

FACULTY OF THEOLOGY AND RELIGION

**Handbook for Postgraduate Taught
Students (MSt, MPhil, MTh, PG
Diploma, PGDip Applied)**

2018-2019

Foreword

This handbook applies to students starting the Faculty of Theology and Religion's Postgraduate Taught courses in Michaelmas term 2018. 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 2018. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Studies Administrator graduate.enquiries@theology.ox.ac.uk.

A copy of each of the Faculty's handbooks, course pamphlets and forms can be found on the Faculty's [WebLearn 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.

Version	Purpose/Change	Date
0.1	First Draft	12 September 2018

Disclaimer:

The Examination Regulations relating to these courses are available at (<https://www.admin.ox.ac.uk/examregs/>). If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Studies Administrator (graduate.enquiries@theology.ox.ac.uk).

The information in this handbook is accurate as at 12 September 2018, however it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges. If such changes are made, the department will publish a new version of this handbook together with a list of the changes and students will be informed.

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WELCOME



Welcome to graduate studies in Theology and Religion at Oxford. We hope that you will soon feel part of the graduate community in the Faculty, and settle into your programme of study.

This handbook is intended to help orient you to graduate life in the Faculty, 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 relevant course pamphlet, which will be included in your pack if you are studying for one of the Faculty's taught courses (Postgraduate Diploma, MSt, MTh, or MPhil), and the current [Examination Regulations](#), which contains full and authoritative details of the syllabus and other requirements for your degree programme (see [p.17](#)) for further information). 2018 examination regulations will be available in early October 2018.

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 the details of those from whom appropriate advice may be sought.

With best wishes for your studies,

Professor Anna Sapir Abulafia
Director of Graduate Studies

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 [WebLearn 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. 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, WebLearn and the Graduate Supervision Reporting.

In order to complete your registration as an Oxford University student, navigate to <http://www.ox.ac.uk/students/studentselfservice/> 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>) 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.

[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.

You are also welcome to follow the [Faculty's official Facebook site](#) and use it to keep in touch with your fellow students and Faculty staff.

1.1.5 WebLearn

The [Faculty's WebLearn site](#) is an excellent source of information. In the [Graduates' 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 (2018-19) 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 ‘0th Week’ or the week after full term ‘Ninth Week’. The Oxford University pocket diary divides the year into terms and weeks of term.

Michaelmas 2018	Sunday, 7 October	Saturday, 1 December
Hilary 2019	Sunday, 13 January	Saturday, 9 March
Trinity 2019	Sunday, 28 April	Saturday, 22 June

1.2 PEOPLE

1.2.1 Your Supervisor

All students are assigned a supervisor or, for Postgraduate Diploma students, a Director of Studies, by the Faculty Board. If you are on one of our postgraduate taught programmes, the supervisor may arrange for some or all of the teaching to be undertaken by others, but will still retain overall responsibility for your progress. All graduate students should, however, bear the following points in mind:

- It is the student’s responsibility to keep in regular contact with the supervisor.
- If you are studying for a taught graduate course, you can expect to meet your supervisor at least once each term, in addition to any teaching which may be offered by the supervisor.
- 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 24](#) of this handbook for further information about the Graduate Supervision Reporting (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 tutor/graduate advisor 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.

1.2.2 College Tutor for Graduates and your College Advisor

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 Advisor to each graduate student. (The College Advisor 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 Faculty's Director of Graduate Studies (DGS) has overall responsibility for graduate students in Theology and Religion, and is available to help where appropriate. The Director of Graduate Studies for 2018 is Professor Anna Sapir Abulafia, at Lady Margaret Hall (email: anna.sapirabulafia@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 applications for suspension of status, 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).

All Graduate Studies application forms for 'on-course' matters are available online at <http://www.ox.ac.uk/students/academic/graduates/forms/> and should be returned to the Graduate Studies Administrator. **Please note that you are not expected to contact the Director of Graduate Studies directly to sign GSO forms;** it is the role of the Graduate Studies Administrator to arrange for this once the relevant application is complete and has been countersigned by your supervisor and/or college.

1.2.5 Graduate Studies Administrator (Theology and Religion Faculty Office)

The Graduate Studies Administrator in the Faculty Office is primarily responsible for graduate admissions, but also acts as secretary for the Graduate Joint Consultative Committee (GJCC). The Graduate Studies Administrator is based at the Theology and Religion Faculty Centre, Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford OX2 6GG (email: graduate.enquiries@theology.ox.ac.uk; telephone [2]70714).

Routine enquiries about matters not covered by the Graduate Studies Administrator in the Humanities Division may be addressed to the Graduate Studies Administrator in 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>, and she is based at the Faculty Library at Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road.

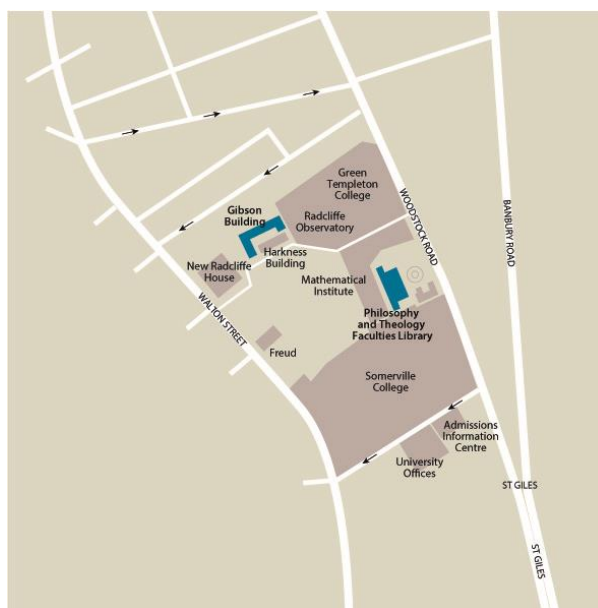
1.3 PLACES

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 workspace for student use during term time;
- 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.



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 annually by email, early in Michaelmas term.

The Graduate Common Room is a social space available for graduates to use either for specific gatherings or as a drop in facility. Both rooms are available during building opening hours (8am until 7pm). The Faculty is in the process of setting up 24-hour access to the building for all graduates. Please contact the Head of Administration and Finance at haf@theology.ox.ac.uk if you have any queries. You will need to bring your University card in to the Faculty and sign a short access agreement. Please be aware that if you break the terms of the access agreement, your 24-hour access will be revoked, and that if there are multiple incidences, access for all graduates will be reset to office hours only.

There is also a photocopier which you are able to use (**pin code: 1314**) for which there is currently no charge.

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. Its opening hours are as follows:

Term-time: Monday - Friday (weeks 0-8), 9.30am-7pm, Saturdays (weeks 0-8), 10am-4pm
Vacations: Monday - Friday, 9.30am-5pm

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. It is open during term, Monday to Friday 9am–10pm, Saturday 10am–4pm. Exceptional hours and those out of term are posted in the University Gazette, and are available at <http://www.bodleian.ox.ac.uk/bodley>. 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 <http://www.bodleian.ox.ac.uk>.

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 the 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 2018-19 is Professor Graham Ward 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 go through the Graduate Studies Committee. Any items for the Committee's consideration should reach the Graduate Studies Administrator in the Humanities Division no later than a 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. Your supervisor and your college will help you with any official applications that you need to make. Most pieces of routine business (e.g. applications for dispensation from residence, suspension of status) are handled by filling out forms, which can be downloaded from the following website:

[http://www.ox.ac.uk/students/academic/graduates/forms/.](http://www.ox.ac.uk/students/academic/graduates/forms/)

Please note that you are not expected to contact the Director of Graduate Studies directly to sign GSO forms; it is the role of the Graduate Studies Administrator in the Humanities Division to arrange for this once the relevant application is complete and has been countersigned by your supervisor and/or college.

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 Administrator in the Faculty Office is the Secretary to the Committee. Please check the [Facebook group](#) for useful information from the Graduate Reps.

1.4.3 Proctors

The Proctors are the University officers whose remit includes the maintenance of discipline and the conduct of examinations. Section 6 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 2013-18, 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 Advisor;
- 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 to her 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 27](#) of this handbook for more information about the Graduate Supervision Reporting (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 Administrator in the Theology and Religion Faculty Office (graduate.enquiries@theology.ox.ac.uk).

Your College Advisor or Tutor for Graduates will also be able to advise you. 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 (<http://users.ox.ac.uk/~nightln/>) 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 or otherwise unable to attend a lecture or tutorial.

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 organises 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.

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](#).

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:

<https://www.ox.ac.uk/students/life/student-engagement?wssl=1>.

Toward the end of Trinity Term each year (around week 8), the Faculty surveys, via online questionnaire, our postgraduate students about aspects to do with their experience and studies within the Faculty. We always appreciate feedback from our postgraduate students as it enables the Faculty to improve the support we provide for postgraduate studies.

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 [here](#).

The Faculty's Disability Lead (Graduate) is Professor Anna Sapir Abulafia (Director of Graduate Studies) anna.sapirabulafia@theology.ox.ac.uk

The Faculty's Disability Coordinator is the Head of Administration and Finance haf@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 Advisors and from the Oxford Student Union Welfare and Equal Opportunities Officer (telephone 01865 (2)88466, email advice@ousu.org). It is also available on the University website at <http://www.admin.ox.ac.uk/access>.

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 center 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, email 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 their tutors and their 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, 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 the 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 and Religion

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

2.3 Research Degrees:

The *Doctor of Philosophy* (DPhil) degrees, which are examined wholly by thesis.

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

3. NINE AND TWENTY-ONE MONTH TAUGHT GRADUATE COURSES (MSt, MPhil, Postgraduate Diploma in Theology and Religion)

Past examination papers in these courses are available for consultation in the Faculty Library. They are also available online at: <https://weblearn.ox.ac.uk/portal/hierarchy/oxam>.

The Examination Regulations relating to your course will be available from early October 2018 at <http://www.admin.ox.ac.uk/examregs/>. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Studies Administrator (email: graduate.enquiries@theology.ox.ac.uk; telephone: [2]70714).

The information in this handbook is accurate as of October 2018, however it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

3.1 Master of Studies courses (MSt)

- **Length.**

A course leading to the MSt is usually expected to last nine months.

- **Purpose.**

The purpose of the Master of Studies degree is to offer specialist postgraduate education in Theology, Philosophical Theology, and the Study of Religions for able students, possibly including an element of scholarly research and writing, which may constitute an introduction to a future research degree.

- **Standard.**

The standard for the award of the degree is defined as what may reasonably be expected of a student who achieved at least a high 2:1 in the Final or Joint Honour School of Theology or Philosophy & Theology, or a Grade Point Average (GPA) of 3.8 with a major in religion or theology at a good college or university, after one further academic year of full-time study.

- **Supervision.**

Each student is assigned a general supervisor, whose duty it is to advise concerning the choice of subjects and on any questions relating to academic work; to direct you to the appropriate classes; and to appoint special supervisors, as necessary, to direct work on particular topics. Students are not expected to find their own special supervisors. If you wish to work with a particular member of the Faculty, you may propose it to your supervisor, although the final decision rests with the supervisor. The general supervisor is responsible for receiving reports each term from special supervisors and arranging for their payment, as well as for reporting on your general progress via the Graduate Supervision Reporting ([GSR; see page 24 below](#)).

- **Assessment.**

Performance in the various MSt courses is assessed through some combination of written examination(s), two short essays of up to 5,000 words each, a dissertation of up to 15,000 words, and a *viva voce* examination unless dispensed by examiners. Further details for each course may be found in the [Examination Regulations](#) or in the relevant pamphlets: *Course Handbook for the Master of Studies in Theology*; *Course Handbook for the Master of Studies in Philosophical Theology*; and *Course Handbook for the Master of Studies in the Study of Religions*.

- **Delivery.**

Course delivery is by means of a mixture of individual tuition and occasional classes and seminars, according to circumstances and at the discretion of the organisers of the course concerned. Arrangements vary from one MSt to another. Graduates often find that the lectures specified for undergraduate courses are helpful, especially in background preparation.

3.1.1 Proposals for essays and dissertations.

These *must* be approved by the Graduate Studies Committee not later than the time specified in course handbooks, but students are *encouraged* to submit titles earlier for approval: prior to the Graduate Studies Committee meeting in 6th week of Michaelmas term. Details of deadlines, and how to submit proposals, may be found in your individual course handbook.

A successful proposal will be one that is well focused, articulates a question as well as a topic, elects with good reasons to concentrate on a definite body of core literature, and looks set to be feasible with the word-limit. Students should take careful account of the word-limit when proposing their titles, since the most common cause of their rejection is over-ambitiousness, insufficient focus, and consequent unfeasibility.

- **Examination entry.**

Guidance and advice on examination entry and how to ensure that you are entered for the correct examinations and assessments is available at <http://www.ox.ac.uk/students/academic/exams/entry>

- **Submission and examination of work.**

Please be aware that the Faculty of Theology and Religion now uses WebLearn for assignment submissions, therefore we will no longer accept hard copy submissions. All summative assignments, e.g. essays and dissertations/theses, must be uploaded to the Assignments section of the course's WebLearn site by the times and dates specified at the start of the course. Each submission must be accompanied by a declaration indicating that it is the candidate's own work. More information and training will be provided by the Faculty well in advance of any assignment deadline. Please check your emails for further information about online submissions in Michaelmas Term 2018.

Each essay is submitted via WebLearn not later than the Friday before the beginning of Trinity Term (or as specified in the Examination Regulations); the dissertation is submitted before Friday of the eighth week of Trinity Term (or as specified in the Examination Regulations); the written examination takes place in the tenth or eleventh week of Trinity Term; and the *viva voce*

examination takes place within a few days of the written examination (unless specified otherwise in the Examination Regulations). Deferral is strictly exceptional and requires strong grounds (e.g. medical).

All submitted work should be double-spaced in font-size 12, using a clearly legible font style, such as Arial.

- The examination conventions and descriptors for allocating marks issued in 2018/19 can be found on the Faculty's [Weblearn site](#). Any modifications will be published not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term. Up-to-date conventions will be sent to all students before the examination and published on the Faculty's [Weblearn site](#).

3.2 Master of Philosophy courses (MPhil)

- **Length**

A course leading to the MPhil is expected to last twenty-one months.

- **Purpose**

The purpose of the Master of Philosophy degree is to offer extensive postgraduate education in Theology for very able students, including a significant element of scholarly research and writing which may contribute towards a future research degree.

- **Standard**

The standard for the award of the degree is defined as what may reasonably be expected of a student who achieved at least a high 2:1 in the Final or Joint Honour School of Theology or Philosophy & Theology, or a Grade Point Average (GPA) of 3.8 with a major in religion or theology at a good college or university, after two further years of full-time study.

- **Supervision**

Each student is assigned a general *supervisor*, whose duty it is to advise concerning the choice of subjects and on any questions relating to the academic work; to direct you to the appropriate classes; and to appoint special supervisors, as necessary, to direct work on particular topics. Students are not expected to find their own special supervisors. If you wish to work with a particular member of the faculty, you may propose it to your supervisor, although the final decision rests with the supervisor. The general supervisor is responsible for receiving reports each term from special supervisors and arranging for their payment, as well as for reporting on your general progress via the via the Graduate Supervision Reporting ([GSR, p. 24](#)).

- **Assessment**

Performance in the various MPhil courses is assessed through some combination of written examination(s), short essays of up to 5,000 words each, a dissertation of up to 20-30,000 words, and a *viva voce* examination. Further details for each course may be found in the Examination Regulations or in the relevant pamphlets: *Course Handbook for the Master of Philosophy in Theology*; *Course Handbook for the Master of Philosophy in Philosophical*

- **Delivery**

Course delivery is by means of a mixture of individual tuition and occasional classes and seminars, according to circumstances and at the discretion of the organisers of the course concerned. It is usual for most or all of the coursework in preparation for the written examination(s) to be done in the first year, and for the second year to be devoted to research for and writing of the dissertation. Arrangements vary from one MPhil to another. Graduates often find that the lectures specified for undergraduate courses are helpful, especially in background preparation.

3.2.1 Proposals for all essays, short and long

These must be approved by the Graduate Studies Committee not later than its meeting in Week 6 of Trinity Term in the first year of study. Details of deadlines, and how to submit proposals, may be found in your individual course handbook.

A successful proposal will be one that is well focused, articulates a question as well as a topic, elects with good reasons to concentrate on a definite body of core literature, and looks set to be feasible within the word-limit. Students should take careful account of the word-limit when proposing their titles, since the most common cause of their rejection is over-ambitiousness, insufficient focus, and consequent unfeasibility.

3.2.2 The proposal for the dissertation

This must be approved by the Graduate Studies Committee not later than its meeting in Week 1 of Michaelmas Term in the second year of study. Details of deadlines, and how to submit proposals, may be found in your individual course handbook.

A successful proposal will be one that is well focused, articulates a question as well as a topic, elects with good reasons to concentrate on a definite body of core literature, and looks set to be feasible within the word-limit. Students should take careful account of the word-limit when proposing their titles, since the most common cause of their rejection is over-ambitiousness, insufficient focus, and consequent unfeasibility.

- **Examination entry**

Guidance and advice on examination entry and how to ensure that you are entered for the correct examinations and assessments is available at <http://www.ox.ac.uk/students/academic/exams/entry>

- **Submission and examination of work**

Please be aware that the Faculty of Theology and Religion now uses WebLearn for assignment submissions, therefore we will no longer accept hard copy submissions. All summative assignments, e.g. essays and dissertations/theses, must be uploaded to the Assignments section of the course's WebLearn site by the times and dates specified at the start of the course. Each submission must be accompanied by a declaration indicating that it is the candidate's own work. More information and training will be provided by the

Faculty well in advance of any assignment deadline. Please check your emails for further information about online submissions in Michaelmas Term 2018.

All submissions and examinations take place in the second year of study. The short and long essays and dissertation are submitted online via WebLearn not later than fourteen days before the first day of the examination (or as specified in the Examination Regulations); the written examination takes place in the tenth or eleventh week of Trinity Term; and the *viva voce* examination takes place within a few days of the written examination (unless specified otherwise in the Examination Regulations). Deferral is strictly exceptional and requires strong grounds (e.g. medical).

All submitted work should be double-spaced in font-size 12, using a clearly legible font style such as Arial.

Examination conventions and grade descriptors

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work.

The examination conventions and descriptors for allocating marks issued in 2017/18 can be found on the Theology and Religion Faculty's [Weblearn site](#). Any modifications will be published not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term. Up-to-date conventions will be sent to all students before the examination and published on the Theology and Religion Faculty's [Weblearn site](#).

- **Weightings**

The individual components of the MPhil examination are weighted as follows:

Exam 20

Exam 20

3 x 5k essays 20

30k dissertation 40 (i.e. double weighting)

Exact details are to be found in the Examination Conventions for each course.

3.3 Postgraduate Diploma in Theology and Religion (PG Dip)

- **Length**

The Diploma course lasts nine months.

- **Purpose**

The purpose of the Postgraduate Diploma in Theology and Religion is to provide graduates from other disciplines with the central elements of the undergraduate course in theology and religion, enabling some to proceed to a postgraduate level of study.

- **Standard**
The standard for the award of the Postgraduate Diploma is what may reasonably be expected of a good honours graduate from another discipline after nine months of theological study.
- **Assessment**
Performance in the Postgraduate Diploma is assessed by written examination in at least three, and no more than four, papers. Students have the option to substitute one written examination with either two short essays or one long essay.
- **Delivery**
The course is delivered by tutorials, for which you customarily prepare written work for discussion with the tutor. In addition, you must attend relevant classes and lectures whose primary focus will be for undergraduates. Full details of teaching arrangements for each examination paper can be found in the pamphlet *Course Handbook for the Postgraduate Diploma in Theology and Religion*.
- **Seminars**
In addition to tutorials, classes and lectures there will be seminars specifically organised for Postgraduate Diploma students. These will normally be two a term. Details of these will be given to you by the Postgraduate Diploma course co-ordinator, Dr Mary Marshall.
- **Examination entry**
Guidance and advice on examination entry and how to ensure that you are entered for the correct examinations and assessments is available at <http://www.ox.ac.uk/students/academic/exams/entry>
- **Graduate status**
Although Postgraduate Diploma candidates make use of undergraduate lectures and classes, they are full members of the graduate community, and are entitled to draw on all the graduate resources of the Faculty and the University. Please note that there is no graduation ceremony for Postgraduate Diploma students.
- **Examination Conventions**
Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work.

The examination conventions and descriptors for allocating marks issued in 2017/18 can be found on the Theology and Religion Faculty's Weblearn site. Any modifications will be published not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term. Up-to-date conventions will be sent to all students before the examination and published on the Theology and Religion Faculty's Weblearn site.

3.4 Master of Theology and Postgraduate Diploma in Applied Theology

These courses are designed to provide theological study at graduate level for those engaged in professional ministry and can be done part-time as well as full-time. Details of these courses are found in the handbook for MTh Applied Theology and Diploma in Applied Theology.

4. CHANGE OF PROGRAMMES OF STUDY

The expectation is that you will complete the course for which you were admitted, unless formal application for a change of programme of study is made to the Graduate Studies Committee. A request to change in mid-stream, either from one type of course to another (e.g. MSt to MPhil) or from one subject-area to another (e.g. New Testament to Doctrine) will be subject to the discretion of the Graduate Studies Committee. There can be no *expectation* on the student's part that a student will be allowed to do something other than the subject, degree or diploma for which he/she was originally admitted; such transfers are subject to a rigorous process of assessment.

Nevertheless, changes in personal circumstances (e.g. funding) or experience of the course itself can sometimes make a change appropriate. An application for such a change can be made using the GSO.28 change of programme of study form. When asked to approve such a change, the Committee will consider:

- (a) whether the applicant can demonstrate the capacity to succeed in the work required for the course for which he/she is applying. In assessing this, the supervisor's judgement will always be important; written work will also be requested, assessors appointed and an interview held.
- (b) whether there are good reasons for the change. The Graduate Studies Committee will not consider apprehension at the prospect of sitting examinations to be a good reason. Genuine difficulties with the circumstances of examinations (e.g. of a medical kind) should be brought to the attention of the Proctors through college authorities.

These forms are available [here](#).

5. GRADUATE SUPERVISION REPORTING (GSR)

Students are required to complete a self-assessment report every reporting period. If you have any difficulty doing so this you must speak to your supervisor or Director of Graduate Studies.

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)

6. 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.

6.1 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 (Professor Anna Sapir Abulafia) as appropriate. 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 Graham Ward. 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.

6.2 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 (<https://www.ox.ac.uk/students/academic/complaints>).

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/>

The Student Handbook: www.admin.ox.ac.uk/proctors/info/pam;

And the relevant Council regulations: www.admin.ox.ac.uk/statutes/regulations/247-062.shtml

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.

7. WRITING AN ESSAY OR DISSERTATION

7.1 General considerations

Taught graduate courses as well as research degrees require the writing of essays and a dissertation. The MSt courses require two short essays of 5,000 words each and a 10-15,000 word dissertation; the MPhil, either one long essay of 10-15,000 words or three short essays of 5,000 words, as well as a 20,000 or 30,000 word dissertation; the MTh .

7.2 Choice of topic

Because a dissertation requires independent research and is intended to introduce you to scholarly method in one of the different fields of theological or religious study, the topic must be

carefully chosen and narrowly focused. Care should be taken to avoid undertaking topics that are too vast to be treated in appropriate depth and within the available time. **You must consult with your supervisor about the feasibility of what you propose. The supervisor has to indicate their endorsement of the title proposal before it is submitted for consideration by the Graduate Studies Committee.**

7.3 Submitting an essay or dissertation proposal to the Graduate Studies Administrator

Students should complete the online form, which can be found on the Faculty's WebLearn site (https://weblearn.ox.ac.uk/portal/site/:humdiv:theology:theo_grad/tool/f20078cf-0ec4-4005-a0e8-50306acfed6c).

Your proposal should include:

- the essay or dissertation title;
- a 250 word outline of the substance of the essay or dissertation, explaining the focal question, identifying a finite body of core literature, listing provisional sections or chapters;
- a bibliography of *circa* 8 items for a short essay, 20 for an MSt dissertation, 35 for an MPhil dissertation, and 25 for an MTh dissertation, which should list the most important primary and secondary works, with which you expect to engage.

Details of how and when to submit your proposals are outlined in your individual course handbook.

7.4 The written work itself: some tips

(a) *The approach*: After consultation with your supervisor, you might benefit from making an early visit to the Bodleian Library, to look at a dissertation on a topic related to your own or involving similar methods of treatment.

(b) *Composition*: It is wise to assume that the actual writing of the essay, dissertation will take longer than you expect. You might suppose that, once the material is collected, composition is a mechanical process. This is seldom the case. Often it is only in the process of composition that the argument, direction, and structure of your project will become clear. Composition can make clear the need for further research and also for revision of work already completed.

(c) *Style*:

- i. The dissertation must be presented 'in a lucid and scholarly manner'. The most important part of the dissertation is the text. The notes, appendices, etc. should support, and not overburden, it. Excessive matter in the footnotes can distract the reader from the main argument.
- ii. And avoid cluttering your work with reference to unimportant material. Examiners will not expect you to have read *everything*; they will only expect you to have read *everything important and relevant*.

(d) *Length*: The regulations about maximum length are intended to encourage strict discrimination in the use of material and economy of expression, and they should be taken seriously. That said, you need not strive to achieve the maximum length: a model dissertation displays as much

evidence as is necessary to sustain its argument, in as economical a form as can be managed without loss of weight or clarity.

The word count does include footnotes and endnotes but not the bibliography. An accurate statement of the number of words (excluding the bibliography) should accompany the dissertation. **For taught courses, penalties will be imposed for over-long essays or dissertation**—usually a reduction in the overall mark awarded for the particular piece of work. Exact details of the penalties are outlined in the Examination Conventions for each course. 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. If, for special reasons (e.g., the need to quote at length from unpublished or inaccessible sources), you cannot confine yourself within the maximum word limit, you should apply through your supervisor to the Faculty Board for permission to exceed it by a stated number of words. Such applications should normally be made not less than three months before the intended date of the submission of the dissertation. Permission is granted only in exceptional circumstances.

7.5 The presentation of written work

All work should be double-spaced in font-size 12, using a clear and legible font, such as Arial. Please be aware that the Faculty of Theology and Religion now uses WebLearn for assignment submissions, therefore we will no longer accept hard copy submissions. All summative assignments, e.g. essays and dissertations/theses, must be uploaded to the Assignments section of the course's WebLearn site by the times and dates specified at the start of the course. Each submission must be accompanied by a declaration indicating that it is the candidate's own work. More information and training will be provided by the Faculty well in advance of any assignment deadline. Please check your emails for further information about online submissions in Michaelmas Term 2018.

The Faculty expects written work to be carefully and consistently presented in accordance with one of several standard referencing styles. The chosen referencing 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 referencing style most appropriate for them, bearing in mind that some referencing 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 (Robert Ritter, *The Oxford Guide to Style* [Oxford: Oxford University Press, 2002] or Robert Ritter, *The Oxford Style Manual* [Oxford: Oxford University Press, 2003]). 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).

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 referencing style, uniformity, and accuracy of references. A good essay or dissertation can be spoiled 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.

Each piece of work should be accompanied by a declaration of authorship. *Please note: All submitted work for taught graduate courses (e.g. the MSt, MPhil, PG Dip) should be identified **BY CANDIDATE NUMBER ONLY**; no names should appear.*

7.6 Change of title

In certain circumstances you may wish to make minor changes to the title of your dissertation as your research evolves. If you are an MSt or MPhil student and wish to make a change to an essay or dissertation title once it has been approved by the Graduate Studies Committee, you should agree any such changes with the subject co-ordinator or your supervisor in the first instance. Details of the change must then be submitted via an online form (accessible from the Graduate area of the Faculty's WebLearn site) for checking by the Graduate Studies Committee **no later than Monday of 0th week (Trinity Term)**. The change of title form can be found here: https://weblearn.ox.ac.uk/portal/site/:humdiv:theology:theo_grad/tool/f20078cf-0ec4-4005-a0e8-50306acfed6c. *This is the final deadline for alterations to essay/dissertation titles. If you submit an essay or dissertation with a different title to the one approved, your final mark may be subject to a penalty. Exact details of the penalties will be outlined in the Examination Conventions for each course.*

7.7 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

Please consult the University's guidance on plagiarism which can be found online [here](#).

Graduate students are strongly advised to take the online anti-plagiarism course whose link may be found on the University's Education Committee website:

<http://www.ox.ac.uk/students/academic/goodpractice/about/>. Access to this course is available via [WebLearn](#). You will need to create a user account before taking an online course.

8. EMPLOYMENT AND FINANCE

8.1 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.

Part-time students should be present in Oxford at least one day a week during term. It is especially important that part-time students keep in regular contact with their supervisor and College advisor or tutor.

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.

8.2 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.

Details of general funding opportunities can be found on the Faculty's website:

<https://www.theology.ox.ac.uk/funding>

And on the University's website: <http://www.ox.ac.uk/feesandfunding/search/>

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.

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/>

8.3 Faculty Studentships for Graduate applicants & other available funding

Information on Faculty studentships and other funds can be found [here](#).

9. APPLICATION FOR ADMISSION TO THE DPHIL IN THEOLOGY AFTER COMPLETING ONE OF THE FACULTY'S MASTER'S PROGRAMMES

If you are currently studying for a master's degree at Oxford and wish to continue on to a doctoral programme without a break in your study, you can apply for readmission via the [graduate application form](#). You will find a link to the application form and the authorisation code you require in order to submit an application for readmission in [Student Self-Service](#). When you start to complete a new application form you will need to select your "Application Type" from a dropdown menu. Please select "Readmission". You do not need to pay an application fee to submit a readmission application. Information for continuing students can be found in the [Application Guide](#).

Please note that all applicants accepted onto the DPhil programme are initially enrolled as Probationer Research (PRS) students. Those who have already completed one of the Faculty's MPhil programmes, and have already commenced work on their doctoral dissertation, may be directly admitted to DPhil status, if approved by the Graduate Studies Committee (thus waiving the Transfer process). However this should not be assumed, and will be reviewed on a case by case basis: progression to DPhil status is normally subject to successful Transfer of Status.

Supporting materials

You will be required to provide the supporting materials for your programme of study when submitting your application form. For guidance on supporting materials please refer to the Application Guide 2018-19 for entry in 2019-20:

<http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide>

Standard list of supporting materials:

- (i) Research proposal/supporting statement
- (ii) Academic record: transcript
- (iii) Current curriculum vitae
- (iv) Two pieces of written work
- (v) Three references
- (vi) English Proficiency score/Test Certificate if English is not your first language

Deadline

You should ensure that your readmission form and all supporting materials, including your references, are submitted via the online application form in time to meet the application deadline for your chosen programme. The Theology and Religion Faculty only uses the late January Application Deadline.

Late or incomplete readmission applications will not be considered.

Application Fee

You will be exempt from paying the graduate application fee.

Break in study between Master's degree and DPhil

If there is any break in your study (even if it is only for a term), you will not be able to use the readmission form; you must complete the standard graduate application form and you will be required to pay the application fee.

10. FURTHER OPPORTUNITIES

10.1 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 [WebLearn site](#), and submitted to the Graduate Studies Administrator in the Humanities Division by the Monday of -1st or 4th week in any given term, for consideration by the Graduate Studies Committee in 1st or 6th weeks respectively.

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.

10.2 Travel 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 [WebLearn site](#), and submitted to the Graduate Studies Administrator in the Humanities Division by the Monday of the 1st or 4th week in any given term, for consideration by the Graduate Studies Committee in 1st or 6th 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. 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 travel insurance is available here:
<http://www.admin.ox.ac.uk/finance/insurance/travel/>

11. 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](#).

11.1 Humanities Division resources

Training provided and promoted by the Humanities Division is designed to complement and supplement subject-specific and generic training provided through your faculty, and training opportunities provided by the Language Centre, Computing Service, Library Service and Careers Service.

Training opportunities include the following:

- ‘Developing Learning and Teaching’ accredited teaching programme provided in conjunction with the Oxford Learning Institute
- ‘What I wish someone had told me when I started: Reading for a DPhil in the Humanities’
- Preparing for the DPhil Viva
- Journal Article Publishing workshop
- Organizing conferences
- Preparation for Academic Practice
- Graduate Poster Competition
- Public Engagement Summer Schools
- Entrepreneurship
- Digital Humanities

Find out more about graduate training in the Humanities and see an up-to-date list of events at: <https://www.humanities.ox.ac.uk/researcher-development>

You may contact the Humanities Training Officer with comments, questions or suggestions for useful events at: training@humanities.ox.ac.uk

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing - through the Oxford Students website:

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

11.2 Faculty resources

The Faculty’s Director of Professional Development is Dr Pui Him Ip (email). With the help of the Graduate Training Representative, Dr Pui Ip organizes a regular programme of training in subject-specific and transferable skills.

For this year’s Graduate Training Representative, please refer to the [Weblearn Graduate Training](#)

Please be aware that, if you do any teaching for the Faculty or the University of Oxford, the Faculty is required to undertake checks of anyone who will be working for the Faculty *before* any 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 at the earliest opportunity.

11.3 Other resources

- WebLearn, the University's Virtual Learning Environment, hosts a Skills Hub, which seeks to bring together information about graduate training from across the university. The hub can be accessed here: <https://weblearn.ox.ac.uk/portal/site/:skills>.
- The Humanities Division (<https://www.humanities.ox.ac.uk/researcher-development>) 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 Learning Centre (<https://help.it.ox.ac.uk/courses/index>) has 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 a dozen languages and independent study resources for 140 further languages.
- The Oxford Learning Institute (<http://www.learning.ox.ac.uk>) mainly offers career development courses for staff, but also provides some resources for graduate students.
- The Bodleian Library (<http://libguides.bodleian.ox.ac.uk/workshops>) offers free workshops and resources on all things related to information management, analysis and publication.

APPENDICES

Appendix A: GRADUATE FORMS

These forms are available at: <http://www.ox.ac.uk/students/academic/graduates/forms/>

Forms and notes relating to Transfer of Status

GSO.2	Application for Transfer of Status.
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Forms and notes relating to Confirmation of DPhil Status

GSO.14	Application for Confirmation of DPhil. Status.
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Miscellaneous forms

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

Forms & notes relating to the examination of research degrees

GSO.3	Application for Appointment of Examiners for DPhil or MLitt.
GSO.3A	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
GSO.26	Information for Thesis Cataloguing.
GSO.20A	Notes of guidance for research examinations

The following document may also be required:

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

These forms are available at:

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

Forms and notes relating to Confirmation of DPhil Status

GSO.14B	Application for Deferral of Confirmation of DPhil Status
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Miscellaneous forms

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

B. SAFETY AND HEALTH

University Safety Office, Supervisors Responsibility: <http://www.admin.ox.ac.uk/safety/policy-statements/s1-09/>

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

University Safety Office, Safety in fieldwork: www.admin.ox.ac.uk/safety/policy-statements/s5-07/

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., <https://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 'Graduate' section of the Theology and Religion Faculty's WebLearn site.

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

C. DATA PROTECTION

University Policy on Data Protection can be found here: –

<https://www1.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/>

D. 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 he or she 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 \(2013\)](#).

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

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the ‘protected characteristics’ of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation. Visit our website

for further details or contact us directly for advice: www.admin.ox.ac.uk/eop or equality@admin.ox.ac.uk.

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice

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

www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres

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

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

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

OXFORD SU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: <https://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

E. 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:

www.admin.ox.ac.uk/researchsupport/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.

Policy on the ethical conduct of research involving human participants and personal data

The University of Oxford seeks to protect the dignity, rights and welfare of all those involved in research (whether they are participants, researchers or third parties) and to promote high ethical standards of research. The University achieves this by:

- fostering a culture within the University that embraces the principles set down in this policy and the obligations contained in relevant legislation to protect the rights, dignity and welfare of those involved in research;
- providing ethical guidance that communicates regulatory requirements and best practice, and offering ongoing support and training to staff and students to maintain high ethical standards;
- maintaining a review process that subjects research to a level of scrutiny in proportion to the risk of harm or adverse effect.

All graduate students and academics involved in research involving human participants need to fill in a form to be approved to carry out the research.

For more details, see: www.admin.ox.ac.uk/curec/policystatement/

The form can be found here:

<http://www.admin.ox.ac.uk/curec/oxonly/checklistsandapplicationform/>

(UREC/1A checklist, for use by staff and student researchers primarily in the Social Sciences and Humanities (see FAQ 39))