supervision System (GSS)

At the end of each term, your Supervisor(s) will submit a report on your academic progress. To facilitate this reporting, the University operates an online Graduate Supervision System (GSS). Within this system, you have the opportunity to contribute to your termly supervision reports by reviewing and commenting on your own progress.

You are strongly encouraged to take the opportunity to review and comment on your academic progress, any skills training you have undertaken or may need to undertake in the future, and on your engagement with the academic community (e.g. seminar/conference attendance or any teaching you have undertaken).

Your Supervisor(s) will review and comment on your academic progress and performance during the current term and assess skills and training needs to be addressed during the next term. Your Supervisor should discuss the report with you, as it will form the basis for feedback on your progress, for identifying areas where further work is required, for reviewing your progress against an agreed timetable, and for agreeing plans for the term ahead.

When reporting on academic progress, students on taught courses should review progress during the current term, and measure this progress against the timetable and requirements for their programme of study. Students on doctoral programmes should reflect on the progress made with

their research project during the current term, including written work (e.g. drafts of chapters) and you should assess this against the plan of research that has been agreed with your Supervisor(s).

All students should briefly describe which subject-specific research skills and more general personal/professional skills they have acquired or developed during the current term. You should include attendance at relevant classes that form part of your programme of study and also include courses, seminars or workshops offered or arranged by your faculty or the Division. Students should also reflect on the skills required to undertake the work they intend to carry out. You should mention any skills you do not already have or you may wish to strengthen through undertaking training.

If you have any complaints about the supervision you are receiving, you should raise this with the Director of Graduate Studies. You should not use the supervision reporting system as a mechanism for complaints.

15.2 When to Report on GSS

Students are asked to report in weeks 6 and 7 of term. Once you have completed your sections of the online form, it will be released to your Supervisor(s) for completion and will also be visible to the Director of Graduate Studies and to your College Advisor. When the Supervisor's sections are completed, you will be able to view the report, as will the Director of Graduate Studies and your College Advisor. Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they use to obtain information about supervision. College Advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by you and/or your Supervisor).

To access the GSS, please visit <http://www.gss.ox.ac.uk/>. You will be able to log on to the site using your single sign-on details. Full details of how to use the site are provided at the on-line help centre, however, should you need additional support, please contact the Academic Administrator (Graduate Studies) in the first instance.

16. SUPERVISION (SEE ALSO APPENDIX A)

16.1 The Role of the Supervisor

The role of the Supervisor is to:

- Advise, guide and support you in all aspects of your research, providing clear intellectual leadership and giving precise guidance about academic expectations.
- Agree with you a clear plan of research, identify milestones and provide information on the availability of research resources
- Agree with you a timetable for:
 - regular meetings (normally twice per term) for detailed discussion of your progress
 - the submission of written work, which the Supervisor should return to you within a reasonable time
- Liaise with you to produce a detailed joint report on your progress at the end of each term.
- Ensure that you are aware of the formal requirements for transfer of status, confirmation of status and final submission, and that these are incorporated into your plan of work.
- Discuss with you subject-specific and general research skills required for your doctoral studies; work with you to identify areas where you require additional training to develop these and other skills; advise you on how these needs may be met, and assess your skills development and training requirements at least once a year.

- Assist and encourage you to participate in the wider academic community.
- Ensure that you are aware of relevant University guidelines and regulations, e.g. Student Handbook, Examination Regulations, guidance on plagiarism, and Lecture Lists.
- For more details, see the Code of Practice on Supervision of Graduate Research Students, available at www.humanities.ox.ac.uk.

16.2 The Role of the Student

The role of the Student is to:

- Attend induction sessions arranged by the faculty, Library Services and Computing Services.
- Meet with your Supervisor regularly and take note of their advice and guidance.
- Draw up a research plan and timetable of work in consultation with your Supervisor, and to keep relevant records of all aspects of your work.
- Liaise with your Supervisor to produce a detailed joint report on your progress at the end of each term.
- Work with your Supervisor to draw up a programme for identifying and developing your subject-specific and general research skills, and personal and professional skills.
- Attend appropriate classes, lectures, and seminars.
- Be aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research.
- Work with your Supervisor to pursue opportunities to engage with the wider academic community at University, national and international level.

Further information: If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in section 17. Complaints and Appeals. If you require further details or have any questions about the above, please ask your Supervisor or the Director of Graduate Studies.

17. OPPORTUNITIES TO PROVIDE EVALUATION AND FEEDBACK

17.1 Opportunities for Student Feedback

The Faculty of Oriental Studies takes student feedback seriously. Feedback helps the Faculty to improve its provision of courses to students.

At the end of each term, during Week 7, students are invited to complete a short feedback questionnaire covering the lecture courses and session. Students are encouraged to complete and return these, all comments are anonymous. The results are then looked through by the Director of Undergraduate Studies and the Undergraduate Studies Committee, making it an important part of quality assurance procedures for the continuing review and development of the course.

Furthermore students are surveyed annually on all aspects of their course through the Student Barometer and National Student Survey (NSS). Previous results can be viewed by students, staff and the general public at <https://www.ox.ac.uk/students/life/student-engagement?wssl=1>

Results from the Student Barometer and National Student Surveys are discussed at the Faculty's Undergraduate Studies Committee and JCC Committee.

17.2 Student Barometer

The Student Barometer (<https://www.ox.ac.uk/students/life/student-engagement?wssl=1>) surveys full-time and part-time undergraduate, postgraduate taught and postgraduate research students. The survey enables the University to benchmark your feedback on the student experience from application to graduation, against those of 120 other universities.

17.3 National Student Survey

If you are a final year undergraduate you will be able to make your mark by completing the [National Student Survey](#) usually taking place between January and April. Your feedback not only contributes to improvements in the facilities, resources and teaching on offer to current students, but also helps prospective students choose the right institution and course for them.

18. STUDENT REPRESENTATION

18.1 Graduate Studies Committee

The standing committee of most interest to graduate students and with which they will have most dealings is the Committee for Graduate Studies. This consists of the Chairman of the Board *ex officio*, and four members elected by the Board from amongst its members. It may also co-opt further members. It is chaired by the Director of Graduate Studies, who has power in urgent cases and certain other circumstances to act on behalf of the committee.

The duties of this committee are:

- i. to consider all applications for admission to read for the M.Litt., M.Phil., M.St., or D.Phil. degrees under the board, to arrange, where necessary, for candidates to be interviewed, and to make recommendations to the board on such applications;
- ii. to recommend the appointment of Supervisors and of Examiners;
- iii. when necessary, to organise courses for M.Litt., M.St., and M.Phil. students and to be responsible for this part of the Lecture List;
- iv. to approve proposed titles of theses to be submitted for M.St., M.Phil., M.Litt. and D.Phil. degrees on behalf of the board;
- v. to recommend to the board, after consultation with the Supervisor, whether a student should be required to take a qualifying examination, and if so in what subjects, and to make arrangements for the conduct of these examinations;
- vi. to invite the Supervisor of a graduate student applying for the appointment of Examiners for the M.Litt. or D.Phil. to suggest the names of possible Examiners. The Supervisor shall be entitled, if he so wishes, to discuss the matter with the candidate and to ask a potential Examiner whether he would be willing to serve if invited to do so by the board;
- vii. when neither Examiner of a candidate for the M.Litt. or D.Phil. holds a post within the University, an internal advisor is appointed. The duties of the advisor are:
 - a. To co-ordinate the arrangements for agreeing a date, time and venue for the *viva voce* examination and for publicising the details in the *Gazette*.
 - b. To draw the Examiners' specific attention to the procedures as set out in the *Memorandum for Examiners*.
 - c. To attend the *viva voce* examination;
- viii. to report to the Faculty Board any excessive delay, which is brought to its attention, in the examination of a student for the M.Litt. or D.Phil.;

- ix. to make an annual review of the syllabus for the M. St. and M.Phil., to consider any proposals for syllabus changes which have been put before it, and report to the board at the first meeting of every Hilary Term;
- x. to consider Supervisors' reports and monitor the progress of students;
- xi. to present to the board at each meeting a report on its activities since the last meeting.

THIS COMMITTEE MEETS TWICE A TERM, IN 1ST AND 5TH WEEKS, and graduates should always bear these dates in mind when they are submitting requests or applications to the committee. The appropriate forms, duly completed and signed, should reach the Academic Administrator (Graduate Studies) in the Oriental Institute **AT LEAST A WEEK BEFORE THE COMMITTEE MEETS**, to ensure that the business is considered at that meeting.

18.2 Joint Consultative Committee and Student Representation

The Faculty has a Joint Consultative Committee which meets once a term, on Tuesday of Week 3 at 1pm. It comprises of academic members and four student representatives: two undergraduates and two graduates. The agenda of the committee is driven by the student representatives who are asked to submit items for discussion. If you have any issues you would like to raise about your course or life as a student at Oxford, please raise it with your student representatives. The names of the student representatives are available on the Faculty of Oriental Studies website.

Student representatives are elected in Michaelmas Term for the following calendar year. An email will be sent by the Academic Administrator (Graduate Studies) asking for potential representatives. If there are more than two students who have come forward, an election will be held. The student representatives also sit in the Graduate Studies Committee and Faculty Board

18.3 Division and University Representation

Student representatives sitting on the Divisional Board are selected through a process organized by the Oxford Student Union (Oxford SU). The student representatives also sit on the Undergraduate Studies Committee and Faculty Board. Details can be found on the Oxford SU website along with information about student representation at the University level: www.oxfordsu.org

18.4 Graduate Training and Student Representatives

Graduate Training and Student Representatives will be elected from the graduate student body every year to act as spokespersons for the Oriental Studies graduate community and to organise the graduate training programme.

19. PROBLEMS AND SUPPORT

Oxford has a number of mechanisms designed to help students who find that they need extra support, either personal or academic. The first line of resort will often be found in or through your College. All Colleges have ways in which you can seek help for illness or other personal problems. Please refer to your College handbook or website for more information on who to contact and what support is available through your College. Depending on the nature of the problem, it may be appropriate to approach your Tutor, or some other person who has a designated responsibility for your welfare. Your doctor (most students register with a GP suggested by their College) is obviously a valuable resource.

19.1 University Counselling Service

Appointments can also be made with the University's Counselling Service, in Wellington Square. Information about the Counselling Service can be found on the following webpages: <https://www.ox.ac.uk/students/welfare/counselling?wssl=1> and in the Proctors' and Assessor's

Memorandum, a copy of which is supplied to you as you join Oxford (which should also be found in your College's tutorial office). You will also find helpful information in the Memorandum on how to handle other kinds of difficulties you may conceivably face, such as harassment.

Details of the wide range of sources of support are available more widely in the University are available from the Oxford Students website: <https://www.ox.ac.uk/students/welfare?wssl=1> including in relation to mental and physical health and disability.

Other sources of advice and help include:

Oxford Student Union (Oxford SU) <https://ousu.org/advice/life-welfare/>

Nightline <http://oxfordnightline.org/>

19.2 Harassment Advisors

The Faculty of Oriental Studies is committed to creating a happy and healthy work environment, where everyone is treated fairly and with respect. We do not tolerate any form of harassment or bullying.

Faculty Harassment Advisors offer confidential support and advice to all members of the Faculty and in some instances this may be enough to resolve the issue. In other cases, should you decide to make a complaint, the Harassment Advisor can be a valuable source of support and guidance.

The Faculty Harassment Advisors are:

Professor Polly O'Hanlon

Room 114, Oriental Institute

rosalind.ohanlon@orinst.ox.ac.uk

01865 278224

Professor James Benson

Room 204, Oriental Institute

james.benson@orinst.ox.ac.uk

01865 278229

Alternatively, if you do not feel comfortable talking to someone from within the Faculty, you can access the University's anonymous Harassment Line:

harassment.line@admin.ox.ac.uk

01865 270760

The University's Policy and Procedure Harassment can be found here:

www.admin.ox.ac.uk/eop/harassmentadvice

19.3 Support for Students with Disabilities

The University and Colleges can offer support to students with disabilities in a number of ways. The Faculty of Oriental Studies Disability Contact is:

Thomas Hall

Head of Administration and Finance

Oriental Institute

Pusey Lane

Oxford OX1 2LE

Tel No: 01865 278210

thomas.hall@orinst.ox.ac.uk

The Disability Contacts work with the University Disability Advisory Service (www.admin.ox.ac.uk/students/welfare/disability) and other bodies, such as the Oriental Studies Library to help facilitate students' access to lectures, classes, tutorials and access to information. They are also involved in an ongoing programme to identify and promote good practice in relation to access to teaching and learning for students with disabilities within the Faculty, and to ensure that the Faculty meets the requirements of the Equality Act (2010): <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

For University guidance and support please refer to www.admin.ox.ac.uk/eop/disab and www.admin.ox.ac.uk/students/welfare/disability.

For problems of a more academic in nature, and who is uncertain of the proper way to go about solving them, has five courses of action open:

- i. to consult their Supervisor, who may consult the necessary authorities on their behalf;
- ii. to consult the Senior Tutor, the Tutor for Graduates, College Advisor or the Moral Tutor in their own College;
- iii. to consult the Academic Administrator (Graduate Studies) or the Senior Academic Administrator in the Faculty;
- iv. to communicate with the Director of Graduate Studies;
- v. to consult the elected graduate representatives on the Joint Graduate Studies Committee, who are willing to give what help and advice they can.

Students are not permitted to contact the internal Examiners, External Examiners or the Assessors directly on any matter related to the examinations.

20. COMPLAINTS AND APPEALS

The University, Humanities Division and the Faculty of Oriental Studies all hope that provision made for students at all stages of their course of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

Many sources of advice are available within Colleges, faculties/departments and from bodies like Student Advice Service provided by Oxford SU or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

General areas of concern about provisions affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department's committees (please see 15. Student Representation above).

20.1 Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the Director of Graduate Studies (Dr Walter Armbrust) as appropriate. Within the Faculty the officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the following places:

- The Proctors' webpage
<http://www.proctors.ox.ac.uk/complaintsandacademicappeals/>
- The Student Handbook
<https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>
- Relevant Council regulations
<https://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml>

If your concern or complaint relates to teaching or other provision made by your College, you should raise it either with your tutor or with one of the College officers, Senior Tutor, Tutor for Graduates (as appropriate). Your College will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

Students are not permitted to contact the internal Examiners, External Examiners or the Assessors directly on any matter related to the examinations.

20.2 Academic Appeals

An academic appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body. A concern which might lead to an appeal should be raised with your College authorities and the individual responsible for overseeing your work.

Students are not permitted to contact the internal Examiners, External Examiners or the Assessors directly on any matter related to the examinations.

If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your College.

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are described on:

- The Proctors' webpage
<http://www.proctors.ox.ac.uk/complaintsandacademicappeals/>
- The Student Handbook
<https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>
- Relevant Council regulations
<https://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml>

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgment of Examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the Examiners failed to take into account special factors affecting a candidate's performance.

Students are not permitted to contact the internal Examiners, External Examiners or the Assessors directly on any matter related to the examinations.

21. THE FACULTY OF ORIENTAL STUDIES AND ITS FACILITIES

21.1 The Oriental Institute

This Oriental Institute houses the Faculty Office, rooms in which most of the Faculty's lectures and seminars are given, the Oriental Studies Library and the Language Library. A large number of the Faculty's academic staff have their offices here but some are based elsewhere. Most teaching is held in this building but some is held in other locations. Please refer to the Lecture List for location details for lectures, seminars and classes. A Common Room can be found in the basement which serves morning coffee from 10.30am – 11.30am and afternoon tea from 3.30pm – 4.30pm during term.

The Oriental Institute is located on Pusey Lane, Oxford, OX1 2LE and is open during the following times:

Term Time

Monday – Friday: 9.00am – 7.00pm

Saturday: 9.00am – 1.00pm

Sunday: Closed

Outside of Term Time

Monday – Friday: 9.00am – 5.00pm

Saturday: Closed

Sunday: Closed

21.2 Faculty of Oriental Studies

The Faculty is led by the Chair of the Faculty Board. The Faculty Board has a Chair and a Vice-Chair, and includes a Director of Undergraduate Studies and a Director of Graduate Studies. The Board has a number of Committees. The Graduate Studies Committee deals with business concerning graduate studies and is chaired by the Director of Graduate Studies. An undergraduate student representative sits on this committee for the Unreserved Business. There is also the Joint Consultative Committee which is specifically devoted to discussion of issues between faculty and students. Each degree area has a subject Course Coordinator.

The day-to-day administration of Faculty activities is carried out by the Faculty Office, Room 315 and the team is led by the Head of Administration and Finance, Mr Thomas Hall and the Senior Academic Administrator is Mrs Iryna Vink.

Academic Administration and student academic matters are managed by the Academic Office, Room 316 and most contact between graduates and the Faculty takes place through this office. The team is led by the Senior Academic Administrator, Mrs Iryna Vink. Ms Jane Kruz, Academic Administrator (Graduate Studies), coordinates graduate studies.

At graduate level, the Faculty is responsible for organising teaching and examining. Colleges are mainly responsible for pastoral care and entering students for examinations.

21.3 The Faculty Board

The board of the faculty consists of eight ex-officio members drawn from Faculty officers and five elected members. It also has power to co-opt members whose experience and knowledge it considers to be useful to its deliberations. It elects a chairman from amongst its members, and meets twice a term, on Thursday of second week and Thursday of seventh week.

The board considers and makes decisions on most matters of policy, examinations, syllabus and university appointments in Oriental Studies, and it administers certain funds at its disposal for research and other expenses. It also considers questions of inter-faculty concern referred to it by the

Humanities Divisional Board. In addition, it ratifies, where necessary, decisions taken by the standing committees amongst which the board's work is divided (such as the Graduate Studies Committee, the Undergraduate Studies Committee, the General Purposes Committee, and the Curators').

21.4 Sources of Information

Taught Course Supervisors: Faculty induction is held during 0th week of your first term. As part of induction you will meet the relevant Course Director and key teaching staff. You will be allocated a Supervisor who will be your primary source of information and guidance. If you are unsure who your Supervisor is at any stage, please contact the Academic Administrator (Graduate Studies).

Research Course Supervisors: A Supervisor will have been appointed before you arrive and their name will have been included in your offer letter. You should arrange to call on your Supervisor as soon as possible after coming to Oxford, as they are your primary source of information and guidance. Please inform the Academic Administrator (Graduate Studies) if you have not yet received the name of your Supervisor.

If you are coming from another University you will be given a copy of *Examination Regulations* by your College. If you have not received one by the end of the first week of term, contact your Senior Tutor or Dean of Graduates and ask for one. These *Regulations* contain the 'laws' which govern your course, whether it be an M.St., an M.Phil., an M.Litt., or a D.Phil. The *Regulations* are revised and re-issued each year, and you must always consult the issue in force at the time of your admission. You should read not only the general section on your degree course, but also the special regulations of the Board of the Faculty of Oriental Studies. An electronic copy is available on this website, <http://www.admin.ox.ac.uk/examregs/>.

You will want to register as a reader at various **libraries**, principally the Bodleian Library, the Oriental Institute Library and possibly other libraries such as the China Centre Library (St Hugh's College), the Middle East Centre (St Antony's College), and the Bodleian Japanese Library (St Antony's College) depending on your course or field of research. A leaflet on Oxford Libraries and the method of registration should have been issued to you with your *Examination Regulations*. If you have not received one, ask your Senior Tutor or Dean of Graduates.

22. IT ACCESS AND EMAIL

22.1 Registration and Oxford Single Sign On Username

New students must complete their registration by the end of the first week of term in order to confirm their status as members of the University. Ideally you should complete registration before you arrive. Continuing students must register at the anniversary of the term in which they first started their programme of study.

Your Oxford Single Sign On (SSO) username is your main access to University online services. It is essential that you activate your SSO, which will give you access to a range of IT services including:

- Your [University email](#) account - to which all crucial University-related information will be sent
- Wireless internet
- Student Self Service
- Weblearn - our virtual learning environment and where reading lists and handouts from lectures are available
- Library services
- GSS

You will be allocated an Oxford email account. Important information will be sent to this account and you are expected to check this account **at least once per working day**.

Please use your Oxford email account for all email communication with the University. This will be one of the main ways in which Supervisors, administrative staff and other members of the University contact you.

22.2 Student Self Service

Once you have completed your University registration, an enrolment certificate is available from Student Self Service to download and print. This certificate can be used as a proof of your student status for purposes such as obtaining council tax exemption and opening a bank account. In addition to enabling you to register online, Student Self Service provides web access to important course and other information you will need throughout your academic career. You can amend your address and contact details via Student Self Service, access detailed exam results, see your full academic record and print unofficial transcripts.

Student Self Service provides access to important information that you will need throughout your academic career. You can access Student Self Service with your SSO and are able to register, view and update your personal and academic information including exams results throughout your studies at Oxford. You can amend your address and contact details via Student Self Service, access detailed exam results, see your full academic record and print unofficial transcripts.

For further information see: <http://www.ox.ac.uk/students/studentselfservice/>

22.3 University Card

The University Card provides you with access to facilities and services such as libraries, computing services and the Language Teaching Centre. In some Colleges and Faculties you will also need the card as a payment card or to enter buildings. The University Card also acts as a form of identity on College or University premises. Cards are issued to you by your College on arrival in Oxford once registration has been completed.

22.4 Graduate Mailing List

All students are automatically subscribed to the undergraduate mailing list. This is the Faculty's main means of communicating announcements about lectures and seminars, examinations, IT and library training, library hours etc. If you have something to circulate, please send it to the Academic Administrator (Graduate Studies) for forwarding. We try to keep the volume of list emails to no more than five per day. If you do not receive messages from the graduate mailing list, contact the Academic Administrator (Graduate Studies).

22.5 The Faculty Website and WebLearn

The Faculty website <http://www.orinst.ox.ac.uk/home> provides a range of information about courses, news and events, how the Faculty works, Faculty members, much detail relevant to undergraduate and postgraduate study, links to Faculty centres, specialisations, publications, library and computing facilities and more.

WebLearn allows members of the University to create and store materials to support their teaching and learning. Using your SSO to login you can access your own workspace for file storage and any course materials which may be made available for your courses. You can login the Faculty's Weblearn site via the OI webpage: <https://weblearn.ox.ac.uk/portal/site:/humdiv:orient>

The Faculty IT Officer is Richard Carpenter and please email it-support@orinst.ox.ac.uk for any help with WebLearn.

22.6 Skills Training and Development

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and Academic writing through the Oxford Students website:

<https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>

22.7 University Language Centre

International students, whose first language is not English, are strongly advised to visit the University Language Centre to find out more about the courses on topics such as Academic Writing and Advanced Communication Skills which run during term time. Details are available at

www.lang.ox.ac.uk/courses/english.html

22.8 IT Facilities in the Oriental Institute and University

All the rooms in the Faculty are covered by the Eduroam and OWL wireless networks. Access to these requires some computer configuration, details of which can be found on the IT Services website: <http://help.it.ox.ac.uk/network/wireless/index>

As well as offering front line support with any IT problems and queries, IT Services design, organize and teach a wide range of courses and support to help students get the most from technology for learning and teaching. For more information see <https://www.it.ox.ac.uk/do>

IT Services is located at

13 Banbury Road

01865 273200

help@it.ox.ac.uk

22.9 Graduate Computing Room – Oriental Institute

There is a small graduate computing room in the basement of the Oriental Institute with six networked workstations (4 PCs and 2 Macs), a laser printer and two scanners. These computers have a range of software packages installed along with a range of fonts for Oriental languages. Graduates who wish to use the room should take proof showing that they are graduate students in the Faculty to the OI Library who will then amend your University card to allow you swipe access. To login to the computers students will need to use their Oxford SSO username and password.

22.10 Graduate Computing Room – China Centre

In the China Centre on Canterbury Road, there is a Graduate Computer Room with ten computers and a laser printer. These computers have a range of software packages installed along with some specific Chinese language software. All Graduate students that have access to the China Centre can login to these computers using their Single Sign On (SSO) accounts.

It is imperative that you logout after you finish using the computers as the Faculty and China Centre will not be held responsible for any data loss or damage caused should you leave yourself logged into the computers.

Please note that when using the computers, it is also your responsibility to ensure you safeguard/backup any files or documents and do not leave important information within the computer facilities.

For any additional support regarding the computer room, please email it-services@st-hughs.ox.ac.uk

22.11 University Rules for Computer Use

The University's Regulations relating to the Use of Information Technology Facilities are available at <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

22.12 IT/Electronic Research Resources

The Bodleian Libraries' electronic holdings are accessible via SOLO:

http://solo.bodleian.ox.ac.uk/primo_library/libweb/action/search.do and [OxLIP+](#)

When off-campus, your Oxford Account log in is required to access electronic holdings.

Detailed information about e-resources is available at

<http://www.bodleian.ox.ac.uk/oil/eresources/finding>

23. FACULTY CONTACTS

Chair of the Faculty Board	Professor Mark Smith	mark.smith@orinst.ox.ac.uk	(2) 88208
Director of Graduate Studies	Professor Walter Armbrust	walter.armbrust@sant.ox.ac.uk	(2) 84741
Head of Administration of Finance	Mr Thomas Hall	thomas.hall@orinst.ox.ac.uk	(2) 78210
Senior Academic Administrator	Mrs Iryna Vink	academic.administrator@orinst.ox.ac.uk	(2) 88365
Academic Administrator (Graduate Studies)	Ms Jane Kruz	graduate.admissions@orinst.ox.ac.uk	(2) 88203
Faculty Reception	Mrs Liliane Morton	orient@orinst.ox.ac.uk	(2)78200
MPhil Course Directors			
Buddhist Studies	Professor Stefano Zacchetti	stefano.zacchetti@orinst.ox.ac.uk	(2) 78218
Classical Indian Religion	Professor Christopher Minkowski	christopher.minkowski@orinst.ox.ac.uk	(2)88368
Cuneiform Studies	Professor Jacob Dahl	jacob.dahl@orinst.ox.ac.uk	(2)78214
Eastern Christian Studies	Professor Theo van Lint/Professor David Taylor	theo.vanlint@orinst.ox.ac.uk ; david.taylor@orinst.ox.ac.uk	(2)78235/(2) 78239
Egyptology	TBC		
Islamic Art and Archaeology	Professor Luke Treadwell	luke.treadwell@orinst.ox.ac.uk	(2)78209
Islamic Studies and History	Professor Nicolai Sinai	nicolai.sinai@orinst.ox.ac.uk	(2)78293
Jewish Studies in the Graeco-Roman Period	Professor Martin Goodman	martin.goodman@orinst.ox.ac.uk	(2)10423
Modern Middle Eastern Studies	Dr Michael Willis	michael.willis@sant.ox.ac.uk	(2)84741

Modern Chinese Studies	TBC		
Modern South Asian Studies	Professor Rosalind O'Hanlon	rosalind.ohanlon@orinst.ox.ac.uk	(2)78224
Tibetan & Himalayan Studies	Professor Ulrike Roesler	ulrike.roesler@orinst.ox.ac.uk	(2)78236
Traditional East Asia	Professor Dirk Meyer	dirk.meyer@orinst.ox.ac.uk	(2) 80460
MSt Course Directors			
Bible Interpretation	Professor Alison Salvesen	alison.salvesen@orinst.ox.ac.uk	(2)10442
Classical Armenian Studies	Professor Theo van Lint	theo.vanlint@orinst.ox.ac.uk	(2)78235
Classical Hebrew Studies	Professor Jan Joosten	jan.joosten@orinst.ox.ac.uk	(2)10442/10431
Islamic Art and Archaeology	Professor Luke Treadwell	luke.treadwell@orinst.ox.ac.uk	(2)78209
Japanese Studies	Professor Bjarke Frellesvig	bjarke.frellesvig@hertford.ox.ac.uk	(2) 80383
Jewish Studies in the Graeco-Roman Period	Professor Martin Goodman	martin.goodman@orinst.ox.ac.uk	(2)10423
Jewish Studies	Professor Adriana Jacobs	adriana.jacobs@orinst.ox.ac.uk	(6)10432
Korean Studies	Professor Jay Lewis	jay.lewis@orinst.ox.ac.uk	(2)78194
Oriental Studies	Please refer to your individual Supervisor		
Syriac Studies	Professor David Taylor	david.taylor@orinst.ox.ac.uk	(2)78239
Traditional China	Professor Margaret Hillenbrand	margaret.hillenbrand@orinst.ox.ac.uk	(2)80390

Students are always welcome at any time to discuss their concerns with their Supervisor, the irrelevant Course Director, Academic Administrator, the Director of Graduate Studies or Head of Administration and Finance. If you are ill and unable to attend class, please contact the Faculty Reception who will pass it on to your tutors.

Full information about the Faculty's teaching staff is available on the Oriental Institute web site at <http://www.orinst.ox.ac.uk/>.

24. RESEARCH CENTRES AND INSTITUTES

The Faculty also includes several research centres and institutes:

24.1 The Griffith Institute

Sackler Library

1 St John Street Oxford, OX1 2LG

<http://www.griffith.ox.ac.uk>

24.2 Institute for Chinese Studies

University of Oxford China Centre
Dickson Poon Building
Canterbury Road Oxford, OX2 6LU
<http://www.chinacentre.ox.ac.uk/>

24.3 Khalili Research Centre

3 St John Street Oxford, OX1 2LG
<http://krc.orient.ox.ac.uk/krc/>

24.4 Research Centre for Japanese Language and Linguistics

41 Wellington Square Oxford, OX1 2JF
<http://www.orinst.ox.ac.uk/research-centre-japanese-language-and-linguistics>

Other related research centres/institutes which are not formally part of the Faculty of Oriental Studies:

24.5 The Middle East Centre

St Antony's College
Oxford OX2 6JF
<http://www.sant.ox.ac.uk/mec/>

24.6 Nissan Institute of Japanese Studies

27 Winchester Road Oxford, OX2 6NA.
<http://www.nissan.ox.ac.uk>

Some Faculty members have offices in one of these research centres/institutes. Depending on the course you are following, you may have some of your teaching in these buildings. The Lecture List will tell you the location of your lectures and classes.

25. LIBRARIES

As a student at the University, you are entitled to use the libraries within the Bodleian Libraries group (<http://www.bodleian.ox.ac.uk/subjects-and-libraries/libraries/bodleian>) and other University libraries (<http://www.bodleian.ox.ac.uk/subjects-and-libraries/libraries/other>). You will also have access to your College libraries which should have the main textbooks for your course.

There are several libraries that hold collections which are related to the study of Oriental Studies.

25.1 Oriental Institute Library

The Oriental Institute library is part of the Bodleian Libraries and is located in the Oriental Institute. It has a collection of approximately 55,000 volumes specialising in the Middle East and Islam, Hebrew and Jewish studies, South Asia, Korea and Japan. You may borrow up to 6 books for an initial period of 2 weeks. Some books are kept on reserve behind the circulation desk; you must sign for these, and under no conditions should they leave the library. For further information and opening hours, please refer to the website: <http://www.bodleian.ox.ac.uk/oil>

25.2 Bodleian K B Chen China Centre Library

The library is located at the new China Centre at the Dickson Poon Building, Canterbury Road. Although its foundation collection contains valuable research material on pre-modern China, the policy for some years has been to develop this library as a lending collection for undergraduates and first-year graduate students. Apart from selected academic journals, it also provides current

newspapers from China, Hong Kong and Taiwan in printed or online versions. For further information and opening hours, please refer to the website: <http://www.bodleian.ox.ac.uk/ccl>

25.3 Bodleian Japanese Library

The Bodleian Japanese Library is located in the Nissan Institute, 27 Winchester Road, Oxford, OX2 6NA. The library combines the Japanese collections from the Bodleian and the Nissan Institute Library. It holds one of the best research collections in Japanese studies in Europe. It is an open access library with seating space for thirty two users. For further information and opening hours, please refer to the website: <http://www.bodleian.ox.ac.uk/bjl>

25.4 Leopold Muller Memorial Library

The Leopold Muller Memorial Library contains important collections for work in Hebrew and Jewish Studies. It also contains the Foyle-Montefiore Collection and the Louis Jacobs Library. The library is located at the Oxford Centre for Hebrew and Jewish Studies at the Clarendon Institute Building. For further information and opening hours, please refer to the website:

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

25.5 Middle East Centre Library

The library of the Middle East Centre at St Antony's College specializes in the modern (post-1800) period in history and social sciences and it is open to all students reading Islamic Studies. For information and opening hours, please refer to the website:

<http://www.sant.ox.ac.uk/research-centres/middle-east-centre/middle-east-centre-mec-library>

25.6 Sackler Library

The Sackler Library specialises in the ancient history and archaeology in the Near East. It houses the principal collection of books on Egyptology and Ancient Near Eastern Studies, as well as general archaeology, Classical Civilisation, Western and Eastern Art. It is located at 1 St John St, Oxford OX1 2LG, next door to the Oriental Institute.

For further information and opening hours, please refer to the website,

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

25.7 Eastern Art Library

The Sackler Library also houses the (3rd Floor) which contains books on Islamic and Chinese art. Book selection and cataloguing are carried out by staff of the Department of Oriental Collections, Bodleian Library. The books may not be borrowed.

For further information and opening hours, please refer to the website,

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

25.8 Other Libraries

Depending upon your course, you may need to use other libraries, such as the [History Faculty Library](#) (Western History) and the [Philosophy & Theology Faculties Library](#). For general works on linguistics and literary theory/criticism, the libraries of the [Taylor Institution](#), and the [English Faculty](#) will be useful. The Persian section ([Firdousi library](#)) of the Wadham College Library will be useful for those interested in Persian classical literature and history of medieval and modern Iran.

26. UNIVERSITY OF OXFORD POLICIES

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website <https://www.ox.ac.uk/students/academic/regulations?wssl=1>

These policies include:

Equality Policy

<http://www.admin.ox.ac.uk/eop/policy/equality-policy/>

Race Equality

<http://www.admin.ox.ac.uk/eop/race/>

Code of Conduct for using IT Facilities

<http://www.it.ox.ac.uk/rules>

27. EMPLOYMENT AND TEACHING

27.1 Careers Service

You can obtain advice about all aspects of career matters from the Oxford University Careers Service (<http://www.careers.ox.ac.uk>). The service makes contact with you during your first year in Oxford, and helps you decide on an appropriate approach. The office also runs a successful internship programme for those looking to get some work experience.

You can seek further information, personal guidance, and latest vacancy details by dropping in to The Careers Service (56 Banbury Road). You are encouraged to draw on the expertise of the Careers Service throughout your time in Oxford, not just immediately before graduation.

27.2 Job Vacancies

Vacancies in Oxford University and College posts are advertised on the University web site "Job Opportunities" at <http://www.ox.ac.uk/jobs/> and in the *University Gazette*, published each Thursday in Full Term and less frequently at other times. Vacancies in other universities are also sometimes advertised in the *Gazette*.

Other general sources of information are *The Times Higher Education Supplement*, *The Times*, *The New Scientist*, *The Independent*, *The Guardian*, and more specialist publications. See also www.jobs.ac.uk and specialist websites/ mailing lists.

Graduates who wish to acquire teaching experience during their time of study at Oxford may register their availability with the Faculty. (See Appendix B).

27.3 Guidance on Paid Work

If you are considering paid work while enrolled on the degree programme, please refer to the University guidance on paid work on the Oxford Students website, <http://www.ox.ac.uk/students/life/experience>.

APPENDICES

APPENDIX A: EXTRACT FROM POLICY ON RESEARCH DEGREES

Responsibilities of the student

1.1 Overriding responsibility

The University expects the student to accept his or her obligation to act as a responsible member of the University's academic community. The student is also expected to take ultimate responsibility for his or her research programme and to develop an appropriate working relationship with his or her Supervisor(s).

1.2 The research programme

In relation to the research programme, it is important for the student:

- to programme and undertake work according to an agreed timetable, and to keep relevant records of all aspects of the work in such a way that they can be accessed and understood by anyone with a legitimate need to see them;
- to take responsibility for the development of subject-specific research training and personal and professional skills, and to make positive use of the University's teaching and learning facilities, and opportunities for this development;
- to seek out and follow the regulations applying to the research programme, and to seek clarification, where necessary, and to be familiar with other regulations and policies relating to him or her, including health and safety, intellectual property, data handling and research integrity;
- to raise problems or difficulties with the relevant authority so that appropriate guidance may be offered;
- to carry out research with proper regard to good health and safety practices, and to be aware of the need for adequate health insurance and health precautions when travelling abroad;
- to understand the demands of a research degree and to devote sufficient time to study to make satisfactory progress and to complete each stage of the degree by the deadlines set out in the [Examination Regulations](#);
- to work towards a suitable standard of written and spoken English for transfer and confirmation and for the final submission of the thesis.

It is for the student to ensure that competing demands on his or her time are minimised and to ensure that his or her Supervisor is aware of, and approves, commitments (e.g. paid work, conferences) or time away that might impinge on the student's work.

1.3 Working with the Supervisor

In order to make the most effective use of supervision, the student should endeavour to develop an appropriate working pattern, including an agreed and professional relationship with the Supervisor(s). To facilitate this, the student should discuss with the Supervisor the type of guidance and comment which he or she finds most helpful, and agree a schedule of meetings. The student should also be aware of his or her joint responsibility with the Supervisor to ensure that regular and frequent contact is maintained, and to be encouraged to take the initiative to maintain contact when necessary

In working with Supervisors or other academic staff, students should also:

- recognise the demands made on a Supervisor's time and the need to prepare adequately for meetings and to observe deadlines;
- accept the importance of constructive criticism within the Supervisory relationship, and seek a full assessment of the strengths and weaknesses of any work;
- give full weight to any suggested guidance and corrective action proposed by the Supervisor in the event of problems;
- co-operate with the Supervisor to produce detailed parallel reports on progress at the end of each term via the [Graduate Supervision System](#);
- discuss their skills training needs with the Supervisor, both informally during regular Supervisory contacts and formally at particular times as detailed in subject handbooks;
- make appropriate use of any guidance available relating to the student's career after successful completion of a research degree, for example, the [Careers Service](#);
- inform the Supervisor as soon as possible of any circumstance which might lead to interruption of study;

where the student feels that there are good grounds for contemplating a change of supervision arrangements, discuss this with the existing Supervisor, or, if this presents a difficulty, discuss this with the DGS or other appropriate officer or adviser, or with a College adviser.

1.4 Submission and completion

The requirements in relation to submission are set out in full in the [Examination Regulations](#), however in particular it is essential for the student:

- to ensure that his or her written English is of the necessary standard for the submission of a thesis;
- to be prepared to defend the subject of the thesis in fluent English at the viva;
- to allow sufficient time for writing up and to pay particular attention to final proof reading;
- to decide when he or she wishes to submit the thesis for examination, having provided the Supervisor with sufficient time to comment on the final draft and having taken account of the Supervisor's opinion;
- to be aware of the necessary steps in the examination process and the timescales required.

Responsibilities of the Supervisor

1.1 Agreeing to supervise

In agreeing to supervise a research student, the Supervisor must recognise and accept the responsibilities both to the student and to the relevant department, faculty and division implicit in the Supervisory relationship.

1.2 Prior to arrival and first meeting

Where possible, the Supervisor should assign the student some directed reading before arrival. This might be of a general background nature so as to put the student in a position to discuss the topic with the Supervisor soon after arrival, or it might form the start of a survey of current literature. The Supervisor is required to meet the student not later than the second week of Full Term.

1.3 The initial term

The Supervisor should ensure, in co-operation with the student, that the main framework for the student's work is established as speedily as possible during the first term.

This may include all or some of the following:

- the means by which the research student and Supervisor(s) will communicate and how *and when* they will arrange regular meetings and monitor progress;
- where there is a co-Supervisor or a Supervisory team, the Supervisor should co-ordinate advice and guidance, and ensure that respective responsibilities are clear both to academic colleagues and to the student;
- where a student undertakes research as part of a team or group, the Supervisor should make clear the way in which the student's own contribution fits into the work of the remainder of the group.
- work to establish a clear project proposal with a good prospect of completion within the required time scale, and to identify the initial stages and early objectives of the project, taking account of the sponsor's requirements where appropriate;
- where completion of an initial research training course is required, identification of the structure, timetable and requirements of the course;
- preliminary identification by the student and Supervisor(s) of the skills, knowledge and aptitudes (including [English for Academic Purposes](#)) which are likely to be required for the successful completion of the research programme, and arrangements for supporting their acquisition or development;
- identifying appropriate resources to support the research project and how these are to be accessed (including consumables, staffing and working facilities);
- where the student's research forms part of a funded research programme, the Supervisor should ensure that sufficient financial support will be available for the duration of the student's period of study: if there is any doubt, he or she should agree with the student an alternative fallback project at an early stage;
- to ensure that appropriate health and safety training is undertaken by the student;
- to advise at an early stage on experimental design and the effective collection and storage of data;
- to draw to the student's attention the need to consider any ethical issues which may arise during the course and any requirements for ethical approval (for further information see: <http://www.admin.ox.ac.uk/curec/>);
- to identify (in consultation with the Director of Graduate Studies for the department/faculty) colleagues, where during his or her first year of research a student wishes, in addition to contact with his or her Supervisor(s), to have limited consultation with one or two other academics, and to arrange for an approach to them by the student.

1.4 Supervisory meetings

The University does not stipulate (beyond the use of the term 'regularly') the number of meetings between research student and Supervisor which may be expected each term, since this will vary widely according to the subject, the individual, and the stage of the research reached. However, each department/faculty has been asked (via divisional codes of practice for supervision) to recommend a minimum frequency of formal Supervisory contact for resident students and to state this on departmental websites. While variation from this figure is permissible, the onus will be on the student and Supervisor jointly to agree to deviate from the recommendation. In addition, the University does not set down a common format for recording the outcomes of those meetings, although it endorses the view that both Supervisors and students should keep some record of Supervisory meetings.

Supervisors should:

- meet with the student regularly in accordance with divisional and departmental/ faculty guidelines and as agreed with the student;
- request written work as appropriate and in accordance with the plan discussed with the student and return submitted work with constructive criticism within a reasonable time;
- be accessible to the student at appropriate times when advice is needed and respond to requests for advice within a reasonable timescale;
- assist the student to work within a planned framework and timetable, (in particular by conducting regular reviews of the student's progress);
- monitor the student's ability to write a coherent account of his or her work in good English;
- avoid unnecessary delays in the progress of the research;
- pursue opportunities for the student to discuss his or her work with others in the wider academic community (including the presentation of research outcomes where relevant) at University, national and international level.

1.5 Progress reports

It is the responsibility of the Supervisor to provide the student with regular information as to the student's progress (to ensure that the student feels properly directed and able to communicate with the Supervisor), and, where problems arise, provide guidance and assistance as to necessary corrective action.

The completion of the termly supervision report, to which both student and Supervisor now contribute via the [Graduate Supervision System](#), is mandatory for Supervisors.

Departments/faculties are responsible for taking any action required in cases of non-submission by Supervisors. The discussion of the contents of the report should be viewed as part of a regular termly review of progress. Each report should also state the nature and extent of recent contact with the student, and, if there has been none, state why this is so. At the end of the first term, the Supervisor and student should review, not only academic progress, but also how well the student has adjusted to his or her new work environment, how well the environment is meeting his or her needs, and plans to remedy any deficiency. *The Supervisor should alert the Director of Graduate Studies to any problems experienced in supervising the student.* Any student who has not satisfied his or her Supervisor on at least one occasion in an academic year that he or she is making progress will be liable to have his or her name removed from the register.

1.6 Cover for absence

The Supervisor should avoid absence on leave without appropriate temporary supervision having been arranged for the student. (Leave will not normally be approved without such arrangements being in place.) Heads of department/faculty should take this requirement into account when managing requests for sabbatical leave.

1.7 Other responsibilities

The Supervisor is expected to:

- have reasonable familiarity with institutional, national and international expectations relating to research environments, research supervision and research training (see especially the relevant section of the [UK Quality Code](#));
- engage in continuing professional development to equip them to supervise research students, and to meet requirements for continuing professional development;

- assist the student with the preparation, timetable and submission of material relating to applications for transfer of status, for re-admission after completion of a preliminary research training or other course, and for confirmation of status, and to provide appropriate feedback, especially where the student has failed to meet the required standards;
- advise the student on the timing of the submission of the thesis and to consult with the student in order to make recommendations for the appointment of Examiners;
- encourage the student to obtain knowledge and information about career opportunities and to alert the student, where necessary, to other services provided within the University and elsewhere.

1.8 Health and safety

Supervisors of all students, whether in the arts or sciences, should consider carefully the safety implications of their students' research. Those supervising students (particularly in the sciences) are responsible for all aspects of safety under their control, and in particular for the safe conduct of all experiments carried out in the course of their students' research. In the event of an accident, inadequate supervision may render the Supervisor liable to prosecution. Supervisors should also ensure that their students are aware that in the event of injury to other persons as a result of their negligence, the student could be subject to civil claims for damages. Advice on the legal responsibilities for safety may be obtained from the [University Safety Officer](#). For their part, students must carry out research with proper regard to good health and safety practices. Supervisors and students should be aware of the need for adequate health insurance and health precautions when travelling abroad. In case of doubt, reference should be made to the University Medical Officer.

APPENDIX B: TEACHING BY GRADUATE STUDENTS

Doctoral students registered under the Board of Oriental Studies are encouraged to gain teaching experience in the course of their studies. However such teaching should not impede the progress of the student's own work and is usually approved only once the Transfer of Status assessment has been completed, and after taking the Faculty's own 'Preparation for Teaching and Learning in Oxford' (PLTO) day, which is held early in the Hilary term. Students who wish to teach are also advised to take the Oxford Learning Institute's 'Developing Learning and Teaching' programme. The maximum number of hours that students are allowed to teach (including preparation and marking) is six hours per week.

The Faculty operates a scheme within which some eligible doctoral students can gain access to some teaching experience. Please consult your Supervisor for advice as to what teaching opportunities might be available in your field.

APPENDIX C: GRADUATE FORMS

Available at <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>.

Forms and Notes Relating to Transfer of Status

GSO.2	Application to transfer status.
GSO.2b	Application for deferral of transfer of status (for Probationer Research Students admitted after 1 October 2011 only). The maximum number of terms for which deferral of transfer may be approved is two terms for a full-time student or four terms for a part-time student. If you have already reached this limit but wish to apply for a further deferral do not fill this form in. Contact the Academic Administrator (Graduate Studies) for further information.

Forms and Notes Relating to Confirmation of D.Phil. Status

GSO.14	Application to confirm D.Phil. Status.
GSO.14B	Application for Deferral of Confirmation of DPhil Status. The maximum number of terms for which deferral of confirmation may be approved is three terms (for both full-time and part-time students). If you have already reached this limit but wish to apply for a further deferral do not fill this form in. Contact the Academic Administrator (Graduate Studies) for further information.

Miscellaneous Forms

GSO.6	Application for Change of Thesis Title (MLitt. or DPhil.)
GSO.8	Application for Dispensation from Statutory Residence
GSO.15	Application for Extension of Time (MLitt. or DPhil.) The maximum number of terms' extension which may be approved is six terms for full-time students and three terms for part-time students. If you have already reached this limit but wish to apply for a further deferral, you must contact the Academic Administrator (Graduate Studies) for further information.
GSO.17	Application for Suspension of Status. The maximum number of terms' suspension which may be approved is six terms for full-time PGR students and three terms for part-time PGR students. For PGT students, the number of terms permitted is equivalent to the length of the course; ie for a one-year course, three terms; for a two-year course, six terms. If you have already reached this limit but wish to apply for a further deferral, you must contact the Academic Administrator (Graduate Studies) for further information.
GSO.17a	Return from suspension of status
GSO.17b	Suspension of status for maternity, extended paternity and adoption leave
GSO.23	Reinstatement to the Register of Graduate Students. Reinstatement may only be approved for PGR students who have been enrolled for 18 terms (full-time students) or 27 terms (part-time) or less for PGR students; or where not more than two years have elapsed since the student was last enrolled for PGT students. If you have exceeded these limits but still wish to apply for reinstatement, you must contact the Academic Administrator (Graduate Studies) for further information.
GSO.25	Application for a Change of Supervisor or Appointment of a Co-Supervisor
GSO.28	Change of Programme of Study
GSO.29	Notification of Withdrawal from Programme of Study
GSO.30	Notification of change of personal details, e.g. name or title

Forms & notes relating to the Examination of Research Degrees

All of the following documents are required:

GSO.3	Application for Appointment of Examiners for D.Phil. or M.Litt. (to be submitted to the Academic Administrator (Graduate Studies)) (now includes the application for a time-specific viva, previously GSO.16).
GSO.3A	Bodleian deposit and consultation for thesis for M.Litt./D.Phil. only (to be submitted to the Examination Schools). This should be submitted with the library copy of the thesis and is required before a thesis can be deposited in the Bodleian.
GSO.26	Information for thesis cataloguing (to be submitted to the Examination Schools). This should be submitted with the library copy of the thesis and is used by the Bodleian for thesis cataloguing.

The following documents may also be required

GSO.18	Application for Extension of Time to complete Minor Corrections for MLitt. or D.Phil. (after the viva has been held)
GSO.3C	Application for dispensation from Consultation of Thesis M.Litt./D.Phil (to be submitted to the Academic Administrator (Graduate Studies)).

The following **guidance notes** are also available at

<http://www.ox.ac.uk/students/academic/guidance/graduate/progression>:

GSO.20a *Notes of guidance for research examinations for students submitting their thesis*

APPENDIX D: OXFORD RESEARCH ARCHIVE (ORA) AND THE ELECTRONIC PUBLICATION OF THESES: ARRANGEMENTS FOR HUMANITIES STUDENTS

What is ORA?

ORA (Oxford University Research Archive) is an online archive of research materials, including theses created in fulfilment of Oxford awards, produced by graduate students at Oxford University:

<http://www.bodleian.ox.ac.uk/ora/about>

DPhil, MLitt and MSc (by Research)

Students for the degrees of DPhil, MLitt and MSc (by Research) are required to deposit **both** a printed copy of their thesis in the Bodleian Library **and** an electronic copy (e-thesis) in the Oxford University Research Archive (ORA).

IMPORTANT: ORA and publishing your thesis

Benefits: Publishing your e-thesis in ORA could bring benefits, such as:

- (i) high visibility to a wide audience;
- (ii) preservation of your e-thesis in 'future-proofed' electronic format;

- (iii) permanent accessibility via a 'persistent URL', which will not change over time;
- (iv) participation in EThOS (for eligible theses –see below).

Risks: Publishing your e-thesis in ORA could prevent you from publishing all or part of your research as a printed monograph, journal article, or in another format.

The Humanities Division recommends that, if you do plan to publish your research as a book or article, you do not place your thesis on open access in ORA without first (i) discussing the matter with your Supervisor and (ii) consulting potential publishers to ascertain their policy.

Automatic 3-year closed access

Access to Humanities doctoral theses deposited in ORA will **automatically be closed for three years**.

This default position applies to students from the following faculties/units:

- Classics
- English
- History
- Linguistics, Philology and Phonetics
- Medieval and Modern Languages
- Music
- Oriental Studies
- Philosophy
- Ruskin School of Drawing and Fine Art
- Theology

Information available during closed access

During closed access, only the following information from your thesis will be available in ORA:

- (i) Item record (your name, thesis title, subject area) **and**
- (ii) Abstract **and**
- (iii) Full text search for single words or short passages of text.

To extend closed access

(i) If you are a former Humanities student, you may apply (to the relevant faculty board) to extend the initial period of closure of your thesis on ORA if you intent to publish your thesis. If you have secured a contract or agreement with a publisher, you should provide a copy with the application for extension. If you have not yet reached an agreement with a publisher, you should provide information about when you expect to do so. Extensions will be granted for a maximum period of three years at a time.

(ii) If you secure a contract from a publisher which prohibits you from publishing your thesis online for a fixed period of time (e.g. 20 years) or indefinitely, you may apply for closed access for an equivalent period of time.

Alternatives to the default position for Humanities students

(i) Should you be certain that you wish to publish your thesis electronically through ORA, you may use the GSO.3a form (available at <http://www.admin.ox.ac.uk/gso/forms/>) to choose open access, instead of the default 'closed access' position.

(ii) At any stage during the initial or subsequent period of closed access, you may decide to change access to your thesis to 'open access'.

(iii) **Permanent closure:** You may request permanent closure when depositing your thesis in ORA under the following circumstances:

(a) For digital material where copyright is held by a third party and permission to disseminate it via the Internet in ORA has not been granted by the copyright holder, the faculty board will grant permission for the copyright material to be deposited as a separate file from the thesis, on the understanding that the thesis will be available for consultation or reproduction but access to the copyright material will be restricted.

(b) Where confidential material forms only a small part of a thesis and the force of the thesis will not be seriously impaired by the removal of such material, the faculty board may grant permission for the access to the confidential material to be closed on the understanding that the thesis will be available for consultation or reproduction but access to the confidential material will be restricted.

Dispensation from consultation of your thesis – library and ORA

(i) You may apply for dispensation from consultation of the copy of your thesis deposited in the Bodleian or other University Library **and** of the electronic copy of your thesis deposited in ORA if you have a good reason for such a request. Reasons for requesting dispensation might include that consultation or reproduction would put at risk confidential material or invalidate an application for a patent on a product or process described in a thesis. Students are advised to be particularly mindful of the terms of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis.

(ii) Dispensation will always be granted (i) in cases where confidentiality has been made a condition of access to materials that are subsequently incorporated in a thesis and (ii) for material where copyright is held by a third party and permission to disseminate it via the Internet has not been granted by the copyright holder. **Apply for dispensation by completing form GSO.3C, available at <http://www.admin.ox.ac.uk/gso/forms/>**

Journal articles included within the thesis

Authors increasingly include published journal articles within their theses. Authors needing to include such articles as part of the e-thesis can make the article freely available only in compliance with copyright permissions. See www.sherpa.ac.uk/romeo.php for guidance or ask ORA staff.

Intellectual property rights

If consultation or reproduction of all or part of the thesis would put at risk **confidential material** or invalidate an application for a **patent** on a product or process described in the thesis, or restricting access to the thesis is a requirement of any **agreements with an outside body or sponsor** governing supply of confidential material or the disclosure of research results described in the thesis, you should apply for dispensation from consultation. Please speak to your Supervisor or Research Services if you are unsure.

The copyright in the thesis

The copyright in the thesis usually remains with the author. In a tiny minority of cases, copyright might rest with a sponsor or other body. Please speak to your Supervisor or Research Services if you are unsure.

Third party copyright

If you have incorporated material within the thesis where copyright is held by an individual or group that is not the author (third party copyright) you will need permission to make such material freely available on the Internet. It is best to obtain such permission when sourcing the material. You need to provide proof of permission when depositing your thesis in ORA (eg email or letter). Contact ORA staff if you are unsure.

ETHOS (Electronic Thesis Online Service) replaced the existing UK thesis service in 2008. It is run by the British Library. ORA is the means of submitting Oxford theses to this service. Publicly available D.Phil. theses will continue to be sent to the British Library, but in digital form. Users are able to access and download the theses free of charge. There will be an option for users to obtain a printed copy or copy on CD-ROM for a fee. See <http://www.ethos.ac.uk/>.

When to deposit your e-thesis

You may only deposit your e-thesis AFTER you have been granted leave to supplicate.

Version

You must deposit the final, passed version of your thesis which includes all corrections as agreed with the Examiners.

Other research works

If you wish to deposit other research materials in ORA (for example journal articles or conference papers) please check with your Supervisor first.

Access to hardbound theses

For academic programmes requiring deposit of your thesis, the hardbound copy will be stored in the Bodleian (or another Oxford) Library. It will have a catalogue record on OLIS and visitors to the library will be able to read your thesis on site. Any theses which have been granted dispensation from consultation are not included in OLIS and are not made available to readers either at Oxford or via the British Library.

Contact details

For additional information see <http://www.bodleian.ox.ac.uk/finding-resources/theses/theses>.

APPENDIX E: TRAINING AND PERSONAL DEVELOPMENT

TRAINING AND PERSONAL AND PROFESSIONAL DEVELOPMENT FOR GRADUATE STUDENTS – GENERAL INFORMATION

The **aim** of professional development and training is to provide graduate students with the means to become more effective in research, to build up a range of activities and practices that contribute to personal and academic development and to enable graduate students to make informed career choices.

Supervisors play a key role in identifying individual training needs and advising students on sources of support. Students are encouraged to discuss their training needs with their Supervisors on a regular basis, and actively to seek opportunities for personal and professional development.

The **definition** of training for graduate students encompasses subject-specific research skills as well as personal and professional development, preparation for academic practice and career management. Training in research skills such as archival research, learning a language, or taking an IT course can have a direct impact on the quality of doctoral research and how long it takes to complete your thesis, as does training in project management and information management.

Other training graduates may undertake, such as publishing, teaching or career preparation may not directly impact on the research project, but are important in providing the experience of integrating the research project with a range of other academic activities. Some of the skills developed in teaching for example, such as planning and structuring a course of teaching, the verbal communication of complicated ideas, or even basic time-management, may have a positive impact on the doctoral research project and in the long term will contribute to academic success.

There is no **upper limit** to the amount of training graduates may undertake. Activities outside the immediate research project may in the first instance have a positive impact on the research and allow graduates valuable time away from the project. However, graduates are strongly advised not to take on extra-curricular activities to the extent that research suffers, and to plan their training accordingly.

There are numerous sources of **support** for graduate training and professional development available at Oxford:

- **Your faculty** - www.humanities.ox.ac.uk/faculties_and_units - focuses on ensuring that you have the requisite subject-specific research skills to successfully complete your graduate degree. The faculty may also provide training of a more generic nature not focused on your particular area of research, e.g. training in how to teach.
- **Humanities Division** - www.humanities.ox.ac.uk/graduate_study - arranges training sessions, presentations and workshops in a number of areas e.g. monograph publication.

The Humanities Training Officer can answer any training-related enquiry or direct the enquirer to the appropriate source of help: contact **training@humanities.ox.ac.uk**

- **Careers Service** - www.careers.ox.ac.uk/

- **Computing Service (OUCS)** - www.oucs.ox.ac.uk/
- **Language Centre** - www.lang.ox.ac.uk/
- **Library Service (OULS)** - www.ouls.ox.ac.uk/
- **Oxford Learning Institute** - www.learning.ox.ac.uk/
- **Vitae** – www.vitae.ac.uk – the UK’s researcher development organisation
- **OLI Research Supervisor** - <http://supervision.learning.ox.ac.uk/>

HUMANITIES DIVISION

PERSONAL AND PROFESSIONAL DEVELOPMENT: FRAMEWORK FOR HUMANITIES GRADUATE STUDENTS

The Humanities Division has developed a **model for graduate researcher development** which positions a range of skills and knowledge acquired by students as part of their doctoral studies in relationship to each other and to academic practice i.e. the things that academics do.

Graduate study in the Humanities, especially at the DPhil level, is structured around the principle of **learning by doing**. You learn how to do research by embarking single-handedly on a major research project. Along the way you learn to write a conference abstract by writing a conference abstract, to teach, by teaching, and to publish, by submitting your work for publication.

You have a **research community** and a **range of sources of support and training** to draw on. Your Supervisor is your first point of contact and other sources of support include academics and peers within your research community and training and support services within and outside Oxford.

Subject-knowledge gained through research is only one element of researcher success. Becoming a successful academic researcher requires **learning how to engage in a range of research, teaching and service activities** and building the skills and knowledge associated with those activities.

Knowing a subject will only take you so far when you come to teach that subject, to explain it to peers or to the public, or to make a strong case for why it should be funded or published. Still less will subject-knowledge help you to prepare for the daily activities of most academics - representing your faculty on a university committee, mentoring academic colleagues, providing pastoral care to students, organising a conference or conducting a radio interview.

Researchers are valuable in the world outside academia precisely because of the high-level knowledge skills they develop through completion of a substantial research project. But just as subject knowledge is not the sole element of life as a practising academic, **the world outside academia** demands a range of skills including the ability to work successfully with others, self-efficacy and project management.

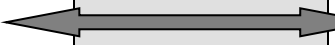

Graduate study can and should **develop a range of high-level transferable skills** that will enable you successfully to complete your graduate studies and will contribute to success in any field or career that you choose to pursue. However, it is crucial that you are able to:

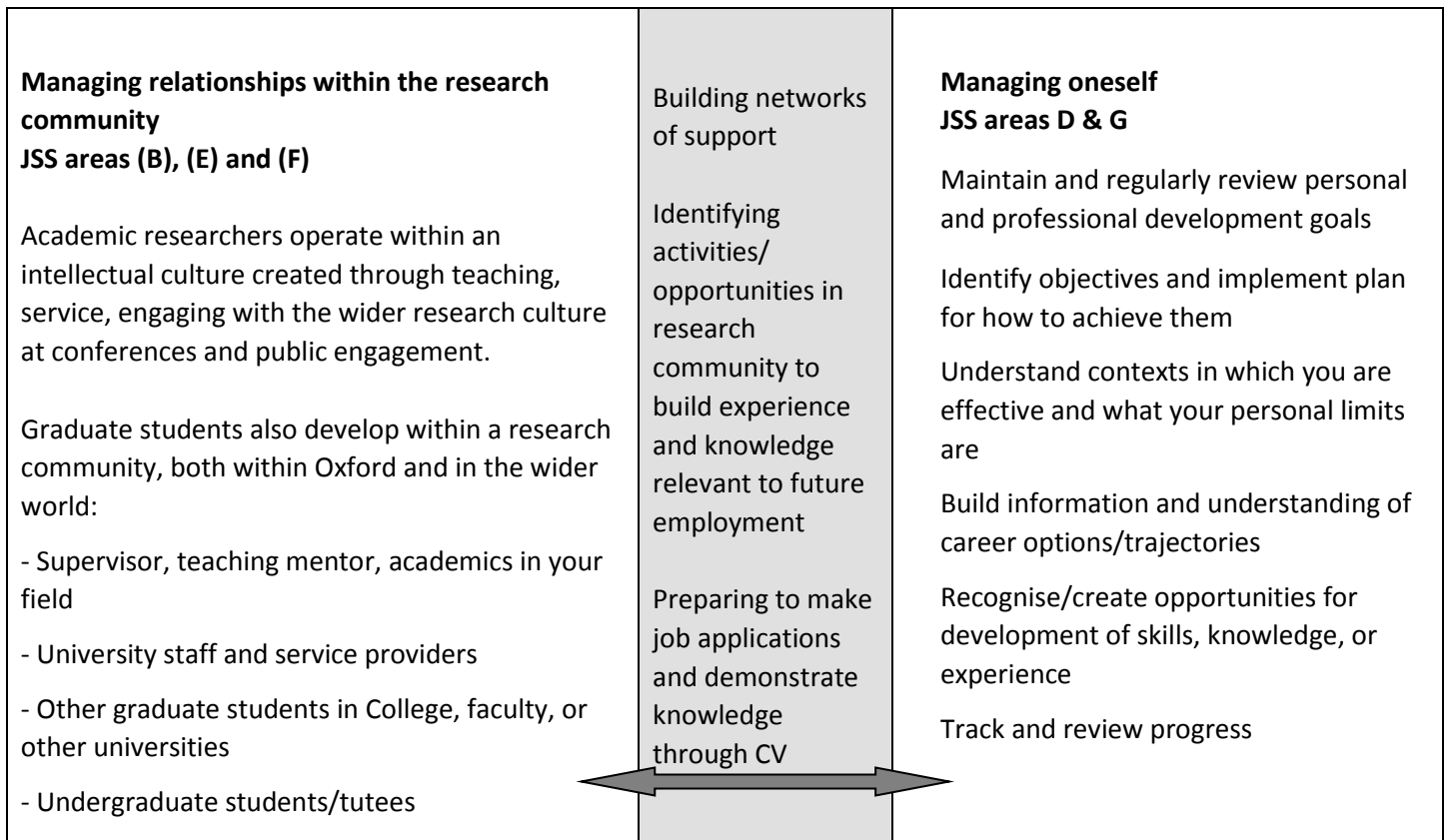
- Identify the personal and professional skills you are using and take up opportunities to develop them
- Draw on the training and development support available to you through your faculty, the Humanities Division, or via University services (OUCS, OULS, Careers)
- Understand, recognise and describe the skills and knowledge you have developed e.g. in a CV

- Provide concrete evidence of occasions when you have displayed your skills to good effect
- Strike an appropriate balance between a range of academic and personal activities

JOINT SKILLS STATEMENT (JSS) OF THE UK RESEARCH COUNCILS' TRAINING REQUIREMENTS FOR RESEARCH STUDENTS

Some years ago the UK Research Councils, which includes the Arts and Humanities Research Council (AHRC), published a statement describing the skills which they expect research students to acquire. The framework developed by the Humanities Division – see below - maps onto the skills listed in the Joint Skills Statement.

<p>Managing knowledge JSS area (A)</p> <p>Identify appropriate research resources</p> <p>Reproduce, critique and synthesise information/knowledge from a range of sources within a discipline</p> <p>Understand the standards required for a thesis</p> <p>Construct a defensible scholarly thesis that makes an original argument</p> <p>Situate knowledge within a subject-field and understand how thesis contributes to knowledge within that field</p> <p>Prepare to build on thesis knowledge in future research projects</p>	 <p>Re-framing, honing and revising project according to research findings and schedule</p> <p>Iterating and reiterating arguments and direction of research</p> <p>Developing and sustaining shifting connections between macro/thesis level and micro/chapter level arguments</p>	<p>Managing the research project JSS area (C)</p> <p>Identify a significant topic within a scholarly field</p> <p>Set appropriate boundaries to research inquiry</p> <p>Establish an appropriate methodology/plan of research</p> <p>Identify research training needs</p> <p>Plan and implement project stages with appropriate milestones and deadlines</p> <p>Revise plans and change direction as required</p> <p>See project through to timely completion</p>
 <p>Learning from others' work; communicating and explaining knowledge to others; reviewing others' work:</p> <p>Orally: supervisions, research seminars, conferences, giving lectures/tutorials, viva</p> <p>Written: thesis, article, monograph, research funding proposal; peer review or book review</p>	<p>A model for graduate researcher development in Humanities</p>	<p>Maintaining sense of direction and personal motivation to research</p> <p>Balancing a range of academic activities and a personal life</p> <p>Maintaining professional research profile (e.g. of papers given, publications and future project plans)</p>



APPENDIX F: JOINT SKILLS STATEMENT (JSS) OF THE UK RESEARCH COUNCILS' TRAINING

REQUIREMENTS FOR RESEARCH STUDENTS

<https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework>

<http://www.rcuk.ac.uk/skills/frameworks/>

Doctoral research students funded by Research Councils (e.g. the AHRC) are expected to develop the following skills during their research training:

(A) Research Skills and Techniques - be able to demonstrate:

1. the ability to recognise and validate problems
2. original, independent and critical thinking, and the ability to develop theoretical concepts
3. a knowledge of recent advances within one's field and in related areas
4. an understanding of relevant research methodologies and techniques and their appropriate application within one's research field
5. the ability to critically analyse and evaluate one's findings and those of others
6. an ability to summarise, document, report and reflect on progress

(B) Research Environment - be able to:

1. show a broad understanding of the context, at the national and international level, in which research takes place
2. demonstrate awareness of issues relating to the rights of other researchers, of research subjects, and of others who may be affected by the research, e.g. confidentiality, ethical issues, attribution, copyright, malpractice, ownership of data and the requirements of the Data Protection Act
3. demonstrate appreciation of standards of good research practice in their institution and/or discipline
4. understand relevant health and safety issues and demonstrate responsible working practices
5. understand the processes for funding and evaluation of research
6. justify the principles and experimental techniques used in one's own research
7. understand the process of academic or commercial exploitation of research results

(C) Research Management - be able to:

1. apply effective project management through the setting of research goals, intermediate milestones and prioritisation of activities
2. design and execute systems for the acquisition and collation of information through the effective use of appropriate resources and equipment
3. identify and access appropriate bibliographical resources, archives, and other sources of relevant information
4. use information technology appropriately for database management, recording and presenting information

(D) Personal Effectiveness - be able to:

1. demonstrate a willingness and ability to learn and acquire knowledge

2. be creative, innovative and original in one's approach to research
3. demonstrate flexibility and open-mindedness
4. demonstrate self-awareness and the ability to identify own training needs
5. demonstrate self-discipline, motivation, and thoroughness
6. recognise boundaries and draw upon/use sources of support as appropriate
7. show initiative, work independently and be self-reliant

(E) Communication Skills - be able to:

1. write clearly and in a style appropriate to purpose, e.g. progress reports, published documents, thesis
2. construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques
3. constructively defend research outcomes at seminars and viva examination
4. contribute to promoting the public understanding of one's research field
5. effectively support the learning of others when involved in teaching, mentoring or demonstrating activities

(F) Networking and Teamworking - be able to:

1. develop and maintain co-operative networks and working relationships with Supervisors, colleagues and peers, within the institution and the wider research community
2. understand one's behaviours and impact on others when working in and contributing to the success of formal and informal teams
3. listen, give and receive feedback and respond perceptively to others

(G) Career Management - to be able to:

1. appreciate the need for and show commitment to continued professional development
2. take ownership for and manage one's career progression, set realistic and achievable career goals, and identify and develop ways to improve employability
3. demonstrate an insight into the transferable nature of research skills to other work environments and the range of career opportunities within and outside academia
4. present one's skills, personal attributes and experiences through effective CVs, applications and interviews.

THE PRO-FORMA FACULTY'S STATEMENT OF SAFETY ORGANISATION

The pro-forma is intended to reflect the needs of the larger and more complex faculties. Smaller faculties with simpler managerial structures may wish to compose a simpler document, but if faculties choose not to use, or wish to modify, the pro-forma their statement must

- a) clearly define the faculties (or area) to which it applies
- b) clearly define those persons with executive authority to enforce the Health and Safety Policy and those with overall or specific advisory responsibilities to the faculty board chairs
- c) describe how staff in the faculties can contact their trade union safety representative
- d) be reviewed annually and updated when necessary
- e) be brought to the attention of all employees by the most effective means (e.g. at induction sessions; or by email distribution)
- f) be issued, signed and dated by the Faculty Board Chairs.

The statement should also identify any special risks in the Faculty and their associated control measures.

1. THE PREAMBLE

(g) This must clearly identify the faculties units. From time to time, faculties may have safety responsibilities for those working away from the University. The extent of such responsibilities and the arrangements to cover them should be described.

Some faculties may wish to have separate statements for Faculty units, particularly if they are housed in separate buildings. In such cases the statements should cross-reference each other.

Faculties in multiple occupancy buildings may wish to draw up a common policy, which must then be signed by all the Faculty Board chairs and heads involved. In all cases the lines of responsibility back to the Faculty Board Chairs must be clearly defined.

EXECUTIVE RESPONSIBILITY FOR SAFETY (SECTION 1)

Responsibility for safety in a faculty is a managerial function. The Faculty board chair may decide not to delegate functions indicated in the pro-forma, or may add to or restrict them, but the degree of delegation must be indicated and the individual to whom the Faculty board chair is delegating duties must clearly understand both their nature and extent. Those individuals must be named and not referred to by title alone. The head must ensure that the individuals have the necessary authority to undertake the role and that they are given appropriate training.

Those in day-to-day charge of staff, students, and visitors are expected to control all associated safety matters.

ADVISORY RESPONSIBILITY FOR SAFETY (SECTION 2)

It is not always essential for Faculty Board Chair to appoint a Faculty Safety Officer (DSO) and in small Faculties without significant risks this may create unnecessary work. However, in a large Faculties or where complex processes are involved the Faculty board chair should be able to take advice from someone independent of executive responsibilities that can present an informed and unbiased view.

The Faculty Board Chair should not normally delegate executive responsibility to this person, for this is an advisory role, but sometimes they may necessarily have executive functions and these must be identified. The statement should distinguish between those who have an overall advisory function, outside of any areas for which they have executive responsibility, and those who are fulfilling a purely executive role.

The DSO should normally be responsible for co-ordinating any advice given by other specialist advisors.

TRADES UNIONS (SECTION 4)

The pro-forma's reference to University Policy Statement S2/04 describes the arrangements for consulting with the recognised trade unions. Faculties may wish to add information they hold about any local trade union safety representation.

SPECIFIC SIGNIFICANT RISKS (SECTION 6)

The statement should include a brief indication of significant risks in the Faculties and their location, together with any local written safety arrangements.

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR THE FACULTY OF ORIENTAL STUDIES.

As Faculty Board Chair of the Faculty of Oriental Studies, I am responsible for ensuring compliance with University Health and Safety Policy. My responsibilities are set out in the Annexe and I have delegated some of these responsibilities to others, as set out in Section 1.

1. EXECUTIVE RESPONSIBILITY FOR SAFETY

Every employee with a supervisory role is responsible for ensuring the health and safety of staff, students, and other persons within their area of responsibility; and of anyone else (e.g. contractors and other visitors) who might be affected by their work activities. In particular, the responsibilities listed in the Annexe are delegated to supervisors for areas under their control.

As it is my duty to ensure adherence to the University's Health and Safety Policy, I instruct every employee with a supervisory role and the Faculty Safety Officer and Area Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Faculty Safety Officer, Thomas Hall, and the Assistant University Safety Officer, **Tanya Boyce**, of any planned, new, or newly identified significant hazards in their areas and also of the control measures needed to avert any risks identified.

Where supervisors or others in charge of areas or with specific duties are to be absent for significant periods, adequate substitution must be made in writing to me and such employees and other persons as are affected. Deputising arrangements must be in accordance with University Policy.

The following employees have executive responsibility throughout the Faculty for ensuring compliance with the relevant part of University Safety Policy:

The Administrator, **Thomas Hall**, is responsible for making arrangements for visitors, including contractors, and for ensuring the necessary risk assessments have been made.

In the following areas of the Faculty, the persons named below have executive authority for safety:

Head of Administration & Finance, **Thomas Hall**, is responsible for safety in:

Oriental Institute, Pusey Lane

The Khalili Research Centre, 2-4 St John's Street (Administrator: Patricia Davies)

Oxford Centre for Hebrew & Jewish Studies, Walton Street (Registrar: Martine Smith-Huvers)

Griffith Institute, Sackler Library, St John's Street (Administrator: Catherine Warsi in conjunction with the Curators of the Sackler Library)

Building Administrators report in the first instance to **Trudi Pinkerton**.

Day-to-day responsibility is delegated to the Deputy Safety Officer, **Trudi Pinkerton**, Oriental Institute.

The facilities management team, **Liliane Morton, Allen Miles, Claudia Crucioli**, are, either directly or through delegation, responsible for the Reception and Common Room areas in the Oriental Institute. This team, under the direction of **Trudi Pinkerton**, is also responsible for event safety management throughout the year.

ADVISORY RESPONSIBILITY FOR SAFETY

I have appointed those listed below to advise me on matters of health and safety within the Faculty. If any member of the Department does not take their advice, they should inform me. If they discover danger that requires immediate action, they are authorised to take the necessary action and inform me subsequently.

Deputy Safety Officer (DSO)

Trudi Pinkerton is responsible for

- advising me on the measures needed to carry out the work of the Faculty without risks to health and safety
- coordinating any safety advice given in the Faculty by specialist advisors and the University Safety Office
- monitoring health and safety within the Faculty and reporting any breaches of the Health and Safety Policy to me
- Informing me and the Director of the University Safety Office if any significant new hazards are to be introduced to the Department.

The DSO's duties are described in University Policy Statement S1/01. To assist in this work, the Faculty has the following specialist advisors: Assistant University Safety Officer (AUSO)

Tanya Boyce has been appointed to support the DSO in her administrative, monitoring, and advisory role.

Faculty Fire Officer

Thomas Hall is responsible for advising the DSO on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy. The Fire Alarm is tested annually. The Fire Alarm bells are tested weekly early morning on Tuesday in term time.

Faculty Safety Advisory Committee

The Faculty holds a staff meeting every term and Health and safety items are sectioned on the agenda. In addition, health and safety matters are also a fixed item on the agenda of the Curators Committee which meets twice a term.

In addition to the above arrangements, the Humanities Divisional Health and Safety Committee, meets once a term and whose functions are set out in University Policy Statement S2/0. The Committee is comprised of the following:

Deputy Safety Officer for Oriental Studies, **Trudi Pinkerton**, all Divisional Deputy Safety Officers, Assistant University Safety Officer, Tanya Boyce, and Humanities Divisional Secretary, **Lynne Hirsch**.

The Committee's terms of reference are:

- Attendance & apologies
- Minutes of previous meeting
- Matters arising
- New items
 - New University Policies
 - New Memoranda
 - New code of practices
- Accident/injury and near miss statistics and reports
- New statement of safety updates and gaps identified
- Training: recommendations, new and on-going
- Any other business (AOB)
- Date of next meeting

SAFETY FUNCTIONS

First Aid

The following persons are responsible for First Aid:

Liliane Morton (Receptionist, Oriental Institute.T: 78200), and Aimee Crane (Undergraduate Admissions Administrator, T: 78312), are trained First Aiders. Allen Miles (Facilities Assistant.T: 07768 933436) is the appointed person.

Martine Smith-Huvers (Registrar, Oxford Centre for Hebrew & Jewish Studies. Room 101. T: 10421) is a trained First Aider.

At 41 Wellington Square, the Taylor Institution Lodge staff (T: 78142) can locate the Modern Languages First Aiders who are as follows:

Piotr Szkonter (M: 07901747370 Mon-Thurs 8.30am - 5.00pm, Fri 9.30am - 4.00pm)

Mark Cooper (M: 07901747371.Mon-Thurs 8.30am- 5.00pm, Fri 8.30am - 4.00pm)

First Aid facilities are located as follows:

Oriental Institute: Kitchen, Lodge plus a defibrillator, and Faculty Office.

Clarendon Institute: Foyer, plus a defibrillator.

Khalili Research Centre: Kitchen

Griffith Institute: Administrator's Office, Archive Office, Director's Office.

Accident and incident reporting

Liliane Morton and Trudi Pinkerton are responsible for keeping the Faculty accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office. Accident report forms are kept in the Lodge, Oriental Institute. Administrators in other Faculty buildings also report accidents/incidents in their buildings to Liliane Morton and Trudi Pinkerton.

Display Screen Assessors

I have appointed the following people as Display Screen Assessors, and the number is sufficient to ensure no one has to assess more than 50 persons.

Elizabeth Cull (T: 88200) is the Display Screen Assessor. The DSE Coordinator for assessments is Trudi Pinkerton (T: 88202)

Manual Handling Assessors

I have appointed the following people as Manual Handling Assessors
Safety Office (T: 70811) and Allen Miles (T: 077689 33436)

Ladder Safety Assessor

I have appointed the following people as Ladder Safety Assessors
Safety Office (T: 70811) and Allen Miles (T: 077689 33436)

Travel Risk Assessment Screening Team

I have appointed the following people to help screen my decision approvals on overseas travel
Medium/ high risk areas and high risk activities according to the FCO information Year Abroad
Coordinators as follows:

Subject	Year Abroad Coordinator	Term	Email
Arabic	Mohamed-Salah Omri	MT 2018	mohamed-salah.omri@orinst.ox.ac.uk
Persian	Edmund Herzig	MT 2018	edmund.herzig@orinst.ox.ac.uk
Turkish	Laurent Mignon	MT 2018	laurent.mignon@orinst.ox.ac.uk
	Emine Cakir	MT 2018	emine.cakir@orinst.ox.ac.uk
Japanese	Junko Hagiwara	MT 2018	junko.hagiwara@orinst.ox.ac.uk
Chinese	Barend ter Haar	MT 2018	barend.terhaar@orinst.ox.ac.uk
	Shioyun Kan	HT 2018	shioyun.kan@orinst.ox.ac.uk
Hebrew	Adriana Jacobs	MT 2018	adriana.jacobs@orinst.ox.ac.uk

Trudi Pinkerton, liaising with student supervisors and Year Abroad Coordinators where applicable, and in consultation with the Safety Office, and Insurance Office as required.

Low risk areas of travel and low risk activities

Trudi Pinkerton

TRADES UNIONS AND APPOINTED SAFETY REPRESENTATIVES

University Policy Statement S2/13 sets out the arrangements for dealing with trade unions and their appointed safety representatives. Employees who wish to consult their safety representatives should contact the senior safety representative of the appropriate trade union.

UCU: <http://www.oxforducu.org.uk>

Unite (was Amicus): <http://users.ox.ac.uk/~unite/>

UNISON: <http://users.ox.ac.uk/~unison>

5. INDIVIDUAL RESPONSIBILITY

All Faculty employees, all students, and all other persons entering onto the Faculty premises or who are involved in Faculty activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in immediate charge of visitors and contractors should ensure that those persons adhere to the requirements of University Health and Safety Policy.

Individuals must

- a) Make sure that their work is carried out in accordance with University Safety Policy.
- b) Protect themselves by properly wearing any personal protective equipment that is required.
- c) Obey all instructions emanating from the Faculty Board Chair, Faculty Safety Officer, and Area Safety Officer, in respect of health and safety.

- d) Warn me and the DSO/AUSO, Trudi Pinkerton and Tanya Boyce, of any significant new hazards to be introduced to the Faculty or of newly identified significant risks found on the premises or in existing procedures
- e) Ensure that their visitors, including contractors, have a named contact within the Faculty with whom to liaise.
- f) Attend training where managers identify it as necessary for health and safety
- g) Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.
- h) Report all fires, incidents, and accidents immediately to Thomas Hall (FSO) or Trudi Pinkerton (DSO).
- i) Familiarise themselves with the location of firefighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

Individuals should

- a) Report any conditions, or defects in equipment or procedures, that they believe might present a risk to their health and safety (or that of others) so that suitable remedial action can be taken.
- b) Offer any advice and suggestions that they think may improve health and safety.
- c) Note that University Policy Statements are available on the web at <http://www.admin.ox.ac.uk/safety/policy-statements/> and in hard copy on request from the Assistant Administrator (Resources), Faculty Office, Oriental Institute.

6. SPECIFIC SIGNIFICANT RISKS

The following areas/activities have been identified as significant risks in this Faculty:

1. Field work
2. Work-Related Violence

Insurance application and risk assessment documentation, insurance policy and emergency contact details, relevant University policy statements, and all relevant current documentation specific to the areas of travel and activities undertaken, are located on the Faculty website and in the Faculty Office, Oriental Institute. A risk assessment on Work-Related Violence is updated annually and forms part of the Disaster Recovery Plan documentation, a copy of which is located in the Lodge and the Faculty Office, Oriental Institute, and is also kept on file at the Humanities Division and at Security Services.

Faculty Board Chair
 Professor Mark Smith
 June 2017

ANNEXE

It is my responsibility, as Faculty Board Chair, directly or through written delegation

1. To ensure adherence to the University's Health and Safety Policy and to ensure that sufficient resources are made available for this.
2. To plan, organise, control, monitor, and review the arrangements for health and safety, including the arrangements for students, contractors, and other visitors, and to strive for continuous improvements in performance.
3. To carry out general and specific risk assessments as required by health and safety legislation and University Safety Policy.
4. To ensure that all work procedures under my control are, as far as is reasonably practicable, safe and without risks to health.

5. To ensure that training and instruction have been given in all relevant policies and procedures, including emergency procedures.
6. To keep a record of all cases of ill health, accidents, hazardous incidents and fires, to report them to the University Safety Office, and to ensure any serious or potentially serious accidents, incidents, or fires are reported without delay.
7. To inform the University Safety Office before any significant hazards are introduced or when significant hazards are newly identified.