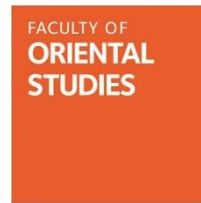


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# DPhil Graduate Student Handbook

Faculty of Oriental Studies

Academic Year 2019-20

v.2

The Examination Regulations relating to these courses are available at <https://www.admin.ox.ac.uk/examregs/2019-20/grftdodoctofphil/>. 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, Christine Mitchell ([academic.administrator@orinst.ox.ac.uk](mailto:academic.administrator@orinst.ox.ac.uk)).

The information in this handbook is accurate as at Michaelmas Term 2019; however, it may be necessary for changes to be made in certain circumstances, as explained at [www.ox.ac.uk/coursechanges](http://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. A Version history of this handbook can be found on page 5.

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## THIS HANDBOOK

This handbook provides an introduction to the Faculty of Oriental Studies and its facilities and applies to students starting their course in Michaelmas Term 2019. The information in this handbook may be different for students starting in other years.

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.

### Examination Regulations

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:** <https://www.admin.ox.ac.uk/examregs/2019-20/grftdodoctofphil/>
2. **Research Degrees in the Humanities Division:** <https://www.admin.ox.ac.uk/examregs/2019-20/rdithehumadivi/>
3. **Research Degrees in Oriental Studies:** <https://www.admin.ox.ac.uk/examregs/2019-20/rdinoriestud/>

**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](#), Oriental Institute, Pusey Lane, Oxford.

### Version history

1.0	2019	Original publication	
2.0	January 2020	UG courses added to Subject Group list and languages.	Section 1
		Link to Oxford Students Academic matters included.	Section 4
		Added <i>Resolving Issues</i> heading and link to Complaints and Appeals (Section 18)	Section 4
		Information on Proctors permission required for vivas taking place via skype	Section 6
		Updated of Transfer of Status and Confirmation of Status interviews information.	Section 6
		Additional information on grounds for GSO15 and GSO17 applications.	Section 10
		Added link to graduate funding handbook.	Section 12
		Updated to reflect introduction of on-course applications.	Section 13
		Dispensation applications to Education Committee added.	Section 14
		Extended revision of student feedback for all of 2019-20.	Section 17
		Updated information on Student Representation.	Section 17

## 1. INTRODUCTION TO ORIENTAL STUDIES

### Welcome to the Faculty of Oriental Studies

#### Oriental Studies at Oxford

Among studies in the humanities, Oriental Studies is unique in introducing students to civilisations that are radically different from the Western ones that form the basis of the curriculum in most schools. The field embraces the study of Oriental 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 these cultures. Many students are able to apply methods acquired in the study of European languages, history, and literature to challenging new subjects. Other enter Oriental Studies from quite different backgrounds, including music, science, and law.

Our courses present both the major traditions of the regions studied and, where appropriate, their modern development. All courses include language, literature, history, and culture, and there is a wide range of options in such fields as art and archaeology, history, literature, philosophy, religion, and modern social studies.

'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, Oriental Studies in Oxford have been transformed. Though the Faculty was traditionally centred on linguistics/philology and the study of literary, religious and historical texts, today the field is much more diverse and embraces a wide range of humanities and social science disciplines. However, the teaching of languages and texts remains central to courses at undergraduate and postgraduate level, whether for the ancient or modern period, and this marks out Oxford's Faculty of Oriental 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 Christopher Minkowski

**Director of Graduate Studies**

### The Faculty of Oriental Studies

The Faculty is led by the Chair of the Faculty Board. The Faculty Board has a Chair and a Vice-Chair, and includes a Director of Undergraduate Studies and a Director of Graduate Studies. The Board has a number of Committees. There is also the Joint Consultative Committee, which is specifically devoted to discussion of issues between faculty and students. Each degree area has a subject Course Coordinator.

The Oriental Institute (on Pusey Lane) houses the Faculty Office, rooms in which most of the Faculty's lectures and seminars are given, the Oriental Studies Library and the Language Library. A large number of the Faculty's academic staff have their offices here but some are based elsewhere. For teaching, please refer to the Lecture List for location details for lectures, seminars and classes. A Common Room can be found in the basement which serves morning coffee from 10.30am – 11.30am and afternoon tea from 3.30pm – 4.30pm during term.

## Subject Groups

The courses offered within the Faculty of Oriental Studies are subdivided into groups who meet frequently throughout the year. These Subject Groups are based on languages and subjects within particular geographical areas. DPhil students would fall within their relevant research area:

Subject Group	Courses	Languages
Arabic, Persian & Turkish	BA Oriental Studies (Arabic) BA Oriental Studies (Persian) BA Oriental Studies (Turkish) MPhil Modern Middle Eastern Studies MSc Modern Middle Eastern Studies MPhil/MSt Islamic Art & Architecture MPhil/MSt Islamic Studies & History	Arabic, Avestan, Old Persian, Persian, Turkish
Chinese Studies	BA Oriental Studies (Chinese) MPhil Traditional East Asia MSt Traditional China	Chinese, Japanese, Korean
Egypt, Ancient Near Eastern Studies	BA Oriental Studies (Egyptology and Ancient Near Eastern Studies) MPhil Cuneiform Studies MPhil Egyptology	Akkadian, Coptic, Egyptian, Hittite, Sumerian
Hebrew, Jewish & Eastern Christian	BA Oriental Studies (Hebrew) BA Oriental Studies (Jewish Studies) MPhil Eastern Christian Studies MPhil/MSt Jewish Studies MPhil/MSt Jewish Studies in the Graeco-Roman Period MSt Bible Interpretation MSt Classical Hebrew Studies MSt Classical Armenian Studies MSt Syriac Studies	Aramaic, Armenian, Hebrew, Syriac, Yiddish
Inner & South Asia	BA Oriental Studies (Sanskrit) MPhil Buddhist Studies MPhil Classical Indian Religion MPhil Tibetan & Himalayan Studies	Bengali, Hindi, Pali, Prakrit, Tibetan, Urdu
Japanese & Korean	BA Oriental Studies (Japanese) MSt Korean Studies	Chinese, Japanese, Korean

## Oriental Studies Contacts

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

### Academic

- Professor [Ulrike Roesler](#) – Chair of Faculty Board
- Professor [Christopher Minkowski](#) – Director of Graduate Studies

- Please refer to the [Oriental Studies website](#) for full information about the Faculty's teaching staff.

### Academic Administration

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

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

### Faculty Administration and 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.
- [Emily Bush](#) – Administrative Assistant – Contact for Right to Work checks, Faculty trust funds, and editing your profile on the OI website.
- [Louise Smith](#)- OI Receptionist
- [Elizabeth Cull](#) – Faculty Secretary – Contact for any room bookings within the Oriental Institute.

### IT Team

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

- [Richard Carpenter](#) – Faculty IT Officer
- [Zoe Lu](#) – IT Assistant

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

## 2. NEW STUDENTS

### Registration and University Card

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

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

You will be required to re-enrol for every year of your course and will receive an email to your University email account when the window to do so opens in early September.

### Student Self Service

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.

### Residence Requirements

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

N.B. Probationer Research Students (meaning students in the first year and the beginning of the second year, before they have passed Transfer of Status) are expected to be in residence in Oxford. The Faculty Board is empowered to grant dispensation from residence in exceptional cases, and on the basis that it is necessary for a student's academic work that they should reside elsewhere.

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

### 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 2019-20 are as follows and more information about term dates is available on the [University website](#):

Term	Date From	Date To
Michaelmas 2019	Sunday 13 October	Saturday 7 December
Hilary 2020	Sunday 19 January	Saturday 14 March
Trinity 2020	Sunday 26 April	Saturday 20 June

## 3. LIBRARIES, RESEARCH CENTRES, AND INSTITUTES

Through its long-standing traditions and more recent gifts, Oxford has unique resources for Oriental Studies. The Bodleian Library has a magnificent collection of Oriental books and manuscripts built up since the seventeenth century. The Oriental Institute, 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 Oriental Institute is the Ashmolean Museum, which houses superb collections of objects used in the teaching of most branches of Oriental 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 Oriental 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](#)

The teaching of Hebrew is centred on the Clarendon Institute, which is 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.

#### [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 Oriental 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.

#### Leopold Muller Memorial Library

[The Leopold Muller Memorial Library](#) contains important collections for work in Hebrew and Jewish Studies. It also contains the Foyle-Montefiore Collection and the Louis Jacobs Library. The library is located at the Oxford Centre for Hebrew and Jewish Studies at the Clarendon Institute Building.

#### The Middle East Centre and 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.

#### Oriental Institute Library

The [Oriental Institute Library](#) is part of the Bodleian Libraries and is located in the Oriental Institute. It has a collection of approximately 55, 000 volumes specialising in the Middle East and Islam, Hebrew and Jewish studies, South Asia, Korea, and Japan.

#### 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 that in the Oriental Institute) 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.

### IT Facilities

All rooms in the Faculty are covered by the Eduroam and OWL wireless networks. Access to these requires some computer configuration, details of which can be found on the [IT Services website](#). All users of the University's computer network should be aware of the [University's rules relating to computer use](#).

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

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

## 4. SUPERVISION AND ACADEMIC PROGRESS

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

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

Any student being supervised by someone outside the Faculty also requires a supervisor within the Faculty who is familiar with our procedures and requirements.

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

### Student and Supervisor Responsibilities

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

Your supervisor(s) can be expected to:

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

Your supervisor(s) can expect that you:

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

- Work with them to pursue opportunities to engage with the wider academic community at University, national and international level.

### 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 Tutor for Graduates

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 may 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. It is the responsibility of your college office to enter you formally for the examination, and you are strongly advised to check in good time that they have done so.

### 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)

The GSR webpage has a list of [frequently asked questions about GSR](#) and provides information on how to submit a report and who can see your report.

- 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 \(Graduate Studies\)](#).

### Academic Progress

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

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

## 5. ETHICAL APPROVAL FOR RESEARCH AND STUDYING ABROAD

### 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](#). An [online training course](#) can be completed which explains the key responsibilities you have as a researcher; identifies the challenges you could face in meeting those responsibilities and applies a range of strategies to deal with the challenges you may face.

### Research and Study Abroad

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 to the United Kingdom. This is not an exhaustive list but a useful guide when planning your trip abroad. You are also encouraged to speak to your fellow students and your supervisor who have been to the country and ask for their advice.

You should check in good time with your GP that you are up to date with your immunisations and you receive the required vaccinations for the country you are going to. If you have an existing health condition, you will be required to provide a letter from your GP confirming that you are fit to travel. You should ensure 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](#).

## 6. PROGRESSING THROUGH YOUR DPHIL DEGREE

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

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

You should familiarise yourself with these procedures for Transfer, Confirmation and submission of your thesis which are set out in the Examination Regulations: <https://www.admin.ox.ac.uk/examregs/>

### Transfer of Status (GSO2)

#### Due: Fourth Term

The purpose of Transfer of Status is to ensure that you have a convincing research proposal, that you are making satisfactory progress in its development, and to satisfy the assessors that the work is potentially of DPhil quality. You will need to speak with your supervisor about the work you want to submit for Transfer; at this stage it need not be a draft chapter of your thesis but must be of a nature to demonstrate your abilities to pursue your thesis topic.

### Applying for Transfer

To apply for Transfer you need to submit the following to the Academic Office:

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

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

### Transfer of Status Assessment

Your supervisor will nominate and approach two assessors who are then sent your Transfer application. Your assessors will contact you to arrange an interview which should last 1-2 hours (for which you do not need to wear sub fusc).

Their report following the interview should cover:

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

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

### Transfer of Status Outcomes

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

#### *Successful transfer*

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

#### *Reference back for a second attempt (due within one term)*

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

#### *Transfer to Master of Letters (MLitt)*

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

## Confirmation of Status (GSO14)

### Due: Eighth Term

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

For Confirmation, the Oriental Studies Board states that it wishes to be assured:

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

### Applying for Confirmation of Status

To apply for Confirmation you need to submit the following to the Academic Office:

- A draft chapter or two chapters of your thesis (10,000 - 15,000 words);
- 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 completion;
- A completed [GSO14](#) form signed by you, your supervisor(s) and college.

Take the form, and two copies of the piece of work and the thesis proposal to the Academic Administrator (Graduate Studies) who will send the work to the two assessors nominated by your Supervisor. In due course the assessors will contact you directly to arrange for an interview.

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

### Assessment of Confirmation of Status

Your supervisor will nominate and approach two assessors who are then sent your Confirmation application after you submit it. Your assessors will contact you to arrange an interview which should last 1-2 hours (for which you do not need to wear sub fusc). Their report following the interview should cover:

- an evaluation and description of the written work and the interview
- evidence of linguistic competence (when relevant)
- a clear recommendation of whether the student's DPhil status should be confirmed.

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

### Confirmation of Status Outcomes

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

#### *Successful confirmation*

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

#### *Reference back for a second attempt (due within one term)*

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

#### *Transfer to Master of Letters (MLitt)*

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

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

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

### Use of Assessors for Transfer, Confirmation and DPhil Examination

As transfer of status and confirmation of status are internal procedures. **Assessors should normally be post-holders of the University of Oxford** (although not necessarily be post-holders within the Faculty of Oriental Studies). It is understood that some subject areas within the Faculty are very small and will therefore need to use assessors external to the University in order to ensure that there is adequate expertise for the assessment of your work.

In such cases your supervisor should write to the DGS in advance of the application to explain why an external assessor is required and give an indication of the expenses that will be incurred. It is unlikely that permission will be granted to use two external assessors for transfer or confirmation or that permission will be granted to use assessors based abroad owing to the cost of bringing them to Oxford.

Transfer of status and confirmation are opportunities for you to receive substantive feedback on your work by experts other than your supervisor(s). The Faculty Board has stipulated that **one assessor should remain the same from transfer to confirmation** where at all possible, while the other assessor used should be different. This ensures that three different assessors will give you feedback prior to the final DPhil examination. An assessor who has participated in your confirmation of status may not then serve as an examiner for your DPhil examination; but an assessor used at transfer of status may.

### Use of Skype

At this stage Transfer and Confirmation interviews may be conducted by Skype (but only if one of the assessors is skyping in – you must be present in Oxford with the other assessor). Arrangements for Skype interviews for Transfer or Confirmation should follow the procedures outlined for DPhil examinations. Permission must be sought from the Proctors via an application made by the [Academic Administrator \(Graduate Studies\)](#).

## 7. SUBMISSION AND EXAMINATION OF YOUR THESIS

### Thesis Submission for Examination – maximum submission date

Due: Twelfth Term

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

### Appointment of Examiners (GSO3)

Once your supervisor (after consultation with the student) has chosen internal and external Examiners for the thesis, the student, their College officer and the Supervisor must complete the

GSO3 form (<http://www.ox.ac.uk/students/academic/graduates/forms/>). The GSO3 form should be submitted to the Academic Administrator (Graduate Studies).

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

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

### Digital Submission of Examiners' Copies

Students will submit a **digital copy only** of their thesis via the Research Theses Digital Submission (RTDS) portal. Your examiners will be sent a link to download the thesis, once they have been sent the hard copy of your thesis.

Research Degrees have [prepared information](#) to help when preparing your thesis which covers the entire examination process from appointment of examiners and presentation of your thesis to depositing it in order to have your degree conferred. The Notes of Guidance for the Examination of Research Degrees ([GSO20a](#)) is also an important source of information which provides guidance on the submission and examination process.

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

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

### Referencing/Citation Style

Because of the large numbers of subjects, languages and disciplines covered within Oriental Studies, each of which may have its own particular scholarly conventions, it is not practical to set out here a full listing of modes of citation; this is a matter on which you should seek guidance from your supervisor early on in your research

### Word Limit

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

The DGS may permit an increase of up to 20,000 words if a convincing case is made that the additional material would be for the convenience of the examiners. Your supervisor should write to the DGS in support of this increase.

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

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

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

## Your Viva and Examination Outcomes

### 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 Skype in if this has been approved). Vivas should normally take place between 9am – 5pm during term or vacation. As your viva is a formal examination 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:

### Examination 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*

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

#### *Major corrections*

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 and reviewed by both examiners, who will produce a second report for the Faculty. A copy of the Examiners' Report with the required corrections will be sent to you by the Research Degrees Examinations Team, not your examiners.

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

*Reference back for DPhil or MLitt (as appropriate)*

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

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

### Leave to Supplicate (LTS)

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

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

### 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.

## 8. GRADUATION AND LEAVING OXFORD

### Depositing your Bodleian Copy and Degree Ceremony

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

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

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

### Tier 4 Doctorate Extension Scheme

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

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

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

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

Copyright of the thesis usually rests with the author: this does not change when depositing your thesis in ORA. The author does not give away any rights to the Oxford University Research Archive or the Bodleian Libraries. However, students should read the information on third party copyright 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 ([ORA@bodleian.ox.ac.uk](mailto:ORA@bodleian.ox.ac.uk)) 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](mailto: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 GSO3.C Dispensation from Consultation form at the time of deposit.

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

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

At the time of deposit an author may request permanent closure in ORA under the following circumstances:

- a) For digital material where copyright is held by a third party and permission to disseminate it via the Internet in ORA has not been granted by the copyright holder, the Faculty of Oriental 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 Oriental 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](mailto: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. Students should apply for dispensation by completing form GSO3c, available at:

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

Dispensation from consultation is granted by the department/faculty, not the Bodleian Libraries or ORA staff. If you need any help with progression forms, please contact your Graduate Studies Assistant:

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

### Journal articles included within the thesis

Authors sometimes include published journal articles within their theses. Authors needing to include such articles as part of the e-thesis can make the article freely available only in compliance with copyright and any sponsor permissions. See [www.sherpa.ac.uk/romeo.php](http://www.sherpa.ac.uk/romeo.php) for guidance or ask ORA staff ([ORA@bodleian.ox.ac.uk](mailto: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](mailto:ORA@bodleian.ox.ac.uk).

## 10. 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.**

### Suspension of Status

#### Suspension with GSO17 form

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.

#### Suspension Due to Non-Payment of Fees

**If you are suspended due to non-payment of fees, your access to University facilities and services will be withdrawn.** You will be required to return your card directly to Student Information at the Examination Schools.

The University reserves the right to withdraw access to facilities and services in certain other appropriate circumstances for students suspending status.

### Lapsing

If you have not transferred from one status to another, or if you do not submit your thesis (or any corrections) within the specified timeframe your student status will lapse and you will be withdrawn.

You will lose access to University facilities (such as libraries, email, and student services and benefits) and this will have an impact on your student visa. To continue your studies you will need to apply for reinstatement to the register which requires the support and approval of your supervisor, college and faculty.

### International Students

**Students on a Tier 4 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.

### 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.

### Extension of Time (GSO15)

Ordinarily you are expected to submit your thesis at the end of your twelfth term. In certain circumstances, however, additional time may be required 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 [Suspension of Status \(GSO17\)](#).

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

## 11. ACADEMIC INFRINGEMENTS AND PENALTIES

### Plagiarism

The work that you present for your examination must be your own work and not the work of anyone else. The work that you present for your examination must be **your own work and not the work of anyone else**. You should not quote or closely paraphrase passages from another source, be that a book, article, webpage, another student’s work, or other source, without acknowledging and referencing that source. If you do present other people’s work as your own, **intentionally or accidentally**, you are committing plagiarism.

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

The University’s definition of plagiarism:

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

It is important that you take time to look at the [University webpage on plagiarism](#).

You should refer to the [University website](#) for guidance on 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.

### [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.

## 12. SUPPORT DURING YOUR STUDIES

Details of the wide range of sources of support are available made widely in the University are available from the [Oxford Students website](#), including in relation to mental and physical health and disability. There is a central [University Counselling Service](#), and colleges have different welfare structures within which non-professional counselling is provided by student peers or designated tutors. Please refer to your College handbook or website for more information on who to contact and what support is available through your college.

### Equality and Diversity at Oxford

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

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

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

There are a range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit: [edu.web.ox.ac.uk/religion-and-belief](http://edu.web.ox.ac.uk/religion-and-belief)

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

### Student Welfare and Support Services

#### 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](http://www.ox.ac.uk/students/shw/counselling)

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](http://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/](http://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](http://www.ox.ac.uk/students/life/clubs)

## 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](http://www.ox.ac.uk/students/shw/das)

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

The Faculty's Disability Contact is:

Thomas Hall ([thomas.hall@orinst.ox.ac.uk](mailto:thomas.hall@orinst.ox.ac.uk))

Room 311, Oriental Institute

01865 278210

## Harassment Advisors

The Faculty of Oriental Studies is committed to creating a happy and healthy work environment, where everyone is treated fairly and with respect. We do not tolerate any form of harassment or bullying. Faculty Harassment Advisors offer confidential support and advice to all members of the Faculty and in some instances this may be enough to resolve the issue. In other cases, should you decide to make a complaint, the Harassment Advisor can be a valuable source of support and guidance.

The Faculty's Harassment Advisor is:

Professor Polly O'Hanlon ([rosalind.ohanlon@orinst.ox.ac.uk](mailto:rosalind.ohanlon@orinst.ox.ac.uk))

Room 114, Oriental Institute

01865 278224

If you do not feel comfortable talking to someone from within the Faculty, the University's anonymous Harassment Line details are: [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk) (01865 270760). The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: <https://edu.admin.ox.ac.uk/harassmentadvice>.

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

## Korean Studies

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.

## Oriental 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@orinst.ox.ac.uk](mailto:trudi.pinkerton@orinst.ox.ac.uk) to apply for this.

## Language Courses

The Faculty can cover fees for general and academic modern languages pathways offered by the [University Language Centre](#) if there is a strong academic need for them. Instructions about how to apply for this can be found below.

## 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 Tier 4 visas which students should familiarise themselves with before seeking work.

## Sources of Information

### Graduate Mailing List

This is the Faculty's main means of communicating announcements about lectures and seminars, IT and library training, scholarships and Calls for Papers, Faculty closures and works etc. If you have something to circulate, please send it to 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 Oriental Studies Faculty, unless they are specially restricted.

Faculty lecture lists can be found on the [Oriental Institute Intranet](#).

University lectures lists can be found on the [University website](#).

### The Faculty Website

The [Faculty website](#) provides a range of information about courses, news and events, how the Faculty works, a full list of Faculty staff, much detail relevant to undergraduate and postgraduate study, links to Faculty centres, specialisations, publications, library and computing facilities and more.



## Canvas

Canvas is the University's new virtual learning environment for teaching and learning. The Faculty has created an Oriental Studies Graduate Canvas page with general information applicable to all graduates and also individual course pages. You will need to 'enrol' on both pages to access them. Please do not turn off the notifications for your course as they will need to be on to receive important alerts such as set texts or take-home paper topics being made available.

The Oriental Studies Graduate Canvas page can be accessed [here](#) and links to each course's Canvas page can be found in the course appendices below. The University's Canvas information page can be found [here](#).

## Notice Boards

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

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

## University Policies

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](#).

## 13. GRADUATE STUDIES OFFICE (GSO) FORMS

Graduate (GSO) forms - or applications - are used to process requests for a number of things (transfer of status and confirmation of status, extensions or suspensions of status) and need to be reviewed and approved by key people, including the supervisor, the college, the department and/or division before they can be processed by Graduate Studies Administrators. It is your responsibility to submit applications in good time.

The GSO forms that you will need to complete throughout your course can be found [here](#). In addition to the transfer of status, confirmation of status, examination and submission-related forms, you can also find applications to change your programme of study, update your personal details, as well as other application forms (such as those for exceptional circumstances).

### On-course applications: online applications

As of January 2020, a number of GSO forms have been replaced with online applications, digitised approvals, and workflows. Graduate students are now able to complete and track the progress of applications easily and efficiently. Applications will be stored in one place, and can be accessed and approved wherever you are, as long as you have web access, via [Student Self Service](#).

Forms that have moved online include:

- GSO2b: Deferral of Transfer of Status
- GSO3: Appointment of Examiners
- GSO3c: Dispensation from consultation of the thesis
- GSO8: Dispensation from residence
- GSO14b: Deferral of Confirmation of Status

- GSO15: Extension of time
- GSO29: Withdrawal

### How will I access my online applications?

You can access the forms by using updated web links on the [Graduate forms webpage](#), or in the My Student Record section of [Student Self Service](#). Your student number and other relevant personal and course details will be pre-populated into all applications in the new system. You can

More information about the changes can be found on the [IT Services Programmes and Projects website](#).

### On-course applications: paper applications

Forms that remain as paper applications include:

- GSO2: Transfer of Status
- GSO14: Confirmation of Status
- GSO17: Suspension of Status
- GSO17a: Returning from Suspension of Status
- GOS17b: Suspension of Status for maternity, extended paternity and adoption leave
- GSO23: Reinstatement

GSO forms are regularly updated so you should make sure that you are using the latest version by obtaining forms from this page ahead of each new application. The full list of GSO applications can be found [here](#).

## 14. DISPENSATION APPLICATIONS TO EDUCATION COMMITTEE

Dispensations are requests to Education Committee for the normal limits and rules set out in the Examination Regulations to be set aside for individual students, generally due to extenuating circumstances. Some applications are dealt with by officers in Education Policy Support, while more complex cases are referred to the Chair of Education Committee (the Pro Vice-Chancellor (Education)) or their delegate, to make a decision on the committee's behalf.

## 15. SKILLS DEVELOPMENT, EMPLOYABILITY AND CAREERS SUPPORT

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.

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

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

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

### Humanities Researcher Development and Training Programme

The Humanities 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.<sup>1</sup> An extensive programme of opportunities runs throughout the academic year, arranged into a number of 'pathways':

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

**Career Confidence** – 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

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

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](http://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](mailto: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](http://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](http://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 calendar<sup>2</sup>. 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

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<sup>2</sup> 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](mailto:reception@careers.ox.ac.uk) if you need assistance in accessing CareerConnect.

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 pages<sup>3</sup> 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, download [this leaflet](#)<sup>4</sup> or call in at the Careers Service and pick up a copy.

### 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](http://www.jobs.ac.uk) and specialist websites/ mailing lists.

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

<sup>4</sup> <https://www.careers.ox.ac.uk/wp-content/uploads/2018/09/Researcher-Information-Trifold-2018.pdf>

## 16. LANGUAGE LEARNING

### 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.

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](mailto:finance@orinst.ox.ac.uk) as the Department Financial Signatory. **This Priority system does not apply to Fast Track pathways or Academic English.**

## 17. STUDENT REPRESENTATION AND FEEDBACK

### Graduate Student Representatives

In response to feedback and recommendations, during Michaelmas Term 2019 the Faculty restructured its student representation. From Hilary Term 2020 the number of representatives will increase to five each at undergraduate and at graduate level. For graduates there will be three Masters and two DPhil representatives. It is hoped that this will allow for a smooth transition between academic years and, with the increase in numbers, greater representation and also a shared workload.

### Terms of Office and Elections

Representatives' terms are for one year, starting in either Michaelmas or Hilary Term. Elections will be held each Michaelmas for representatives to serve Michaelmas, Hilary and Trinity; the remaining representatives will be elected in Hilary to serve Hilary, Trinity and the next year's Michaelmas. Potential representatives will be sought and if there are more than two students who come forward, an election will be held.

The representatives sit on the Graduate Joint Consultative Committee, Graduate Studies Committee, Faculty Board and the Curators Committee. They also, in conjunction with their undergraduate counterparts, organise, chair and minute 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 Committee or the Board. Graduate Student Representatives can be contacted at [gradrep@orinst.ox.ac.uk](mailto:gradrep@orinst.ox.ac.uk).

### Student-led Open Meeting

Meetings held: Thursday of 3<sup>rd</sup> Week, 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 separate JCC meetings. Issues from JCCs would then feed into the Undergraduate or Graduate Studies Committee and Faculty Board.

### Graduate Joint Consultative Committee

Meetings held: Tuesday of 4th Week, 1pm

Secretary – Christine Mitchell

Oriental Studies graduates are also represented through the Graduate Consultative Committee which 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](mailto: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](http://www.oxfordsu.org).

### Student Feedback

In the past, at the end of each term students were invited to complete a short feedback questionnaire covering the lecture courses and session. These were then looked through by the Directors of Undergraduate and Graduate Studies and the relevant committees. This process is currently under review during the current academic year. In the meantime, please 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 Student Barometer](#) surveys full-time and part-time undergraduate, postgraduate taught and postgraduate research students. The survey enables the University to benchmark your feedback on the student experience from application to graduation, against those of 120 other universities.

Results from the Student Barometer are discussed at the Faculty's [Graduate Studies Committee](#) and [Joint Consultative Committee](#) meetings.

### The Faculty Board of Oriental 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 Oriental Studies, and it administers certain funds at its disposal for research and other expenses. It also considers questions of inter-faculty concern referred to it by the Humanities Divisional Board. In addition, it ratifies, where necessary, decisions taken by the standing committees amongst which the board's work is divided (such as the Graduate Studies Committee, the Undergraduate Studies Committee, the General Purposes Committee, and the Curators' 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 0<sup>th</sup> and 6<sup>th</sup> 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 Oriental Studies, including the Oriental Institute, 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.

## 18. COMPLAINTS AND APPEALS

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

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

General areas of concern about provisions affecting students as a whole should be raised through [Graduate Joint Consultative Committees](#) or via [student representation](#) on the faculty's committees.

If your concern or complaint relates to teaching or other provision made by the faculty, then you should raise it with the Director of Graduate Studies as appropriate. Within the Faculty, the officer concerned will attempt to resolve your concern/complaint informally. If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors.

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

The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the following places:

- [Oxford Students Academic matters](#)
- [The Proctors' webpage](#)
- [The Student Handbook](#)
- [Relevant Council regulations](#)