

DPhil Oriental Studies Student Handbook

Faculty of Oriental Studies

Academic Year 2018-19

Version 1

The Examination Regulations relating to this course are available at <https://www.admin.ox.ac.uk/examregs/>. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations.

If you have any concerns please contact the Senior Academic Administrator (academic.administrator@orinst.ox.ac.uk).

The information in this handbook is accurate as at Michaelmas Term 2018, however it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges.

If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

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Welcome to the Faculty of Oriental Studies

Oriental Studies at Oxford

'Oriental' languages have been taught at Oxford for centuries: for instance, the Regius Professorship of Hebrew was established in 1540, the Laudian Professorship of Arabic in 1636, the Shaw Professorship of Chinese in 1876. Since the Second World War, Oriental Studies in Oxford have been transformed. Though the Faculty was traditionally centred on linguistics/philology and the study of literary, religious and historical texts, today the field is much more diverse and embraces a wide range of humanities and social science disciplines. However, the teaching of languages and texts remains central to courses at undergraduate and postgraduate level, whether for the ancient or modern period, and this marks out Oxford's Oriental Institute from a global perspective. Intensive small group teaching is the most effective way to achieve rapid progress in language acquisition, and students are expected to dedicate a large part of their time in preparing for class and assimilating the language and other teaching that is delivered. We hope that your time in Oxford will be both challenging and rewarding, and we look forward to working with you.

Professor Alison Salvesen
Director of Graduate Studies

This Handbook

This handbook sets out the basic framework for progressing through your degree, and what to do should you encounter delays, setbacks or need to make changes. It provides basic advice about writing your thesis and submitting it for examination. It also provides an introduction to the Faculty of Oriental Studies and its facilities.

This handbook should be read in conjunction with your Examination Regulations, <http://www.admin.ox.ac.uk/examregs/>, the University Student Handbook <https://www.ox.ac.uk/students/academic/student-handbook> and your college handbook

Finding your way around

Registration and University card

When you arrive in Oxford you will need to go to your college for the final part of your University registration to be completed and to be issued with your University card. If you have any problems with your card or need to replace it please contact your college. You should complete your registration using Student Self Service by the end of the first week of term in order to confirm your status as members of the University and be able to complete your examination entry successfully when the time comes.

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 Oxford email account. This will be one of the main ways in which supervisors, administrative staff and other members of the University contact you 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.

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.

Term Dates 2018-19

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.

- **Michaelmas Term 2018**
Sunday 7 October 2018 – Saturday 1 December 2018
- **Hilary Term 2019**
Sunday 13 January 2019 – Saturday 9 March 2019
- **Trinity Term 2019**
Sunday 28 April 2019 – Saturday 22 June 2019

For more information about term dates please see here: <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>. Please note that the University of Oxford does not observe the public holidays on the first and last Mondays of May, since these fall during Full Term.

Residence requirements

Research students are required to be resident in Oxford for six terms (this is known as the residence requirement). Colleges are responsible for certifying residence and you need to get permission from your college to be away during term time.

N.B. Probationer Research Students (meaning students in the first year and the beginning of the second year, before they have passed Transfer of Status) 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.

Students who already hold the Oxford degree of BPhil, MPhil, MSc, MLitt or MSt or Master of Theology (except those who hold the degree having studied for it at Westminster College) are required to keep statutory residence and pursue their course of study at Oxford for at least three terms after admission.

Research and Supervision

The DPhil in Oriental Studies is a three to four-year full time research degree. While supervision is offered in the full range of areas in which the faculty has expertise, all topics fall under the general degree title of DPhil in Oriental Studies.

When you were admitted to Oxford you were allocated a supervisor(s) with general expertise in your area of research and their role is to guide and support you in all aspects of your research. It will be normal for your ideas to change in some ways from your initial research proposal as you investigate the evidence and develop your project under direction from your supervisor(s). During your degree you will have the opportunity to attend faculty seminars, lectures and colloquia, as well as a variety of skills training sessions offered by the faculty, as appropriate to different stages of the graduate career.

The thesis you submit towards the end of your degree will be examined for your good general knowledge of the particular field of learning within which its subject falls; that you have presented a significant and substantial contribution in this field of learning and that it is presented in a lucid and scholarly manner.

Student and Supervisor Responsibilities

An effective relationship and good communication between you and your supervisor(s) is key to the smooth progress of your DPhil; with both fulfilling the roles expected of them. Your supervisor(s) has responsibilities which they should meet - as do you as a research student. Below is an outline of responsibilities for supervisors and students which is taken from the University's [Policy and Guidance on Research Degrees](#). For more details, see also the Code of Practice on Supervision of Graduate Research Students, available at www.humanities.ox.ac.uk.

Your supervisor(s) can be expected 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
- Request 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.

Your supervisor(s) can expect that you:

- Attend induction sessions arranged by the faculty, Library Services and Computing Services.
- Meet with them 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 them to produce a detailed joint report on your progress at the end of each term.
- Work with them 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 them to pursue opportunities to engage with the wider academic community at University, national and international level.

Graduate Supervision Reporting (GSR)

You are strongly encouraged to complete a self-assessment report every reporting period (normally at the end of each term and over the Long Vacation). Access to GSR for students is via Student Self Service and you will be sent an automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries.

Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the timetable and requirements of your programme of study
- Identify skills developed and training undertaken or required (via the TNA form)
- List your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)

If you have any issues with academic matters, whether teaching or supervision, please raise these as soon as possible so that they can be addressed promptly. There are a variety of ways this can be done:

- consult your Supervisor, who may consult the necessary authorities on your behalf;
- consult your Senior Tutor, Tutor for Graduates, College Advisor or Moral Tutor in your College;

- consult the Academic Administrator (Graduate Studies) or the Senior Academic Administrator in the Faculty;
- communicate with the Director of Graduate Studies;
- consult your elected graduate representatives on the Joint Graduate Studies Committee, who are willing to give what help and advice they can.

Academic progress

As a research 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. Your degree is full-time and you are expected to continue your study during vacations.

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

Research CUREC

The University is committed to ensuring that its research involving human participants is conducted in a way that respects the dignity, rights, and welfare of participants, and minimises risk to participants, researchers, third parties, and to the University itself. All such research needs to be subject to appropriate ethical review.

More information can be found at the [Research Ethics website](#) and an online training course can be accessed on [Weblearn](#).

Research abroad

During your degree it is likely that you will spend some time abroad to conduct your research. 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 and your supervisor who have been to the country and ask for their advice.

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. You should ensure you have enough medical supplies to cover your period away and be aware of any restrictions in place on any supplies you need.

You are advised to subscribe to the [Foreign Commonwealth Office \(FCO\)](#) travel alerts to receive up to date information about risks that you might face (travel guides are also a useful source of information).

Travel insurance

If you are travelling abroad on University business you need to apply for University travel insurance as **cover is not automatic**. The University's travel insurance is strictly for University business only, 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. For other purposes, for example travelling during your holidays or weekends, you are advised to take out additional personal travel insurance.

University travel insurance covers medical costs that you may incur while you are away, 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.

You will complete an online [Travel Insurance Application and Travel Registration System \(TIRS\) application](#) and as part of this application you need to upload a completed Risk Assessment form which can be found on the Faculty webpages:

<http://intranet.orient.ox.ac.uk/intranet/administration/forms.html>.

Please contact Trudi Pinkerton (trudi.pinkerton@orinst.ox.ac.uk) who can help with any questions about this application.

It is important that you read your insurance policy and understand what is and is not covered.

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

If you require further information or would like to speak to someone about the University's travel insurance please contact the University Insurance Team or check their FAQs

<http://www.admin.ox.ac.uk/finance/insurance/travel/faqs/>. You might also want to consult the

University Safety Office policies on Safety in Fieldwork and Overseas Travel:

<http://www.admin.ox.ac.uk/safety/policy-statements/>

You must stay in touch with your Supervisor and your College, as well as check your University email account while you are away as the University may need to contact you from time to time. It is also important that the Faculty has your local address and a contact number in case we need to contact you in an emergency. You should send these details (and any changes) to Trudi Pinkerton.

DPhil Progression

All incoming research students begin their careers at Oxford as Probationer Research Students (PRS) and as part of your degree you are required to meet certain milestones in order to progress. You will apply for Transfer of Status (after which your status will be that of DPhil candidate/student) and then Confirmation of Status before finally submitting your thesis for examination.

You are normally expected to complete Transfer before the end of your fourth term, Confirmation before the end of eighth term and to submit your thesis before the end of your twelfth term.

You should familiarise yourself with these procedures for Transfer, Confirmation and submission of your thesis which are set out in the Examination Regulations:

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

Transfer of Status (GSO2)

Due: end of your Fourth term

The purpose of Transfer of Status is to ensure that you have a convincing research proposal, that you are making satisfactory progress in its development, and to satisfy the assessors that the work is potentially of DPhil quality. You will need to speak with your supervisor about the work you want to submit for Transfer; 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.

Applying for Transfer

To apply for Transfer you need to submit the following to the Academic Office (graduate.admissions@orinst.ox.ac.uk):

- a piece of formal written work related to the field of your proposed thesis (5,000 - 10,000 words);
- a satisfactory outline (up to 1000 words) of the proposed subject of the thesis i.e. how you propose to treat your subject, and what materials and sources you plan to use;
- a completed [GSO2](#) form signed by you, your supervisor(s) and college.

You should submit your application by 8th week of the term in which it is due. The official deadline is the date by which the process must be completed (i.e. interview held and the report received and approved); it is not sufficient to merely have submitted by that date.

Assessment

Your supervisor will nominate and approach two assessors who are then sent your Transfer application after you submit it. Your assessors will contact you to arrange an interview after which they will write a report of which should cover:

- an evaluation and description of the written work and the interview
- evidence of linguistic competence (when relevant)
- a clear recommendation of whether the student is ready to proceed to DPhil status.

The Director of Graduate Studies then approves the outcome and you will be formally notified.

Transfer outcomes

Your assessors can recommend one of the following outcomes which is then considered and approved by the Director of Graduate Studies:

Successful transfer

Your report should include an assessment of your proposed project, suggestions for improvement (where appropriate) and comments on the suggested timetable.

Reference back for a second attempt (due within one term of original deadline)

Your assessors should include a detailed description of what is required in your resubmitted piece of work. This can range from better referencing of submitted work or redrafting of your proposal to significant further reading of secondary sources or rethinking the broad outlines of the project.

Transfer to Master of Letters (MLitt)

This is only where the assessors are firmly of the opinion that a student is unlikely to be able to produce work of DPhil standard during their time at Oxford.

Confirmation of Status ([GSO14](#))

Due: end of your Eighth term

The purpose of Confirmation of Status is to confirm that you are continuing to work at the appropriate doctoral level and to provide assurance that if the work on the thesis continues to develop satisfactorily, then submission by your deadline would appear to be reasonable.

For Confirmation the Oriental Studies Board states that 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 DPhil, 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 DPhil, 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.

Applying for Confirmation

To apply for Confirmation you need to submit the following to the Academic Office (graduate.admissions@orinst.ox.ac.uk):

- a draft chapter or two chapters of your thesis (approximately 10,000 -15,000 words);
- an outline of your thesis, showing chapter headings, a brief description of the contents, and the proposed timetable for submission;
- a completed [GSO14](#) form signed by you, your supervisor(s) and college.

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.

You should submit your application by 8th week of the term in which it is due. The official deadline is the date by which the process must be completed (i.e. interview held and the report received and approved); it is not sufficient to merely have submitted by that date.

Assessment

Your supervisor will nominate and approach two assessors who are then sent your Transfer application after you submit it. Your assessors will contact you to arrange an interview after which they will write a report of which should cover:

- an evaluation and description of the written work and the interview
- evidence of linguistic competence (when relevant)
- a clear recommendation of whether the student is ready to proceed to DPhil status.

The Director of Graduate Studies then approves the outcome and you will be formally notified.

Confirmation outcomes

Your assessors can recommend one of the following outcomes which is then considered and approved by the Director of Graduate Studies:

Successful confirmation

Your report should include an assessment of your proposed project, suggestions for improvement (where appropriate) and comments on the suggested timetable.

Reference back for a second attempt (due within one term of original deadline)

Your assessors should include a detailed description of what is required in your resubmitted piece of work. This can range from better referencing of submitted work or redrafting of your proposal to significant further reading of secondary sources or rethinking the broad outlines of the project.

Transfer to Master of Letters (MLitt)

This is only where the assessors are firmly of the opinion that a student is unlikely to be able to produce work of DPhil standard during their time at Oxford.

Applications to defer Transfer or Confirmation ([GSO2b](#)/[GSO14b](#))

In the case of special circumstances you may apply for deferral of Transfer or Confirmation for a set number of terms (and which are normally only granted on a term by term basis). Deferrals will not be granted without good reason and require the support of your supervisor and college to be considered by the Director of Graduate Studies.

Use of Assessors for Transfer, Confirmation and DPhil Examination

As transfer of status and confirmation of status are internal procedures **assessors should normally be post-holders of the University of Oxford** (although not necessarily be post-holders within 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 for the assessment of your work.

In such cases your supervisor should write to the DGS 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 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 are opportunities for you to receive substantive feedback on your work by experts other than your 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 you feedback prior to the final DPhil examination. An assessor who has participated in your confirmation of status may not then serve as an examiner for your DPhil examination; but an assessor used at transfer of status may.

Use of Skype

At this stage Transfer and Confirmation interviews may be conducted by Skype (but only if one of the assessors is skyping in – you must be present in Oxford with the other assessor). Arrangements for Skype interviews for Transfer or Confirmation should follow the procedures outlined for DPhil examination vivas.

Submission and Examination of Thesis

The submission of your thesis and your DPhil examination is the culmination of your years of research at Oxford and at this stage you will probably also be thinking about your next steps. The examination process involves coordination between different departments and your examiners, who often have busy schedules and are based overseas, which can make the process a lengthy one. It is recommended that you factor in more time, and not less, when making plans for meeting your submission deadline and the following months.

Appointment of Examiners (GSO3)

Once your 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).

You can submit your thesis without a completed GSO3 form but please note that this can cause delays as your thesis will not be sent to your examiners until the appointment of examiners process is complete. They will need to have been approved by Faculty Board and have accepted the formal invitation to examine which is then sent out by Research Degrees Team.

When planning to submit it is worth bearing in mind that Faculty Board meets on Thursday in weeks 2 and 7 of term where GSO3 applications are considered. To have your GSO3 form considered at either of these meetings you should send your form to graduate.admissions@orinst.ox.ac.uk in weeks 1 and 6.

Preparation of examiners' copy and digital submission

Research Degrees have prepared information to help when preparing your thesis which covers the entire examination process from appointment of examiners and presentation of your thesis to depositing it in order to have your degree conferred. They can be found here: <https://www.ox.ac.uk/students/academic/exams/research?wssl=1>. The Notes of Guidance for the Examination of Research Degrees ([GSO20a](#)) is also an important source of information which provides guidance on the submission and examination process.

This information is intended for guidance and to supplement, not replace, the University's *Examination Regulations*. The final authority remains the University's *Examination Regulations* which are your responsibility to read and adhere to.

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.

You are also strongly encouraged to submit a digital copy of your thesis via the Research Theses Digital Submission (RTDS) application. Your examiners will be sent a link to download the thesis, once they have been sent the hard copy of your thesis.

Referencing/citation style

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; this is a matter on which you should seek guidance from your supervisor early on in your research.

Word limit

The word limit for your thesis is 100,000 words (exclusive of any text that is being edited, and of bibliography, but including notes, glossary, appendices, etc.) The Faculty Board strongly encourages you to write no more than 80,000 words and you should take care to ensure that your thesis topic is feasible within these limits.

The DGS may 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. Your supervisor should write to the DGS in support of this increase.

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.

Viva and outcomes

The purpose of your viva is to enable your examiners to be assured that the thesis is your own work; to give you an opportunity to defend your thesis and to clarify any obscurities in it and finally; to allow your examiners to assess your general knowledge in your particular field of learning. You should be able to display your knowledge and abilities to best effect and acknowledge and explore the strengths as well as weaknesses of your thesis. You should be given the opportunity to explain what you intended your thesis to achieve, where you see its significance as a contribution to your field of learning and also address relevant materials, sources, approaches or methodologies used.

Your viva will take place in Oxford in a suitable college or university building and will normally consist of you and your examiners (your external examiner may Skype in if this has been approved). Vivas should normally take place between 9am – 5pm during term or vacation. As your viva is a formal examination and you will be expected to wear academic dress – sub fusc and a gown and please bring a copy of your thesis with you.

Your internal examiner is responsible for making viva arrangements and should normally contact you within a month of **receiving** your thesis (not a month from the date you submitted your thesis) to discuss viva arrangements. Regulations stipulate that your examiners must have your thesis for a minimum of four weeks before your viva date.

The recommendations open to examiners are set out in detail in the [Examination Regulations](#) but a summary follows:

Award of the DPhil as the thesis stands

Your examiners are satisfied that the thesis is of sufficient merit to qualify for the degree, and that you possess a good general knowledge of the particular field of learning within which the subject of your thesis lies, and that they therefore can recommend that the degree should be awarded and the thesis can be deposited in the Bodleian.

Minor corrections

Your examiners are satisfied that they can recommend that the degree should be awarded, but minor corrections need to be made before the thesis can be deposited in the Bodleian. Your examiners will provide you with a list of the required corrections to be completed within one month of being issued and returned to your internal examiner. If you have not received the list of corrections within a week of your viva contact graduate.admissions@orinst.ox.ac.uk.

Major corrections

Your examiners are satisfied that they can recommend that the degree should be awarded subject to the completion and review of major corrections, and the Faculty endorses this recommendation, then these major corrections must be completed and reviewed by both examiners, who will produce a second report for the Faculty. A copy of the Examiners' Report with the required corrections will be sent to you by the Research Degrees Examinations Team, not your examiners.

You should complete major corrections within six months of them being issued and your examiners may hold a second viva before producing their final report for the Faculty.

Reference back for DPhil or MLitt (as appropriate)

If your examiners are not satisfied that the thesis as a whole is of sufficient merit to qualify for the degree, they are required to refer the thesis back for revision. The Faculty will review their recommendation, and, once the Faculty has endorsed the recommendation, the Research Degrees Examinations Team will inform you about the outcome of the examination and the procedures for a resubmission of your thesis. When you are re-submitting a thesis you should follow the same procedures detailed above, except that you will need to pay the required re-submission fee. Candidates resubmitting a thesis must also include a separate report indicating the specific changes made to the thesis for resubmission. For students in the Humanities, the word limit for the accompanying report is 1,000 words.

The full procedure for resubmission is outlined in the Notes of Guidance for the Examination of Research Degrees ([GSO20a](#)).

Leave to Supplicate (LTS)

Leave to Supplicate (LTS) is granted once Faculty Board approves the recommendation from your examiners that your degree be awarded. This means you have essentially passed your DPhil and may have your degree conferred upon you. Research Degrees will send you a letter confirming you have been granted LTS and instructions on what to do next.

The title of doctor should only be used once your degree has been conferred at a degree ceremony. Students who have completed their viva or submitted corrections should not use the title until such time as the DPhil degree has been conferred, at which point it is officially recognised by the University.

Depositing your Bodleian copy and Degree Ceremony

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 along with [forms GSO.3a and GSO.26](#) to Research Degrees.

You are also required to deposit a digital copy of your thesis with the Oxford Research Archive (ORA). See Appendix 1 for further information.

If you have been granted LTS but have not had your degree conferred at a degree ceremony and require proof of your award to present to a third party, you can request a degree confirmation letter free of charge from the [Degree Conferrals Office](#). You must submit your Bodleian copy of your thesis together with an electronic copy before your letter may be produced.

Tier 4 Doctorate Extension Scheme

The Tier 4 Doctorate Extension Scheme is open for applications from students on a Tier 4 visa who are close to finishing their DPhil. You need sponsorship in the form of a Confirmation of Acceptance for Studies (CAS) in order to apply for this. **It is not possible to apply once you have been granted Leave to Supplicate** so please request a CAS from graduate.admissions@orinst.ox.ac.uk shortly before your viva to allow yourself time to make the visa application. Please see here for more information: <https://www.ox.ac.uk/students/visa/work?wssl=1> or contact a member of Student Immigration with any questions (student.immigration@admin.ox.ac.uk).

Dispensation from Consultation of Theses (GSO3c)

If it is necessary to restrict access to a thesis placed in the library, you should apply using GSO3c. 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. Please refer to Appendix 1 for guidance.

Changes to your Student Status and Delays

Suspension of Status (GSO17)

If you are temporarily unable to carry out your research you can apply for a temporary suspension of status (for not more than three terms at once). 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. You should keep in contact with your supervisor while you are suspended and ensure that you discuss your return with them. When it comes time to return you will need to fill out a GSO17a form and meet any conditions of return which may have been set.

While suspended you will retain your University card and access to online resources, including email, and to University libraries. If your University card expires while you are on a period of suspension, contact your College to request a new card.

Students on a Tier 4 visa should also be aware that during periods of suspension they need to return to their home country as your visa is not valid while status is suspended. Student Immigration can help with any queries you have about what happens to your visa if you need to suspend.

Suspension due to non-payment of fees

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.

Extension of Time (GSO15)

Ordinarily you are expected to submit your thesis at the end of your twelfth term. In certain circumstances, however, additional time may be required.

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 will only be granted in exceptional circumstances.

Applications for extension should be made using form GSO15 and you should include a detailed work-plan towards the submission of your thesis, with a detailed progress report since Confirmation of Status (or a previous extension).

Lapsing

If you have not transferred from one status to another, or if you do not submit your thesis (or any corrections) within the specified timeframe your student status will lapse and you will be withdrawn. You will lose access to University facilities (such as libraries, email, and student services and benefits) and this will have an impact on your student visa. To continue your studies you will need to apply for reinstatement to the register which requires the support and approval of your supervisor, college and faculty.

Avoiding Academic Infringements

Plagiarism

The work that you present for your examination 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.

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 supervisor 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 online essay banks, essay-writing services, and other potential sources of material.

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.

Student Representation & Feedback

Graduate Student Representatives

Two Graduate Student Representatives are elected in Michaelmas Term for the following calendar year. Potential representatives will be sought and if there are more than two students who come forward, an election will be held. These representatives sit on the Joint Consultative Committee, Graduate Studies Committee and Faculty Board and their role is to represent the views and concerns of the graduate student body, and so to act as a point of contact for graduate students to put forward any matters they would like to be considered by the Committee or the Board. Graduate Student Representatives can be contacted on gradrep@orinst.ox.ac.uk.

Graduate Training Assistants

The faculty currently has two Graduate Training Assistants who, together with the Graduate Training Coordinator (Dr Adriana Jacobs), work on a programme of graduate training and social events for graduate students.

The GTAs support skills development and preparation for academic practice in the Faculty; assist with the PLTO session; organise the Faculty's graduate methodology seminars and produce an annual GTA report for the Graduate Studies Committee. They also organise a Faculty party for graduate students. Please check the GTA notice board in the Oriental Institute reception (by the entrance to the stairwell) for updates.

Joint Consultative Committee (JCC)

Meetings held: Tuesday of 3rd Week

Oriental Studies graduates are also represented through the Joint Consultative Committee which 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 them with your student representatives.

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

Student Feedback

The Faculty of Oriental Studies takes student feedback seriously and your feedback helps us to improve its provision of courses to students. At the end of each term 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 Directors of Undergraduate and Graduate Studies and the relevant committees, 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 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/Graduate Studies Committee and JCC Committee meetings.

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.

Support & Financial Assistance

Details of the wide range of sources of support 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. There is a central University Counselling Service (<https://www.ox.ac.uk/students/welfare/counselling?wssl=1>), and colleges have different welfare structures within which non-professional counselling is provided by student peers or designated tutors. Please refer to your College handbook or website for more information on who to contact and what support is available through your college.

Harassment advisors and Disability contacts

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.

Harassment Advisors		Disability Contact
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	Thomas Hall Room 311, Oriental Institute thomas.hall@orinst.ox.ac.uk 01865 278210

If you do not feel comfortable talking to someone from within the Faculty the University's anonymous Harassment Line details are: harassment.line@admin.ox.ac.uk (01865 270760).

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 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.

Equality and Diversity at Oxford

“The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.” Equality Policy (2013).

Oxford is a diverse community with staff and students from over 140 countries, all with different cultures, beliefs and backgrounds. As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy and consideration.

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the ‘protected characteristics’ of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation. Visit www.admin.ox.ac.uk/eop for further details or contact them directly for advice on equality@admin.ox.ac.uk.

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University’s Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice

There is range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit:

www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres

Financial Assistance

Graduate research students who are within fee liability can apply for research support costs for the purpose of 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.

You are eligible for £600 in total which can be applied for either as a lump sum or in yearly £200 instalments. Please contact trudi.pinkerton@orinst.ox.ac.uk to apply for this.

The Faculty has some limited funding from trust funds available to students in the form of trust funds, scholarships and grants. Any available funding will be advertised on the Faculty webpages: <https://www.orinst.ox.ac.uk/article/scholarships-and-grants>.

Financial support is available from central university (<https://www.ox.ac.uk/students/fees-funding/assistance/hardship/uhf>) and college hardship funds and you may also want to check if you are eligible for any funding offered by your college (such as travel grants) and also by the Humanities Division: <http://www.humanities.ox.ac.uk/graduate-funding>

The Faculty can also cover fees for general and Academic modern languages pathways offered by the University Language Centre if there is a strong academic need for them (please see ‘Opportunities’ below).

If you are considering paid work please refer to the University guidance on paid work:

<http://www.ox.ac.uk/students/life/experience>.

Complaints & 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's committees. Students are always welcome at any time to discuss their concerns with their supervisor, course director, academic administrators, the DGS or Head of Administration and Finance.

If your concern or complaint relates to teaching or other provision made by the faculty, then you should raise it with the Director of Graduate Studies 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.

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.

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>

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.

The 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. 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.

Faculty Board

Meetings held: Thursday of 2nd and 7th Week

The Faculty Board consists of nine 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. Graduate and undergraduate representatives sit on this committee.

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').

Graduate Studies Committee

Meetings held: Thursday of 1st and 5th Week

The Graduate Studies Committee 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 MLitt, MPhil, MSt, MSc or DPhil 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 MLitt, MPhil, MSt, MSc students and to be responsible for this part of the Lecture List;
- iv. to approve proposed titles of theses to be submitted for MLitt, MPhil, MSt, MSc and DPhil 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 MLitt or DPhil to suggest the names of possible examiners. The supervisor shall be entitled, if they 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 MLitt or DPhil holds a post within the University, an internal coordinator is appointed. The duties of the coordinator 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 MLitt or DPhil;
- ix. to make an annual review of the syllabus for the MSt, MSc and MPhil, 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.

Oxford Oriental Monographs

Oxford Oriental Monographs publishes recent doctoral dissertations of our Faculty. The editorial board meets twice a year. At these meetings they review recent DPhil examiners' reports, looking for outstanding work. This series of monographs makes available the results of recent research by scholars connected with the Faculty. Its range of subject matter includes language, literature, thought, history, and art; its geographical scope extends from the Mediterranean and Caucasus to East Asia. The emphasis is more on specialist studies than on works of a general nature.

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. For teaching, 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.

IT Facilities

All 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>. All users of the University's computer network should be aware of the University's rules relating to computer use, which can be found on the website at <http://www.it.ox.ac.uk/rules>.

There is a small graduate computer room in the basement of the Oriental Institute with four PCs and two Macs (all with a range of fonts for Oriental languages), a laser printer and two scanners. These computers have a range of software packages installed along with a range of fonts for Oriental languages. Please take your student card to the OI Library who will then amend your card to allow you swipe access this room.

In the China Centre there is a Graduate Computer Room with ten computers (with specific Chinese language software) and a laser printer. For any support and queries regarding this computer room, please email it-services@st-hughs.ox.ac.uk

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.

Libraries, Research Centres & Institutes

As a student at the University, you are entitled to use the libraries within the Bodleian Libraries and other University and college libraries. Alongside the several libraries that hold collections related to the study of Oriental Studies there also are many research centres and institutes within the university and you are encouraged to participate in the academic life and research culture of the university.

Bodleian Japanese Library and Nissan Institute of Japanese Studies

The [Bodleian Japanese Library](#) is located within the [Nissan Institute of Japanese Studies](#) and 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.

Bodleian K B Chen China Centre Library and the University of Oxford China Centre

The [Bodleian KB Chen 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. Also located in the Dickson Poon Building is the [University of Oxford China Centre](#) which is a hub for various academic activities related to China at the University.

Khalili Research Centre

The [Khalili Research Centre](#) (KRC) is the University of Oxford's centre for research into the art and material culture of the Islamic societies of the Middle East and of their non-Muslim members and neighbours. It is located next door to the Sackler Library.

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.

The Middle East Centre and Middle East Centre Library

[The Middle East Centre](#) of St Antony's College is the centre for the interdisciplinary study of the modern Middle East in the University of Oxford. Centre Fellows teach and conduct research in the humanities and social sciences with direct reference to the Arab world, Iran, Israel and Turkey. [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.

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.

Research Centre for Japanese Language and Linguistics

The [Research Centre for Japanese Language and Linguistics](#) was created in March 2009 within the Faculty of Oriental Studies to function as an umbrella for research activities related to Japanese language and linguistics through the University. The Centre also serves as a forum for publicizing teaching, seminars, lectures, and other activities of interest to Japanese linguistics, and as a point of access to information for prospective graduate students interested in Japanese language and linguistics.

Sackler Library

The [Sackler Library](#) specialises in the ancient history and archaeology in the Near East and also houses the [Griffith Institute](#). 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. The Sackler Library also houses the [Eastern Art Collection](#) (Floor 3) which comprises of approximately 25,000 volumes broadly covering the art, architecture and archaeology of the Middle East, East Asia and South Asia.

Other Libraries

Depending upon your research topic 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.

Oriental Institute Contacts

Alongside your supervisor and college advisors there are staff at the Oriental Institutes who can provide you with information and support throughout your degree.

Academic

Professor Ulrike Roesler – Chair of Faculty Board

faculty.board.chair@orinst.ox.ac.uk

Professor Alison Salvesen - Director of Graduate Studies

alison.salvesen@orinst.ox.ac.uk

Academic Administration

For help with all academic enquiries relating to admissions and on-course students including applications, examinations, DPhil progression and Tier 4 visas.

Christine Mitchell - Senior Academic Administrator

academic.administrator@orinst.ox.ac.uk

Edyta Karimi – Academic Administrator (Examinations)

academic.administrator@orinst.ox.ac.uk

Jane Kruz - Academic Administrator (Graduate Studies)

graduate.admissions@orinst.ox.ac.uk

Priscilla Lange - Academic Administrator

graduate.admissions@orinst.ox.ac.uk

Aalia Ahmad - Academic Administrator (Undergraduate Studies)

undergraduate.admissions@orinst.ox.ac.uk

Faculty Administration and Facilities

Thomas Hall - Head of Administration and Finance

thomas.hall@orinst.oxa.c.uk

Stephanie Yoxall – Finance Officer

finance@orinst.ox.ac.uk

- Contact for any scholarship payments queries.

Trudi Pinkerton – Facilities Administrator

trudi.pinkerton@orinst.ox.ac.uk

- Contact for queries relating to travel and insurance or language/research grants.

Emily Bush – Administrative Assistant

emily.bush@orinst.ox.ac.uk

- Contact for Right to Work checks, Faculty trust funds and editing your Student profile on the OI website

Liliane Morton – OI Receptionist

liliane.morton@orinst.ox.ac.uk

- Contact if you fall ill and are unable to attend class, room bookings within the OI.

Elizabeth Cull – Faculty Secretary

elizabeth.cull@orinst.ox.ac.uk

IT Team

For help with WebLearn, IT issues within the OI or suggestions regarding software packages.

Richard Carpenter – Faculty IT Officer

Zoe Lu – IT Assistant

it-support@orinst.ox.ac.uk

If you are not sure who to contact please email graduate.admissions@orinst.ox.ac.uk or academic.administrator@orinst.ox.ac.uk and we will direct your email to the relevant person. If you have a query relating to registration, matriculation, graduation or University cards you will need to contact your college.

Full information about the Faculty's teaching staff is available on the Oriental Institute website:

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

Opportunities

Preparation for Learning and Teaching in Oxford (PLTO) & Graduate Teaching

The Faculty will try to provide teaching opportunities for DPhil students who have successfully completed Transfer of Status and attended the Faculty's PLTO session (held in Hilary term). The teaching is usually up to 8 hours (corresponding to a course of tutorials, classes, or lectures of 1 hr per week for one full term) and is paid at the current student training rate. Please consult your supervisor for advice as to what teaching opportunities might be available in your field (any teaching should not impede the progress of your own research).

Students who wish to teach are also advised to take the Oxford Learning Institute's '[Developing Learning and Teaching' programme](#).

Humanities Researcher Development and Training Programme

The Humanities Division has a team that supports the personal and professional development of postgraduate students and researchers. The key focus of the team's role is to enhance generic skills training offered to Humanities graduate students and researchers at the University of Oxford. The team works with faculties, TORCH (The Oxford Research Centre for the Humanities), other University departments and units and external partners to deliver a programme of training each year, aimed at:

- honing and developing the skills needed for research projects,
- gaining first-hand experience of engaging in collaborations, and
- taking the first steps towards pioneering and influential career paths.

Experiential, hands-on learning is fundamental to our approach, with student-led and early career researcher-led initiatives and projects being generated and supported through a range of funds and initiatives such as the AHRC-TORCH Graduate Fund, Student Peer Review College, and the annual Public Engagement with Research Summer School. All of these mechanisms are in turn run (with support from the Divisional Research Development team) by early career researchers themselves.

How to get involved

The Humanities Researcher Development and Training Programme is open to all postgraduate students (Master's and DPhil) and early career researchers (including college-only appointments) in

the Humanities Division.¹ An extensive programme of opportunities runs throughout the academic year, arranged into a number of ‘pathways’:

Business and Entrepreneurship – pitch an idea to the Humanities Innovation Challenge Competition and win £2,000, or find out what history can teach us about entrepreneurship through the Said Business School’s series of lectures on ‘Engaging with the Humanities’

Career Confidence – develop your CV, draft a cover letter, practise fellowship interview techniques, or learn how to give a teaching presentation

Digital Humanities – learn how to encode text, 3D-scan museum objects and write code, or participate in the world-leading Digital Humanities at Oxford Summer School

Heritage – network with industry leaders in the heritage sector, learn how to set up a research collaboration with a historic house, take a tour of a museum under development with a lead curator, or contribute to [Trusted Source](#), the National Trust’s online knowledge bank

Public Engagement with Research – create a podcast, practise on-camera interviews, learn the techniques of ‘storytelling’ when talking about your research, apply for funding to support a public engagement project for your research through the Graduate Fund, or participate in the annual [Public Engagement with Research Summer School](#)

Preparation for Academic Practice – attend workshops on writing journal articles, preparing for the DPhil viva, organising a conference, or using EndNote. Pitch your idea for a monograph to editors from world-leading publishing houses, and prepare a fieldwork application for ethical review.

Teaching – build on the training offered by your faculty (Preparation for Learning and Teaching at Oxford) and gain accreditation to the Staff and Educational Development Association by enrolling in [Developing Learning and Teaching](#) seminars. Attend workshops on applying your teaching experience to the job application process, or learn how to teach with objects at the Ashmolean Museum.

All our events and opportunities are **free** to attend, and a number of workshops, particularly those in the ‘Preparation for Academic Practice’ pathway, are repeated each term. See www.torch.ox.ac.uk/researcher-training for the full calendar of events, and www.humanities.ox.ac.uk/researcher-development for more information about the programme. You can also email the Humanities Training Officer, Caroline Thurston, at training@humanities.ox.ac.uk if you have any queries.

University Language Centre

From Michaelmas 2018 the Language Centre will launch a completely new range of modern language courses for students and staff at the University. The Languages For All programme includes courses in 12 languages from beginner to advanced stages. General and Fast Track options are available, depending on learners’ needs and a range of Academic English courses will also continue to be on offer. Details are available at: <https://www.lang.ox.ac.uk/>

Priority System for General and Academic modern languages pathways

If there is a strong academic need for you to take one of the language courses in the General and Academic modern languages pathway, the Faculty can pay the termly course fee and guarantee you a place in the language class as part of the Priority system. You need to obtain a Priority application form via the Language Centre’s online booking system, then get your supervisor to sign it (vouching for the academic need of the course) and then get the second signature by emailing

¹ Postgraduate students in social sciences who are in receipt of AHRC funding are also eligible to participate.

graduate.admissions@orinst.ox.ac.uk or bringing it to the Academic Office (Room 316) to be signed by the DGS and/or Head of Administration & Finance. **You must return the signed form to the Language Centre by the deadline shown on the form to ensure their Priority place is reserved.**

This Priority system does not apply to Fast Track pathways or Academic English.

The Careers Service

You can obtain advice about all aspects of career matters from the 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.

Oxford University and College vacancies are advertised on the University webpages: <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.

Sources of Information

Graduate Mailing List

This is the Faculty's main means of communicating announcements about lectures and seminars, IT and library training, scholarships and Calls for Papers, Faculty closures and works etc. If you have something to circulate, please send it to graduate.admissions@orinst.ox.ac.uk (we try to keep the volume of list emails to around five per day).

Lecture Lists

Graduate students are entitled to attend, or audit, all lectures given within the University, and in particular lectures given in the Oriental Studies Faculty, unless they are specially restricted.

Faculty lecture lists: <http://intranet.orient.ox.ac.uk/roombooker/>

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

Graduate Studies Office (GSO) Forms

The GSO webpage below contains a list of the GSO forms that you will need to complete for each milestone stage of your course. In addition to the transfer of status, confirmation of status, examination and submission-related applications, you can also find applications to change your programme of study, update your personal details, and change your thesis title, as well as other application forms (such as those for exceptional circumstances which are linked to from this page).

GSO forms are regularly updated so you should make sure that you are using the latest version by obtaining forms from this page ahead of each new application:

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

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, a full list of Faculty staff, 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>

Notice boards

Subject area notices are posted on the notice boards along the basement corridor. These often include upcoming events and talks related to your subject area and also some scholarship and conference notices.

The Graduate Training Assistants' notice board is on the ground floor and will be used for GTA announcements and events.

University Policies & Examination Regulations

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: www.ox.ac.uk/students/academic/regulations/a-z.

Examination Regulations (<http://www.admin.ox.ac.uk/examregs>) 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 and Humanities Division.

APPENDIX 1 Oxford University Research Archive (ORA) and Digital Publication of Theses

The University of Oxford is committed to the widest dissemination of research theses produced by its graduate students. The Oxford University Research Archive (ORA) is an online archive of research output including theses created in fulfilment of Oxford awards, produced by graduate students at the University of Oxford.

All students following the DPhil and MLitt who registered for the DPhil from 1 October 2007 onwards, are required to deposit both a hardbound and a digital copy of their thesis with the Bodleian Libraries. Please be aware that this is a condition for award of the degree and it is enforced. The digital copy should be deposited into ORA at <http://ora.ox.ac.uk> after Leave to Supplicate (LTS) has been granted. Students who commenced these degrees before October 2007 must deposit a hardbound copy but may also optionally submit a digital copy.

ORA provides maximum visibility and digital preservation for Oxford digital theses. Students should read the important information about the deposit of, and access to, digital theses which is available at <http://ox.libguides.com/digitaltheses> and includes:

- Legal requirements (including funder mandates) and author responsibilities
- When to deposit the digital copy of your thesis
- How to deposit the digital copy of your thesis
- Options for open access and embargos. Theses, or parts of theses, can be embargoed for reasons such as sensitive content, material that would affect commercial interests, pre-publication or legal reasons
- Information about file formats, fonts and file sizes

Copyright of the thesis usually rests with the author: this does not change when depositing your thesis in ORA. The author does not give away any rights to the Oxford University Research Archive or the Bodleian Libraries. However, students should read the information on third party copyright.

Third party copyright

If material has been incorporated within the thesis where copyright is held by an individual or group that is not the author (third party copyright) permission will be needed to make such material freely available on the Internet. It is best to obtain such permission when sourcing the material. Proof of permission will need to be provided when depositing the thesis in ORA (e.g. e-mail or letter).

Authors should contact ORA staff if they are unsure. A useful template to keep track of permissions for use of third party copyright materials is available for download.

Further information or queries about depositing digital theses should be addressed to ORA@bodleian.ox.ac.uk.

The Humanities Division – Restricted access arrangements

Whilst the Humanities Division strongly supports open access to, and wide dissemination of, theses produced by its students, access to the full text of digital theses can be restricted unless requirements of funding bodies require open access to be provided earlier (see below). When completing the ORA online deposit form authors should therefore indicate whether they would like an embargo (currently a choice of one year or three years) or to make their thesis available immediately. For example, if the author's funding specifies an earlier release date. There is no need to complete a separate GSO3c Dispensation from Consultation form at the time of deposit.

If an embargo is chosen at the time of deposit, only the following information from your thesis will be available in ORA for the duration of the embargo:

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

At the time of deposit an author may request permanent closure 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 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 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.

Authors can also choose to override any requested embargo and make their thesis open access, either at the time of deposit or at any time during the embargo. Authors who wish to make their thesis freely available on deposit should indicate this on the online ORA deposit form. Once the embargo is in place, students wishing to end it early should e-mail ORA@bodleian.ox.ac.uk. It is not recommended for those planning to publish their research as a book or article to make their thesis openly available in ORA without first discussing this matter with their supervisor and consulting potential publishers to ascertain their policy. The embargo will be automatically lifted when it expires, and it is the responsibility of the author to apply for an extension, prior to expiry, if required. No reminder will be sent by the Department/Faculty, the Bodleian Libraries or ORA staff, and it will be assumed that the full text can be released if a Dispensation from Consultation form (GSO3c) is not submitted (see below).

If you are in receipt of research funding the following may apply:

The Terms and Conditions of Research Council Training Grants (<https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>) require that metadata describing the thesis should be lodged in ORA as soon as possible after leave to supplicate has been granted, and for the full text version to be available within a maximum of twelve months. The Division has therefore agreed that the full-text of RCUK-funded students' theses should be made available within one year of leave to supplicate being granted.

Students funded by any other external body should be aware of, and also abide by, the terms and conditions for open access defined by their funder. Where there are discrepancies, the funding body's requirements should supersede any embargo selected by the student at the point of deposit.

Dispensation from consultation of your thesis – The Bodleian Libraries and ORA

(i) Authors may apply for dispensation from consultation beyond the end of an embargo period (or other period specified by their funding body) of the copy of the thesis deposited in the Bodleian or other University Library and/or of the electronic copy of the thesis deposited in ORA if there is good reason for such a request. Reasons for requesting dispensation might include Intellectual Property

considerations: 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 (a) in cases where confidentiality has been made a condition of access to materials that are subsequently incorporated in a thesis and (b) 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. Students should apply for dispensation by completing form GSO3c, available at: <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>

Dispensation from consultation is granted by the department/faculty not the Bodleian Libraries or ORA staff. If you need any help with progression forms, please contact your Graduate Studies Assistant: <https://www.ox.ac.uk/students/academic/guidance/graduate/contacts?wssl=1>

Journal articles included within the thesis

Authors sometimes 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 and any sponsor permissions. See www.sherpa.ac.uk/romeo.php for guidance or ask ORA staff (ORA@bodleian.ox.ac.uk).

Plagiarism

Making the thesis open access increases its visibility, gains recognition for the author and certifies them as author of the work. It can also give rise to concerns about increased risk of plagiarism. However, when work is available open access, plagiarism is easier to detect (by using a web search engine).

General Queries

Any further information or queries regarding the deposit of your digital thesis, should be referred to ORA@bodleian.ox.ac.uk.

June 2018

APPENDIX 2 Required standards for DPhil in Oriental Studies

The Doctorate of Philosophy in Oriental Studies degree awarded is at the FHEQ Level 8.

The attention of graduate students is drawn to the Regulations that lay down the standards to be attained by candidates for the DPhil.

The examiners of a DPhil 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.

DPhil 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.