



DPhil Handbook
Faculty of Asian and Middle Eastern Studies
University of Oxford
Academic Year 2023-24 v.4

FACULTY OF
**ASIAN AND
MIDDLE
EASTERN
STUDIES**



UNIVERSITY OF
OXFORD

THIS HANDBOOK

The handbook sets out the basic framework for a graduate research degree, and what to do should you encounter delays, setbacks, or need to make changes.

This handbook applies to students starting their course in Michaelmas Term 2023. The information in this handbook may be different for students starting in other years.

The Examination Regulations relating to this courses are available at [2023-24, Research Degrees in Asian and Middle Eastern Studies \(ox.ac.uk\)](#).

You should consult the current edition of the Examination Regulations for information regarding your degree. The information in this handbook should be read in conjunction with the Examination regulations (below), the [University Student Handbook](#), and your college handbook.

1. [General Regulations for the Degree of Doctor of Philosophy](#)
2. [General Regulations Governing Research Degrees](#)
3. [Research Degrees in the Humanities Division](#)
4. [Research Degrees in Asian and Middle Eastern Studies](#)
5. [General Regulations for the Degree of Master of Letters](#)

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, [Edmund Howard](#).

Comments and criticism of the handbook are always welcome; they should be sent to the Director of Graduate Studies ([Jim Mallinson](#)) or the Senior Academic Administrator.

The information in this handbook is accurate as at Michaelmas Term 2023; however, it may be necessary for changes to be made in certain circumstances, as explained at [www.ox.ac.uk/coursechanges](#). If such changes are made the faculty will publish a new version of this handbook together with a list of the changes and students will be informed.

Version history

1	September 2023	Original publication.
2	February 2024	Updates to formatting and web links.
3	October 2024	Updated milestones submission process to reflect Transfer of Status (GSO2) and Confirmation of Status (GSO14) moving online.
4	October 2025	Updated staff roles for the 2025-26 academic year. Update to postgraduate research examination submission instructions, outcomes and related processes, which come into effect for students submitting their thesis for the first time from Michaelmas term 2025.

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INTRODUCTION TO THE FACULTY OF ASIAN AND MIDDLE EASTERN STUDIES

Welcome

Among studies in the humanities, Asian and Middle Eastern Studies is unique in introducing students to non-Western civilisations. The field embraces the study of Asian, Middle Eastern and North African cultures from prehistoric times to the present. People in the West are becoming increasingly aware of these civilisations through travel, publications, and rising general interest. Our faculty's courses offer the opportunity to learn in depth about the ancient and modern traditions of non-Western cultures and societies. Many students are able to apply methods acquired in the study of European languages, history, and literature to challenging new subjects. Others enter Asian and Middle Eastern Studies from quite different backgrounds, including the social sciences and law.

Our courses present the major traditions of the regions studied and, where appropriate, modern developments in culture and society. All courses include language, literature, history, and culture, and there is a wide range of options in such fields as art and architecture, history, literature, philosophy, religion and the social sciences.

'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, and the Shaw Professorship of Chinese in 1876. Since the Second World War, Asian and Middle Eastern 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 Faculty of Asian and Middle Eastern Studies 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.

Faculty of Asian and Middle Eastern Studies (formerly Oriental Studies): name change in 2022.

Following extensive conversations with students, staff, alumni and other relevant parties over the past two years, the Faculty of Asian and Middle Eastern Studies was chosen as the faculty's new name. I would like to thank the many staff and students who took part in surveys and gave their views. As a faculty, we are confident that this change is the right decision. Many considered the word 'oriental' to be inappropriate and, while the change will not affect what the faculty researches and teaches, it does better reflect the breadth and diversity of our academic activity.

Professor David Rechter
Faculty Board Chair

Faculty Structure

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. The courses offered within the Faculty of Asian and Middle Eastern Studies are subdivided into groups who meet frequently throughout the year. These Subject Groups are based on languages and subjects within particular geographical areas:

- Arabic, Persian & Turkish;
- Chinese Studies;
- Egypt, Ancient Near Eastern Studies;
- Hebrew, Jewish & Eastern Christian;
- Inner & South Asia;
- Japanese & Korean.

USEFUL FACULTY CONTACTS AND INFORMATION

Academic and Academic Administration Staff

- [Jim Mallinson](#) – Director of Graduate Studies (except Trinity Term 2025, when the role will be filled by [Dominic Brookshaw](#))
- [Henrietta Harrison](#) – Faculty Board Chair
- [Thomas Hall](#) – Head of Administration and Finance
- [Edmund Howard](#) – Senior Academic Administrator
- [Xiaobo Wang](#) – Academic Administrator (Examinations)
- [Jane Kruz](#) – Academic Administrator (Graduate Studies)

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 the [Academic Administrator for Graduate Studies](#) (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 Faculty, unless they are specially restricted. Faculty lecture lists can be found on the [Faculty website](#). University lectures lists can be found on the [University website](#).

Term Dates

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. **Please note that the University does not observe Bank Holidays during full term.** Please be advised that the week in the

University of Oxford term system starts on Sunday. Confirmation of the dates of full term for the academic year can be found on the [University's webpages here](#).

Email

Your Oxford email account 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 it at least once per working day. Please use your Oxford email account for all email communication with the University.

Student Self Service

[Student Self Service](#) provides you with access to your student record; essential information that you will need throughout your studies at the University of Oxford. You will use Student Self Service for your University registration, to print an enrolment certificate, apply for On-course applications, and book your degree ceremony. You access Student Self Service using your Oxford Single Sign On (SSO).

ACADEMIC PROGRESS AND RESEARCH SUPERVISION

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).

Any student being supervised by someone outside the Faculty also requires a supervisor within the Faculty who is familiar with our procedures and requirements, known as an 'internal' or 'reserve' supervisor.

An effective relationship with 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](#).

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.

Resolving Issues

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 in which this can be done:

- Consult your Supervisor, who may consult the necessary authorities on your behalf;
- Consult your Senior Tutor, Tutor for Graduates, or College Advisor/Tutor;
- Consult the Academic Administrator (Graduate Studies) or the Senior Academic Administrator in the Faculty;
- Communicate with the [Director of Graduate Studies](#) in the Faculty;
- Consult your elected [graduate representatives](#), who are willing to give what help and advice they can.

Please consult the Complaints and Appeals section for information about the procedures adopted by the Proctors for the consideration of any formal complaints and appeals made.

College Advisor

Your college will have a Tutor for Graduates who has general responsibility for your welfare and whom you should approach in the first instance with any non-academic difficulties or questions. You should also be assigned a 'college advisor', an academic within the college who is also familiar with your broad subject area but usually not directly responsible for

supervising you. This person can act as a ‘go between’ or bridge between the Faculty and the college, in terms of your academic and personal welfare.

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. It is an opportunity for you to recap and reflect on the term and your experience. Comments submitted by you, your supervisor and the DGS are confidential and only people with appropriate access will be able to see your report (more information about this can be found [here](#)).

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. **Please submit your report before the reporting window closes as it can't be reopened.**

Your report will be used by your supervisor(s) as a basis to complete a report on your performance in the same 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)

Concerns on GSR should relate directly to academic progress. If you are dissatisfied with any other aspects of provision e.g. your supervisory relationship or your working environment, you should raise these with the Director of Graduate Studies in the first instance, and pursue them through the department's complaints procedure if necessary. If you are unsure who your Supervisor or the Director of Graduate Studies is at any stage, please contact the [Academic Administrator \(Graduate Studies\)](#).

Humanities Division Codes of Practice

The Humanities Division has developed codes of practice for postgraduate research supervision and for postgraduate taught students that set out in more detail the expectations of supervisors and students: <https://www.humanities.ox.ac.uk/graduate-supervision>.

ACADEMIC RESEARCH INTEGRITY AND THE CENTRAL UNIVERSITY RESEARCH ETHICS COMMITTEE (CUREC)

Research integrity – core course

The University of Oxford regards research integrity as a core value and has a longstanding commitment to ensuring that it is embedded in its research culture and activity.

The University's [Academic Integrity in Research: Code of Practice and Procedure](#) states that all its researchers, be they staff, students or visitors, are expected to maintain the highest standards of rigour and integrity in all aspects of their research. This introductory core course is compulsory for all University of Oxford research students and you should complete it as a part of your Transfer of Status. It is also available to all University staff and students who are interested in undertaking more detailed training in this area. You can access the course [here](#).

The University's [policies](#), guidelines and procedures relating to research integrity and ethics have been designed to ensure that these standards are maintained.

CUREC Applications

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 the above core course explains the key responsibilities you have as a researcher; identifies the challenges you could face in meeting those responsibilities; applies a range of strategies to deal with the challenges you may face. It is your responsibility to ensure you obtain any ethics approval you may need.

Find out where and how to apply for ethical review [here](#). If you need to make a CUREC application, Humanities Division students make theirs to the Social Sciences and Humanities Interdivisional Research Ethics Committee (SSH IDREC). The SSH IDREC application process and relevant forms can be found [here](#). They also include resources such as approved [best practice guidance documents](#) for use by researchers and research ethics FAQs [here](#).

PROGRESSING THROUGH YOUR RESEARCH DEGREE

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>.

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.

PROBATIONER RESEARCH STUDENT (YEARS 1-2)

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: [Humanities Division](#) and [Asian and Middle Eastern Studies](#).

Transfer of Status

During your first year you will work towards submitting for your Transfer of Status at the beginning of your second year. 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, that you have acquired the necessary skills to carry out the research, 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.

What to submit and when

Submission deadline: Michaelmas Term in Year 2 (Term 4), Week 1, Monday.

Please contact the Academic Office if you are ready to submit for Transfer before this deadline.

Both your application form and Transfer work are submitted via 'On Course Applications' found in the 'My Student Record' section in [Student Self Service](#), from where you can easily and efficiently complete and track the progress of applications.

Step 1: Complete the Transfer of Status application form

- Please submit this as early as possible so that your supervisor(s), college and faculty can complete their sections (which includes approving your assessors).
- The application includes sections about: subject specific research skills that you have developed, personal and professional skills which you foresee the need for further development or training, and research ethics approval.
- Upload your certificate of completion from the online [Research Integrity course](#) as part of this application.

Step 2: Submit your Transfer written work

The following documents make up the written work that is formally assessed:

- a satisfactory outline (not more than 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 piece of formal written work (5,000 -10,000 words) related to the field of your proposed thesis. This piece of work should be wholly or substantially the result of work undertaken while a Probationer Research Student and not be a reworking of a previously submitted Master's dissertation.

Submit your work by clicking on 'Manage documents' (don't forget to submit, not just upload it). Please get in contact if you need to amend any files after you submit them.

Word count

Please include the word count on the cover page of your written work, the Transfer word count is exclusive of any text that is being edited, and of bibliography, but including notes, glossary, appendices, etc. Overly long work may be returned to you and may delay the assessment process.

Viva

Two assessors will be arranged to conduct the Transfer of Status assessment and they will contact you to arrange a viva. Assessors will aim to hold the viva before Week 8 of term, depending on teaching and research obligations. The viva should last 1-2 hours (for which you do not need to wear sub fusc). You should be ready briefly to introduce your intended research (if invited to do so by the assessors) and to answer questions about your transfer paper and research project.

Outcomes

Your assessors can recommend one of the following outcomes:

- *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)*
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. You will be expected to submit your second attempt at Transfer of Status by Week 8 in the following term.
- *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.

DOCTOR OF PHILOSOPHY CANDIDATE (YEARS 2-3)

You will continue your research after Transfer of Status and for many students, at this stage it may include undertaking fieldwork.

Confirmation of Status

Confirmation of Status normally takes place a year after Transfer of Status. The purpose of Confirmation 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 it is reasonable to anticipate submission by your deadline.

For Confirmation, the Asian and Middle Eastern 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 Asian and Middle Eastern 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 their supervisor), are such as to hold out a reasonable expectation that they will be able to reach the standard required for the award of the degree.

What to submit and when

Submission deadline: Michaelmas Term in Year 3 (Term 7), Week 1, Monday.

Please contact the Academic Office if you are ready to submit for Confirmation before this deadline.

As at Transfer of Status, both your application form and Confirmation work are submitted via 'On Course Applications' found in the 'My Student Record' section in [Student Self Service](#), from where you can easily and efficiently complete and track the progress of applications.

Step 1: Complete the Confirmation of Status application form

- Please submit this as early as possible so that your supervisor(s), college and faculty can complete their sections (which includes approving your assessors).
- The application includes sections about the nature and progress of your research to date, your proposed timetable for submission, and research ethics approval.
- Upload your certificate of completion from the online [Research Integrity course](#) as part of this application.

Step 2: Submit your Confirmation written work

The following documents make up the written work that is formally assessed:

- An abstract of the thesis, a list of chapters with a paragraph describing each chapter, a clear statement indicating which chapters have been written, and a detailed timetable for the completion of the remaining chapters.

- A piece of written work, which is expected to be a draft chapter or two chapters of your thesis, approximately 10,000 -15,000 words in total.

Submit your work by clicking on 'Manage documents' (don't forget to submit, not just upload it). Please get in contact if you need to amend any files after you submit them.

Word count

Please include the word count on the cover page of your written work, the Confirmation word count is exclusive of any text that is being edited, and of bibliography, but including notes, glossary, appendices, etc. Overly long work may be returned to you and may delay the assessment process.

Viva

Two assessors will be arranged to conduct the Confirmation of Status assessment and they will contact you to arrange a viva. Assessors will aim to hold the viva before Week 8 of term, depending on teaching and research obligations. The viva should last 1-2 hours (for which you do not need to wear sub fusc). You should be ready to give a brief introductory presentation about the written work and your thesis (if invited to do so by the assessors) and to answer questions about the written work, the project as a whole, and the timetable for completion.

Outcomes

Your assessors can recommend one of the following outcomes:

- *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)*
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. You will be expected to submit your second attempt at Confirmation of Status by Week 8 in the following term.
- *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 for deferral of Transfer or Confirmation of Status

In exceptional circumstances, where unforeseen and unavoidable obstacles have arisen to delay your research progress, you may apply for a deferral of Transfer or Confirmation of Status. 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. Deferrals can only be applied for during your first attempt at either Transfer or Confirmation.

Deferral of Transfer of Status: What to submit and when

Deferral applications should be submitted by Friday, Week 5 of term 4. Please submit a deferral application which can be found in the On-course applications section of Student Self-Service (in My Student Record). Please note, the maximum number of terms for which deferral of Transfer may be approved is two terms (normally one term at a time).

Deferral of Confirmation of Status: What to submit and when

Please contact the Academic Office before Friday, Week 5 of term 7 to discuss whether a deferral application needs to be submitted that term. If it is, you should submit a deferral application which can be found in the On-course applications section of Student Self-Service (in My Student Record). Please note, the maximum number of terms for which deferral of Confirmation may be approved is three terms (normally one term at a time).

Please also note, if deferrals are granted, they do not affect future Confirmation of Status or final submission deadlines.

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 Asian and Middle Eastern 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 Director of Graduate Studies in advance of the application to explain why an external assessor is required and give an indication of the expenses that will be incurred. It is 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.

SUBMISSION OF YOUR THESIS FOR EXAMINATION

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

Once your supervisor (after consultation with the student) has chosen internal and external Examiners for the thesis, the student and the Supervisor must complete the Appointment of Examiners application.

You can submit your thesis without a completed this application 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.

Do not attach your thesis for examination to this application. You must only submit your thesis via Student Self Service.

Submission of Examiners' Copy of Your Thesis

Students will submit a **digital copy only** of their thesis via the 'My Research Degrees' tab in Student Self Service. The examination copies of your thesis must be submitted digitally via the 'My Research Degrees' tab in [Student Self Service](#) by **11:59pm on your maximum submission date**. Submissions made via any other method will not be accepted. Full guidance on the functionality and instructions on how to submit your thesis via Student Self Service can be found in the [Quick Reference Guide for Students](#).

Please note that your examiners will not be sent a link to download the thesis, until your Application for Appointment of Examiners has been approved, and your examiners have accepted their appointments in response to formal invitations issued by the Research Degrees office.

Research Examinations 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. 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, which remain the final authority and which are your responsibility to read and adhere to.

Referencing/Citation Style

Because of the large numbers of subjects, languages and disciplines covered within Asian and Middle Eastern 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(s) early on in your research. Whichever style is employed should be used consistently throughout your thesis.

DPhil and MLitt Word Limits

The word limit for a DPhil 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 word limit for an MLitt thesis is 50,000 words exclusive of any text that is being edited, and of bibliography, but including notes, glossary, appendices, etc.)

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.

EXAMINATION OF YOUR THESIS

The Viva

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 remote 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 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:

Outcomes

- *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 (two months to complete)*

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 **two months** 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 the Academic Administrator (Graduate Studies).

- *Major corrections (six months to complete)*

If 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 within **six months** 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 (one year to complete)*

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 within **one year**. 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.

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.

Oxford Oriental Monographs Committee

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.

GRADUATION AND LEAVING OXFORD

Depositing your Thesis

In order to have your degree conferred at a graduation ceremony you are required to deposit a digital copy of the final version of your thesis (including any approved minor corrections) to the [Oxford Research Archive \(ORA\)](#), and you must do so a minimum of five working days prior to their graduation date, and will not be able to attend a degree ceremony (even in absentia) without doing so. Information regarding this process can be found on the Oxford Research Archive website and will be sent with your result letter. Please also see Appendix A 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](#).

Graduation

Please see [here](#) to find out what you need to do in order to graduate and the benefits of joining the University of Oxford's growing body of alumni. There is also useful information on ordering certificates as well as opportunities to continue your studies.

Working in the UK after your studies – The Graduate Route Visa

The Graduate Route visa is an opportunity to apply for a visa to remain in the UK to work or look for work for **two years** if you have completed an undergraduate degree, PGCE or masters degree, or **three years** if you have completed a DPhil. You do not need a job offer and you do not need to be sponsored by the University or an employer. Students will need to have successfully completed their degree and have remaining time left on their student visa.

Please refer to the University's information on the Graduate Route Visa [here](#) for FAQs and instructions about how to apply. If you have any questions please contact student.immigration@admin.ox.ac.uk.

CHANGES TO YOUR STUDENT STATUS AND DELAYS

If you experience unexpected circumstances that affect your performance, you should approach your supervisor, or your college tutor first as they can advise on the best immediate course of action for your situation. There may be occasions where you need to take a break from your studies. If you wish to discuss the grounds on which suspension of status is likely to be granted, contact the [Academic Administrator \(Graduate Studies\)](#). **It should be emphasised that requests for suspension are not granted unless there is good cause.**

Suspending your studies

If you are temporarily unable to carry out your studies for a particular reason, e.g. illness, family circumstances, financial hardship, then you can apply for a temporary suspension of status (for not more than three terms at once) by submitting a [Suspension of Status application](#) via On-course applications in Student Self Service. DPhil students cannot suspend for any longer than six terms. You are encouraged to contact University and college support services (counselling, disability etc) for help and advice before applying for suspension.

During suspension you will not have formal teaching from the faculty or department including lectures, seminars, classes but you should keep in contact with your supervisor or course director 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 [Return from Suspension application](#) 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 student visa

Students on a Student visa should 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.

Applying for more time on the register

Ordinarily you are expected to submit your thesis at the end of your twelfth term, by your maximum submission deadline. In certain circumstances, however, additional time may be required but please understand that extensions will only be granted in exceptional circumstances. Examples of acceptable grounds include: a temporary difficulty in the student's personal life that has slowed progress; interrupted supervision; practical problems with a student's project. Applications on medical grounds or on grounds of personal difficulties that have prevented any work progressing would generally be more appropriately handled proactively through a Suspension of Status application (GSO17).

The Faculty will normally only consider applications for a term at a time, so that a student's progress towards submission can be the subject of regular monitoring by others in addition to the supervisor.

Applications for extensions of time are made via the On-course applications section of Student Self-Service (in My Student Record). You should see an Extension of Time application listed as one of the ones you can apply for.

Your student number and other relevant personal and course details will be pre-populated into all applications in the new system.

You should include a detailed work-plan towards the submission of your thesis, with a detailed progress report since Confirmation of Status and, if applicable, since any previous extensions. Where a student has received a number of extensions and their prospect of making progress with the thesis is small, then withdrawal (and a later application for reinstatement) may be recommended.

Lapsing and reinstating at a later date

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. The timeframe within when you can apply to reinstate after lapsing (or after withdrawing) can be found on the [‘Change in Student status’](#) pages.

Other changes

Please consult the University [‘Change in Student status’](#) pages for more information about what happens when you suspend and information about withdrawing, changing programmes, and reinstating

TRAVELLING ABROAD FOR RESEARCH AND STUDY

During your degree, it is likely that you will spend some time abroad to conduct your research or improve your language skills. Preparation is extremely important to keep yourself safe. Before 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. 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 that 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.

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](#).

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**. It 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. However, 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](#).

Please contact [Trudi Pinkerton](#), 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](#). You might also want to consult the [University Safety Office policies](#).

STUDENT REPRESENTATION, EVALUATION AND FEEDBACK

Faculty Graduate Student Representatives

The role as a student representative is an opportunity to ensure that your concerns as students at the Faculty are consistently voiced, and that any issues or questions are resolved and answered in good time. Everyone is encouraged to consider serving as a Graduate Student Rep.

Representatives sit on the Joint Consultative Committee, Graduate Studies Committee, Faculty Board and the Curators Committee. They also, in conjunction with their undergraduate counterparts, organise the termly student-led Open Meeting. 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 Faculty.

For graduates there are a total of five representatives: three Masters students and two DPhils. Terms are for one year, starting in either Michaelmas or Hilary Term. Calls for representatives will be sent out at the beginning of Michaelmas and then in Hilary term if any positions are not filled by then.

Student-led Open Meeting

Meetings held: Thursday, Week 3, 5pm

This meeting is open to all undergraduate and graduate student of the Faculty. The meeting will be organised, chaired and minuted by students and the undergraduate and postgraduate issues raised at this meeting would feed into the JCC meeting. Issues from JCCs would then feed into the Undergraduate or Graduate Studies Committee and Faculty Board.

Joint Consultative Committee

Meetings held: Tuesday, Week 4, 2pm

Chairs – Directors of Graduate and Undergraduate Studies

Secretary – Edmund Howard

This meeting comprises of academic members and graduate student representatives. 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 at gradrep@orinst.ox.ac.uk

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.

Faculty Student Satisfaction Survey - Opportunities to provide feedback

Students will be invited to complete a short feedback questionnaire in Hilary term covering aspects of teaching, communication and resources within the Faculty. These will be looked at by the Director of Graduate Studies and relevant committees. You are welcome to raise any concerns or direct any feedback to Graduate Student Representatives, the Academic Office, your Course Director/Supervisor or the Director of Graduate Studies.

The Faculty takes student feedback seriously and your feedback helps us to improve its provision of courses to students. Towards the middle of Hilary term, students are invited to complete a short feedback questionnaire online covering the aspects of teaching, communication, resources etc. Students are encouraged to complete this. All comments are anonymous. The results are then looked through by the Director Graduate Studies and the relevant committees, making it an important part of quality assurance procedures for the continuing review and development of the course.

A confidential suggestion box is also available in the Foyer at 1 Pusey Lane. Any suggestions are discussed at the relevant committees.

Student Barometer

Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at: www.ox.ac.uk/students/life/student-engagement?wssl=1. Results from the Student Barometer are discussed at relevant Faculty committee meetings.

SKILLS AND LEARNING DEVELOPMENT

The University Language Centre

The [Language Centre](#) offers a 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.

Learning a language required for your studies - Priority Funding applications

There may be a strong academic need for you to take one of the language courses in the General and Academic modern languages pathways to support your research. The Faculty can usually pay the termly course fee for these language courses and this is done via the Language Centre's Priority Funding application form, which should also guarantee you a place in the language class. **You will normally need to submit your priority application in**

Week 1 of term. Please see individual language pages on the Language Centre's website for instructions and to apply.

Speak to your supervisor first as they will need to confirm an academic need for you to take any language courses. When completing your online form please include their name and email address and also the details of the Faculty's Finance team (Lydia Willis, finance@ames.ox.ac.uk) as the Department Financial Signatory. **This Priority system does not apply to Fast Track pathways or Academic English.**

Opportunities for Skills Training and Development

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing - through the Oxford Students website <http://www.ox.ac.uk/students/academic/guidance/skills>.

Opportunities to engage in the Faculty's research community

The Graduate Training Co-ordinator, in conjunction with the two Graduate Training Assistants (recruited annually) organise academic, cultural, and training events for the graduate community including organising graduate presentations and social events; organising the Faculty's graduate methodology seminars; inviting speakers for various skills development sessions. Events are advertised on the graduate mailing lists which all graduates are added to at the beginning of the year.

PLTO (Preparation for Learning and Teaching at Oxford)

The Faculty's PLTO day is run at the beginning of Hilary Term and details will be circulated towards the end of Michaelmas term inviting you to sign up. PLTO is an introduction to teaching at Oxford. PLTO courses are tailored to local requirements and run by Departments, Faculties and Divisions. They are intended for DPhil or postdoctoral researchers who wish to start teaching at Oxford.

The aims of the PLTO are to:

- learn about the Oxford teaching system, including tutorial/small group teaching contexts, and departmental organisation/reporting systems
- have opportunities to find out about local teaching practices and ways of teaching in your specific context
- discuss teaching challenges with peers and more experienced teachers
- discuss ways to get started with your teaching
- know where and how to access departmental and/or divisional resources to support ongoing reflection on your teaching and the development of your teaching skills

Find out about further teaching development opportunities offered by the University e.g. the [Advancing Teaching and Learning \(ATL\)](#) Programme and the [PGCert Teaching & Learning in HE](#).

Graduate Teaching Scheme

This scheme aims to offer teaching opportunities to DPhil students in the Faculty (although Masters students are welcome to attend the annual PLTO training session). When you apply for academic posts in the future, it will be important to be able to demonstrate some

teaching experience, and the new teaching scheme is meant to provide you with suitable teaching opportunities, normally in the range of 4 hours. Please bear in mind that teaching opportunities in your area may not always be available, and Subject Groups cannot guarantee to identify teaching hours in your specific field at all times. However, they will do their best.

How to apply:

Please speak with your supervisor and complete a Graduate Teaching scheme application (found [here](#)) and it will be sent to Subject Groups for consideration. Please note you must have passed Transfer of Status before any teaching starts.

Professional Development, Employability and Careers Information

There are a number of services and programmes across the University that provide support in developing yourself both personally and professionally. These opportunities complement the development opportunities provided through your own activities – within and beyond your research - and those provided by your faculty. Information about employability and careers-related activities offered by the University can be found on the Oxford Student website (www.ox.ac.uk/students/life/experience)

Humanities Researcher Development and Training Programme

The [Humanities Researcher Development and Training Programme](#) is a comprehensive personal and professional development programme of events, opportunities, workshops and resources to support and develop Humanities researchers at all stages of their career from postgraduate level upwards. Some opportunities are bespoke and developed in-house; others are provided through external partners, student support services or in partnership with faculties. The programme serves all the faculties of the Humanities Division and any researchers working in Humanities-related subject areas.

The aims of the programme are:

- To train our postgraduate students and postdoctoral researchers to become research leaders of the future
- To empower postgraduate students and postdoctoral researchers to become pioneers in a range of careers and professions, within and beyond the sphere of higher education
- To enhance our postgraduate students' and postdoctoral researchers' disruptive voice as active citizens who are confident speaking truth to power, and as ambassadors for the Humanities

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 Researcher Development and Training Manager) 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

appointments and those on teaching-only contracts) 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 – explore your options, develop your CV, draft cover letters for roles within or beyond academia, practise fellowship interview techniques, enhance your digital profile or learn how to give a teaching presentation. We work closely with the Careers Service, who offer tailored support for postgraduate and postdoctoral researchers (see below)

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 heritage organisation, take a tour of a museum under development with a lead curator, or contribute to [Trusted Source](#), the National Trust’s research-led 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.

Creative Industries – participate in workshops led by organisations in the creative industries, develop a research collaboration, or learn about career opportunities in this sector

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 calendar of upcoming events and for more information about the programme. You can also email the Humanities Researcher Development and Training Manager, Caroline Thurston, at training@humanities.ox.ac.uk if you have any queries.

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

Support for Research Students from the Careers Service

Doing a research degree opens up a range of career options, yet it is up to you to seize the opportunities to exploit these and get ready for the next step. Our best advice is to start early, because you will get busier as your research progresses. No need to decide at this point whether you will stay in academia or move on to new pastures: many of the career-building steps that you can take now will benefit your CV and your wider employment options whichever step you take next.

The Careers Service (www.careers.ox.ac.uk) works alongside the Humanities divisional training team to offer information resources, one-to-one support and a programme of bespoke workshops focusing on key career skills and tools for career planning and development. We support DPhil students and research staff from every department across the university, regardless of their chosen career paths.

How to get involved

The **researcher pages** (www.careers.ox.ac.uk/researchers) on the main Careers Service website contain a wealth of information on what other researchers have done, tips on how to develop your careers thinking and links to useful resources. The **Resources Room** in the Careers Service building (56 Banbury Road, open 9 am – 5 pm, Monday to Friday) stocks leaflets, briefings and relevant career-related matters, including books on securing work in the academic job market and other sectors, or negotiating a change in direction.

Their **termly programme of workshops** caters specifically for researchers and focus on career design and development, networking, CV writing, job applications and interviews, and more. See our programme and book places via the CareerConnect calendar². Their ***Insight into Academia*** programme, gives insider perspectives on becoming an academic and the steps required to keep you there, along with tips to maximise your chances of application success.

If you're looking to boost your skill set, consider taking part in the **Researcher Strategy Consultancy**, which provides early career researchers with an opportunity to develop the core employability skills required for independent consulting in any field or a transition into analytical, business or policy roles in the public and private sector.

Research students are also eligible for the fantastic opportunities to explore different work sectors and roles offered through our **summer internships** and **micro-internships** programmes; see the Internships Office pages³ for more information on these.

The Careers Service

You can obtain advice about all aspects of career matters from the **University Careers Service**. The service will contact you during your first year in Oxford, and help you decide on an appropriate approach.

Further Employment Opportunities

Oxford University and College vacancies are advertised on the **University webpages** and in the University Gazette, published each Thursday in Full Term and less frequently at other

² All DPhil students are automatically issued a CareerConnect account; research staff can easily create a free account by following the instructions [here](#). Contact reception@careers.ox.ac.uk if you need assistance in accessing CareerConnect.

³ <https://www.careers.ox.ac.uk/the-internship-office/>

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.

STUDENT LIFE & SUPPORT

Clubs and Societies

The University welcomes the contribution made to student life by clubs, societies and other organisations. With more than 200 officially recognised societies listed in the [University registered non-sports clubs and societies](#), there is something for everybody. However, if you think that there is a gap to be filled, you can set up your own student society, please visit the [University Clubs Office pages](#) to find out more.

AMES Equality & Diversity Team

The [Faculty's Equality and Diversity team](#) work with the University's services to carry out the aims of the Unit.

The Faculty is committed to celebrating the diversity of the language and cultures that are the heart of its work, even though many European academic disciplines originated in periods of colonialist oppression. If anyone has any questions or concerns about aspects of equality and diversity in the academic curriculum, they are encouraged to discuss these directly with their teachers, or to pass their thoughts to the relevant subject group EDI representative and the EDI officer. We can then pass these to the relevant subject group so that they can be addressed there (this can be done anonymously and in confidence if that is preferred).

Please feel free to contact:

Equality and Diversity Officer: [Richard Parkinson](#)

Subject Group Equality and Diversity representatives:

- **Arabic, Persian, and Turkish:** [Nora Schmid](#)
- **Chinese Studies:** [Verna Yu](#)
- **Egyptology and Ancient Near Eastern Studies:** [Liz Frood](#)
- **Hebrew, Jewish, and Eastern Christianity:** [Zoe Waxman](#)
- **Inner and South Asia (India and Tibet):** [Christopher Fleming](#)
- **Japanese and Korean:** [Jieun Kiaer](#)

Information about the different services and support the University provides can found below:

The [Oxford University Equality and Diversity Unit](#) has a wide range of information available on their webpages. There is advice and guidance for staff and students on LGBTQ+ issues [here](#), and a list of Stonewall LGBTQ+ Role Models, one of which is an academic member of staff based in the Faculty of Asian and Middle Eastern Studies, can be found [here](#). The [Disability Advisory Service](#) provides information, advice and support on disability issues. For access guides to the Faculty of Asian and Middle Eastern Studies

buildings, please see the [University Access Guide](#). This map also includes details on Examination Schools and many colleges.

[Student Welfare and Support Services](#) works collaboratively on student health and welfare issues with colleagues in colleges, academic and administrative departments, the Oxford University Student Union, and key statutory services and other partners outside of the University.

Student Welfare and Support

Details of the wide range of sources of support are available more widely in the University are available from the [Oxford Students website](#), including in relation to mental and physical health and disability.

[Student Welfare and Support Services](#) works collaboratively on student health and welfare issues with colleagues in colleges, academic and administrative departments, the Oxford University Student Union, and key statutory services and other partners outside of the University.

Mental Health and Wellbeing

The Counselling Service is here to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service. For more information visit: www.ox.ac.uk/students/shw/counselling

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.

A range of services led by students are available to help provide support to other students, including the peer supporter network, the Oxford SU's Student Advice Service and Nightline. For more information visit: www.ox.ac.uk/students/shw/peer

Oxford SU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: www.oxfordsu.org/communities/campaigns/

There is a wide range of student clubs and societies to get involved in - for more details visit: www.ox.ac.uk/students/life/clubs

Disability Support

The [Disability Advisory Service \(DAS\)](#) provides information, advice and support on disability issues. They can offer guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support.

Faculty Disability Contacts

The Faculty Disability Contact works with the University Disability Advisory Service and other bodies, such as the Asian and Middle Eastern 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 \(2010\)](#).

The Faculty's Disability Contacts are:

[Thomas Hall](#)

Room 311, 1 Pusey Lane
01865 278210

[Edmund Howard](#)

Room 316, 1 Pusey Lane
01865 278294

Access Guides

For access guides to the Faculty of Asian and Middle Eastern Studies buildings, please see the [University Access Guide](#). This map also includes details on Examination Schools and many colleges.

Harassment and Bullying Contacts

The Faculty 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. The Faculty Harassment Advisor offers 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.

Faculty Harassment Officers

The Faculty's Harassment Officers are:

[Zeynep Yürekli](#)

Khalili Research Centre
01865 278226

[Leyla Najafzade](#)

1 Pusey Lane
01865 270549

Harassment Line

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

Harassment Advisory Service

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central [Harassment Advisory Service](#), where students can also find more information on the University's Harassment and Bullying policy.

College Welfare Support

Every college has their own systems of welfare support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college.

Details of the wide range of sources of support available more widely in the University are available from the Oxford Students website (www.ox.ac.uk/students/welfare), including in relation to mental and physical health and disability.

If you have a query relating to registration, matriculation, graduation, or University cards, you will need to contact your college.

GOOD ACADEMIC PRACTICE AND AVOIDING PLAGIARISM

The University's definition of plagiarism is:

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's guidance on plagiarism here: <http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>.

You should refer to the University's guidance on referencing (<https://www.ox.ac.uk/students/academic/guidance/skills/referencing>). If, after having done so, you are still unsure how to reference your work properly, 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.

COMPLAINTS AND ACADEMIC APPEALS WITHIN THE FACULTY OF ASIAN AND MIDDLE EASTERN STUDIES

The University, Humanities Division, and the Faculty of Asian and Middle Eastern 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.

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution. Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the Oxford SU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of those sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department's committees.

Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the Director of Graduate Studies ([Margaret Hillenbrand](#)) as appropriate.

Complaints about departmental facilities should be made to the Departmental administrator ([Trudi Pinkerton](#)). If you feel unable to approach one of those individuals, you may contact the Head of Administration and Finance ([Thomas Hall](#)) or the Faculty Board Chair ([David Rechter](#)). The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

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

Academic appeals

An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

If you have any concerns about your assessment process or outcome it is advisable to discuss these first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners. If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

FINANCIAL ASSISTANCE

The Faculty has some limited funding from trust funds available to students in the form of trust funds, scholarships and grants organised by Subject Group. A full list of what can be

applied for in each Subject Group and how to make applications can be found on [Scholarships and Grants](#) page on the Faculty website.

Faculty of Asian and Middle Eastern Studies Research Grant

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](#) to apply for this.

Korea Foundation

Graduate students may apply for a scholarship through the Korea Foundation that specifically supports Korean Studies abroad. The Korea Foundation offer Fellowships for graduate study and post-doctoral work at European universities. To find the details, go [here](#) and look for Group 2 (Europe). Additionally, The Korea Foundation offers Fellowships for language or research work in Korea for non-Korean nationals, but these are beyond the course termination.

College Funding and Hardship Funds

Financial support is available from [central university](#) 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](#).

Working while studying

There are many opportunities for graduate students to gain work experience while studying. However, the University has strict [guidelines](#) on how many hours full-time students should be working during full term. There are also restrictions for students on Student Visas which students should familiarise themselves with before seeking work.

UNIVERSITY POLICIES AND 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.

Recording Lectures

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

FACILITIES

1 Pusey Lane

The Faculty building houses the Faculty Office, rooms in which most of the Faculty's lectures and seminars are given, and the Nizami Ganjavi Library. A large number of the Faculty's academic and administrative 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. There is a large teaching/meeting room in the basement, the Language Zone (which has replaced the Language Lab), and two further meeting rooms. These rooms are booked for teaching and meetings by academic staff, in the usual way through [Elizabeth Cull](#) in the Faculty Office to whom enquiries can be made. A Common Room and a quiet study room can be found in the basement, alongside a café, which serves a range of refreshments during term time.

The Quiet Room contains two PCs, data connection plugs, and plugs for personal laptop use, and a printer/scanner. These computers have a range of software packages installed (including a range of fonts for languages). Please take your student card to the IT Office in the basement or the Nizami Ganjavi Library Office who will then amend your card to allow you swipe access this room.

Humanities Graduate Student Space, Radcliffe Humanities Building

In the [Radcliffe Humanities Building](#), a short walk from Pusey Lane, there are a number of spaces available for the use of all Humanities graduates. On the ground floor there is a study room with 20 desks, six of which are bookable by emailing reception@humanities.ox.ac.uk. There is also a common room available on the same floor, along with kitchenette facilities.

Terms of use for the facilities have been agreed in consultation with graduate students and can be found [here](#). Room users should also follow the safety guidance [here](#). The Division uses an opt-in mail list to provide information and updates to students on the graduate study space and common room: sign up [here](#).

Libraries, Research Centres, and Institutes

Through its long-standing traditions and more recent gifts, Oxford has unique resources for Asian and Middle Eastern Studies. The Bodleian Library has a magnificent collection of Asian and Middle Eastern books and manuscripts built up since the seventeenth century. The Faculty building, opened in 1961, is the centre where most teaching is done, acting as a focus for everyone working and studying in the field; it has a lending library of some 80,000 books. There are also institutions for the Modern Middle East, for Hebrew and Jewish Studies, for Modern Japanese Studies, and for Chinese Studies. Adjacent to the Faculty is the Ashmolean Museum, which houses superb collections of objects used in the teaching of most branches of Asian and Middle Eastern Art and Archaeology and also has very fine libraries devoted to these subjects. The Griffith Institute (originally opened in 1939 and housed in the Museum; now transferred to a new building in the Art, Archaeology and Ancient World Library complex), has unique resources for Egyptology and Ancient Near Eastern Studies. Most of the teaching and research in these subjects is carried out in the Griffith Institute.

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. Certain college libraries (e.g. St Anne's, Wadham, St Hilda's, Pembroke) have useful collections of books on China, including dictionaries, for use by students at those colleges.

Nearly all the lectures and classes for Chinese studies are organised and conducted at the China Centre. (Unlike undergraduates, you will receive no college teaching.) The China Centre is a cross-disciplinary centre for everyone in the University whose teaching, research or study is focused on China. This means that members of several faculties have their offices and use the teaching rooms in the Centre. From your point of view it means too that, although the Faculty of Asian and Middle Eastern Studies is formally responsible for your course of study, you have plenty of scope to meet scholars in various disciplines under the University's Humanities, Social Sciences and Life & Environmental Sciences Divisions.

The Clarendon Institute and Leopold Muller Memorial Library

The teaching of Hebrew is centred in the [Oxford Centre for Hebrew and Jewish Studies](#) at the Clarendon Institute, which is on Walton Street in central Oxford. Apart from offices and classrooms, it holds a well-developed lending library, the Leopold Muller Memorial Library, designed to support graduate and undergraduate courses but also containing research material. There is also a general common room, where staff and students can meet informally. [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.

Khalili Research Centre for the Art and Material Culture of the Middle East

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.

The KRC is located in 2-4 St John Street. Its buildings comprise:

- Offices for the Director, the Administrator and the Computing Officer
- Study-tutorial rooms for faculty staff
- Projects and research rooms for research associates
- Open plan work area for research students
- Lecture room with audio-visual and IT equipment
- Image digitization room
- Common room for KRC staff and students
- Self-contained accommodation for visiting scholars

The KRC is part of the Faculty of Asian and Middle Eastern Studies, and is administered by a Director and a Management Committee appointed by, and answerable to, the Board of the Faculty. The Committee meets once a term, on Wednesday of 5th week. A student representative is a full member of the committee for the discussion of unreserved business.

The Middle East Centre and the 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. Students may also find the [Oxford Centre for Islamic Studies](#) to be a useful recourse.

The Nizami Ganjavi Library

The [Nizami Ganjavi Library](#) is part of the Bodleian Libraries and is located in the Faculty Building. 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.

Bodleian Art, Archaeology and Ancient World Library and the Griffith Institute

The [Bodleian Art, Archaeology and Ancient World 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 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. The Griffith Institute contains the offices of the main teachers of Mesopotamian studies and Egyptology. The Griffith Institute archives hold Egyptological and Assyriological papers. The Topographical Bibliography of Egyptian Sites (under the editorship of Dr Jaromir Malek) is also edited there.

Other Libraries

Some libraries (including the Nizami Ganjavi) are administratively part of the Bodleian Libraries. This means that you need your University ID card to gain access to them, though some will require you to register separately for purposes of borrowing. They also all have their own detailed regulation and information sheets.

Oxford libraries have a well-developed on-line union catalogue known as SOLO. This catalogue is universally available to readers via the website, so that it is possible to find out at one location where the books you need can be found.

Depending upon your research topic you may need to use other libraries, such as the [History Faculty Library](#) (Western History), the [Philosophy and Theology Faculties Library](#), and the [Charles Wendell David Reading Room](#) of the Weston 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](#) (Ferdowsi library) of the Wadham College Library will be useful for those interested in Persian classical literature and history of medieval and modern Iran.

Museums

Depending upon your course, you may have classes in or assignments to complete relating to the [Ashmolean Museum of Art and Archaeology](#) or the [Pitt Rivers Museum](#). The collections in these museums will be particularly useful for students pursuing topics in art, archaeology, and anthropology. Entry to Oxford University students, including to special exhibitions, is free. The Ashmolean Museum reopened in November 2009 after a major

redevelopment. The Museum has an extensive and notable collection of Ancient Near Eastern and Egyptological antiquities, including the most important collection of cuneiform tablets in the U.K. after the British Museum. Students are encouraged to familiarise themselves with the collections and to learn how to read and copy from original clay tablets. The wide range of other Mesopotamian artefacts in the Museum includes finds from excavations at Kish, currently being studied by the Kish Project at the Field Museum, Chicago. The Ashmolean Museum reopened in November 2009 after a major redevelopment. The Museum has an extensive and notable collection of Ancient Near Eastern and Egyptological antiquities, including the most important collection of cuneiform tablets in the U.K. after the British Museum.

ANNEX A: 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.

DPhil, MLitt and MSc (by Research) Degrees

All students following the DPhil, MLitt or MSc (by Research) who registered for the DPhil from 1 October 2007 onwards, are required to deposit 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.**

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 at:

<http://ox.libguides.com/aecontent.php?pid=435474&sid=3564761>

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 at:

<http://ox.libguides.com/aecontent.php?pid=435474&sid=3564761>

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 application for Dispensation from Consultation 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 of Asian and Middle Eastern Studies 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 of Asian and Middle Eastern Studies 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 (GSO.3C) 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/files/legacy/news/training-grants-january-2018-pdf/>) 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 preferred 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. Current students should apply for dispensation by completing the online application form available from student self-service:

<https://www.ox.ac.uk/students/selfservice>

If you need to apply for dispensation having completed your course, you should apply for dispensation by completing the GSO3c form available at:

<https://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.

ANNEX B: STANDARDS REQUIRED FOR RESEARCH DEGREES AT ASIAN AND MIDDLE EASTERN STUDIES

The DPhil in Asian and Middle Eastern 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 Asian and Middle Eastern Studies.

The two research degrees awarded are the Doctorate of Philosophy (Asian and Middle Eastern Studies) and Masters of Letters (Asian and Middle Eastern Studies). The DPhil is at the NQF Level 8 and MLitt at the NQF Level 7.

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

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 his or her 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.

Examiners for the degree of MLitt are required to certify:

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

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

ANNEX C: FACULTY COMMITTEES

The Faculty Board of Asian and Middle Eastern Studies

Meetings held: Thursday of 2nd and 7th Week

Secretary – Head of Administration and Finance

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 Asian and Middle Eastern 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' Committee).

Graduate Studies Committee

Meetings held: Thursday of 1st and 5th Week

Secretary – Academic Administrator (Graduate Studies)

The committee consists of the Chair of the Board, the Director of Graduate Studies, the Director of Graduate Admissions, the Chair of Graduate Examinations, four members chosen in such a way as to ensure at least one representative on the committee from each of the six Subject Groups, and the chair of the management committee for the MPhil in Modern Middle Eastern Studies.

It considers and advises the Board on all matters concerning graduate studies and admissions, and to oversee their effective administration. The duties of the committee shall be to:

- i. Oversee the processes for application to the Faculty's graduate degrees (MSc, MSt, MLitt, MPhil, and DPhil), making recommendations to the Board on which applications should be accepted.
- ii. Consider applications for Graduate Studentships for graduate study in the faculty, recommend awards to the Board and monitor the progress of those awarded a studentship
- iii. recommend the appointment of supervisors.
- iv. Ensure that courses are effectively organised for MSc, MSt and MPhil students, including as appropriate instigating reviews of courses; consideration of teaching norms and workload; and recommending lists of selected texts
- v. Approve and update course handbooks and programme specifications for all MSc, MSt and MPhil courses and an information handbook for all graduate students in the faculty, and publish these on the faculty website
- vi. co-ordinate induction arrangements for new students at the start of each academic year.
- vii. undertake an annual student number planning exercise and a review of admissions statistics under the direction of the Director of Graduate Admissions.
- viii. Oversee Special Tuition and to receive a report on the quantity and cost of such teaching by course each term.
- ix. Ensure effective presentation of appropriate information on graduate matters on the website and other media.
- x. Respond to student feedback and reports from the Joint Consultative Committee.
- xi. Approve thesis subjects to be submitted for the MSt and MPhil on behalf of the Board.
- xii. Oversee, under the guidance of the Chair of Examiners, the conduct and formulation of policy regarding all graduate examinations under the aegis of the Board.

- xiii. Make recommendations to the Board, on the recommendation of the supervisor, on eligibility for exemption from qualifying examinations
- xiv. review proposals from the Subject Groups for amendments to the *Examination Regulations*, and make recommendations to the Board accordingly.
- xv. review and approve on behalf of the Board revisions to the setting conventions for graduate examinations, including qualifying examinations. This approval will be granted by action of the Director of Graduate Studies.
- xvi. address comments in external examiners' reports and the corresponding responses from subject groups relating to syllabus, course structure and teaching, and any proposed changes in Examination Regulations arising from those comments. This shall be co-ordinated by the Chairs of Examiners, who shall also respond to matters relating to the examination as a whole.
- xvii. monitor and recommend transfers of status for the degrees of MLitt and DPhil.
- xviii. recommend the examiners to be appointed for the MLitt and DPhil
- xix. report to the Board any excessive delay in the examination of a student for the degree of MLitt or DPhil.
- xx. advise the Board on graduate matters generally ensure that all relevant responsibilities and appropriate measures under any quality assurance framework prevailing at the time are carried out as required.