

# **FACULTY OF THEOLOGY AND RELIGION**

**Handbook for Postgraduate Research  
Students (DPhil, MLitt)**

**2022-23**

## Foreword

This handbook applies to students starting the Faculty of Theology and Religion's Postgraduate Research courses in Michaelmas Term 2022. The information in this handbook may be different for students starting in other years. Examinations at Oxford are governed by [Examination Regulations](#), which are published annually in early October 2022.

A copy of each of the Faculty's handbooks, course pamphlets and forms can be found on the Faculty's [Canvas Site](#). Other key sources of information are the [Faculty website](#) and the University's [Oxford Students website](#). Please be aware that the colleges have their own handbooks, which are available on college websites.

## Disclaimer

The Examination Regulations relating to this course are available [here](#). 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 ([graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk)).

The information in this handbook is accurate as at 16<sup>th</sup> September 2022, however it may be necessary for changes to be made in certain circumstances, as explained at <https://www.ox.ac.uk/admissions/graduate/courses/changes-to-courses>. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

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# WELCOME

This handbook is intended to provide an orientation, and to point you to some of the resources in the Faculty, your college and the wider university, which you can draw upon in order to make best use of your time as a graduate student. In addition to this, you should also consult the current Examination Regulations, which contains full and authoritative details of the syllabus and other requirements for your degree programme (please see your specific course pamphlet). Examination regulations will be available in early October 2022.

If you have problems or questions, please do not hesitate to ask for help from those involved in graduate studies in Theology and Religion. The following pages will give you further details of those from whom appropriate advice may be sought.



*“As Director of Graduate Studies in Theology and Religion, I would like to extend a very warm welcome as you arrive at Oxford. I hope that you will soon feel part of the graduate community in the Faculty, and settle into your programme of study.”*

*Dr Sarah Apetrei*

**Dr Sarah Apetrei** is the Director of Graduate Studies for the Faculty, and will be, in addition to your supervisor and course coordinator, the first point of contact in the Faculty for queries related to your academic progress.

## **1. REGISTRATION, PEOPLE, PLACES, AND INSTITUTIONS IN OXFORD**

Oxford is a large, complex, and diverse university, and although you will soon find your way around, it can be somewhat daunting at first. Here are some of the key people and locations with which you should familiarise yourself, as well as a very brief account of the institutional arrangements which support graduate work.

Information about the Faculty can be found on <http://www.theology.ox.ac.uk>. This handbook and other resources for graduate students are available on the Faculty's [Canvas Site](#).

### **1.1 REGISTRATION**

#### **1.1.1 Registration and Student Self Service**

All new students are sent a college freshers' pack containing details of how to activate their Oxford Single Sign-on account (SSO). The Oxford Single Sign-on is used to access Student Self Service to register online, as well as to access other central IT services such as free University email, Canvas and the [Graduate Supervision Reporting](#).

In order to complete your registration as an Oxford University student, navigate to <https://www.ox.ac.uk/students/selfservice> and log on using your Single Sign-on username and password. New students must complete their registration by the end of the first week of term in order to confirm their status as members of the University. Ideally students should complete registration before they arrive. Continuing students must register at the anniversary of the term in which they first started their programme of study.

Once students have completed their University registration, an enrolment certificate is available from Student Self Service to download and print. This certificate may be used to obtain council tax exemption. In addition to enabling students to register online, Student Self Service provides web access to important course and other information needed by students throughout their academic career. Students can amend their address and contact details via Student Self Service, and they can use the Service to access detailed exam results, see their full academic record, and print transcripts.

#### **1.1.2 University Card**

The University Card, commonly referred to as your 'Bod Card', provides students with access to facilities and services such as libraries, computing services and the Language Teaching Centre. In some colleges and faculties students also need the card as a payment card or to enter buildings, which have swipe-card access control. The University Card also acts as a form of identity when students are on college or University premises. Cards are issued to students by their college on arrival in Oxford once registration has been completed.

### 1.1.3 Email

Once your registration details have been processed, you will be provided with information to enable you to access email and other online IT facilities. The IT Services Self-Service Registration (<https://register.it.ox.ac.uk/self/index>) enables management of various accounts, including email. The University email service (known as Nexus) can be accessed via a Web browser (<https://owa.nexus.ox.ac.uk/>), a mobile device, or an email client such as Outlook or Thunderbird. IT Services provides further information about the Nexus365 email service at <http://www.it.ox.ac.uk/welcome/email>.

### 1.1.4 Computing

Most colleges have a computer room with software for word-processing and other applications, connections to the central University machines and the Internet, and printers. Provision is also made for the use of personal laptops.

The Philosophy and Theology Faculty Library provides a number of networked PCs to allow users to access online e-resources, including subscription based databases, e-journals and the internet. In addition, there is a PC available with word-processing and other software packages in one of the reading rooms. Printing is available from all PCs. Laptop computers may be used anywhere in the library. Wi-Fi access is available in the Faculty Library as well as in the Bodleian.

Personal laptop computers may be used in the Graduate Workspace on the second floor of the Gibson Building, which contains a printer.

Please note that the availability and use of these spaces are subject to the safety measures in place during the Covid-19 pandemic.

[IT Services](#) are at 13 Banbury Road, Oxford OX2 6NN (Telephone 01865 273200). The building is open Monday to Friday 8.30am–10.30pm (University Card required for entry after 5.30pm).

Graduates have access to the following:

- Courses on a wide variety of IT topics and training for the European Computer Driving License (ECDL)
- Help Centre for assistance with OUCS user accounts, IT problems etc.
- Open-access terminals
- Shop for purchase of computers, software, cables, consumables etc.

There is also a Faculty [Facebook group for postgraduates](#), run by the student reps.

### 1.1.5 Canvas

The [Faculty's Canvas site](#) is an excellent source of information. In the in the DPhil Theology and Religion section you will find useful forms and other useful information relating to your course.



### 1.1.6 Dates of term

The academic year at Oxford University runs from October to June. The year (2022-2023) is divided into three Full Terms, Michaelmas (autumn), Hilary (spring), and Trinity (summer).

Full term lasts 8 weeks. Graduates often meet with supervisors or attend faculty events in the week before full term starts, which is called 'Noughth Week'. The week after full term is called 'Ninth Week'. The Oxford University pocket diary divides the year into terms and weeks of term.

<b>Michaelmas 2022</b>	Sunday, 9 October	Saturday, 3 December
<b>Hilary 2023</b>	Sunday, 15 January	Saturday, 11 March
<b>Trinity 2023</b>	Sunday, 23 April	Saturday, 17 June

## 1.2 PEOPLE

### 1.2.1 Your Supervisor

All students are assigned a supervisor by the Faculty Board. In the case of a research degree, the supervisor will be your primary teacher. Appendix B outlines some of the university's expectations for the supervisory relationship in the case of those studying for research degrees. All graduate students should, however, bear the following points in mind:

- It is the student's responsibility to keep in regular contact with your supervisor.
- If you are studying for a research degree, you can expect to see your supervisor at least twice each term. It is usually helpful to meet at the beginning of the term to plan that term's work, and to meet at the end of term to review progress. **It is important for you to provide your own electronic review of the term on the Graduate Supervision Reporting (GSR).** Your supervisor will respond to this report in their own written review, and the Director of Graduate Studies sees both reviews to ensure an accurate record of progress is maintained.
- Your supervisor is required to provide a written report on your progress, which is made available to your college, the Graduate Studies Committee and the Faculty Board. See [page 30](#) of this handbook for further information about the GSR.
- Your supervisor is responsible for advising on all aspects of academic work, including attendance at lectures and classes.
- On rare occasions, students and supervisors find it difficult to work together, and you may wish to change supervisor. Such difficulties should, if at all possible, be raised with your supervisor in the first instance. However, you may also approach your college graduate tutor, college adviser or the Faculty's Director of Graduate Studies, who stand ready to help.
- When a supervisor is on sabbatical leave, the Faculty Board may arrange alternative supervision, unless the supervisor has agreed to continue to be available to graduate students.

If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in section 3 - complaints and academic appeals.

### **1.2.2 Your College Tutor for Graduates and your College Adviser**

Your college will have a Tutor for Graduates (sometimes the Senior Tutor), who has overall responsibility for graduate members of the college. Some colleges also assign a College Adviser to each graduate student. (The College Adviser is not to be confused with the Faculty supervisor. His or her role is not to supervise the student's research, but to be a source of independent counsel, should that be needed.) Colleges review the progress of each student through the termly report submitted by the supervisor, and through termly or yearly 'collections' (interviews with a college official, often the Head of House). Colleges take responsibility for general welfare, social facilities and support services such as computing and study facilities. They may also offer help with housing and finance. Colleges are also responsible for collecting fees.

### **1.2.3 Director of Graduate Studies**

The Director of Graduate Studies is Dr Sarah Apetrei, based at the Faculty of Theology and Religion, and is available to help where appropriate in matters related to your academic progress and wellbeing. The Faculty's Director of Graduate Studies (DGS) has responsibility for graduate students in Theology and Religion. Please contact Dr Apetrei in the first instance if you have questions or concerns. (email: <mailto:sarah.apetrei@theology.ox.ac.uk>).

### **1.2.4 Graduate Studies Administrator (Humanities Division Graduate Office)**

The Graduate Studies Administrator in the Humanities Division Graduate Office deals with most 'on-course' graduate studies matters, including transfer of status, confirmation of status, dissertation title changes, supervisor changes, and acts as secretary for the Graduate Studies Committee (GSC). The Graduate Studies Administrator is based at the Humanities Division Graduate Office, Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG, email: [tr.graduate@humanities.ox.ac.uk](mailto:tr.graduate@humanities.ox.ac.uk).

Graduate Studies application forms for 'on-course' matters (known as GSO forms) are available online at <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>. You may find yourself in exceptional circumstances that require appropriate adjustments to your study timescales and arrangements (including extension of time, and suspension of status). Forms that should be used in such circumstances are available at <http://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1>. It is strongly advised that, in the first instance, you discuss issues with your supervisor and College Adviser before beginning any of the below exceptional circumstance forms.

The University are working towards moving all GSO processes online, but many forms are currently downloadable word documents (correct at time of publication). The first tranche of forms that are completed online via Student Self Service are as follows:

- GSO.2b: Deferral of Transfer of Status
- GSO.3/27: Appointment of Examiners
- GSO.3c: Dispensation from consultation of the thesis
- GSO.4: Change of mode of study
- GSO.6: Change of title

- GSO.8: Dispensation from residence
- GSO.14b: Deferral of Confirmation of Status
- GSO.15: Extension of time
- GSO.29: Withdrawal

For online applications, the link for the forms will direct you to your [Single Sign-On page](#). Then click the tab 'My Student Record' at the top, scroll down to 'On Course Applications' and choose the relevant option (eg, Appointment of Examiners). Once you have submitted an application, it will then automatically be forwarded to your supervisor, College, and the Faculty for consideration.

All other GSO application forms are downloadable word documents, including the GSO.2 and GSO.14 which you will require for Transfer & Confirmation of Status. **Please note that you should not contact the Director of Graduate Studies directly to approve the 'DGS section' on these forms. It is the role of the Graduate Studies Administrator to arrange for this. It is however *your responsibility* to ensure that the form has been approved by your supervisor and College before submitting it by email to [tr.graduate@humanities.ox.ac.uk](mailto:tr.graduate@humanities.ox.ac.uk).**

Hard copy forms are no longer accepted.

### 1.2.5 Graduate Studies and Examinations Administrator (Theology and Religion Faculty Office)

The Graduate Studies and Examinations Administrator in the Faculty Office is primarily responsible for graduate admissions, but also provides support to the Graduate Studies Committee and deals with other graduate studies matters including supporting the organization of the *Preparing for Learning and Teaching at Oxford* course, maintaining the Graduate Tuition List, and acting as secretary for the Graduate Joint Consultative Committee (GJCC). The Faculty's Graduate Studies and Examinations Administrator is based at the Faculty of Theology and Religion, Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford OX2 6GG (email: [graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk); telephone [2]70714). Routine enquiries about matters not covered by the Humanities Division may be addressed to the Faculty Office in the first instance.

### 1.2.6 Faculty Librarian

The Faculty's Librarian is Dr Hilla Wait ([hilla.wait@bodleian.ox.ac.uk](mailto:hilla.wait@bodleian.ox.ac.uk)), and she is based at the Philosophy and Theology Faculty Library (PTFL) at Radcliffe Humanities Building, Radcliffe Observatory Quarter, Woodstock Road.

## 1.3 PLACES

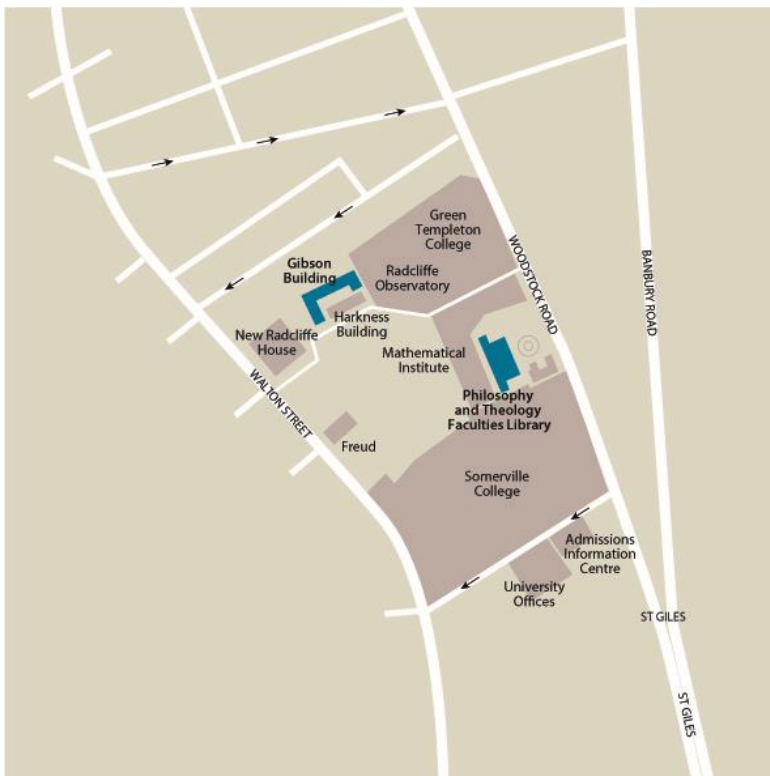
As part of finding your way around Oxford, you will need to locate:

- Your college, which will have a college office for routine business; correspondence from the Faculty will be sent to you at your college address;
- Your supervisor's office (whether in college or the Faculty Centre);
- The Faculty Library at Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, which has a study room specifically for graduate use;
- The Faculty Centre at the Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, which has a common room and workspaces for student use;
- The Bodleian Library, and any other specialist libraries you may require;

- The Language Centre, 12 Woodstock Road, which provides courses and self-teaching facilities in major European languages, most of which are free to members of the University;
- IT Services, 13 Banbury Road, which provides courses and self-teaching facilities, as well as a shop. Further information can be found on the IT Services website (<http://www.it.ox.ac.uk/>).

### 1.3.1 Faculty Office

The Theology and Religion Faculty Office is based on the second floor of the Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, OX2 6GG. The Faculty Office hours are from 9am to 5pm Monday to Thursday and 9am to 4pm on Friday. Opening hours may be subject to change during the period of the pandemic.



The Faculty of Theology and Religion has a dedicated study space for graduate students. The Graduate Workspace has 11 carrels, five of which are allocated to specific students for a period of up to a year at a time. Dedicated carrels are allocated on the basis of need using criteria set out by the Graduate Joint Consultative Committee. The remaining carrels are available as hot desks. Locker space is also available. An invitation for applications for a reservable student carrel and application form is circulated by email each year in early Michaelmas term. Please note that access to the workspace, and the availability of carrels, may be more restricted during the Covid-19 pandemic.

Please contact the Head of Administration and Finance at [haf@theology.ox.ac.uk](mailto:haf@theology.ox.ac.uk) with any queries regarding building access.

### 1.3.2 Libraries

The [Philosophy and Theology Faculties Library \(PTFL\)](#) is based at the Radcliffe Humanities site, on Woodstock Road, and it has a study room specifically for graduate use.

Information is available on the PTFL website at <http://www.bodleian.ox.ac.uk/ptfl>

The [Bodleian Library](#) is the University's main reference library. For the opening hours of the old reading rooms and Bodleian's other libraries, see <https://www.bodleian.ox.ac.uk/libraries#/>. The vast majority of the Bodleian's holdings (8 million items) are held in closed-access bookstacks. Works may be ordered from the stack to many of the libraries in the Bodleian Group (including the Philosophy and Theology Faculty Library), but delivery time is *at least* two to three hours (more likely to be 24-48 hours) so advance planning is recommended. You must show your University Card to gain access to any part of the Bodleian. No books may be borrowed from the Bodleian.

There are over 100 separate libraries within the University, some of which will contain holdings that are of relevance to your studies. Other libraries with particularly interesting holdings are the Leopold Muller Memorial Library (Biblical Studies, Judaism, Islam etc.) in the Oxford Centre for Hebrew and Jewish Studies, the Sackler Library (Biblical Archaeology, Classics etc.), and the library in Pusey House.

For more information on the Bodleian Group of Libraries see [www.bodleian.ox.ac.uk](http://www.bodleian.ox.ac.uk).

### 1.3.3 Book Fund Scheme

In response to feedback from our students and in light of the increasing pressures on library budgets, the Faculty has set up a Graduate Book Fund for the use of our DPhil students. The Faculty Board has monies available annually for this purpose. Under this scheme, you will be able to request the purchase of books or ebooks needed for your research which are currently unavailable in Oxford from the Theology Librarian, Dr Hilla Wait. Following purchase, books will be accessioned to the library with you as the first borrower. The terms of the Graduate Book Fund have been set by the Graduate Studies Committee which will receive regular reports of the purchases that have been made through this scheme. Books will, at all times, remain the property of the library.

Please email Hilla with your requests: [hilla.wait@bodleian.ox.ac.uk](mailto:hilla.wait@bodleian.ox.ac.uk), or use the library Book Recommendation Form <https://www.bodleian.ox.ac.uk/ptfl/library/recommendations>.

## 1.4 INSTITUTIONS AND COMMITTEES

Like every other student of the University, a graduate student is a member of both a college and a faculty. Colleges are responsible for the general welfare of graduate students, and may provide other services (as outlined above); the Faculty is responsible for the examination of your university degree, for advice regarding its content and for the appointment of supervisors. It is the college, however, which presents you for the degree; any requests for special provision, and any appeal to the Proctors after the examination has taken place, must be sponsored by your college.

The Faculty of Theology and Religion consists of all those who hold University posts (professors, readers and lecturers), fellows and lecturers of colleges and permanent private halls, and others, including staff of other institutions and members of other faculties who play a role in teaching or research in Theology and Religion.

The Board of the Faculty is the Faculty's executive body, and consists of a number of the holders of professorial chairs, elected ordinary members and co-opted members. The Faculty Board Chairman for 2022-23 is Professor William Wood and the Secretary is the Head of Administration and Finance. The Board meets twice per term, and decides on most matters of policy within the Faculty, including curricular matters. It has several committees, including the Undergraduate Studies Committee and the Graduate Studies Committee. The Board is also responsible for approval of admissions and of examiners' reports.

#### 1.4.1 Graduate Studies Committee

The Theology and Religion **Graduate Studies Committee** (GSC) is a standing committee of the Theology and Religion Faculty Board. It **meets on Tuesday of weeks 1 and 6** of every term, and is chaired by the Director of Graduate Studies, who reports its deliberations to the Faculty Board in weeks 3 and 8. The function of this committee is to advise the Board on all matters concerning graduate studies, and especially:

- applications for admission
- appointment of supervisors
- applications for transfer of status
- applications for confirmation of status
- appointment of examiners for research degrees
- reports from supervisors, and other matters concerning student progress
- reports from examiners

All applications and any other business goes to the Faculty Board through the Graduate Studies Committee. Any items for the Committee's consideration should reach the Graduate Studies Administrator in the Humanities Division Graduate Office no later than one week in advance of each meeting, i.e. **Tuesday of weeks 0 and 5**, to be considered at meetings in weeks 1 and 6 respectively.

The Graduate Studies Administrator ([tr.graduate@humanities.ox.ac.uk](mailto:tr.graduate@humanities.ox.ac.uk)) can offer advice on any official applications that you need to make. Most pieces of routine business (e.g. applications for transfer of status, confirmation of DPhil status, dispensation from residence, , change of title, , appointment of examiners) are handled by filling out forms, either online or as word documents which are available from the following website:

<http://www.ox.ac.uk/students/academic/guidance/graduate/progression>. Further information on submitting 'on-course' graduate applications can be found on page 8 of this handbook.

**Please note that you should not contact the Director of Graduate Studies directly to approve the 'DGS section' on these forms. It is the role of the Graduate Studies Administrator to arrange for this. It is however *your responsibility* to ensure that the form has been approved by your supervisor and College before submitting it by email to [tr.graduate@humanities.ox.ac.uk](mailto:tr.graduate@humanities.ox.ac.uk).** Hard copy forms are no longer accepted.

#### 1.4.2 Graduate Joint Consultative Committee

The Graduate Joint Consultative Committee (GJCC) consists of elected representatives of the graduate student body, the Faculty Board Chairman and the Director of Graduate Studies. It meets

once each term in week 4, and is intended to keep graduate students informed of developments that affect them, as well as to offer an opportunity for addressing their concerns. It suggests student representatives for key Faculty Board committees. The Graduate Studies and Examinations Administrator in the Faculty Office is the Secretary to the Committee. Please check the Facebook group <https://www.facebook.com/groups/259809310758055> for useful information from the GJCC.

### **1.4.3 Proctors**

The Proctors are the University officers whose remit includes the maintenance of discipline and the conduct of examinations. Section 6 below explains where to find the procedures for complaints and appeals in examination matters. Approaches to the Proctors should be made through your college.

## **1.5 AIMS AND OBJECTIVES OF THE FACULTY OF THEOLOGY AND RELIGION**

The Faculty of Theology and Religion shares the University's general aims as found in its Strategic Plan 2018-23, which can be found at: <http://www.ox.ac.uk/about/organisation/strategic-plan>

## **1.6 THE STUDENT/FACULTY COMMUNITY**

Graduate students occasionally experience a measure of isolation in a large institution, and it is important to build in opportunities for regular contacts:

- with fellow students, whether in the Faculty or your college;
- with your supervisor;
- with those responsible for teaching you;
- with your college adviser;
- by participating in graduate seminars, attending lectures and other events organized by the Faculty and colleges. You must find out which graduate seminars you are required to attend in your area of study.

Towards the end of each term, you will be invited to submit a confidential self-report via the on-line Graduate Supervision Reporting (GSR), outlining your progress, and inviting you to discuss any problems you may have encountered. Please see [page 30](#) of this handbook for more information about the GSR).

## **1.7 ADVICE AND SUPPORT**

Advice and support with problems or queries that concern standard academic procedures and regulations are usually most readily available from your supervisor or from the Graduate Studies and Examinations Administrator in the Theology and Religion Faculty Office ([graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk)). Your College Adviser or Tutor for Graduates will also be able to advise. Questions about non-standard matters may be directed to the Director of Graduate Studies. Where there are any problems that might have a significant impact on your progress, it is essential that both the Faculty and your College are informed.

The University Counselling Service (<http://www.ox.ac.uk/students/shw/counselling/>) is available 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 (non-emergency) service. Telephone: +44 (0)1865 270300.

Oxford Nightline ([Oxford Nightline - Oxford Nightline](#)) is a confidential listening and information service run for students by students. Students can phone free on internal phones, or visit their office at 16 Wellington Square. Nightline can also be contacted by the University's messenger postal service. Telephone: +44 (0)1865 (2)70270.

The colleges and University provide a range of academic and pastoral support services, Every college has their own systems of support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college. Please let your supervisor know if you are unwell.

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

### **1.7.1 Student societies**

The Graduate Theological Society (GTS) is the society for postgraduate students in Oxford 's Faculty of Theology and Religion. The GTS committee aims to strengthen intellectual and social engagement across the faculty's graduate community and organizes a number of events each term, details of which will be sent via email and available in the Facebook group. All postgraduates in the Faculty of Theology and Religion are members of the Graduate Theological Society. Notes from GTS will be sent via email and/or the Facebook group.

There are many other student societies to choose from, there is bound to be one for you. You can find a list here: <http://www.ox.ac.uk/students/life/clubs/list>.

### **1.7.2 Policies and regulations**

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the relevant Oxford Students website (<http://www.ox.ac.uk/students/academic/regulations>).

### **1.7.3 Opportunities to provide evaluation and feedback**

Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at: [www.ox.ac.uk/students/life/student-engagement](http://www.ox.ac.uk/students/life/student-engagement).

## **1.8 SERVICES FOR STUDENTS AND STAFF WITH DISABILITIES**

Colleges are able to provide help and special facilities. The University operates a code of practice to provide equality of opportunity for those with disabilities. The Equality and Diversity Unit offers advice and guidance to disabled students and staff on a range of issues including disability related funding, benefits and other sources of support.

The Faculty is part of the Common Framework on Students with Disabilities. Further information can be found [here](#). Contact details of The Disability Advisory Service can be found at <https://www.ox.ac.uk/students/welfare/disability/aboutdas>



The Faculty's Disability Lead (Graduate) is Dr Sarah Apetrei (Director of Graduate Studies)  
[sarah.apetrei@theology.ox.ac.uk](mailto:sarah.apetrei@theology.ox.ac.uk)

The Faculty's Disability Coordinator is the Senior Academic Administrator:  
[kristine.macmichael@theology.ox.ac.uk](mailto:kristine.macmichael@theology.ox.ac.uk)

An Access Guide for People with Disabilities, giving details about the accessibility of virtually all buildings within the University, is available from the Disability Advisers and from the Oxford Student Union Welfare and Equal Opportunities Officer (telephone 01865 (2)88466, email [advice@ousu.org](mailto:advice@ousu.org)). It is also available on the University website at <https://www.accessguide.ox.ac.uk/home>.

If you have a disability and require support or equipment to help in some aspects of your study, every effort will be made to provide the best solution for you. It is important that you discuss your needs with your college tutors as soon as possible, preferably prior to arriving at Oxford in order that provision can be made. It is also extremely important that staff in the Faculty Centre Office are made aware of any special access requirements.

The Disability Office work through a network of Disability Contacts at College and Departments in order to advise on the Disabled Students Allowance and appropriate study support needs.

Oxford University Library Services has a centre that provides support for students primarily with visual impairment but also those with specific learning disabilities (SPLD) or mobility impairment. The Accessible Resources Acquisitions and Creations Unit ([ARACU](#)) can provide texts in a range of alternative formats such as audio, digital and large print. The Disability Librarian can be contacted at 01865 (2)83862 or via email [disability.librarian@bodleian.ox.ac.uk](mailto:disability.librarian@bodleian.ox.ac.uk).

Special arrangements can be made to help disabled students, including those with dyslexia, dyspraxia and other SpLDs in taking their University examinations. If you require special arrangements please discuss this with your tutor and College Doctor as soon as possible after arriving at the University.

Further information can be obtained from the University Disability Office, +44 (0)1865 280459, email [disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk), or see the University website at <http://www.ox.ac.uk/students/shw/das/>  
The University's Statement on Equality and Diversity can be found below in Appendix F.

## **2. GRADUATE COURSES UNDER THE BOARD OF THE FACULTY OF THEOLOGY AND RELIGION**

### **2.1 GENERAL INFORMATION**

The graduate courses for which the Board of the Faculty of Theology and Religion has responsibility are:

#### **2.2 Postgraduate Taught Courses**

The *Master of Studies* (MSt) and *Master of Philosophy* (MPhil) degrees. These exist in the following subjects:

- Judaism & Christianity in the Graeco-Roman World (MPhil only)

- Philosophical Theology (with Faculty of Philosophy)
- The Study of Religions (MSt only)
- Theology: Biblical Interpretation (MSt only)
- Theology: Christian Doctrine (further divided into several sections)
- Theology: Christian Ethics
- Theology: Ecclesiastical History (further divided into several sections)
- Theology: New Testament
- Theology: Old Testament
- Theology: Science and Religion (MSt only)

The *Postgraduate Diploma* (PGDip) in Theology.

The *Master of Theology* (MTh) in Applied Theology and *Postgraduate Diploma* in Applied Theology.

### 2.3 Research Degrees

The *Master of Letters* (MLitt) and *Doctor of Philosophy* (DPhil) degree, which is examined wholly by thesis.

Note: The University of Oxford uses the words ‘dissertation’ and ‘thesis’ to refer to the same thing. In this document, ‘dissertation’ will be preferred, except when representing material produced elsewhere in the University.

## 3. RESEARCH DEGREES (DPhil, MLitt)

### 3.1 Aims and expectations

The aim of the DPhil degree is to assist you in completing a first major piece of research in Theology and Religion and to demonstrate suitable academic attainments for appointment to a University-level teaching or research post.

The aim of the MLitt degree is to assist you in completing a shorter piece of research in Theology and Religion, and to demonstrate suitable academic attainments for appointment to positions which may include responsibilities in teaching or research.

The standards for the award of the degrees are stated in the *Examination Regulations* in terms of the certificate that the examiners must sign, these are:

#### a) In the case of the DPhil:

- i. That the student possesses a good general knowledge of the particular field of learning within which the subject of the dissertation falls;
- ii. That the student has made a significant and substantial contribution in the particular field of learning within which the subject of the dissertation falls;
- iii. That the dissertation is presented in a lucid and scholarly manner;
- iv. That in their opinion the dissertation merits the Degree of Doctor of Philosophy;
- v. That the student has presented a satisfactory abstract of the dissertation.

Examiners shall bear in mind that their judgement of the substantial significance of the work should take into account what may reasonably be expected of a capable and diligent student after three or at most four years of full-time study in the case of a full-time student, or eight years in the case of a part-time student.

**b) In the case of the MLitt:**

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

Examiners shall bear in mind that their judgement of the extent of the candidate's contribution to knowledge or understanding of the relevant field of learning shall take into account what may reasonably be expected of a capable and diligent student after two years of full-time study in the case of a full-time student, or twelve terms in the case of a part-time student.

When the Graduate Studies Committee considers any proposal of a topic for a research degree it will seek to be assured:

- a) that the subject falls within the fields of learning proper to the Faculty of Theology and Religion, and that adequate supervision is available;
- b) that the subject 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 in question, and in particular, in the case of the DPhil, the requirement of 'a significant and substantial contribution in the particular field of learning'. This may include, for example: discovery of new information, the relating of previously unrelated facts; the development of new theories or the revision of older views; the opening up of debates with new literature;
- c) that the subject is a valid one, satisfactorily defined, of feasible scope for completion in two (MLitt) or three (DPhil) years, and can profitably be studied at Oxford;
- d) that the student's abilities and qualifications are such as to equip him or her for the successful completion of the proposed research;
- e) that the university can appoint a suitably qualified supervisor or co-supervisors in the proposed area of study.

### **3.2 Milestones, Deadlines, and Timings**

The three key 'milestone' stages of the DPhil are as follows:

1. Transfer of Status: transfer from Probationer Research Student status to full DPhil status
2. Confirmation of Status
3. Appointment of Examiners / Viva Voce (formal examination once you have submitted your thesis).

**Appendix H at the back of the handbook provides the official University guidance regarding key timings for the DPhil, and should be consulted.**

### 3.3 Transfer from PRS (Probationer Research Student) to full DPhil status

You will initially be registered as a *Probationer Research Student* (PRS), and you will *normally* be expected to apply for Transfer of Status. The Graduate Studies Committee reserves the right to approve a waiver of Transfer in exceptional cases where a project is a direct continuation of work undertaken at MPhil level. A written application must be made to the Graduate Studies Committee in such instances by the candidate and supervisor. The Committee may request that certain academic conditions are met prior to granting a waiver, or stipulate that a full Transfer of Status application be made.

#### 3.3.1 Apply for Transfer of Status

You are required by the regulations to apply for Transfer of Status at the start of the third term (or sixth term in the case of part-time students). *Take note that the Faculty's requirement is stricter than the University's, which expects applications within four terms.*

The regulations state:

All students admitted to Probationer Research Student (PRS) status will be required to submit an application to transfer to DPhil status to the Humanities Divisional Graduate Office **no later than Monday of Week 0 in the candidate's first Trinity Term (or no later than the Monday of Week 0 in the candidate's second Trinity Term in the case of part-time students).**

In ***exceptional circumstances*** where unforeseen and unavoidable obstacles have delayed a student's research progress, the student may request to defer their application for transfer of status up to a maximum of three further terms. Candidates seeking such postponement must apply to the Director of Graduate Studies for deferral of Transfer of Status well in advance, and no later than Monday of Week 5 of Hilary Term.

Note that to be eligible to apply to take part in the Faculty's teaching training scheme you must have transferred successfully from the status of PRS to that of DPhil student. Therefore, it is in your best interests to Transfer as early as possible. The processing of applications submitted after the 0<sup>th</sup> week deadline will inevitably be delayed.

A Probationer Research Student who has not successfully transferred by the end of the six terms for which such status may be held in total (twelve terms in the case of part-time students) shall lapse from the register of Graduate Students.

**A note concerning timing:** The Graduate Studies Committee makes every effort to process all applications received ahead of the 0<sup>th</sup> week deadline within the same term (including the appointment of two suitable assessors, the assessment itself, and the approval of the assessors' report). But the GSC cannot guarantee this due to academic sabbaticals and factors limiting the availability of assessors. Whilst applications will be accepted later on during term time for the 5<sup>th</sup> week deadline, their processing will inevitably be delayed.

**A note concerning style and formatting:** The Faculty Board imposes very few regulations on formatting your work for these applications. Both submitted copies should be typed (though there is no formal requirement for the type of font used, it should be clear and legible) and bound or held firmly within a stiff cover with the thesis title, and your name visible.

*Please note that academic dress is not required at either your Transfer or Confirmation of Status viva.*

### **3.3.2 The purpose of the Transfer of Status**

The general purpose of requiring a doctoral student to make a submission for Transfer is to give his or her research project the benefit of scrutiny at an early stage by two senior members who are not immediately invested in it. These assessors are asked to consider such things as whether the overall project's specific methodology is clear (e.g., either theological, historical, textual-interpretative, or social scientific), its focus sharp enough, its structure logical, and whether it promises to advance a given discussion in a significant manner (thereby making an original contribution to knowledge).

In considering the submitted sample of work, they are asked to consider whether its exposition is close and nuanced, its analysis searching, its criticism judicious, and its presentation standard in style and professional in meticulousness. They are also asked to consider whether the student has or is acquiring the necessary facility in foreign languages. In making their assessment, they should pay careful attention to the supervisor's comments, which might invite comment on particular problems.

In cases that are basically sound, the assessors will recommend approval of application, offering more or less critical advice. However, where the assessors have a number of serious concerns – such as a basic methodological or structural flaw, or a marked deficiency in an essential academic skill – they will recommend withholding approval and requiring resubmission, so as to impress upon the applicant the urgent need to correct the flaw or supply the deficiency, with a view to saving him or her costly failure down the line.

### **3.3.3 How to Submit my Transfer of Status application**

To apply for Transfer of Status to DPhil or MLitt status you must submit a completed transfer of status form (GSO.2, available at [Graduate forms | University of Oxford](#)), **no later than Monday of 0<sup>th</sup> week in the candidate's first Trinity Term** (or Monday of 0<sup>th</sup> week in the candidate's second Trinity Term for part-time students) accompanied by PDF files of the following:

- a description of the proposed research topic and title. This should be around 500 words, outlining focal questions, how these are to be treated, and a provisional list of chapters;
- a bibliography indicating the works already consulted or to be consulted;
- a typewritten copy of a piece of original written work of about 5000 words on the topic of the proposed dissertation (usually a draft chapter), paying proper scholarly attention to primary sources, secondary discussions etc. and demonstrating scholarly competence in the organisation of the arguments.

Applications (GSO.2 form and PDF files) must be submitted electronically to the Graduate Studies Administrator in the Humanities Division ([tr.graduate@humanities.ox.ac.uk](mailto:tr.graduate@humanities.ox.ac.uk)).

### **3.3.4 What happens after submitting my application for Transfer of Status?**

The Graduate Studies Committee will appoint two assessors to read your written work, interview you and submit a report back to the Committee. The date will be set by the assessors in consultation with you.

If you fail to satisfy the assessors, the Faculty Board may set a date by which **one** further oral examination must be held, with such conditions as it sees fit, and grant an extension of Probationer Research Status up to the limit of 6 terms. An applicant who fails to satisfy the assessors after their second oral examination **will not** be allowed to proceed to the DPhil. This is a rigorous process and should not be regarded as a formality.

The Graduate Studies Committee may, at its discretion, grant someone who has applied for Transfer to DPhil Student status transfer to the lower award of MLitt status, should the assessors recommend that the project does not warrant full DPhil status.

Please note that assessors are asked *not* to inform you of their conclusion at the end of a Transfer interview. They make a recommendation to the Graduate Studies Committee, which considers the reports and makes the final decision. You should not read anything into their silence on the outcome, as they are only acting in keeping with Faculty policy.

### **3.4 Confirmation of DPhil Status**

#### **3.4.1 When to apply for Confirmation of Status**

The regulations state:

Application for confirmation of DPhil status, with endorsements by the candidate's college and supervisor, shall normally be presented to the Humanities Divisional Graduate Office by Monday of Week 0 in the seventh term after admission to the DPhil programme (or in the candidate's fourteenth term after admission in the case of part-time students) ***but must be presented no later than Monday of Week 5 in the eighth term (or in the candidate's sixteenth term in the case of part-time students)***. In exceptional cases the Faculty's Graduate Studies Committee may permit the candidate to postpone submission by one term; candidates seeking such postponement should apply to the Committee through the Director of Graduate Studies well in advance.

The Graduate Studies Committee makes every attempt to process all applications received ahead of the 0<sup>th</sup> week deadline within the same term (including the appointment of two suitable assessors, the assessment itself, and the approval of the assessors' report), but cannot guarantee this date to academic commitments and other factors limiting the availability of assessors. Whilst applications will be accepted later on during term time for the 5<sup>th</sup> week deadline, their processing will inevitably be delayed.

#### **3.4.2 The purpose of Confirmation of Status**

The general purpose of requiring a doctoral student to make a submission for Confirmation of Status is to give his or her research project the benefit of scrutiny within 12 months of expected submission – that is, at a late stage but before it is too late to correct significant flaws – by two senior colleagues who are not immediately invested in it. The assessors are asked to consider such things as whether the overall project's specific methodology is clear (e.g., either theological, historical, textual-interpretative, or social scientific), its focus sharp enough, its argument explicit and mature, its

structure logical, its dissertation sufficiently original, and its successful completion within 12 months feasible.

In considering the submitted sample of work, they are asked to consider such things as whether its exposition is close and nuanced, its analysis searching, its criticism judicious, and its grasp of the relevant literature masterful. They are expected to be especially insistent that its presentation be standard in style and highly professional in meticulousness. In making their assessment, they should pay careful attention to the supervisor's comments, which might invite comment on particular problems.

In cases that are basically sound, the assessors will recommend to the GSC approval of an application, offering more or less critical advice. However, **where the assessors have a number of serious concerns** – such as basic methodological or structural flaw or a marked deficiency in essential academic skill – they should consider withholding approval and requiring resubmission, so as to impress upon the applicant the urgent need to correct the flaw or supply the deficiency, with a view to saving him or her from referral or failure in the Final Examination.

### 3.4.3 Submitting a Confirmation of Status application

To apply for confirmation of status you must submit a completed confirmation of status form (GSO.14 – available at [Graduate forms | University of Oxford](#)) accompanied by PDF files of the following:

- A draft chapter or part of a draft chapter amounting to no more than 10,000 words\*, including footnotes and bibliography (relating to the submitted extract), professionally presented.

*Please note: it is important that the chapter or extract can be assessed as a stand-alone piece of writing, and this must be taken carefully into consideration when preparing a submission for Confirmation. Should students wish to submit part of a draft chapter, they may also provide a **brief** summary account of the missing context, including additional bibliography items where applicable.*

- Two abstracts. You will have to write two abstracts when you submit your dissertation, one of about 300 words and one of 1,500-2,500 words. You should write drafts of both of these for the confirmation of status assessment. The abstracts must contain:
  - the argument of the dissertation;
  - a statement of its significance and originality (i.e., what you are adding to current understanding);
  - an explanation of how you are going to establish your conclusion;
  - a list of chapters and a summary of what each chapter contributes to the argument; and
  - a summary of what has been completed to date and a timetable for the completion of the whole.

*\*Where there are considerable academic grounds for an extension to the 10,000 word limit, a formal written application may be submitted by student and supervisor to the Graduate Studies Committee for consideration. Such a provision will only be granted in exceptional circumstances.*

The GSO.14 form requires detailed information about how the work is progressing, and will require you to state a projected date of completion, which you should not do without consulting your supervisor and coming to a common mind on what might reasonably be feasible. This date is not legally binding on you, but it enables the Graduate Studies Committee to monitor your progress thereafter.

Applications (GSO.14 form and PDF files) must be submitted electronically to the Graduate Studies Administrator in the Humanities Division ([tr.graduate@humanities.ox.ac.uk](mailto:tr.graduate@humanities.ox.ac.uk)).

#### **3.4.4 What happens after submitting my application for Confirmation of Status?**

On receipt of an application, the Graduate Studies Committee will appoint two assessors to consider your work and interview you on the progress of your work and your plans for completion. *Note well: you must be present in Oxford for the Confirmation of Status interview and attend it in person.* Particular attention will be paid to the circumstances in which those proposing to leave Oxford intend to complete their work.

The Graduate Studies Committee will not agree to the Confirmation if it feels it lacks reasonable grounds for confidence that the work can be brought to a satisfactory conclusion in a reasonable time.

You should regard the Confirmation of Status assessment as a helpful 'checking' process, feedback from which will enable you to complete the doctorate successfully. It is an important assessment, which is intended to aid you.

#### **3.5 Transfer from Master of Letters (MLitt) to DPhil Status**

An MLitt student may, with the supervisor's support, apply for transfer to DPhil student status. Normally such applications will not be considered later than a student's *ninth* term. To apply for the transfer you must submit the following:

- a GSO.2 Application for transfer of status form
- submission of a draft chapter
- an abstract
- an outline of the dissertation, including how much has been completed to date
- a timetable for completion

Permission for this transfer counts as confirmation of DPhil status if you have already successfully transferred from PRS status.

#### **3.6 Residency requirements**

Full-time DPhil students must be resident in Oxford for at least 6 terms. This includes any residency requirement already completed (for example PRS residency). Students who have completed a taught master's course from Oxford University may count up to 3 terms completed towards their residency requirement.

#### **3.7 Extension, suspension, and reinstatement**

Running out of time is the most serious single problem that often faces students for a research degree.



Some causes can be averted by anticipation and planning. They include:

- a) unrealistic and unfocussed planning of the research topic;
- b) undisciplined and disorganised work;
- c) underestimating the time taken to write the dissertation, and extending the research too long;
- d) changes in personal circumstances, e.g. marriage, parenthood;
- e) running out of money, and taking paid employment, part or full-time. This is the most common cause of difficulties for those who have completed their residence requirements and left Oxford.

### 3.8 Extension of time

This is required if, after nine terms (MLitt) or twelve terms (DPhil) the dissertation has not been submitted. *Note well: application must be made before time runs out.* Otherwise you will automatically 'lapse'.

- The Graduate Studies Committee is allowed to grant up to a maximum of six terms' extension in the case of a DPhil, or three terms' in the case of an MLitt, but will not normally grant more than one term at a time.
- This grant of extension of time is made **in exceptional circumstances**, and is not a right. In applying you must give a full account of what has prevented completion of the dissertation, and propose an efficient and practicable timetable for completion. The Graduate Studies Committee will not grant extension unless it is assured that the dissertation is going to be completed in the time predicted. The supervisor and college are required to give his or her support for any application for extension.

### 3.9 Suspension of status

With sufficient reason, it is possible to suspend status for a maximum of six terms. This procedure requires you **not to work** on your dissertation for the specified period, and so does not gain you any more time in total, but allows you a period of grace to deal with non-academic problems.

Suspension is appropriate in the case of long illness or disruption of family circumstances, which hinder progress. Applications for suspension on medical grounds must be accompanied by medical evidence from the relevant medical practitioner. Medical evidence from the same medical practitioner that the student is fit to return to study is needed before they resume study. The Faculty Board also considers it appropriate for those who take up employment. However, those holding AHRC awards should note that this view is not shared by the AHRC, who will not allow suspension of status for this purpose.

### 3.10 Reinstatement after withdrawal or lapsing

If time runs out, and a research student withdraws or lapses, it is possible in some circumstances to apply for reinstatement for one term. This has proved a useful measure to help doctoral students

who have exhausted the time available to them. There are, however, risks associated with this way of proceeding:

- The Faculty Board alone is not permitted to reinstate a student whose name has been on the Register of Graduate Students for the maximum number of terms allowed. Permission to reinstate beyond the maximum number of terms must also be considered by the University's Education Committee.
- A student who withdraws before the end of his or her fee liability will be required on reinstatement to pay fees for the interim period. This is not, therefore, a way of coping with financial difficulties.
- Reinstatement is not an entitlement. Anyone contemplating this course of action, therefore, is advised to withdraw in an orderly fashion, informing the Graduate Studies Committee by completing a Notification of Withdrawal form (GSO.29) and suggesting a timetable within which an application for reinstatement may be expected. This provides a framework of reasonable expectation within which future problems can be discussed. You must have the support of your supervisor and college and the approval of the Graduate Studies Committee.
- In considering an application for reinstatement the Faculty Board is required to see a written statement from the former supervisor and one from your college. Before embarking on this course of action, therefore, you should be sure that both supervisor and college are prepared to support it.
- After withdrawing, you have no right of access to the former supervisor, who is not paid and does not report on the progress of a withdrawn/lapsed student. Before withdrawing, then, you should ascertain what informal help the supervisor is prepared to give, and should not make demands in excess of this.
- One of the risks of withdrawal or lapsing is that, if and when reinstatement is sought, the former supervisor is no longer available or willing to supervise. Depending on circumstances, this could jeopardise the success of an application for reinstatement.
- The only ground for reinstatement that the Graduate Studies Committee will normally consider (other than after withdrawal because of illness) is that the dissertation is now ready for examination.

### **3.11 Appointment of examiners**

When the dissertation is ready for submission, you apply for the appointment of examiners using the online GSO.3 *Appointment of Examiners* form.

- The dissertation may be submitted simultaneously with the form applying for appointment of examiners. Alternatively, you may apply for examiners in advance of submitting the dissertation, proposing a date of submission, which should be not more than three months' distant, *and which will then be binding*. This may shorten the overall time taken for the examination.
- You may at the same time need to apply to modify your title, so that it accurately conveys the scope of the finished dissertation. This is provided for on the GSO.3 form.

- Your supervisor will propose to the Graduate Studies Committee two qualified people to act as your examiners along with two alternatives. You have a right to be consulted by your supervisor about this. The final decision rests with the Faculty Board which appoints the examiners and is not bound by your supervisor's suggestions.
- You may request to have the *viva voce* examination before a certain date if, for example, you have to return home to another continent. Examiners can, however, reasonably expect three months in which to read the dissertation. Your request should be sensible, and though it will be considered sympathetically, there is no undertaking to comply with it. The limits on such a request are set out on the form of application. If you need to apply for an early examination, please submit a GSO.16 *Application for Early Examination* form.
- Within about a month after you have been notified of the appointment of your examiners, you should be advised by them of the date of your *viva voce* examination. If you have heard nothing in this time, contact the Research Degree Examinations Office at the Examination Schools.
- Academic dress is worn at the *viva voce* examination, with the exception of when an examination is conducted remotely. You should bring a copy of your dissertation with you, or a digital copy in the case of remote vivas
- The *viva voce* examination is advertised and, in principle, public. It is not, however, usual for anyone to attend other than the candidate and the two examiners. The length of the examination is at the examiners' discretion, but is usually between one and two hours.
- The examiners are not permitted to inform the candidate at the *viva voce* examination, or the supervisor subsequently, what their recommendation will be. Therefore, you should attach no significance to the examiners' silence on this point. It is important to remember that examiners are making recommendations to the Faculty Board, with which the final decision rests.
- The examiners report to the Faculty Board through the Graduate Studies Committee, which advises the Board on the report. The Committee also considers all matters relating to resubmission and ensures that the examination process has been carried out in accordance with University regulations.
- Usually this means waiting until the next Board meeting for your result. There are, however, provisions for uncontroversial reports to be approved by the Director of Graduate Studies and the Chair of the Board during the vacation.
- The examiners' recommendation following the first examination of a dissertation may be one of the following four options:
  - award of the degree of Doctor of Philosophy, after minor corrections;
  - award of the degree of Doctor of Philosophy, after major corrections;
  - reference back for DPhil or award of the relevant lower degree (MLitt/MSt) as the dissertation stands;
  - reference back for either DPhil, or the relevant lower degree, as you choose.

- If the examiners are not able to recommend the award of the DPhil, they will indicate in their report the respects in which the dissertation falls below the required standard, and what changes are required to bring the dissertation up to the required standard. In rare cases, they may indicate that they are unable to propose how the dissertation could be changed to reach the required standard in the seven terms allowed for revision.
- If a dissertation is resubmitted after revision, the examiners may recommend any of the following six options:
  - award of the degree of Doctor of Philosophy;
  - reference back for DPhil or award of the relevant lower degree (MLitt/MSt) as the dissertation stands;
  - reference back for MLitt/MSt only;
  - reference back for either DPhil. or the relevant lower degree as the candidate chooses;
  - award of the MLitt/MSt only;
  - outright failure.
- The Faculty Board’s decision will be conveyed to you in writing by the Humanities Division’s Graduate Studies Administrator.
- A candidate whose dissertation is referred is required at resubmission to provide a separate report indicating the changes made to the revised dissertation

The outcome types, time limits for changes and report lengths for each research degree are summarised in the tables below:

### Doctor of Philosophy

Outcome	Time limit for changes	Report of changes with resubmission
Minor corrections	1 month (with possible 1-month extension)	N/A
Major corrections	6 months	N/A
Referral back	6 terms	1000 words

For more information on vivas, please visit: [Policy and Guidance on Research Degrees | Academic Support \(ox.ac.uk\)](https://www.ox.ac.uk/policy-and-guidance/research-degrees/academic-support)

## 3.12 Part-time DPhil

### 3.12.1 Attendance requirements

Part-time students are required to attend for a minimum of thirty days of university based work each year, to be arranged with the agreement of the supervisor, for the period that their name remains on the Register of Graduate Students, unless individually dispensed by the Graduate Studies Committee of the Theology Faculty Board.

### 3.12.2 Transfer of Status (part time)

In line with the Faculty's requirement for full-time students, part-time students are expected to apply to transfer to DPhil status not later than the beginning of their sixth term, i.e. by Monday of 0<sup>th</sup> week. PRS status may, in exceptional cases, be held for up to twelve terms, as allowed by University regulations. You should submit the same materials as full-time students and must attend an interview in Oxford as part of the assessment.

### 3.12.3 Confirmation of Status (part time)

DPhil students are expected to confirm their status by their sixteenth term as a graduate student. For information on what to submit, please see the section in this Handbook entitled 'Confirmation of DPhil Status'. **Note well: you must be present in Oxford for the Confirmation of Status interview and attend it in person.**

### 3.13 Style

The Faculty expects written work to be carefully and consistently presented in accordance with one of several standard styles. The chosen style should govern such matters as spelling, abbreviations, punctuation, quotations, footnotes, bibliographical references and other aspects of scholarly presentation. Students are advised to consult with their supervisors about the standard style most appropriate for them, bearing in mind that some styles entail a higher word count than others.

Students of biblical studies may choose to follow *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, Mass.: Hendrickson Publishers, 1999), which is available for consultation in the Faculty library and online (the handbook is protected but there is an open access student guide available):

<http://www.sbl-site.org/publications/publishingwithsbl.aspx>

Other students may choose to follow the Oxford style (New Oxford Style Manual [Oxford: Oxford University Press, 2016]). This choice makes especially good sense, since all Oxford DPhil dissertations are considered for publication in Oxford University Press's Oxford Theological Monographs series.

An alternative is the Chicago style (Kate A. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations: Chicago Style for Students and Researchers*, Chicago Guides to Writing, Editing and Publishing, 7th edition [Chicago: University of Chicago, 2007], which is available online at: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html). Students may also use other standard referencing styles than those suggested above, as long as referencing is clear and consistent throughout their submitted work.

Students are strongly advised to take great care over English grammar and style. Supervisors should not be expected to give time to correcting such matters. Their concern is properly with academic method, content, and coherence. Simplicity and directness of style are desirable. Technical vocabulary, where it has to be used, should always be carefully explained so that examiners and

other readers are left in no doubt about the sense in which the writer is using it. Every care should be taken to ensure the standard style, uniformity, and accuracy of references. A good essay or dissertation can be spoilt by lack of attention to detail in the final stages of completion. Since technical proficiency and rigorous carefulness are essential to good scholarship, examiners may decide to refer a piece of work that does not display them.

### 3.14 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

For an extensive, binding and regularly updated definition of plagiarism and the seriousness with which the University views the practice, please see the Oxford Student's website [guidance on plagiarism](#).

### 3.15 Thesis submission

Theses submitted for the Degree of DPhil should not exceed 100,000, excluding only the bibliography. The Faculty Board is prepared to consider an application for a relaxation of this limit in special circumstances.

All candidates must submit an abstract of the thesis, of between 1,500 and 2,500 for a DPhil, prepared by the candidate. This is in addition to the requirement to submit an abstract of not more than 300 words in length required by the Education Committee's regulations. One copy of each abstract prepared at the time of the examination should be bound into each of the examiners' copies of the thesis. Copies of both abstracts shall be bound into the copy of the thesis which shall be deposited in the Bodleian Library. In addition, one loose copy of the 300 word abstract, printed on a single page, must be submitted together with the Library copy.

If you need quote at length from source material in the original language you may gather the quotations in an appendix which would fall outside the word count. Please note that appendices may NOT be used for commentary or additional prose. Students are advised to consult their supervisors on the use of an appendix.

#### Further guidance

Comprehensive information concerning the submission of the final thesis, and the various processes including the appointment of examiners submitting the Bodleian library copy can be found here:

<https://www.ox.ac.uk/students/academic/exams/research>

### 3.16 Research supervision: a brief guide for students

#### *The role of the Supervisor is 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;
  - the submission of written work, which the supervisor should return to you within a reasonable time;
- **Draw to your attention** the formal requirements for transfer of status, confirmation of status and final submission, and the need to incorporate these 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 at University, national, and international levels;
- **Draw to your attention** relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and lecture lists.

For more details, see the Code of Practice on Supervision of Graduate Research Students, available at [www.humanities.ox.ac.uk](http://www.humanities.ox.ac.uk).

**The Student is responsible for:**

- **Attending induction sessions** arranged by the Faculty, Library Services, and Computing Services;
- **Meeting with your supervisor** regularly and take note of his or her advice and guidance;
- **Drawing up** a research plan and timetable of work in consultation with your supervisor, and to keep relevant records of all aspects of your work;
- **Working with your supervisor** to draw up a programme for identifying and developing your subject-specific and general research skills, and personal and professional skills;
- **Attending appropriate classes**, lectures, and seminars;
- **Being 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;
- **Working with your supervisor** to pursue opportunities to engage with the wider academic community at University, national and international level.

### 3.17 Graduate Supervision Reporting (GSR)

Students are strongly encouraged to complete a self-assessment report every reporting period. If you have any difficulty doing so this you must speak to your supervisor or the Director of Graduate Studies. You can find it by visiting: [Graduate Supervision Reporting \(GSR\) in eVision | Academic Support \(ox.ac.uk\)](#)

Access to GSR for students is via Student Self Service <https://www.ox.ac.uk/students/selfservice>. You will be sent a GSR automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries.

Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will

alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the timetable and requirements of your programme of study
- Identify skills developed and training undertaken or required (within the self-assessment report for taught programmes, and via the TNA form in GSR for research programmes)
- 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)

Full details of how to use the site are provided at the on-line help centre, however, should you need additional support, please contact your Graduate Studies Administrator (Humanities Division) in the first instance.



## **4. COMPLAINTS AND ACADEMIC APPEALS WITHIN THE FACULTY OF THEOLOGY AND RELIGION**

The University, the Humanities Division and the Faculty of Theology and Religion all hope that provision made for students at all stages of their course of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the OUSU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of those sources before pursuing your complaint.

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

### **4.1 Complaints**

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. Complaints about departmental facilities should be made to the Head of Administration and Finance. If you feel unable to approach one of those individuals, you may contact the Faculty Board Chairman, Professor William Wood. The officer concerned will attempt to resolve your concern/complaint informally.

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

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

### **4.2 Academic appeals**

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

If you have any concerns about your assessment process or outcome it is advisable to discuss these first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the [University Academic Appeals Procedure](#).

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are described on: the Proctors' webpage: <http://www.proctors.ox.ac.uk/>; and the relevant Council regulations: <https://governance.admin.ox.ac.uk/legislation/regulations#collapse1377886>

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.
- On no account should you contact your examiners or assessors directly.

## 5. EMPLOYMENT AND FINANCE

### 5.1 Paid employment

Full-time students are expected to be **resident in Oxford during Full Term (i.e. weeks 1-8)** until the residence requirements of the degree have been fulfilled, and free to devote a considerable part of the vacation to academic work. The UK's research councils expect students to work on their academic studies for 44 weeks in the year, and this may be taken as a good guideline.

The supervisor should always be informed beforehand if you propose to be absent for a significant period of the term or to engage in activities in vacation which will restrict the amount of academic work that can be done. The supervisor should offer advice on whether this will interfere with academic progress, and this advice should be taken seriously. The supervisor will normally mention such circumstances in the termly report.

Paid employment during statutory residence must be limited to a reasonable 'spare-time' undertaking. If employment is to occur during term, or if it is likely to occupy more than a week or two of the vacation, the supervisor should be told, and given the opportunity to advise on whether it will interfere with academic work.

The University does not define what it takes to be a reasonable amount of spare-time work. The Arts and Humanities Research Council allows up to six hours a week of teaching for its scholarship-holders, and this may be taken as a general guide.

### 5.2 Funding

You are expected to have arranged financial support for the course before you arrive in Oxford. The University attaches great importance to the student having sorted this out well in advance, since financial difficulties can become a chronic problem for graduates, and the University has only very limited resources to offer in remedy.

The University's *Committee on Student Hardship* considers applications from students with financial difficulties during the course of their studies. Applications are submitted through the college. Details of the Fund can be found here: <https://www.ox.ac.uk/students/fees-funding/assistance/hardship/>

Most *colleges* have general funds available for special purposes (e.g. travel, conferences) for which their own members may apply. Some will contribute to the cost of producing a dissertation. Some will help fund a final, otherwise unfunded year of a research degree. Some colleges offer Senior Scholarships or Junior Research Fellowships, for which applicants in theology may compete alongside other applicants. A few offer scholarships especially for theology.

Details of general funding opportunities can be found on the Faculty's website: <https://www.theology.ox.ac.uk/funding>.

### 5.3 Travel and research grants

The Faculty offers some limited discretionary funding to both master's and doctoral graduate students to reimburse the cost of travel undertaken for reasons related to their research (for example, to consult texts that may only be available in a specialist library collection or to present a paper at an academic conference).

Normally grants may be made up to a maximum of £500 per student in any given academic year. The Graduate Studies Committee reserve the right to award higher sums (capped at £1,000) in exceptional cases (e.g. presenting at a key international conference). Applications for funds in excess of £500 will only be considered at the first Committee meeting of Trinity Term.

To apply for this funding you should complete the application form, which can be downloaded from the Faculty of Theology and Religion's [Canvas site](#), and submitted to the Graduate Studies Administrator in the Humanities Division by the Monday of the 1<sup>st</sup> or 4<sup>th</sup> week in any given term, for consideration by the Graduate Studies Committee in 1<sup>st</sup> or 6<sup>th</sup> weeks respectively.

Any award granted will be subject to notification of funding received or to be received from other sources (College etc.). Applications will not normally be considered retrospectively, and should be made in advance of the date of travel. Further comprehensive information regarding the terms of the Travel Grant scheme can be found on the application form.

Please note that in the case of a successful application, **funds will not be released** by the Faculty unless you can provide proof of valid Travel Insurance. You will also be required to complete a risk assessment form by the Faculty. Given recent disruptions to travel caused by the Covid-19 pandemic, you are required to consult the University's Safety Office for the most up to date guidance before confirming any travel arrangements: <https://safety.admin.ox.ac.uk/overseas-travel>

Students are also strongly advised to monitor the Foreign & Commonwealth section of the UK Government website for information on their destination in advance of travelling: <https://www.gov.uk/foreign-travel-advice>. Details regarding the University's travel insurance policy is available here: <http://www.admin.ox.ac.uk/finance/insurance/travel/>

## 5.4 Funding for continuing students

Graduate students currently studying one of the Faculty's courses who will be on the same course in 2023-24 i.e. MPhil students in their first year and DPhil students who wish to apply for financial assistance from the Faculty in 2023-24 should complete the Application form for Financial Assistance, available on [Canvas](#), by **Friday 4 March 2023**. Applicants must also ask **two referees** to email an academic reference on their behalf to the Faculty's Graduate Studies and Examinations Administrator at [graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk) by **Friday 4 March 2023**.

Criteria for the awards are:

- Academic excellence;
- Financial hardship due to a change in circumstances or, in the case of DPhils, overrunning the funded years of their course.

### 5.4.1 The Arts and Humanities Research Council (AHRC)

The University of Oxford is a participant in the Open-Oxford-Cambridge DTP consortium that has been awarded postgraduate studentships from the Arts and Humanities Research Council (AHRC).

How to apply. Studentships are available for candidates starting their doctoral programme from 2022-23, as well as those who will have completed the first year of the DPhil by that point. For details on how to apply, please see [www.oocdtp.ac.uk](http://www.oocdtp.ac.uk).

Deadlines. If you wish to apply for an OOC DTP studentship, you must apply by the early January application deadline.

## 6. FURTHER OPPORTUNITIES

### 6.1 Language tuition

The Faculty offers some limited funding to research students for tuition in languages relevant to their studies, if free tuition is not available via the University language centre. To apply for this funding (up to a maximum of £200 per student in any given academic year), you should complete the application form, which can be downloaded from the Faculty of Theology and Religion's [Canvas site](#), and submitted to the Graduate Studies Administrator in the Humanities Division by the Monday of -1<sup>st</sup> or 4<sup>th</sup> week in any given term, for consideration by the Graduate Studies Committee in 1<sup>st</sup> or 6<sup>th</sup> weeks respectively.

### 6.2 Beginners German for Theologians

The Faculty collaborates with the Language Centre to offer a beginners German course for graduate students of the Theology and Religion Faculty. It will start in Michaelmas term and run each week throughout the year. The opportunity to sign up to the course will be advertised by email in week 0 of Michaelmas term.

### 6.3 Oxford Theological Monographs

A unique opportunity provided by postgraduate study in Oxford's Theology and Religion Faculty is that those who complete doctorates in the Faculty are eligible to have their doctoral theses considered for publication in the Oxford Theological Monographs series. The series stands alongside others managed by Humanities Faculties in the University (e.g., the History Faculty's Oxford Historical Monographs). Volumes are produced to the highest publication standards of Oxford University Press, and although print runs are limited, publication in the series ensures authors a distinguished academic debut on a worldwide stage.

The series is run by a Committee of the Faculty Board, charged with the responsibility of choosing doctoral theses of exceptional merit undertaken within the Faculty, and reporting to the Delegates of the University Press. It meets formally three times a year, receiving Examiners' Reports on all successful DPhil candidates in Theology, and it also considers relevant reports from other Faculties when these are drawn to its attention as being potentially appropriate subjects. Examiners in Theology are required to comment in their reports on the suitability of a dissertation for publication whether in the form of a monograph or in articles. Currently the series is publishing three or four monographs a year.

#### **6.4 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.

##### **6.4.1 DPhil Degrees**

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

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

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

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

### **Third party copyright**

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

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

### **6.4.2 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 Theology and Religion 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 Theology and Religion 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/funding/information-for-award-holders/grant-terms-and-conditions/>)

require that metadata describing the thesis should be lodged in ORA as soon as possible after leave to supplicate has been granted, and for the full text version to be available within a maximum of twelve months. The Division has therefore agreed that the full-text of RCUK-funded students' theses should be made available within one year of leave to supplicate being granted.

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

### **6.4.3 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 GSO.3C, 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 email the Graduate Studies Administrator at [tr.graduate@humanities.ox.ac.uk](mailto:tr.graduate@humanities.ox.ac.uk).

## **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).

## **7. TRAINING AND PROFESSIONAL DEVELOPMENT**

The academic and college environment at Oxford University is rich with opportunities for you to develop many transferable skills that are eagerly sought by employers. Undertaking an intellectually demanding academic course (often incorporating professional body requirements) will equip you for the demands of many jobs. Your course will enable you to research, summarise, present and defend an argument with some of the best scholars in their subject. Under the direction of an experienced researcher, you will extend their skills and experiences through practical or project work, placements or fieldwork, writing extended essays or dissertations. In college and university sports teams, clubs and societies you will have the chance to take the lead and play an active part within and outside the University.

Surveys of our employers' report that they find Oxford students better or much better than the average UK student at key employability skills such as Problem Solving, Leadership, and Communication. Hundreds of recruiters visit the University each year, demonstrating their demand for Oxford undergraduate and postgraduate students, fewer than 5% of whom are unemployed and seeking work six months after leaving.

Comprehensive careers advice and guidance is available from the Oxford University Careers Service, and not just while you are here: our careers support is for life. We offer tailored individual advice, job fairs and workshops to inform your job search and application process, whether your next steps are within academia or beyond. You will also have access to thousands of UK-based and international internships, work experience and job vacancies available on the [Careers Service website](#).

### **7.1 Humanities Researcher Development and Training Programme**

The Humanities Division has a team that supports the personal and professional development of postgraduate students and researchers. The key focus of the team's role is to enhance generic skills



training offered to Humanities graduate students and researchers at the University of Oxford. Experiential, hands-on learning is fundamental to our approach.

The team works with faculties, TORCH (The Oxford Research Centre for the Humanities), other University departments and units and external partners to deliver a programme of training each year, aimed at:

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

### **How to get involved**

The Humanities Researcher Development and Training Programme is open to all postgraduate students (Master's and DPhil) and early career researchers (including college-only appointments) in the Humanities Division.<sup>[1]</sup> An extensive programme of opportunities runs throughout the academic year, arranged into a number of 'pathways':

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

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

**Heritage** – network with industry leaders in the heritage sector, learn how to set up a research collaboration with a historic house, take a tour of a museum under development with a lead curator, or [participate in a micro-internship with the National Trust Partnership](#).

**Public Engagement with Research** – create a podcast, practise on-camera interviews, or learn the techniques of 'storytelling' when talking about your research

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

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

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

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

## **7.2 Faculty resources**

The Faculty's Director of Professional Development is Dr Brendan Harris. With the help of the Director of Graduate Studies, Dr Harris organizes a regular programme of training in subject-specific and transferable skills.

### **Right to Work checks for students**

Please be aware that the Faculty is required to undertake checks for anyone who will be working for the Faculty before the work takes place. This applies to any teaching, research assistance, or other paid work undertaken by students. If you are asked to undertake any work for which you will be paid by the Faculty, please get in touch with the Head of Administration and Finance by emailing [haf@theology.ox.ac.uk](mailto:haf@theology.ox.ac.uk) at the earliest opportunity.

## **7.3 Faculty Graduate Teacher Training Scheme (GTTS)**

This annual scheme is a central part of the Faculty's professional development provision, helping prepare DPhil students for teaching in Higher Education. It is designed not to be a burdensome time commitment (c. 15 hours), but provides all DPhil students with an opportunity for basic training and mentored experience. Upon completion of the scheme, students will be eligible to undertake further teaching for the Faculty at normal teaching rates, and can be added to the Faculty's list of approved tutors for college teaching.

Applications are made in Michaelmas Term, and the scheme begins with a training day in Week 0 of Hilary Term. Before that date, you must have completed your Transfer of Status.

The scheme provides:

- Preparation for teaching at Oxford (required for any Faculty teaching).
- Techniques for class and tutorial teaching, setting and marking essays, and teaching revision and study skills classes.
- Mentored experience of planning and delivering classes or tutorials.

## **7.4 Developing Learning and Teaching (DLT)**

Doctoral students seeking a nationally-accredited qualification in teaching in Higher Education can combine or follow the Faculty's Graduate Teacher Training Scheme with the 'Developing Learning and Teaching' (DLT) course offered by the Humanities Division in collaboration with the Oxford Centre for Teaching and Learning. The DLT builds on the Faculty's training day with more systematic theoretical and pedagogical training, involving weekly seminars and a portfolio submission. The DLT is offered every term and should be taken during a term in which you are doing a minimum of two hours' teaching. For details, see: <http://wwwctl.ox.ac.uk/developing-learning-and-teaching-dlt>

## 7.5 Other resources

### 7.5.1 Centres

- The Humanities Division (<https://www.humanities.ox.ac.uk/researcher-development-support>) has a well-established programme of training and support, as well as a dedicated Humanities Training Officer (training@humanities.ox.ac.uk), who is available for advice and support.
- Oxford's Careers Service (<http://www.careers.ox.ac.uk/>) has a sophisticated database of training and employment opportunities, and offers consultations, seminars and advice.
- Oxford's IT Services (<http://www.it.ox.ac.uk>) have an impressive programme of free and very affordable courses in IT skills, ranging from basic proficiency to work with databases, professional software, and programming languages.
- Oxford's Language Centre (<http://www.lang.ox.ac.uk/>) offers university students and staff courses in twelve languages and independent study resources for 140 further languages.
- The Centre for Teaching and Learning (<http://wwwctl.ox.ac.uk>) mainly offers career development courses for staff, but also provides some resources for graduate students.

### 7.5.2 Resources

Like many other universities, Oxford uses the Humanities Training Framework as the guiding framework for its provision. More information on the HTF is available here <https://www.humanities.ox.ac.uk/researcher-development-support>

## APPENDICES

### Appendix A: GRADUATE FORMS (see page 8 of this handbook for guidance on making 'on-course' GSO applications)

GSO forms are available here:

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

#### Forms and notes relating to Transfer of Status

<b>GSO.2</b>	Application for Transfer of Status.
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#### Forms and notes relating to Confirmation of DPhil Status

<b>GSO.14</b>	Application for Confirmation of DPhil. Status.
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#### Miscellaneous forms

<b>GSO.6</b>	Application for Change of Thesis Title (MLitt or DPhil)
<b>GSO.8</b>	Application for Dispensation from Statutory Residence
<b>GSO.25</b>	Application for a Change of Supervisor or Appointment of a Co-Supervisor
<b>GSO.28</b>	Change of Programme of Study
<b>GSO.30</b>	Notification of change of personal details, e.g. name or title

#### Forms & notes relating to the examination of research degrees

<b>GSO.3</b>	Application for Appointment of Examiners for DPhil or MLitt.
<b>GSO.3A</b>	Deposit and Consultation of an MLitt or DPhil. Thesis. This should be submitted with the library copy of the thesis and is required before a thesis can be deposited in the Bodleian
<b>GSO.26</b>	Information for Thesis Cataloguing.
<b>GSO.20A</b>	Notes of guidance for research examinations

#### The following document may also be required:

<b>GSO.3C</b>	Application for dispensation from Consultation of Thesis MLitt./DPhil./M.Sc.
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## Graduate forms for exceptional circumstances

<b>GSO.14B</b>	Application for Deferral of Confirmation of DPhil Status
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## Miscellaneous forms

<b>GSO.15</b>	Application for Extension of Time (MLitt or DPhil)
<b>GSO.17</b>	Application for Suspension of Status
<b>GSO.17a</b>	Return from suspension of status
<b>GSO.17b</b>	Suspension of status for maternity, extended paternity and adoption leave
<b>GSO.23</b>	Application for Reinstatement as a Graduate Student
<b>GSO.29</b>	Notification of Withdrawal from Programme of Study

## **Appendix B: SUPERVISION: Memorandum of Guidance for Supervisors and Research Students**

See also the Policy in Research Degrees:

<https://academic.admin.ox.ac.uk/governance-and-policy>

### **Responsibilities of the supervisor**

1. In considering an invitation to supervise a research student, the supervisor must recognise and accept the responsibilities both to the student and to the relevant board or committee implicit in the supervisory relationship.
2. Where practicable, the supervisor should assign the student some directed reading before arrival. This might be of a general background nature so as to put the student in a position to discuss the topic with the supervisor soon after arrival, or it might form the start of a survey of current literature. The supervisor is required to meet the new student not later than the second week of Full Term.
3. The supervisor is responsible for giving early advice about the nature of research and the standard expected, and about the planning of the research programme. The supervisor should ensure that, where the student's research forms part of a funded research programme, sufficient financial support will be available for the duration of the student's period of study; if there is any doubt, she or he should agree with the student an alternative fallback project at an early stage. The supervisor is also responsible for advising the student about literature and sources, attendance at classes, and requisite techniques (including helping to arrange instruction where necessary). The supervisor should discuss with the student the lecture list for his or her subject and related lecture lists. The supervisor should identify with the student any subject-specific skills necessary for the proposed research.
4. Where during his or her first year of research a student wishes, in addition to contact with his or her supervisor(s), to have limited consultation with one or two other academics the supervisor should try to identify (in conjunction with the Director of Graduate Studies for the faculty, sub-faculty or department) such colleagues and to arrange for an approach to them by the student.
5. Where a supervisor operates as a co-supervisor or as a part of a supervisory team, it is important to clarify the responsibilities of each supervisor and to co-ordinate advice and guidance.
6. Where the thesis is likely to involve statistical analysis or tabulation of numerical results, the supervisor should arrange for the student to obtain advice, at an early stage, about the design of any experiment or the collection and storage of data, and about its subsequent analysis.
7. The supervisor should ensure that the student works within a planned framework which marks out the stages which the student should be expected to have completed at various points in his or her period of study. The nature of the framework will of course vary widely from subject to subject, but in all subjects the formulation of the topic, planning and management of time should begin at an early stage. Particular attention should be given to the selection and refinement of the research topic, which in the case of the DPhil should be one which a diligent student may reasonably be expected to complete within three (or at most four) years of full-time study.

8. The supervisor should meet with the student regularly. Supervisor and student should agree a formal schedule of meetings on a termly or annual basis. The supervisor should also be accessible to the student at other appropriate times when advice is needed. The supervisor should also request written work as appropriate and in accordance with the plan discussed with the student. Such work should be returned with constructive criticism and in reasonable time.

9. The supervisor should tell the student from time to time how well, in the supervisor's opinion, work is getting on, and try to ensure that the student feels properly directed and able to communicate with the supervisor. It is essential that when problems arise, corrective action is clearly identified and full guidance and assistance are given to the student.

10. The supervisor is required to report to the board on the student's work three times a year, once at the end of each term. Each report should state the nature and extent of recent contact with the student, and, if there has been none, state why this is so. The report should also make clear whether the student is making satisfactory progress, bearing in mind that a DPhil thesis should normally be completed within three (or at least four) years of full-time research. Any student who has not satisfied his or her supervisor on at least one occasion in an academic year that she or he is making progress will be liable to have his or her name removed from the register.

11. The supervisor should aim to ensure that by the end of the first year the topic or goal of the student's research is clearly defined, that the student has the necessary background knowledge, and that the required resources are available. The supervisor must have ascertained by then that the student can write a coherent account of his or her work in good English.

12. The supervisor should try to ensure that unnecessary delays do not occur. These have been known to arise, for example, for reasons such as:

- (a) insufficient effort at the outset in choosing and formulating the research topic;
- (b) a slow start because of the time taken to adjust to research work;
- (c) distractions from the main line of inquiry;
- (d) superfluous attempts to tie up every loose end; and, mainly in the sciences,
- (e) inadequate and delayed planning and assembly of apparatus and equipment;
- (f) insufficient collection or recording of data at an early stage, so that work has to be repeated in the later stages.

13. The supervisor should arrange for students to have the opportunity to discuss their research with other staff and students in the subject area (see also (4) above) and to communicate to others in the wider academic community, both orally and in writing, his or her research findings.

14. Where a student undertakes research as part of a team or group the supervisor should ensure that this is in full awareness of the way in which the student's own contribution fits into the work of the remainder of the group.

15. The supervisor should not be absent on leave unless she or he has ensured that appropriate temporary supervision has been arranged for the student.

## **Responsibilities of the student**

1. The student must accept his or her obligation to act as a responsible member of the University's academic community.
2. The student should take ultimate responsibility for his or her research programme and endeavour to develop an appropriate working pattern, including an agreed and professional relationship with the supervisor(s). The student should discuss with the supervisor the type of guidance and comment which she or he finds most helpful, and agree a schedule of meetings.
3. She or he should make appropriate use of the teaching and learning facilities available within the University.
4. It is the student's responsibility to seek out and follow the regulations relevant to his or her course, including faculty/departmental handbooks/notes of guidance, and to seek clarification from supervisors and elsewhere if this is necessary.
5. The student should not hesitate to take the initiative in raising problems or difficulties, however elementary they may seem. She or he should ensure that any problems regarding the project are drawn to the attention of the supervisor so that appropriate guidance may be offered.
6. The student should seek to maintain progress in accordance with the plan of work agreed with the supervisor, including in particular the presentation of the required written material in sufficient time for comment and discussion before proceeding to the next stage. As groundwork for the thesis, the student should as soon as possible write rough drafts of possible chapters. Students in the sciences should keep a systematic record of all that has been attempted and accomplished. Both the student and the supervisor will want to keep a record of all formal, scheduled meetings. They may well want to agree a record of what has been discussed and decided.
7. The student should recognise that a supervisor may have many competing demands on his or her time. The student should hand in work in good time to the supervisor and give adequate notice of unscheduled meetings. The need for adequate notice also applies to requests for references from the supervisor.
8. The student should be aware that the provision of constructive criticism is central to a satisfactory supervisory relationship, and should always seek a full assessment of the strengths and weaknesses of his or her work.
9. If the student feels that there are good enough grounds for contemplating a change of supervision arrangements, this should first be discussed with the supervisor or, if this seems difficult, with the appropriate head of department, director of graduate studies or their deputies, or the college adviser.
10. Where problems arise, it is essential that a student gives full weight to any guidance and corrective action proposed by the supervisor.
11. The student should provide regular reports on his or her progress to the board in accordance with any requirements of the Education Committee. The student must satisfy the supervisor on his or her progress at least once a year and should inform the supervisor at once of any circumstances



that might require his or her mode of study to be modified or his or her registration as a graduate student to be extended, suspended or withdrawn.

12. The student should ensure that the standard of his or her English is sufficient for the presentation of a thesis. Students whose first language is not English should take advice on this.

13. The student should make full use of the facilities for career guidance and development, and should consult their supervisor for advice and encouragement where appropriate.

14. The student should ensure that she or he allows adequate time for writing up the thesis, taking the advice of the supervisor. Particular attention should be paid to final proof-reading.

15. It is the student's responsibility to decide when she or he wishes to submit the thesis for examination, after taking due account of the supervisor's opinion, though this is only advisory. It is in the student's interests to ensure that the final version has been made available to the supervisor in good time before the intended date of submission.

### **Responsibilities of faculties and/or departments**

1. Faculties and/or departments should provide information about:

- (i) any induction provided on a departmental, faculty or University basis;
- (ii) welfare arrangements within the University, e.g. the Counselling Service, Student Hardship and Access funds, the provisions for support offered by the Proctors and the Assessor;
- (iii) any general transferable skills from which the student is likely to profit during the course of his or her research, and the available provision at departmental, faculty and university level.

2. Faculties and/or departments should ensure that there is appropriate monitoring of a student's work and progress and that reports are submitted on a termly basis in accordance with the University's requirements.

3. Faculties and/or departments should endeavour to provide opportunities for a student to:

- (i) defend his or her findings to appropriate research seminars and respond to potentially critical questioning;
- (ii) at an appropriate stage to present his or her findings to national, and if appropriate, international conferences.

4. Faculties and/or departments should

- (i) help the student to present work in a clear and professional manner;
- (ii) help the student to develop his or her communication skills, especially for different audiences;
- (iii) provide some guidance in oral examination techniques.

## **Appendix C. COMPLAINTS IN RELATION TO HIGHER DEGREES INVOLVING RESEARCH: PROCTORS' MEMORANDUM**

By virtue of the University Statutes the Proctors are empowered to investigate complaints, and are responsible for seeing that university examinations are properly and fairly conducted. On receiving a complaint concerning a graduate examination involving research (for which the Proctors conclude that there is a prima facie case for an investigation), the Proctors have the power to summon any member of the University to help them in their enquiries. The candidate is entitled to appear before the Proctors to put his or her case and may be accompanied by a friend or adviser. You will find the current procedures for investigation of complaints by the Proctors under Section 22 of Statute IX on the University website (<https://governance.admin.ox.ac.uk/legislation/council-regulations-6-of-2003>). You should refer to this site for the most up to date information, should you have a grievance to report.

## Appendix D. SAFETY AND HEALTH

Please see the University's Health & Safety Policy:  
<https://safety.admin.ox.ac.uk/health-and-safety-policy>

### SAFETY AND SUPERVISOR RESPONSIBILITIES

See: <https://safety.admin.ox.ac.uk/supervisor-responsibilities>

Supervisors of all students, whether in the arts or the sciences, should consider carefully the safety implications of their students' research. Those supervising students (particularly those in the sciences) are responsible for all aspects of safety under their control, and in particular for the safe conduct of all experiments carried out in the course of their students' research. In the event of an accident, inadequate supervision may render the supervisor liable to prosecution. Supervisors should also ensure that their students are made aware that in the event of injury to other persons as a result of their negligence, the student could be subject to civil claims for damages. Advice on the legal responsibilities for safety may be obtained from the University Safety Officer. For their part, students must carry out research with proper regard to good health and safety practices. Supervisors and students should be aware of the need for adequate health insurance and health precautions when travelling abroad. In case of doubt, reference should be made to the University Occupational Physician.

### FIELDWORK

See: <https://safety.admin.ox.ac.uk/fieldwork>

All students travelling abroad as part of their studies should complete one of two documents, returning a copy to their supervisor prior to departure. A copy of the relevant document(s), including a signature from the supervisor and student, should also be submitted to the Faculty Office prior to departure. The **Travel Itinerary** should be filled in by anyone travelling abroad to conferences, or to conduct library- or archive-based research in countries that the Foreign and Commonwealth Office (F.C.O.), [www.gov.uk/government/organisations/foreign-commonwealth-office](http://www.gov.uk/government/organisations/foreign-commonwealth-office) regards as safe ('no travel restrictions in place'). The more detailed **Risk Assessment** should also be completed, alongside an itinerary, by anyone conducting fieldwork abroad, or travelling to a country where F.C.O. travel restrictions are in place.

The relevant documents (**Travel Itinerary**, **Risk Assessment** and **Guidance**) can be found in the Theology and Religion PG Information section on Canvas.

Further information about travel abroad, including details of safety courses run by the university for this purpose, can be found in the **Guidance** document. For any queries or guidance relating to travel abroad or any of the documents mentioned, please contact: [haf@theology.ox.ac.uk](mailto:haf@theology.ox.ac.uk)

## **Appendix E. DATA PROTECTION**

University Policy on Data Protection can be found here:

<https://www.ox.ac.uk/about/organisation/governance/dataprivacy>

## **Appendix F. EQUAL OPPORTUNITIES STATEMENT: STUDENTS**

The University of Oxford and its colleges aim to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, the University is committed to using its best endeavours to ensure that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

### **Recruitment and admissions**

Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body), assessed by the application of selection criteria appropriate to the course of study. Admissions procedures are kept under regular review to ensure compliance with this policy.

We seek to admit students of the highest academic potential. All colleges select students for admission without regard for sex, marital or civil partnership status, race, ethnic origin, colour, religion, sexual orientation, social background or other irrelevant distinction.

Applications from students with disabilities are considered on exactly the same academic grounds of those from other candidates. We are committed to making arrangements, whenever practicable, to enable such students to participate as fully as possible in student life. Details of these arrangements can be found in the University's Disability Statement, and information will be provided on request by colleges or by the University Disability Co-ordinator.

In order to widen access to Oxford, the University and colleges support schemes which work to encourage applicants from groups that are currently under-represented. The undergraduate Admissions Office can provide details of current schemes.

None of the above shall be taken to invalidate the need for financial guarantees where appropriate.

### **The curriculum, teaching and assessment**

Unfair discrimination based on individual characteristics (listed in the statement on recruitment and admissions above) will not be tolerated. University departments, faculties, colleges and the central quality assurance bodies monitor the curriculum, teaching practice and assessment methods. Teaching and support staff have regard to the diverse needs, interests and backgrounds of their students in all their dealings with them.

### **Welfare and support services**

Colleges have the lead responsibility for student welfare and can provide details of arrangements made to support their students. The University, in addition, provides for all students who require such support:

- a counselling service,
- childcare advice
- disability assessment and advice, and

- a harassment advisory service

Further details of these services are included in the Proctors' and Assessors' handbook *Essential Information for Students*, which is updated annually.

### **Staff development and training**

The University, through its Oxford Learning Institute, will provide appropriate training programmes to support this statement.

### **Complaints**

An applicant for admission who considers that she or he has not been treated in accordance with this policy, should raise this with the college concerned (or faculty in the case of graduate admission). Students in the course of their studies may use the student complaints procedure, and should, in the first instance, lodge their complaint with the Proctors, who will advise on the procedure to be followed thereafter. The Committee on Diversity and Equal Opportunity monitors complaints made by students.

### **Equality and Diversity at Oxford**

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

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

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

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

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

<https://edu.admin.ox.ac.uk/faith-societies>

## **Student Welfare and Support Services**

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:

<https://www.ox.ac.uk/students/welfare/disability>

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:

<https://www.ox.ac.uk/students/welfare/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: <https://www.ox.ac.uk/students/welfare/peersupport>

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)

## **Appendix G. RESEARCH ETHICS**

### **Research integrity and ethics**

The University of Oxford is dedicated to the highest standards of research integrity. As set out in its Academic Integrity in Research: Code of Practice and Procedure, it expects all members of the University including staff and students, and those who are not members of the University but who are conducting research on University premises or using University facilities, to observe the highest standards in the conduct of their research:

<https://researchsupport.admin.ox.ac.uk/governance/integrity#/>

This website provides links to the relevant University policies, guidelines and procedures which are intended to promote the responsible conduct of research in the University's ongoing research activities.



## Appendix H. KEY TIMINGS FOR DPHIL STUDENTS: TRANSFER AND CONFIRMATION

You are expected to submit your thesis within four years from being admitted as a Probationer Research Student (PRS). The key milestones are shown below. Please contact the Graduate Studies Administrator in the Humanities Division for further information.

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<b>Year One</b>	1 <sup>st</sup> term	You are admitted as a Probationer Research Student (PRS)
	2 <sup>nd</sup> term	
	3 <sup>rd</sup> term	<b>Transfer of Status:</b> Put in application for transfer to DPhil status. This is a requirement of the Examination Regulations

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<b>Year Two</b>	4 <sup>th</sup> term	
	5 <sup>th</sup> term	
	6 <sup>th</sup> term	If by the end of the 6th term, after having two terms deferral, you have not transferred to another status (DPhil, MLitt, MSc by Research) you will lose your PRS status and will no longer be registered as a student of the University.

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<b>Year Three</b>	7 <sup>th</sup> term	Window opens for application for Confirmation of DPhil status
	8 <sup>th</sup> term	<b>Confirmation of Status:</b> Faculty deadline for Confirmation application. Confirmation of Status should be achieved by the start of your 8 <sup>th</sup> term. If you do not confirm DPhil status by the start of the 8 <sup>th</sup> term, you will lose your student status and will no longer be registered as a student of the University. In <i>exceptional</i> circumstances, you may apply for a deferral.
	9 <sup>th</sup> term	

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<b>Year Four</b>	10 <sup>th</sup> term	You should aim to submit your thesis before the end of your 4 <sup>th</sup> year
	11 <sup>th</sup> term	
	12 <sup>th</sup> term	DPhil status is lost if your thesis is not submitted twelve terms from admission as a PRS. This means that you will no longer be registered as a student of the University. In exceptional circumstances, you may apply for an extension of time to submit your thesis.

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## **Appendix I: 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.

### **1. 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

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

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

**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.

## 2. 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 maximize your chances of application success.

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

Research students are also eligible for the fantastic opportunities to explore different work sectors and roles offered through our [summer internships](#) and [micro-internships](#) programmes; see the Internships Office pages 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.

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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.

## Appendix J: 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).

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: [edu.web.ox.ac.uk/harassment-advice](http://edu.web.ox.ac.uk/harassment-advice)

### Student Welfare and Support Services

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)

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)