

General Masters Handbook

Faculty of Asian and Middle Eastern Studies

University of Oxford
Academic Year 2022-23 v.1

This handbook applies to students starting their course in Michaelmas Term 2022. The information in this handbook may be different for students starting in other years.

The information in this handbook should be read in conjunction with:

- Your specific course [handbook](#);
- the Examination Regulations for your course;
- the [University Student Handbook](#)
- your college handbook.

The information in this handbook is accurate as at Michaelmas Term 2022, however it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

If there is a conflict between information in this handbook and the Examination regulations, then you should follow the Examination regulations.

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

Version history

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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.

Professor Edmund Herzig
Director of Graduate Studies

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.

ACADEMIC PROGRESS, SUPERVISION AND TEACHING

Academic Progress

As a graduate student, you are responsible for your own academic progress. This might sound straightforward, but student life is very busy. It is therefore crucial that you plan well. Learning languages, for example, is a matter of regular preparation and revision, rather than last-minute cramming for tests or examinations. It is easy to fall behind, but much more difficult to make up lost ground. Your degree is full-time and you are expected to continue your study during vacations.

A wide range of [information and training materials](#) are available to help you develop your academic skills, including time management, research and library skills, referencing, revision skills and academic writing. The Oxford approach is to offer teaching for examination preparation but the expectation is that students are apprentice scholars and should go beyond what is being taught to pursue a research topic of their own choosing. This may mean attending lectures on offer in other Faculties or finding researchers outside their immediate orbit who can advise them on methods, approaches, and ideas. Oxford students are given great freedom to pursue their interests and talents.

Teaching

Teaching is by means of lectures (graduate students are entitled to attend *all* lectures given within the University unless they are specially restricted, and in particular lectures given in the Asian and Middle Eastern Studies Faculty), and by classes, seminars, and individual tuition, according to circumstances and the discretion of the general coordinator of the course concerned. In one term teaching may be by classes, in another by individual tuition, and there are variations between one course and another.

You will receive large amount of feedback during your time in Oxford which will come in many different forms and classes, but particularly from tutorials. Tutorials are usually 1 hour in length and based on written work submitted to the tutor by the student. They will involve detailed discussion of this work either 1-on-1 with the tutor or in very small groups. Tutorials form a key part in Oxford teaching and it is important that you take them seriously and prepare carefully for them to get the best out of each tutorial.

Supervision

General Supervisor

When you arrive in Oxford, you are assigned a general supervisor, whose duty it is to help you with advice concerning your choice of subjects and any problems you may have with your work; to arrange classes; and to appoint special supervisors, as necessary, to direct your work on particular topics. On many courses this will be the course director, at least until the start of work on a thesis. You are not expected to find your own thesis supervisor, though if you wish to work with a particular member of the faculty please inform your general supervisor. Any provisional arrangement made with a member of the faculty should be reported for approval to your general supervisor. If you have any concerns about supervision please contact the Academic Administrator (Graduate Studies) or the Director of Graduate Studies.

Thesis Supervisor

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

The amount of thesis supervision will vary according to whether you are on a one or two-year masters. For an MSt or MSc, you should meet your thesis supervisor during Michaelmas Term to discuss your research topic. In Hilary and Trinity Terms, you can expect to meet with your thesis supervisor up to four times to discuss your work, in addition to email contact and feedback on your writing.

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 teaching 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 and the term and your experience. Comments submitted 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 you 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 faculty'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).

Resolving Issues

If you have any issues with 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/Course Director, 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.

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>.

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

Chair – Directors of Graduate and Undergraduate Studies

Secretary – Chris Mitchell

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 Directors of Undergraduate and Graduate Studies and the relevant committees, making it an important part of quality assurance procedures for the continuing review and development of the course.

A confidential suggestion box is also available in the Foyer at 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.

RESEARCH AND THE CENTRAL UNIVERSITY RESEARCH ETHICS COMMITTEE (CUREC)

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

More information can be found at the [Research Ethics website](#) and [online training courses](#) can be completed which 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.

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 you leave, you should be thinking and finding out about accommodation, visa requirements, insurance, healthcare, the local laws, and security in the country. Ensure you have a passport which is valid for at least another 3-6 months upon your return. 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](#).

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 (for example German or French for the MPhil Cuneiform Studies).

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 submit an application.**

Speak to your course director or 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 Stephanie Yoxall, finance@orinst.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 department 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.

Financial Support for Research

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 in the Graduate Funding Handbook linked to from the [Scholarships and Grants page](#) on the Faculty website.

PLTO (Preparation for Learning and Teaching at Oxford)

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. Masters students are welcome to attend the PLTO day, although teaching is then only available to DPhils. 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.

The aims of the PLTO are:

- 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](#).

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.

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

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.

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.

Our **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. And don't miss our **Insight into Academia** programme, which 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.

Unsure where to begin or how to use your time here most effectively? A **one-to-one conversation with a Careers Adviser** may help! Come and discuss your personal career plans, aspirations and worries in a confidential setting: appointments can be made via CareerConnect.

For an overview of the services available to researchers at the university, contact the Careers Service.

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/>

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 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 AND SUPPORT

Useful Faculty Contacts

Faculty Academic Staff

- Professor [David Rechter](#) – Chair of Faculty Board
- Professor [Edmund Herzig](#) – Director of Graduate Studies
- Please refer to the [Asian and Middle Eastern Studies website](#) for full information about the Faculty's teaching staff.

Faculty Academic Administration

For help with all academic enquiries relating to admissions and on-course matters, including applications, examinations, DPhil progression, and Student Visas.

- [Chris Mitchell](#) - Senior Academic Administrator
- [Edyta Karimi](#) – Academic Administrator (Examinations)
- [Jane Kruz](#) – Academic Administrator (Graduate Studies)
- [Aalia Ahmad](#) – Academic Administrator (Undergraduate Studies)
- [Sarah Baughan](#) – Academic Administrator

Faculty Administration & Facilities

- [Thomas Hall](#) – Head of Administration and Finance
- [Stephanie Yoxall](#) – Finance Officer – Contact for any payments queries and expenses claims.
- [Trudi Pinkerton](#) – Facilities Administrator – Contact for queries relating to travel and insurance or language/research grants.
- [Louise Smith](#) – Faculty Receptionist
- [Elizabeth Cull](#) – Faculty Secretary – Contact for any room bookings within the Faculty building.

Faculty IT Support

For help with IT issues.

- [Richard Carpenter](#) – Faculty IT Officer
- [Luke Milkovic](#) – IT Officer

Equality & Diversity Officer

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 Bruce Parkinson (richard.parkinson@orinst.ox.ac.uk)

Subject Group Equality and Diversity representatives:

- Arabic, Persian, and Turkish
TBC
- Chinese Studies
Robert Chard (robert.chard@orinst.ox.ac.uk)
- Egyptology and Ancient Near Eastern Studies
Elizabeth Frood (elizabeth.frood@orinst.ox.ac.uk)
- Hebrew, Jewish, and Eastern Christianity
Zoe Waxman (zoe.waxman@orinst.ox.ac.uk)
- Inner and South Asia (India and Tibet)
Christopher Fleming (christopher.fleming@orinst.ox.ac.uk)
- Japanese and Korean
Jieun Kiaer (jieun.kiaer@orinst.ox.ac.uk)

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.

Disability Contacts

The Disability Advisory Service (DAS) can provide information, advice and 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. For more information visit: www.ox.ac.uk/students/shw/das Disability Contacts work 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 (thomas.hall@orinst.ox.ac.uk)
Room 311, Faculty Building, Pusey Lane
01865 278 210

Chris Mitchell (chris.mitchell@orinst.ox.ac.uk)
Room 316, Faculty Building, Pusey Lane
01865 278 294

Harassment Officers

The Faculty of Asian and Middle Eastern Studies is committed to creating a happy and healthy work environment, where everyone is treated fairly and with respect. We do not tolerate any form of harassment or bullying. Faculty Harassment Officers offer confidential support and advice to all members of the Faculty and in some instances, this may be enough to resolve the issue. In other cases, should you decide to make a complaint, the Harassment Officer can be a valuable source of support and guidance. For more information on the University's Harassment and Bullying policy and the support available for students visit: <https://edu.admin.ox.ac.uk/harassmentadvice>.

The Faculty's Harassment Officers are:

Chris Mitchell (chris.mitchell@orinst.ox.ac.uk)

Prof. Zeynep Yurekli (zeynep.yurekli@orinst.ox.ac.uk)

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).

College Support

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

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.

The dates of full term for the academic year 2022-23 are as follows and more information about term dates is available on the [University website](#):

Term	Date From	Date To
Michaelmas 2022	Sunday October 9 2022	Saturday 3 December 2022
Hilary 2023	Sunday 15 January 2023	Saturday 11 March 2023
Trinity 2023	Sunday 23 April 2023	Saturday 17 June 2023

Registration and Oxford Username

Your Oxford Single Sign On (SSO), or Oxford username, is your main access to University online services. Your username is usually in the form abcd1234, where abcd is a code for your college or department. Your username will have been sent to you via email along with an activation code in order to carry out your

University registration in advance of arriving. It is essential that you activate your SSO, which will give you access to a range of IT services, including your Oxford email account.

You should complete your registration using [Student Self Service](#) by the end of the first week of term in order to confirm your status as members of the University and be able to complete your examination entry successfully when the time comes. Once you have completed your University registration, an enrolment certificate is available to download and print. This certificate can be used as a proof of your student status for purposes such as obtaining council tax exemption and opening a bank account.

University Card

If you have any problems with your card or need to replace it, please contact your college. Your card enables you to access facilities and services such as libraries, computing services and the Language Centre

- acts as a payment card in some colleges and departments
- allows entry to buildings which have swipe-card access control
- provides you with a form of identity whenever you are on college or University premises
- gains you a student discount at many stores

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.

Residency Requirements

Students are required to be resident in Oxford for a length of time (this is known as [the statutory residence requirement](#)) as set out in the Examination Regulations. The University's residency requirements apply to all full-time students. This usually means that students are required to live both within a certain distance from the University (called **limits** in the regulations) and for a set period of time during their studies (called **terms** in the regulations).

Please check the residency requirements for postgraduate research (PRS and DPhil) and for postgraduate taught students as they are different.

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. Many situations will be addressed in the 'Problems Completing Your Assessments' section on the Oxford students website (www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment).

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.**

Suspension of Status

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) using the [GSO17 form](#). Graduate taught students cannot suspend for any longer than the equivalent length of their course (i.e. not more than three terms if you are on a one-year course). 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 [GSO17a form](#) and meet any conditions of return which may have been set. **While suspended you will retain your University card and access to online resources**, including email, and to University libraries. If your University card expires while you are on a period of suspension, contact your college to request a new card.

Other changes

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

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 ([Edmund Herzig](#)) 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

Faculty Funding

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 the <https://osintranet.web.ox.ac.uk/scholarships> Scholarships and Grants page on the Faculty website.

Faculty of Asian and Middle Eastern Studies Research Grant (PRS/DPhil students only)

Graduate research students who are within fee liability can apply for research support costs for the purpose of attendance at conferences provided the student will be giving a paper; travel and subsistence costs associated with field research; and/or to purchase materials necessary for research. You are eligible for £600 in total which can be applied for either as a lump sum or in yearly £200 instalments. Please contact trudi.pinkerton@orinst.ox.ac.uk to apply for this.

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.

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.

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 Sackler 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.

Sackler Library and the Griffith Institute

The [Sackler Library](#) specialises in the ancient history and archaeology in the Near East and also houses the [Griffith Institute](#). It houses the principal collection of books on Egyptology and Ancient Near Eastern Studies, as well as general archaeology, Classical Civilisation, Western and Eastern Art. It 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.

Faculty Building

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. (elizabeth.cull@orinst.ox.ac.uk). 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](#).

ANNEX A: FACULTY COMMITTEES

The Faculty Board of Asian and Middle Eastern Studies

Meetings held: Thursday of 2nd and 7th Week

Secretary – Thomas Hall

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 – Jane Kruz

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.

Curators' Committee

Meetings held: Thursday of 0th and 6th Week, 9am

Secretary – Trudi Pinkerton

The purpose of the Curators' Committee is to oversee the physical plant of facilities managed, jointly managed, or used by the Faculty of Asian and Middle Eastern Studies, including the Faculty building, the Clarendon Institute, the Griffith Institute, the China Centre, and the Khalili Research Centre. The Curators plan and execute maintenance works and improvements, taking into account such factors as health and safety, access, security, and feedback from users.