

# MPhil/MSt/MSc Graduate 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](mailto: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](http://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 a graduate taught 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.

## Individual Course Handbooks

The detailed syllabuses for the graduate taught courses of the Faculty of Oriental Studies are set out in the *Examination Regulations* and individual course handbooks for MPhil, MSt and MSc courses.

You should consult the current edition of the *Examination Regulations* for information regarding their course. This handbook should be read in conjunction with your Course Handbook which can be found on WebLearn, 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 Bank Holidays during full term.

### Residence requirements

Graduate students on taught courses are expected to be resident in Oxford throughout full term. You should also ensure whether your individual programme has 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 with your College before making other arrangements.

## Supervision

When you arrive in Oxford you are assigned a general supervisor, whose duty it is to help you with advice concerning your choice of subjects and any problems you may have with your 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.

On many courses this will be the course director, at least until the start of work on a thesis. You are not expected to find your own special/thesis supervisor, though if you wish to work with a particular member of the faculty please inform your general supervisor. Any provisional arrangement made with a member of the faculty should be reported for approval to your general supervisor.

If a change of supervisor is required, the current supervisor should email the Academic Administrator (Graduate Studies) to request the change and all concerned parties, i.e. the student, the new Supervisor, and the Course Director should be included in this correspondence. 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 Reporting (GSR) records to be up to date for when you need to report on GSR (and for supervisors to be paid).

### Thesis supervision

You are not expected to have decided about your choice of subjects or thesis topic at the start of your course. However, if you are clear about what you want to do, it is easier for your general supervisor to help plan your course of study in advance and so you will greatly ease their work if, each term, you discuss what you are to work on in the following term with them. Arrangements for special supervision/tuition need to be made well before the beginning of term and last-minute changes may make it difficult to arrange satisfactory tuition.

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

### Applying for DPhil

If you are considering applying for a DPhil it is strongly recommended that you discuss this matter with your supervisor at an early stage. DPhil applications are made via Graduate Admissions in the same way as you applied for your current course. Please note, if you apply by the January deadline you will automatically be considered for Oxford scholarships and would only need to apply separately for a small number of scholarships (e.g. Ertegun scholarships). For more information

please refer to the Graduate Admissions webpages:

<https://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide?wssl=1>

### Graduate Supervision Reporting (GSR)

You are strongly encouraged to complete a self-assessment report every reporting period (normally at the end of each term). This helps you, your supervisor, the Faculty, and your college to keep track of your academic development over the course of your studies. 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 the Director of Graduate Studies has completed your report and it is available for you to view.

Do 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
- 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.

If you are unsure who your Supervisor is at any stage, please contact the Academic Administrator (Graduate Studies).

### Academic progress

As a graduate 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>.

Teaching is by means of lectures 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 course and another.

You will receive large amount of feedback during your time in Oxford which will come 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 and it is important that you take them 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 but if these delays are persistent, please contact the Academic Administrator (Graduate Studies).

**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.

### 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](mailto: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.

## Examination and Assessment

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

### Examination Regulations and Exam/Setting conventions

Examination Regulations and 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.

Detailed set of 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 assessments and exams taking place at the end of Hilary Term; and end of Hilary Term for assessments and exams taking place at the end of Trinity Term. These documents will be published on the Faculty WebLearn site:

[https://WebLearn.ox.ac.uk/portal/hierarchy/humdiv/orient/oriental\\_s/page/examinations](https://WebLearn.ox.ac.uk/portal/hierarchy/humdiv/orient/oriental_s/page/examinations).

You 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.

**If there is any discrepancy in information, you should always follow the Examination Regulations and please contact the Academic Administration team.**

Candidates should consult the current edition of the Examination Regulations for information regarding Qualifying Examinations.

### Examination entry

You will [enter examinations](#) through your College and your examination timetable will usually be available about 5 weeks before the start of the examinations. You will receive a copy of the timetable from your College and an electronic copy will also be published on this website:

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

You can locate your candidate number on the Examination and Assessment Information page in Student Self Service or by looking on the top of your individual timetable.

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. Your exam/setting conventions will stipulate if vivas are compulsory for your course.

## Guidelines for writing your thesis

Your thesis should not exceed the word limit given in your Exam Regulations - including text and notes but excluding appendices and bibliography. Your thesis must be printed double-spaced on one side only of A4 paper and be securely bound in either hard or soft covers. Loose-leaf binding is not acceptable. It is recommended that you use 12-point type. Do not justify the text.

Further guidance and more information about formatting can be found in the General Guidelines for Thesis Writers, OI WebLearn site: [https://weblearn.ox.ac.uk/access/content/group/a55c44d3-9f21-4dec-b48c-2dc6fa4e4bee/Exams/General\\_Guidelines\\_for\\_Thesis\\_Writers.pdf](https://weblearn.ox.ac.uk/access/content/group/a55c44d3-9f21-4dec-b48c-2dc6fa4e4bee/Exams/General_Guidelines_for_Thesis_Writers.pdf). Examples of MPhil and MSt theses are available from the Weston Library and can be searched on SOLO.

MPhil 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.

## 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.

If you have failed one or more papers you will normally have one further opportunity to resit. 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.

- MPhil Qualifying Examination  
Resits are held in early September except for Classical Indian Religion, Modern Middle Eastern Studies which are held in Trinity Term.
- MPhil Final Examination  
Resits are held in the following academic year.
- MSt Oriental Studies only  
Resits are held not one year later than the initial attempt.
- MSt courses  
Resits are held in the following academic year.

## Submitting Assessments

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 provided in your exam/setting conventions.

Two copies of the submitted work should to be securely held together (not with paper clips) with a cover sheet stating:

- Degree
- Paper title
- Term and year of submission
- Candidate number (you can find your candidate number on the Examination and Assessment Information page in Student Self Service)

- Word count

Include a declaration confirming authorship, which can be found on WebLearn;

[https://weblearn.ox.ac.uk/portal/site/:humdiv:orient:oriental\\_s](https://weblearn.ox.ac.uk/portal/site/:humdiv:orient:oriental_s)

If you have a Specific Learning Difficulty (SpLD), e.g. dyslexia, you should attach an SpLD information form to the front of each copy of the work you are submitting (these are available at Exam Schools).

**Do not write your name anywhere on the submitted works.**

Each copy goes into a sealed envelope and then in a larger envelope which should have your candidate number on the front and be addressed to:

*Chair of Examiners, (name of degree)  
Examination Schools, High Street*

The submission desk at the Examination Schools is open from 08:30-17:00, Monday-Friday. Please arrive at the desk in good time to submit your work as it can get very busy near the deadline and the time of your submission is taken when your receipt is stamped.

### Unforeseen circumstances

If you experience unexpected circumstances that may affect your performance you must discuss your circumstances with your College first as any application to the Proctors will come from them. They can advise on the best course of action for your circumstances.

Information about what to do if you would like Examiners to be aware of any factors that may have affected your performance can be found on the following webpage:

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

### Examiners' Reports

Examiners' Reports from past exams are available online at:

[https://WebLearn.ox.ac.uk/portal/hierarchy/humdiv/orient/oriental\\_s/page/examinations](https://WebLearn.ox.ac.uk/portal/hierarchy/humdiv/orient/oriental_s/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.

### Criteria of Assessment

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.

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

## Degree Classification

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

70-100	Distinction	Exhibits the qualities mentioned in the criteria above to a very high degree, and which is outstanding in some way.
65-69	Merit	Exhibits these qualities to a considerable but lesser degree, and which is competent but not outstanding.
50-64	Pass	Fails to exhibit these qualities to a significant degree, but which nevertheless contains an adequate proportion of acceptable answers.
0-49	Fail	Fails to exhibit these qualities to an acceptable degree and shows an insufficient level of knowledge and competence.

A Distinction will be awarded for outstanding performance on the MPhil Final and MSt. For the MPhil Final Modern Middle Eastern Studies and MSt 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 MPhil Final and MSt 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 MPhil Qualifying examinations, a Pass/Fail is awarded. Except for the M.Phil. Islamic Art and Archaeology – please refer to your exam/setting conventions for further information.

All scripts are double blind-marked. Each script is read by two different markers and both markers have to agree on a single mark which will be the final mark.

## Changes to your Student Status

### **Suspension of Status (GSO17)**

If you are temporarily unable to carry out your coursework you can apply for a temporary suspension of status (for not more than three terms at once). Graduate taught students cannot suspend for any longer than the equivalent length of your course: for example not more than three terms if you are on a one year course. 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.

## Avoiding Academic Infringements and Penalties

### 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.

### 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.

### Penalties for Late Submission

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 14 days late	-18 marks (- 18 percentage points)
More than 14 days late	Fail

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

## 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](mailto:gradrep@orinst.ox.ac.uk).

### 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](http://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 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. 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 <a href="mailto:rosalind.ohanlon@orinst.ox.ac.uk">rosalind.ohanlon@orinst.ox.ac.uk</a> 01865 278224	Professor James Benson Room 204, Oriental Institute <a href="mailto:james.benson@orinst.ox.ac.uk">james.benson@orinst.ox.ac.uk</a> 01865 278229	Thomas Hall Room 311, Oriental Institute <a href="mailto:thomas.hall@orinst.ox.ac.uk">thomas.hall@orinst.ox.ac.uk</a> 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](mailto: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](http://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](http://www.admin.ox.ac.uk/eop/disab) and [www.admin.ox.ac.uk/students/welfare/disability](http://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](http://www.admin.ox.ac.uk/eop) for further details or contact them directly for advice on [equality@admin.ox.ac.uk](mailto: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](http://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](http://www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres)

### Financial Assistance

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>.

If it is recommended that you attend a language course outside of Oxford between the first and second year you shall be entitled to apply for up to £500 towards the cost of this study abroad. The courses for which this is applicable are the currently the MPhils in:

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

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.

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>

## 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.

## 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](mailto: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 OI 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](mailto:faculty.board.chair@orinst.ox.ac.uk)

Professor Alison Salvesen - Director of Graduate Studies

[alison.salvesen@orinst.ox.ac.uk](mailto: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](mailto:academic.administrator@orinst.ox.ac.uk)

**Edyta Karimi – Academic Administrator (Examinations)**

[academic.administrator@orinst.ox.ac.uk](mailto:academic.administrator@orinst.ox.ac.uk)

**Jane Kruz - Academic Administrator (Graduate Studies)**

[graduate.admissions@orinst.ox.ac.uk](mailto:graduate.admissions@orinst.ox.ac.uk)

**Priscilla Lange - Academic Administrator**

[graduate.admissions@orinst.ox.ac.uk](mailto:graduate.admissions@orinst.ox.ac.uk)

**Aalia Ahmad - Academic Administrator (Undergraduate Studies)**

[undergraduate.admissions@orinst.ox.ac.uk](mailto:undergraduate.admissions@orinst.ox.ac.uk)

## Faculty Administration and Facilities

**Thomas Hall - Head of Administration and Finance**

[thomas.hall@orinst.oxa.c.uk](mailto:thomas.hall@orinst.oxa.c.uk)

**Stephanie Yoxall – Finance Officer**

[finance@orinst.ox.ac.uk](mailto:finance@orinst.ox.ac.uk)

- Contact for any scholarship payments queries.

**Trudi Pinkerton – Facilities Administrator**

[trudi.pinkerton@orinst.ox.ac.uk](mailto: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](mailto: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](mailto: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](mailto: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](mailto:it-support@orinst.ox.ac.uk)

If you are not sure who to contact please email [graduate.admissions@orinst.ox.ac.uk](mailto:graduate.admissions@orinst.ox.ac.uk) or [academic.administrator@orinst.ox.ac.uk](mailto: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

### 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.<sup>1</sup> 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](http://www.torch.ox.ac.uk/researcher-training) for the full calendar of events, and [www.humanities.ox.ac.uk/researcher-development](http://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](mailto: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/>

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

### 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 [graduate.admissions@orinst.ox.ac.uk](mailto: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](http://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](mailto: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>

### 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](http://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 Educational Aims and Outcomes of the MPhil Oriental Studies

## 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.

## 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)

### 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.