MSc and MPhil in Modern Japanese Studies
Course Handbook 2015/2016

Photograph by Rob Judges

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School of Interdisciplinary Area Studies
University of Oxford

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The information in this handbook is correct at date of publishing but may be subject to change.

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FOREWORD

Statement of Coverage

This handbook applies to students starting the MSc and MPhil in Modern Japanese Studies in Michaelmas Term 2015. The information in this handbook may be different for students starting in other years.

Disclaimer

The Examination Regulations relating to this course are available 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 Dr Paul Irwin Crookes, the Director of Graduate Studies for the School of Interdisciplinary Area Studies (paul.irwincrookes@area.ox.ac.uk) and/or Jane Baker (jane.baker@nissan.ox.ac.uk) the Course Administrator at the Nissan Institute of Japanese Studies.

The information in this handbook is accurate as at 02 October 2015, 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 digital version of this handbook together with a list of the changes and students will be informed.
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Welcome to the Nissan Institute of Japanese Studies.

This Handbook is intended to help guide you through your course and to provide the information that it is anticipated you will need to know during your time as Oxford. You will also find lots of useful information of relevant to your course from the following sources:

- the School’s website (http://www.area-studies.ox.ac.uk/), which includes information about news and events;
- our WebLearn site (https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/page/home), which provides information on lectures, classes, reading lists as well as guidance concerning supervision, undertaking fieldwork and the ethical review process for any research projects involving human participants or personal data;
- the Oxford Students Website (http://www.ox.ac.uk/students);
- your individual college handbook;
- the University’s Examination Regulations (http://www.admin.ox.ac.uk/examregs/), which provide the course regulations; and
- the programme’s examination conventions provided on our WebLearn site, which set out the procedures required by the examinations you will take and cover how written papers will be set, how your work will be assessed and how an overall year outcome will be determined.

If you need any further help or require more information on any aspect of the Handbook, please contact Jane Baker (jane.baker@nissan.ox.ac.uk)

If you have any doubts or questions about anything described in the handbook, or indeed any aspect of these programmes, do not hesitate to seek further clarification from Jane Baker, the Course Administrator, or myself as the Course Director or your Personal tutor. Comments on the contents of this handbook would be much appreciated, so please feel free to let us know if you can think of ways to improve the next issue.

If you come across a problem that you think that will need time to sort out you might want to make an appointment by e-mail in advance.

Please note that although most of the teaching will occur during the normal eight week terms we will be providing additional language classes in Weeks 0 and 9 of Michaelmas term, 0 and 9 of Hilary term and 0 in Trinity term. You should therefore make the necessary arrangements with your colleges to ensure that you have accommodation during this period, and make sure that you are available Monday to Friday, 9.00 a.m. to 5.00 p.m. for the whole of Trinity Term as we cannot change exam times for individual students.

We hope that you enjoy postgraduate life in the Nissan Institute and the University of Oxford.

Jane Baker
Administrator

Hugh Whittaker
Course Director

*For an explanation of Michaelmas, Hilary and Trinity terms and other examples of Oxford terminology please see the Glossary on page 66.
Welcome from the Head of the School of Interdisciplinary Area Studies

On behalf of the management team of the School of Interdisciplinary Area Studies (SIAS), I would like to welcome you all warmly to Oxford and to SIAS. Founded in 2004, the School is part of the Social Sciences Division and has a total staff, including academics, researchers, and administrators, of about 70 people based at faculty locations in and around Bevington Road, Winchester Road and Canterbury Road on the northern side of the University precinct.

We are the largest department of scholars in the UK dedicated to the study of key regions across the world. Our research and teaching activities encompass Africa, China, Japan, Latin America, the Middle East, Russia and Eastern Europe, and South Asia, scaling in reach from the local and national to the regional and global. Whilst our scholarship certainly engages with important theoretical debates and major concepts such as globalisation, liberalisation, and feminism, it is always informed by a deep understanding of the relevant country and region concerned, helping us to analyse the social, political and cultural drivers of a particular region to better explain both the historical context and the contemporary factors shaping the world today. I invite you all to join us in these debates and I wish you a very enjoyable time here as members of the School.

Professor Rachel Murphy
Head of SIAS
Associate Professor in the Sociology of China
**Introduction**  
*Japanese Studies at Oxford University*

The University of Oxford teaches about Japan mainly through two organisations. The undergraduate courses about Japan and the Japanese language are operated through the Oriental Institute and are taught mainly, although not exclusively, by people located there. Whilst Japanese has been taught systematically in Oxford since the 1950s the present undergraduate programme dates from the mid-1960s. At the time of writing there are four colleagues with a full time research and teaching commitment to Japanese studies in the Oriental faculty: Professor Bjarke Frellesvig (linguistics), Dr Linda Flores (modern literature), Dr Jenny Guest (classical literature), Dr James Lewis (Japan Korean relations), and three full time language instructors: Ms Kaori Nishizawa, Ms Hiroe Kaji and Ms Junko Hagiwara.

In the late 1970s the Nissan Motor Company was persuaded to make a substantial donation to the university that was used to create the Nissan Institute of Japanese Studies. It was formally established in 1981 comprising of three posts: a political scientist Professor Arthur Stockwin, an historian, Dr Ann Waswo, and an economist, Dr Jenny Corbett. A further donation in 1990 enabled the institute to move into purpose built facilities located within the grounds of St. Antony’s College and to create two further posts: another economist, Dr Mark Rebick and a social anthropologist, Dr Roger Goodman. When Arthur Stockwin retired Roger Goodman became the Nissan Professor of Modern Japanese Studies and Ian Neary was appointed as the institute’s political scientist. Ann Waswo retired in 2007 and was replaced by historian Professor Sho Konishi. In October 2008 Takehiko Kariya took up the post of Professor in the Sociology of Japanese Society and Dr Ekaterina Hertog took up the post of Sasakawa Career Development Fellow in the Sociology of Japanese Society, and then Research Associate and Teaching Fellow of the Nissan Institute for Michaelmas and Hilary terms in 2014-2015. In 2012 Mark Rebick and Jenny Corbett retired and were replaced by Professor Hugh Whittaker in 2014 as the Professor in the Economy and Business of Japan.

The research of those attached to the Nissan Institute focuses on modern and contemporary Japan and beyond and they have sought to develop their teaching within their respective discipline departments thus making it possible for undergraduates in these departments - politics, economics, sociology, anthropology, and history - to study about Japan.

Members of the Nissan Institute also contribute to the teaching on the undergraduate programmes and colleagues from the Oriental Institute contribute to the graduate programmes administered by the Nissan Institute.

We also have colleagues located in the Department of Education, Department of Anthropology, the Saïd Business School, the Pitt Rivers Museum, and the Ashmolean Museum who have teaching and/or research interests in Japan and who may contribute to the graduate teaching programme from time to time.

Professor Sho Konishi  
*Director of the Nissan Institute of Japanese Studies*
Important Dates

First Meeting in Oxford  Induction to the Programme at 10.00 a.m. on Monday, 5\textsuperscript{th} October 2015 in the Nissan Institute Lecture Theatre

Introduction to Research Methods for Area Studies at 2.30 p.m. on Thursday 8\textsuperscript{th} October 2015 in the Nissan Institute Lecture Theatre

Dates of Term

2015/2016

Michaelmas 2015  Sunday 11 October  Saturday 5 December (autumn)
Hilary Term 2016  Sunday 17 January  Saturday 12 March (spring)
Trinity Term 2016  Sunday 24 April  Saturday 18 June (summer)

2016/2017

Michaelmas 2016  Sunday 9 October  Saturday 3 December (autumn)
Hilary Term 2017  Sunday 15 January  Saturday 11 March (spring)
Trinity Term 2017  Sunday 23 April  Saturday 17 June (summer)

* but note that your Japanese language teaching programme will start in Week 0 and runs on into Week 9.

University Terms

The three University ‘full’ terms, called Michaelmas (October-December), Hilary (January-March) and Trinity (April-June) last eight weeks each. But terms simply set the periods during which formal instruction is given by way of lectures, seminars, and tutorials. The University functions throughout the year and you will need to work in the vacation as well as in term time (apart from reasonable breaks).
Course Deadlines

Michaelmas Term 2015

12 noon on Friday 9\textsuperscript{th} October (Week 0)  
Choice of options must be finalised and submitted to the Institute Office. 
Complete the Oxford on-line plagiarism test (Oxford test) and submit the completed certificate to the Institute Office.

By Friday 23\textsuperscript{rd} October (Week 2)  
Deadline for representatives for the JCC to be notified to the Course Director.

By Friday 6\textsuperscript{th} November (Week 4)  
First meeting with your supervisor/dissertation tutor.

By Friday 6\textsuperscript{th} November (Week 4)  
Submission of coursework for all options.

12 noon on Friday 4\textsuperscript{th} December (Week 8)  
Dissertation title to be submitted to the Institute Office.

12 noon on Monday 7\textsuperscript{th} December (Week 9)  
A practical exercise in the collection and analysis of qualitative data (word limit 2500 words) to be handed in to the Examination Schools.

Hilary Term 2016

First-year MPhil students and first-year MSc students considering changing their programme of study to the MSc or MPhil respectively must submit the “Application for Change of Programme of Study” by \textbf{the end the week 9 of Hilary Term 18\textsuperscript{th} March 2016}. Students should make their decision to switch programmes in consultation with their supervisor.

12 noon on Monday 22\textsuperscript{nd} February (Week 6)  
A Take-home test in quantitative analysis will be set. Further details will be given out during the course.

12 noon on Monday 29\textsuperscript{th} February (Week 7)  
Your Take-home test in quantitative analysis set on Monday of Week 6 is to be handed in to the Examination Schools.

12 noon on Monday 14\textsuperscript{th} March (Week 9)  
Research Proposal to be handed in to the Examination Schools (word limit: 2500 words).

By no later than Friday 18\textsuperscript{th} March 2016 (Week 9)  
All course transfers to be completed.
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<th><strong>Trinity Term 2016</strong></th>
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<tr>
<td>12 noon on Friday 13\textsuperscript{th} May (Week 3)</td>
<td>Submission Deadline for your 30,000 word 2\textsuperscript{nd} Year MPhil thesis to the Examination Schools.</td>
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<td>Week 5</td>
<td>Present paper on your dissertation topic in Japanese at the mini-conference</td>
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<td>By no later than 12 noon on Friday 10\textsuperscript{th} June 2016 (Week 7)</td>
<td>Submission Deadline for your portfolio as part of the Japanese Language Level 4 – Upper Advanced to the Examination Schools.</td>
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<td>Week 7</td>
<td>Written 3 hour examinations at the Examinations Schools</td>
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<td>12 noon (Thursday) 1\textsuperscript{st} September 2016</td>
<td>Submission Deadline for your 10,000 word dissertation for all MSc students to the Examination Schools.</td>
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**Induction Week**

The programme begins with a week of compulsory induction to the programme starting at 10.00 am in the Nissan Lecture Theatre on Monday 5th October 2015.

At this session you will be introduced to all the people who are involved in the teaching of the programme and will be able to hear first-hand about the content of their courses.

You will receive information on the general rules of the programme and Oxford University and preliminary information about the computer systems and the University libraries. We will provide details of the programme content including information on available option courses, timetables, examinations, and facilities.

Later that day and over the rest of the week the initial language classes will take place so that the intensive language course can begin on Monday 12th October.

There will also be a social event later in the afternoon where you will have the opportunity to meet the other MSc students and also to meet members of staff.

There is also an induction meeting for the Research Methods Course on Thursday of 0th Week in Michaelmas Term and all students are expected to attend. At this meeting you will receive information about the course and meet the instructors.

On the morning of Friday 9th October the tutors of the courses about Japan will be available in their rooms to discuss the content of their courses and to advise students about appropriate combinations of courses.

**Preparation for Week 1 work**

The Japanese Language Course starts in week 0 and you will have received a suggested reading/booklist in August/September before your course begins. Please familiarise yourself with these books and the ones listed in the option guide before you arrive in Oxford.

Teaching will start in Week 1 and students will be expected to have done the necessary reading in preparation for those classes.

**College Registration**

You will be required to register with the College at the beginning of the week preceding the start of Michaelmas Term. This is known as 0th week.

**College information**

The Oxford College system makes graduate study at Oxford a truly unique experience. Colleges are academic communities with a strong intellectual as well as social life. Your college will have a Tutor for Graduates whose role includes oversight of all graduate members of the college; and each student will also have a dedicated college adviser, who will be a member of the college’s academic staff, and will be able to offer support and advice.

Oxford colleges are small, intimate and multi-disciplinary communities, and will provide you with the chance to establish a new circle of friends quickly, to access a range of varied social and sporting activities and to participate in a lively intellectual community of which the Fellows (that’s the Oxford name for academic staff based at a college) form an important and immediate part. It is as a member of a college that you will ‘matriculate’, or become a full member of the University, in a formal ceremony in which all students participate at the start of their time at Oxford.
Key Contacts at the Nissan Institute of Japanese Studies

Professor Sho Konishi  
Director of the Nissan Institute of Japanese Studies  
Chair of Examiners for the MSc/MPhil in Modern Japanese Studies  
Associate Professor in Modern Japanese History  
Contact details: sho.konishi@nissan.ox.ac.uk 01865 274572

Professor Hugh Whittaker  
Course Director for the MSc/MPhil in Modern Japanese Studies  
Professor in the Economy and Business of Japan  
Contact details: hugh.whittaker@nissan.ox.ac.uk 01865 274575

Professor Ian Neary  
Professor of the Politics of Japan  
Contact details: ian.neary@nissan.ox.ac.uk 01865 274573

Miss Jane Baker  
Administrator  
Contact details: jane.baker@nissan.ox.ac.uk 01865 274570

Professor Roger Goodman  
Nissan Professor of Modern Japanese Studies  
Head of the Social Sciences Division  
Contact details: roger.goodman@nissan.ox.ac.uk 01865 274576

Professor Takehiko Kariya  
Professor in the Sociology of Japanese Society  
Contact details: takehiko.kariya@nissan.ox.ac.uk 01865 274577  
(Professor Kariya will be on sabbatical leave from January to December 2016)

Dr Ekaterina Hertog  
Research Associate and Teaching Fellow in Japanese Studies  
Contact details: ekaterina.hertog@nissan.ox.ac.uk 01865 284510

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<th>Contact Details for SIAS Staff</th>
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<tr>
<td>Dr Paul Irwin Crookes (SIAS DGS)</td>
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<td>Dr Paul Irwin Crookes (SIAS DGS)</td>
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<td>Tanya Baldwin (SIAS Head of Administration and Finance)</td>
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Dr Linda Flores is an Associate Professor in modern Japanese Literature and Tutorial Fellow at Pembroke College. Her research interests include Proletarian Literature, Women’s Writing, Gender Theory, Comparative Literature, and Atomic Bomb Literature.

Her contribution to the masters programme will be a course on Modern Japanese Literature and Film. She can be contacted by email at: linda.flores@orinst.ox.ac.uk

Professor Bjarke Frellesvig is Professor of Japanese Linguistics and a Fellow of Hertford College. His research interests include the history of the Japanese language and general historical linguistics. He is the Director of the University’s Research Centre for Japanese Language and Linguistics (www.orinst.ox.ac.uk/research/jap-ling/) and of the Oxford Corpus of Old Japanese (http://vsarpj.orinst.ox.ac.uk/corpus/). He is also President of the European Association for Japanese Studies.

His contribution to the masters programme will be a course in Japanese Linguistics. He can be contacted by email at: bjarke.frellesvig@orinst.ox.ac.uk

Professor Roger Goodman is Nissan Professor of Modern Japanese Studies and a Fellow of St. Antony’s College. He is Head of the Social Sciences Division. His research interests include the anthropology and sociology of Japan, comparative education and social policy and the anthropology of children. His current research project is on higher education reform in Japan.

His contribution to the masters programme will be a course on Japanese Social Anthropology. He can be contacted by email at: roger.goodman@nissan.ox.ac.uk


Her main contribution to the masters programme will be to coordinate and teaching on the Research Methods Course. She can be contacted by email at: ekaterina.hertog@nissan.ox.ac.uk
**Professor Takehiko Kariya** is Professor in the Sociology of Japanese Society and a Fellow of St. Antony’s College. He has conducted sociological studies of social stratification and social mobility, school-to-work transition, social influences of education policies in Japan, and social changes in post-war Japan. His book on education and inequality in Japan is titled, *Education Reform and Social Class in Japan* (Routledge, 2013). He will be on sabbatical leave from January to December 2016.

His contribution to the masters programme will be to teach the Sociology of Japanese Society course and part of the Research Methods Course. He can be contacted by email at: takehiko.kariya@nissan.ox.ac.uk

**Professor Sho Konishi** is the Director of the Nissan Institute of Japanese Studies, and a member of the Faculty of History and the School of Interdisciplinary Area Studies. He studies the intellectual, cultural, and transnational history of Japan from 1700. His current research interests include the history of humanitarianism, historical epistemology, the transnational history of emotions, anarchist natural science and ethnography, and language and translation as intellectual history. His recent publications include *Anarchist Modernity* (Harvard, 2013); with articles appearing in *Interdisciplinary Description of Complex Systems* (2015), *The American Historical Review* (2014), *Journal of Asian Studies* (2013), and *Modern Asian Studies* (2013).

His contribution to the masters programme will be a course on the Modern Transnational History of Japan. He can be contacted by email at: sho.konishi@nissan.ox.ac.uk

**Professor Ian Neary** is Professor of the Politics of Japan in both SIAS and DPIR and a Fellow of St. Antony’s College. His research interests include contemporary Japanese politics, minority groups in Japan and human rights in East Asian societies. His publications include: *Human Rights in Japan, South Korea, and Taiwan* (2002), *The State and Politics in Japan* (2002), *The Buraku Issue and Modern Japan - the career of Matsumoto Jiichiro* (2010).

He will return from sabbatical leave in Japan in January 2016 where he has been engaged on a project about the evolution and impact of the Dowa Projects Policy. His contribution to the masters programme will be a course on Japanese politics taught in Hilary term. He can be contacted by email at: ian.neary@nissan.ox.ac.uk
Professor Hugh Whittaker is Professor in the Economy and Business of Japan and a Fellow of St. Antony’s College. He is the Course Director of the masters programmes in Modern Japanese Studies. His research interests include entrepreneurship, management of innovation, corporate governance, and employment relations in Japan, as well as political economy and economic development in East Asia. His books include Comparative Entrepreneurship: The UK, Japan and the Shadow of Silicon Valley (2009) and (co-edited) Corporate Governance and Managerial Reform in Japan (2009). A current research project is on ‘compressed development’ in East Asia.

His contribution to the masters programme will be a course on the Economy and Business of Japan and part of the Research Methods Course. He can be contacted by email at: hugh.whittaker@nissan.ox.ac.uk

Japanese Language Instructors

Ms Kaori Nishizawa is an instructor in Japanese in the Oriental Institute. She is the instructor with special responsibility for the Japanese language courses on the masters programmes taught within the Nissan Institute.

Kaori Nishizawa (西澤 芳織), Course co-ordinator
Office: Room 303, Oriental Institute
Phone: 01865 (2)78264 (direct)
Email: kaori.nishizawa@orinst.ox.ac.uk

Ms Junko Hagiwara is a senior instructor in Japanese at the Oriental Institute. Her main responsibility is for the Japanese language courses on the undergraduate’s programmes taught at the Oriental Institute. She is also collaborating on the masters programme.

Junko Hagiwara (萩原順子)
Office: Room 302, Oriental Institute
Phone: 01865 (2)78220 (direct)
Email: junko.hagiwara@orinst.ox.ac.uk

Mrs Keiko Harada is a Faculty Tutor at the Oriental Institute and one of our language instructors, who closely collaborates with Kaori Nishizawa to help you achieve the required level of Japanese.

Keiko Harada (原田 啓子)
Office: Basement Room 3, Oriental Institute
Phone: 01865 (2)88205 (direct)
Email: keiko.harada@orinst.ox.ac.uk
Course Content and Structure

The MSc in Modern Japanese Studies

There are two different pathways for the MSc in Modern Japanese Studies. There is Mode A which is the Japanese language pathway and Mode B which is the non-language pathway.

This programme is intended to be both a stand-alone course for those seeking to improve their language skills and an interdisciplinary introduction to the study of modern Japan. It acts either a foundation for those intending to seek employment working in Japan or with the Japanese, or as a preparation for further research on Japan either on the follow-on MPhil programme or on a doctoral programme at Oxford or elsewhere. It is taught over three terms. There are five components to the MSc degree:

- A core course on Research Methods
- Two courses about Japan
- The Japanese language course or a further course about Japan
- A dissertation of 10,000 words

You will find further details about the options that will be available in 2015/2016 elsewhere in this handbook as well as further information about the language course and dissertation.

All these courses have been designed for students at the graduate level and most of your fellow students will be on the modern Japanese studies programme. Some courses may also be taken by students who are studying elsewhere in the university. For example, the course on Japanese politics is an option for both Japanese studies students and students on the Comparative Government programme.

The MPhil in Modern Japanese Studies

There are two different pathways for the MPhil in Modern Japanese Studies. There is Mode A which is the Japanese language pathway and Mode B which is the non-language pathway.

The MPhil in Modern Japanese Studies is a two-year programme that combines intensive language courses and three courses about Japan, research methods courses in both years and a 30,000-word dissertation. Native speakers of Japanese take two additional courses about Japan. There are eight components to the MPhil degree:

1st Year
- A core course on Research Methods
- Two courses about Japan
- The Japanese language course (or a further course about Japan if you have native-speaker language competence)

2nd Year
- An advanced Research Methods course in the appropriate department
- One course about Japan
- The advanced Japanese language course or a further course about Japan
- A thesis of 30,000 words

Second year students would also be directed to additional option courses that could be taken within the School of Interdisciplinary Area Studies on agreement with their supervisor, the Course Director and the Course Director of the unit offering the course. For example:

China’s Environmental Challenges
The International Relations of Contemporary China
Aims and Outcomes

The aims and learning outcomes of the MSc and MPhil in Modern Japanese studies vary depending on whether or not you are taking the language route. A full description can be found on the Institute WebLearn site https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/nijs/page/handbooks_and_t

Courses about Japan

Over the following pages you will find brief descriptions of the courses that will be available in academic year 2015/2016. The complete booklists and descriptions of the courses week by week can be found on WebLearn.

Similarly the Survey Course, intended primarily for undergraduates in the Oriental Institute provides an introduction to the history, sociology, economics, politics, and literature of modern Japan. You may attend these lectures without any obligation to take an examination. Students who have not previously studied Japan may find the Survey Course particularly helpful.
Syllabus

Japanese Linguistics (The History and Structure of Japanese)
Professor Bjarke Frellesvig, Faculty of Oriental Studies
Tuesdays 4.00 - 5.00 pm Michaelmas and Hilary Terms at the Oriental Institute

The primary objectives of this course are for students: (1) to get a comprehensive overview over the main features of and approaches to the study of the Japanese language; (2) to get a working knowledge of the relevant research tools and literature; and (3) to identify topics and subjects areas for independent research. The teaching for this course will take place in Michaelmas and Hilary Terms (under the titles Japanese Linguistics (MT) and The history of the Japanese language (HT)), with one lecture a week. Core readings will be assigned for each meeting.

Students will be invited to submit an essay on an assigned topic for assessment by the end of week 4 in either of the two terms in which the classes are taught. Details will be given during the first class of the term.

Examination will be by a three hour written exam in Trinity Term.

Lectures will address topics such as the following: phonology, morphology, syntax, semantics, vocabulary and loanwords, dialects, writing.

Recommended introductory reading:

**Modern Transnational History of Japan**

Professor Sho Konishi, Nissan Institute of Japanese Studies

*Eight Lectures and Eight Classes in Hilary Term*

**Course Description:**

This graduate course offers a broad introduction to the socio-cultural and intellectual history of nineteenth- and twentieth-century Japan in transnational and global perspective. The course introduces various methods, approaches, theories, and concepts that could be applied to re-examine the time and space of ‘modern Japan’, while also serving as an introduction to the transnational and intellectual history of Japan. By the end of the course, you will have acquired foundational knowledge and skills to open up new directions in modern Japanese history writing.

All students will submit 2 pieces of written work for assessment in Weeks 4 and 9 of the term in which the classes are taught. Details will be given during the first class of the term.

**Format:**

The course consists of a combination of lectures, discussions, student presentations, and writing assignments. The class will be assigned core readings. Students will also select additional readings based on interest that deepen our knowledge of the week’s theme, on which one or more students will make a presentation each week.

**Course Objectives:**

- Introduce the philosophy of history and understandings of transnational history as they relate to modern Japan
- Acquire knowledge of problems, methods, and paradigms in the historiography on modern Japan
- Develop skills of analysis and interpretation of historical texts and contexts
- Produce a scheme for a future study of potentially publishable quality

**Suggested Readings to Prepare for the Course:**

Akira Iriye, *Cultural Internationalism and World Order*

Sho Konishi, *Anarchist Modernity*

Lydia Liu ed., *Tokens of Exchange*

Samuel Moyn and Andrew Sartori, *Global Intellectual History*

Friedrich Nietzsche, *On the Advantage and Disadvantage of History for Life*

Paul Ricoeur, *Hermeneutics and the Human Sciences: Essays on Language, Action and Interpretation*

Hans-Georg Gadamer, *Truth and Methods*

Michel de Certeau, *The Practice of Everyday Life*

Felix Guattari and Gilles Deleuze, *A Thousand Plateaus*

V. N. Volosinov, *Marxism and the Philosophy of Language*

William Sewell, *Logics of History*

Victor Lieberman, *Strange Parallels*
Modern Japanese Literature and Film

Dr L. M. Flores, Faculty of Oriental Studies

Lectures will be taught in Hilary Term. Students are strongly encouraged to attend the Modern Japanese Literature lecture series in Michaelmas Term as well.

This option is designed to acquaint students with some of the key themes and major discourses in modern and contemporary Japanese literature, film, and culture. We will use works by writers, playwrights, and filmmakers to analyse and discuss issues including modernity, the nation, self and community, war and memory, trauma, gender, and the environment. Students will read and view widely from both primary sources (literature in translation, plays, and film) and secondary sources (literary and cultural criticism). This year the course will focus primarily on post war Japan.

Students will be required to submit an essay by the end of week 4 of Hilary Term. Essay topics will be distributed by week 2.

Selected readings (secondary sources)


**Draft syllabus, subject to change**

**Week 1: Course Introduction and “The I-Novel”**
Shiga Naoya: “At Kinosaki” (1917)

**Week 2: Proletarian Literature, Theatre and Film – Takiji Revisited**
Film: Tanaka Hiroyuki’s *Kani Kösen* (The Crab-Cannery Ship, 2009)
Play: Yamamoto Yuzo’s *Eiji-goroshi* (1920) (Hand-out).

**Week 3: Japanese Modernism**

**Week 4: Returning to Japan**
Reading: Tanizaki Jun’ichirō, “In Praise of Shadows”

**Week 5: Atomic Bomb Literature: Negotiating Trauma**
Film: Imamura Shôhei’s *Kuroi ame* (Black Rain, 1989)

**Week 6: War Responsibility**
Film: Kurosawa Akira’s *Rashomon* (1950)

**Week 7: Women Writers in the 60s and Beyond**


**Week 8:** Feminist Theory and Japanese Literature


**Film:** TBA
Japanese Politics

Professor Ian J. Neary, Department of Politics & International Relations, Nissan Institute of Japanese Studies, SIAS

Eight lectures and Eight Classes in Hilary Term (plus four more lectures in Trinity)

Week One: Monday 11.00 am - 12.00 pm  Weeks 2-8: Monday 11.00 am - 1.00 pm

This course aims to provide an outline of Japanese politics and to show how the study of Japan can contribute to an understanding of broader issues in comparative government. Major themes to be covered include modern political history, the structures, and institutions of contemporary politics, parties, elections, bureaucracies, and policymaking. It will be possible to study a number of contemporary policy areas in depth, including environment policy, human rights policy, foreign and defence policy, industrial policy among others. We will look at the micro level of policy making while also relating this to the wider political and economic arena both inside and outside Japan.

There will be a series of lectures held on Fridays at 12 that will introduce students to the political history and institutions of Japan in addition to the weekly class for students taking this option. Each topic is headed by a key reading that all those who attend the class should read. The purpose of the class is to relate the specific readings on Japan to the themes covered in this key text. Each week, one or two students will be assigned to lead the class discussion.

You will be asked to write a minimum of three essays for this course, the first to be submitted no later than Friday of the fourth week of term in which the classes are taught.

Aims of the course:

- To study an advanced, industrial urban society like Japan using the methods of political science;
- The implications of studying a polity like Japan for comparative government.

Lectures:

Please note that the lectures are a central part of the course and all students are very strongly recommended to attend. [There may be some change of content of these lectures].

1. Studying Japanese politics
2. Party Systems and Elections
3. Executive structures
4. Local Government
5. Foreign and defence policy
6. Industrial Policy
7. Environment Policy
8. Human Rights and Japan

Classes:

1. Continuity and Change in Twentieth Century Japanese politics
2. Structural Reforms since the 1990s
3. Party Politics: Towards a Two Party System?
4. Policy Change in (mainly) Domestic Policy Arenas: Industrial and Agricultural Policy
5. Foreign and Defence Policy: making Japan a ‘normal’ country
6. Policy Change at the International Interface : Human Rights, ODA and FDI
7. Environment Policies and Citizens Movements
8. Who Governs?

Recommended Introductory Reading:

McCARGO, Duncan, Contemporary Japan, (Palgrave 2004)
Economy and Business of Japan
Professor Hugh Whittaker, Nissan Institute of Japanese Studies

There will be a set of 10 2-hour classes taught in Michaelmas Term and the first two weeks of Hilary Term.

Aims:
- To develop an understanding of the features and institutions of the Japanese economy, and how they compare with those of other countries
- To understand how Japanese economic institutions have evolved over time
- To understand the sources of Japan’s rapid economic growth in the 1960s, the difficulties in the 1990s
- To explore current domestic and external challenges, including ageing, new production systems, and regional integration

Topics to be covered include:
- Japan’s economic rise and its significance
- Savings, finance and industrial policy in the post-war ‘miracle’
- Japan’s enterprise ‘system’ and ‘alliance capitalism’
- Small firms and entrepreneurship
- Labour and employment
- Technology and innovation
- Corporate governance
- The macro economy: What went wrong?
- Japan’s economic role in emerging Asia
- Abenomics, ageing and agriculture

Learning Outcomes:
- to understand the Japanese economy and current developments

Course Assessment

The main assessment will be through a three-hour examination in Trinity Term.

All students will be required to submit a piece of written work for assessment by the end of week 4 of the term in which the classes are taught. Details will be given during the first class of the term.

Recommended Introductory Reading:


Japanese Social Anthropology

Professor Roger Goodman, Institute of Social & Cultural Anthropology and Nissan Institute

Eight lectures in Hilary Term, Classes in Hilary and Trinity Terms

This course has two main aims; (a) to provide an introduction to Japanese society from an anthropological perspective and (b) to show how the study of Japan can contribute to mainstream anthropological theory. Major themes which will be covered include notions of personhood, rituals and symbols, time and space, structure and agency, continuity and change, and the construction of ethnic identity. It will be possible to study a number of contemporary social institutions in depth, including the Japanese education system, medical system, household and kinship systems, new religions, and the worlds of traditional arts and popular culture. At the micro level, the details of these operations and the ideologies which support them will be examined, while at the macro level the course will explore their relation to other social institutions and the wider political and economic arena both inside and outside Japan.

In Hilary Term, there will be a series of 8 lectures which will introduce students to the anthropological literature on Japan (details below). There will also be a weekly class. Students will be able to choose from a list of around 20 topics for the class which they would like to pursue. Each topic is headed by a key anthropological reading which all those who attend the class must read (copies will be available in the library) and the purpose of the class is to relate the specific readings on Japan (not all of which will be anthropological) to the themes covered in this anthropological text. Each week, three or four students will be assigned to present position papers to the class; two others will act as discussants. In Trinity Term, there will be a combination of new topics and revision classes.

All students will be required to undertake a piece of assessed work by the end of week 4 of the term in which the classes are taught. Details will be given during the first class of the term.

Learning outcomes

- To see how an advanced, industrial urban society like Japan can be studied using mainstream anthropological methods;
- The implications of studying a society like Japan for anthropological theory.

Lectures

Please note that the lectures are a central part of the course and all students are very strongly recommended to attend.

The Construction of Japanese Ethnicity: An Anthropological Introduction

1. Issues in the study of Japan: Said and Orientalism

The Functionalist/Essentialist Dominant Paradigm of Japanese Ethnicity

2. Technology and the changing demography
3. Homogenity, minority groups and migrant workers
4. The concept of the person
5. Groupism and hierarchy
6. Nakane, Doi and the ‘kinship model’ of Japanese society

Critique of the Model

7. Inherent assumptions and a critique of the ‘kinship model’.
8. Case study of functionalist versus the conflict models of the Japanese company.
There is a good collection of videos on Japanese society and Japanese films held at Nissan Institute (Bodleian) Library. These are well worth viewing as part of this course.

**Recommended Introductory Reading**


Sociology of Japanese Society

Professor Takehiko Kariya, Nissan Institute of Japanese Studies and the Department of Sociology

Eight classes will be taught in Michaelmas Term.

Contents and Structure:
Both lecture and discussion formats will be utilized throughout the course.

The course will be open without prerequisite to anyone with interest in modern Japanese society and also to anyone interested in understanding social change in developed countries in general. No Japan-specific knowledge will be necessary, but an interest in social science concepts and methods will be important.

Aims:
The main goal of this course is to develop an understanding of the features of contemporary Japanese society from a sociological perspective and to show how Japanese society has changed since WWII.

Course Assessment:
The main assessment will be through a three-hour examination in Trinity Term. Each week, two or three students will be assigned to make short presentations based on the assigned readings. Everyone is expected to participate with comments and questions. In addition we will require students to submit two essays, one by the end of week 4 and another in week 9 of the term in which they are taught.

Rubric:
Japan once was regarded as “a model” for the West not only for its economic and industrial power but also for its excellence in education, culture, low crime rates, stable families, and its perceived meritocracy. More recently less favourable images of Japan have been coming to the surface. But are any of these images of Japan true? To investigate this, the class will centre on the following questions: How does a society become a particular, in this case a “Japanese society”? How are the changes in the processes of becoming “Japanese” related with changes in Japanese society? How do individual decisions amount to social trends? How do those interchanges in people and society make Japanese society look “unique” (or at least make people believe it is unique)? To understand these complex issues, in this class we will discuss the key themes from a range of vantage points: education, work, family, youth problems, social welfare, and social stratification.

Learning Outcomes:
1) better understanding of features of contemporary Japanese society and its changes
2) development of “sociological imagination” (a way of thinking “sociologically” both with sociological theories and methods) necessary to understand contemporary (post-) industrial societies including Japan and UK.

Schedule:
Week 1 What is sociology and what is sociology of Japanese society?
Week 2 School and education policies
Week 3 How to Become a Japanese Worker (1): From school to work transition and youth problem
Week 4 How to Become a Japanese Worker (2): Work Place
Week 5 Family, motherhood, and demographic challenge
Week 6 Social welfare and social policy
Week 7 Social Mobility and Social Stratification in Japan
Week 8 Japan’s modernity and modernization

Essay questions will be given out one week in advance of the class.

Recommended readings:
HOLLOWAY, S (2010) Women and Family in Contemporary Japan, Cambridge, University Press Ch.1 and Ch.3 and Ch. 10
The Language Course

Course learning objectives

The broad aim of this course is for students to gain knowledge and develop language skills and strategies for academic purposes. The key goals for the course are:

- Gain knowledge and develop language skills and strategies for academic purposes
- Prepare for conducting research independently using Japanese and/or Japanese resources
- Become a more autonomous and sophisticated user of Japanese with renewed view on self and interpersonal/intellectual communication

By the end of the course, you will:

1. Become able to use effective skills and strategies appropriate for reading Japanese texts of an academic nature
2. Enhance your own reading speed, amount of reading, and capacity for independent reading
3. Expand your vocabulary for key concepts in relevant subject fields (minimum target: 1000+ kanji knowledge and 3000 kanji compound vocabulary. Optimum target All 常用 kanji and 8000+ kanji compound vocabulary knowledge)
4. Develop skills to summarise a text
5. Develop your productive skills to converse/compose on specialised subjects
6. Develop skills and strategies to comprehend and deliver public speech and presentation, and engage in group discussions and debates
7. Develop communication skills through listening and speaking activities
8. Gain necessary Japanese skills for conducting your own research

The course also aims to bring students who are approximately at Level N4 of the Japan Foundation Japanese-Language Proficiency Test up to Level N2.

Course Structure

The Japanese language classes will take place over all three terms and in addition there will be intensive weeks of language classes immediately before and after the normal teaching terms. The teaching year then will be as follows:

Michaelmas Term (October-December)

<table>
<thead>
<tr>
<th>Week 0</th>
<th>The induction session, the placement tests and individual consultations</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 1 &amp; 2</td>
<td>6 hours, 2 hours class contact per day</td>
</tr>
<tr>
<td>LEVEL 3</td>
<td>3 hours, 1 hour class contact per day</td>
</tr>
<tr>
<td>LEVEL 4</td>
<td>2 hour seminar (1 day)</td>
</tr>
<tr>
<td>Weeks 1-8</td>
<td>LEVEL 1 &amp; 2 5 hours (4 + 1 kanji) spread over the week</td>
</tr>
<tr>
<td></td>
<td>LEVEL 3 4 hours (3 + 1 kanji) spread over the week</td>
</tr>
<tr>
<td></td>
<td>LEVEL 4 A tutorial per week and participation in the Reading Group**</td>
</tr>
<tr>
<td>Week 9</td>
<td>LEVEL 1 &amp; 2 Up to 8 hours, 2 hours class contact per day</td>
</tr>
<tr>
<td></td>
<td>LEVEL 3 3 hours, 1 hour class contact per day</td>
</tr>
<tr>
<td></td>
<td>LEVEL 4 No class</td>
</tr>
</tbody>
</table>

*There will be a revision test at all levels in week 5.*
** Level 4 students are required to attend Professor Kariya’s Reading Group as part of the course requirement.

Hilary Term (January-March)

<table>
<thead>
<tr>
<th>Week</th>
<th>Level 1 &amp; 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Up to 8 hours, 2 hours class contact per day</td>
<td>3 hours, 1 hour class contact per day</td>
<td>2 hour seminar (1 day)</td>
</tr>
<tr>
<td>1-8</td>
<td>5 hours (4 + 1 kanji) spread over the week</td>
<td>4 hours (3 + 1 kanji) spread over the week</td>
<td>A tutorial per week and participation in the Reading Group</td>
</tr>
<tr>
<td>9</td>
<td>Up to 8 hours, 2 hours class contact per day</td>
<td>3 hours, 1 hour class contact per day</td>
<td>No class</td>
</tr>
</tbody>
</table>

*There will be two revision tests at all levels in weeks 0 and 5.

Trinity Term (April-June)

<table>
<thead>
<tr>
<th>Week</th>
<th>Level 1 &amp; 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Up to 8 hours, 2 hours class contact per day</td>
<td>3 hours, 1 hour class contact per day</td>
<td>2 hour seminar (1 day)</td>
</tr>
<tr>
<td>1-4</td>
<td>Hours (4 + 1 kanji) spread over the week</td>
<td>4 hours (3 + 1 kanji) spread over the week</td>
<td>A tutorial per week</td>
</tr>
<tr>
<td>5-8</td>
<td>Japanese language final exams, including listening, oral presentation, &amp; written examinations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*There will be a revision test at all levels in week 0.

Please make sure you are available Monday to Friday, 9.00 a.m. to 5.00 p.m. all Trinity Term. We cannot change exam times for individual students.

Course resources

Prescribed textbook

LEVEL 1:

松田浩志他 (2003)『テーマ別中級から学ぶ日本語』研究社
松田浩志他 (2004)『テーマ別中級から学ぶ日本語ワークブック』研究社

LEVEL 2:

近藤安月子・丸山千歌 (2001)『日本への招待［テキスト］』東京大学出版
近藤安月子・丸山千歌 (2001)『日本への招待［予習シート・語彙・文法］』東京大学出版
名古屋大学留学生センター『現代日本語コース中級聴解オンライン』http://opal.ecis.nagoya-u.ac.jp/%7Eijlc/

LEVEL 3:

近藤安月子・丸山千歌 (2005)『文化へのまなざし［テキスト］』東京大学出版
近藤安月子・丸山千歌 (2005)『文化へのまなざし［予習シート・語彙・文型］』東京大学出版
Supplementary print materials will be distributed in class at all levels.

LEVEL 4:

二通信子・他 (2010) 『留学生と日本人学生のためのレポート・論文表現ハンドブック』第2版 東京大学出版会

KANJI 1:

加納千恵子他 (1990) Basic Kanji Book Vol.2 凡人社
加納千恵子他 (1993) Intermediate Kanji Book vol.1 凡人社

KANJI 2:


KANJI 3:

徳永康代 編 (2011) 『日本語学習のためのよく使う順漢字2100問題集』 三省堂

Recommended dictionaries/workbooks

It is expected that students will have good quality dictionaries suitable for advanced learners to prepare for the classes and self-study. Electronic dictionaries are also worth considering. As for monolingual and kanji dictionaries, the following are recommended:

『ベネッセ表現読解国語辞典』Benesse
『例解新国語辞典 第7版』三省堂
*Includes a lot of example sentences.

『明鏡国語辞典 携帯版』大修館書店
*One of the most recently published dictionaries. Includes a lot of examples, and information on grammatical items such as particles and basic vocabulary items.


The following grammar references and workbooks are also recommended:

グループ ジャマシイ (1998) 『教師と学習者のための日本語文型辞典』くろしお出版
友松悦子 他 (1996) 『どんな時どう使う日本語表現文型500』アルク

Useful websites

Japanese news papers
朝日新聞 http://www.asahi.com/
毎日新聞 http://www.mainichi-msn.co.jp/
読売新聞 http://www.yomiuri.co.jp/
日経新聞 http://www.nikkei.co.jp/
ロイター通信ニュース http://jp.reuters.com/

Links to Japanese reading materials
NHKニュースオンライン http://www3.nhk.or.jp/toppage/navi/news.html
リーディングチューター「チュウ太」 http://www3.nhk.or.jp/toppage/navi/news.html
青空文庫 http://www.aozora.gr.jp/

Links to online Japanese radio/video news
NHKラジオニュース http://www.nhk.or.jp/r-news/
Yahoo! videonews http://headlines.yahoo.co.jp/videonews/
Assessment requirements for Levels 1, 2 & 3

Continuous assessment 15%
   Kanji quizzes 5%
   Vocabulary quizzes 5%
   Revision tests & listening tests 5%

Oral presentation (Trinity term) 15%
   Oral presentation
   Q/A session
   Hand-outs and abstract

Final examination 70%
   Listening comprehension 7.5%
   Paper A (seen texts, grammar and expressions, creative writing) 25%
   Paper B (unseen text reading comprehension) 30%
   Paper C (kanji & vocabulary) 7.5%

NB: The listening comprehension test will be done prior to the date of the final exam.

Assessment requirements for Level 4

Continuous assessment 5%
   Weekly Kanji quizzes 5%

Oral presentation (Trinity term) 15%
   Oral presentation

Final examination 80%
   (a) A 10,000 character portfolio (in Japanese) 75%
   (b) Kanji 3 Paper (30-min short exam paper) 5%

Class attendance and missed quizzes and tests

Please make sure you are available Monday to Friday, 9.00 a.m. to 5.00 p.m. all Trinity Term. We cannot change exam times for individual students.

Language study is sequential, and is based on regular classroom interaction. Therefore, regular attendance is essential in order to complete the course satisfactorily. Your attendance, homework submission, and in-class performance will be monitored, reported, and discussed at the course meeting regularly. If you are absent through illness or other difficulties you should notify the course coordinator and consult your teachers about work missed as soon as possible.

If a student misses a quiz/test due to illness or other exceptional circumstances, the course coordinator must be informed by no later than 5.00 p.m. of the day in which that quiz/test was scheduled. Late collections will only be granted when legitimate reasons exist. Requests for early sitting cannot be granted.
Research Methods for Area Studies

MSc and 1st Year MPhil Programme for Japanese Studies

Attendance of the Research Methods Lectures and Classes are compulsory for all students on the MSc and 1st Year MPhil in Modern Japanese Studies.

The Research Methods Course Convenor for Japanese Studies will be Dr Ekaterina Hertog assisted by Professor Takehiko Kariya and Professor Hugh Whittaker.

There will be a Combined Introduction to the Research Methods Course in 0th week on Thursday 8th October 2015 at 2.30 p.m. in the Nissan Institute Lecture Theatre, St. Antony’s College, followed by tea at 4.00 p.m. in the Hilda Besse Building.

Course Description:

This course runs over two terms and comprises two modules.

The first module runs during Michaelmas Term and covers principles of research design, approaches to collecting data, and approaches for managing and analysing qualitative data. During the first weeks of the course students are introduced to finding primary and secondary sources and are invited to explore the relationship between the social science disciplines and the empirical study of an ‘area’ such as China, India, Japan, Russia or Latin America and to reflect on strategies for integrating social science theory with the production of area-specific knowledge. Subsequent sessions will consider different approaches to obtaining and analysing qualitative data. Specifically these include the collection and analysis of talk and texts; interviewing and ethics, historical and contemporary research and ethnography.

The second module runs during weeks 1-5 of Hilary Term and introduces students to field skills research methods and techniques in quantitative analysis. Students will develop the skills to understand quantitative methods and evaluate the quantitative statistics and statistical tests commonly used by authors in academic papers and official reports. Students will also develop the skills to carry out basic statistical tests of research hypothesis, including t-tests and simple regression analysis.

Through class exercises and assessed written work students will be required to obtain and demonstrate a general understanding of approaches to research. At the same time, students will enjoy the opportunity and flexibility to specialize in accordance with individual disciplinary and research interests.

A full course description will be available at the Induction Meeting on Monday, 5th October 2015.

Course Objectives:

During the course students will:

- Gain an understanding of the inter-relationships between theory and research design and between theory and data collection and analysis.
- Gain a more informed and critical understanding of methodological approaches to the study of the region.
- Acquire a working, practical knowledge of key methodological tools
- Have a critical knowledge of social science debates on the relevance and utility of these methods to the study of the region.
• Improve the ability to critically evaluate academic scholarship and other texts produced from different disciplinary traditions or from inter-disciplinary approaches with reference to the region – so be able to better assess the robustness of the knowledge that others have produced.
• Improve skills in writing and in the presentation of information and argument.
• Develop awareness of the qualities of good research design and good research practice as preparation for MSc/MPhil thesis and for further advanced research on the region.

Course Assessment:
Assessment for this course comprises three parts, each weighted equally. Penalties will be applied for late submission at a rate of two marks deducted for each working day that the work is late.

1. Qualitative Methods Assignment
• A practical exercise in the collection and analysis of qualitative data (word limit 2,500 words) to be submitted to the Examination Schools by 12.00 noon on Monday of Week 9 of Michaelmas Term (Monday 7th December 2015).

2. Quantitative Test
• A take-home test in quantitative analysis will be set be on Monday of Week 6 of Hilary Term, (Monday 22nd February 2016) and the work is to be submitted to the Examination Schools by 12 noon on Monday of week 7 (29th February 2016). Further details will be given out during the course.

3. Research Proposal
• Individual research proposal for each student (word limit 2,500 words) to be submitted to the Examination Schools by 12.00 noon on Monday of Week 9 of Hilary Term (Monday 14th March 2016).

Recommended Books:

2nd Year Research Methods Programme for Japanese Studies
The research methods course for 2nd Year MPhils in Modern Japanese studies focuses on the development of knowledge and skills in the use of quantitative methods. Dr Ekaterina Hertog and Professor Hugh Whittaker will provide additional advice and support for students who take this course. Details of the classes including time and location will be provided to students at meetings to be held in Week 0 of Michaelmas term.

Research Methods courses taken by past students include:

<table>
<thead>
<tr>
<th>Faculty / Institute</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Faculty</td>
<td>Concepts and Methods of Imperial History</td>
</tr>
<tr>
<td></td>
<td>Source Criticism</td>
</tr>
<tr>
<td>Department of Sociology</td>
<td>Methods of Social Research: Qualitative Methods</td>
</tr>
<tr>
<td></td>
<td>Methods of Social Research: Statistical Methods</td>
</tr>
<tr>
<td>Oxford Internet Institute</td>
<td>Social Dynamics of the Internet</td>
</tr>
<tr>
<td></td>
<td>Digital Era of Government &amp; Politics</td>
</tr>
</tbody>
</table>
Teaching and Learning

Organisation of Teaching and Learning

At postgraduate level, lectures, seminars, classes, and supervisions are organised and delivered by academic staff within the School of Interdisciplinary Area Studies. Your college will provide you with pastoral care and support, and may also provide facilities, including IT provision, library space, membership of the Common Room or equivalent body, meals and, in some cases, housing.

You will take the core course on research methods, option courses about Japan for which you will receive lectures and reading lists and, where appropriate, a language course. The options are taught throughout the first and second terms. The language course lasts until week 4 of Trinity term.

All the lecture series about Japan are in principle open for you to attend even if you are not being assessed in those courses. There is, for example, a ‘Survey Course’ lecture series in the Oriental Institute designed for the undergraduate programme. Students who have had no previous formal teaching about Japan may find this useful as it provides a synoptic view of Japan from a number of disciplinary perspectives. You are particularly encouraged to attend any of the lectures provided by those associated with the MSc programme.

Research skills training will be provided which will cover both the analysis of qualitative data, social surveys, and statistical analysis and this is compulsory.

There will also be an opportunity to broaden your knowledge about Japan at the Nissan seminar held each week during term. You should regard the Nissan seminar series as an integral part of the programme which enables you to engage with some of the leading work on Japan being conducted in the UK. Attendance each week is strongly encouraged.

There are also a large number of public seminars offered by departments and colleges within the University which may be of relevance to your studies and which will be open to you. You should endeavour to make the most of these opportunities especially if you are planning an academic career.

There is no formal one-to-one teaching on this course however staff members will be available to advise you on reading, literature, and topics. You will be assigned a supervisor who will help guide you through your dissertation research and who will be able to give you more general advice about the programme and academic life in Oxford. Research students and visiting fellows within the Nissan institute are often willing to offer some guidance on dissertation topics that are similar to their research areas.

A copy of the full teaching timetable for Michaelmas Term can be found on the Institute WebLearn site https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/nijs/page/handbooks_and_t

Supervision

Academic Supervisor

Around the middle of Michaelmas term you will be assigned an academic supervisor.

The role of the supervisor is primarily to advise about the process that will lead the production of your dissertation. You should regard your supervisor as your first port of call for both your dissertation and any other matter relating to the programme.

There are no rules about how often you should meet with your supervisor but you should try to see him/her two or three times each term.

Your supervisor will normally be available throughout the year to assist with your review of the literature, developing the research questions, planning the research and helping with the design of
the project. However, you should note that no personal advice will be provided about the dissertation after the ninth week of the Trinity term (around the end of June).

There will be a member of staff available for consultation one morning a week during the vacation. This colleague will not provide personalised advice about your dissertation but will give more general comments and suggestions. A list of the people and the times they will be available will be circulated in July 2016.

The role of the supervisor is to:

- advise you on your chosen dissertation topic. This is in part why we want you to make a decision about your topic by Week 4
- Establish a timetable of regular meetings for detailed discussion of your progress (these meetings should take place at least once per term)
- Agree a research plan and programme of work, and to establish clear academic expectations and milestones
- Agree with you a timetable for the submission of written work and to return your work within a reasonable time
- Assess formally your subject-specific and personal and professional skills training needs on a regular basis and ensure that these needs are met
- Co-operate with you to produce a detailed joint report on your progress at the end of each term
- Ensure you are aware of the formal requirements in relation to transfer and confirmation of status and final submission, and help you to incorporate these into your plan of work

The role of the student is to:

- Maintain regular contact with your supervisor, and respond to him/her in good time
- Meet with your supervisor regularly, keep a written record of your discussions, and give due weight to any guidance or corrective action proposed
- Draw up a research plan and timetable of work in consultation with your supervisor, and to keep relevant records of all aspects of your work
- Co-operate with your supervisor to make a detailed joint report on your progress at the end of each term
- Take responsibility for your research programme, including the development of subject-specific, research, and personal and professional skills
- Take responsibility for (i) the preparation and content of your thesis, giving due regard to any advice from your supervisor, and (ii) its timely submission in accordance with the timetable set
- Be aware of the University’s guidance on plagiarism and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research
- Pursue opportunities to engage with the wider academic community at University, national and international level

The Graduate Supervision System (GSS): Progress Reports
At the end of each term, you and your supervisor will prepare and submit a report online (Graduate Supervision System, GSS). The online report allows you to record and review your progress at each stage and to bring to your supervisor’s attention any matters not covered in supervisions. Both
you and your supervisor will have the chance to discuss the contents of this report in your meetings together. The report is also available to the Course Director, the MSc/MPhil Programme in Modern Japanese Studies Committee and the Senior Tutor of the student’s College. For full details of GSS please see the Notes of Guidance on the Student Administration section of WebLearn. To access GSS, please visit the website address below. You will be able to log on to the site using your single sign-on details. http://www.gss.ox.ac.uk.

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

Fieldwork

Fieldwork is not a compulsory part of the MSc/MPhil in Modern Japanese Studies, but students have found short periods in the field to be both highly informative and enjoyable. At the MSc level students do not undertake large scale fieldwork, but are encouraged to do preliminary studies and to familiarise themselves with the fieldwork location. Whether a student should undertake fieldwork and what sort of fieldwork is appropriate, will depend on the topic of the dissertation, and students should be guided by their supervisors.

Costs of fieldwork can vary depending on your area of research and your location. It is advisable to consider these carefully when deciding to carry out fieldwork.

Health and safety issues, including research ethics

Fieldwork is defined as any research activity contributing to your academic studies which are carried out away from the University premises. This can be overseas or within the UK. When you are conducting fieldwork, you are considered to be on University business, and, as such, the University has a legal responsibility for your safety and welfare. For this reason, fieldwork must be approved by the departments and must comply with University policy https://www.admin.ox.ac.uk/safety/policy-statements/s5-07/.

There are a number of procedures that you must follow when preparing for and carrying out fieldwork.

1. Discuss your research plans with your supervisor. Please think about the safety implications of where you are going and what you are doing. Safe fieldwork is successful fieldwork and thorough preparation can pre-empt many potential problems.

2. Complete a travel risk assessment form. This requires you to set out:
   - the significant safety risks associated with your research; and
   - the arrangements in place to mitigate those risks and the contingency plans in case something goes wrong.

There is an expectation that you will take out University travel insurance. Your department also needs accurate information on where you are, and when and how to contact you while you are away. The travel assessment process should help to plan your fieldwork by thinking through arrangements and practicalities.

3. Seek authorisation of your completed risk assessment/ University insurance application form by your supervisor and submit to Victoria Hudson (victoria.hudson@area.ox.ac.uk) for processing. Forms should be submitted at least one month before your proposed travel date.

Please note that if you plan to undertake fieldwork in counties which the UK Foreign and Commonwealth office advise “advise against all or all but essential travel to” and/or undertake
research that is deemed to be particularly high risk, your plans will be referred to the University Safety office for further review and will require final approval by the Head of School.

Training

Training is highly recommended as part of your preparation. Even if you are familiar with where you are going there may be risks associated with what you are doing.

Departmental course (run annually as part of the SIAS Research Methods course, please refer to your course handbook for more details):

- Short basic **fieldwork safety awareness session** covering personal safety and planning tips. Post-fieldwork students are invited to attend to share their experiences. All students carrying out fieldwork are expected to attend this.

DTC courses [http://researchtraining.socsci.ox.ac.uk/](http://researchtraining.socsci.ox.ac.uk/) (please see their website for dates and booking)

- **Preparation for Safe and Effective Fieldwork in Social Sciences.** A half day course, for those carrying out medium to high risk research in rural and urban contexts.
- **Fieldwork: How do we deal with what we see and hear?** For research on traumatic or distressing topic areas.

Safety Office courses [http://www.admin.ox.ac.uk/safety/overseastravelfieldwork/](http://www.admin.ox.ac.uk/safety/overseastravelfieldwork/)

- Emergency First Aid for Fieldworkers.
- Fieldwork Safety Overseas: A full day course geared to expedition based fieldwork.

Useful Links

- More information on fieldwork and a number of useful links can be found on the Social Sciences divisional website [http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork](http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork) and on the same website under more information. [http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork-more-information](http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork-more-information)

Central University Research Ethics Committee (CUREC)

“ensuring that its research activities involving human participants are conducted in a way which respects the dignity, rights, and welfare of participants, and which minimises risk to participants, researchers, third parties, and to the University itself.”

You will need to obtain ethics approval if you are planning to carry out research during your fieldwork that requires human subjects to participate directly, for example, by:

- answering questions about themselves
- giving their opinions - whether as members of the public or in elite interviews
- performing tasks
- being observed
- OR if your research involves data (collected by you or others) about identified or identifiable people.

You will need to complete a CUREC 1A form and supporting documentation. Please find more information at this link: [http://www.admin.ox.ac.uk/curec/](http://www.admin.ox.ac.uk/curec/). The process for seeking CUREC approval is set out below.
Process

- CUREC 1A is the ethics form used primarily in the Social Sciences and Humanities. CUREC forms should be typewritten and submitted for approval at least 30 days before the research is due to start.

- CUREC forms are updated regularly to reflect current practice so please visit the CUREC website to download the latest version [https://www1.admin.ox.ac.uk/curec/apply/ssh-idrec-process/](https://www1.admin.ox.ac.uk/curec/apply/ssh-idrec-process/)

- Appropriate supporting documentation, such as a participant information sheet, consent form or invitation letter is normally required with your application. You will find templates for these on the SIAS Research Methods WebLearn site.

- Please sign the form and also make sure that your supervisor has provided their signature (you can obtain this electronically via email).

- Please send your completed and signed CUREC 1A form and supporting documents to Laura Unwin, Grants and Projects Officer: laura.unwin@area.ox.ac.uk

- Your application will then be passed to the Head of School for review and approval, and Laura will inform you of the outcome.

Useful Links

Informed Consent: [http://www.admin.ox.ac.uk/curec/resources/informed-consent/](http://www.admin.ox.ac.uk/curec/resources/informed-consent/)

Best Practice: [http://www.admin.ox.ac.uk/curec/resources/bestpractice/](http://www.admin.ox.ac.uk/curec/resources/bestpractice/)

FAQs and Glossary: [http://www.admin.ox.ac.uk/curec/faqs-glossary/](http://www.admin.ox.ac.uk/curec/faqs-glossary/)
Dissertation Advice

Dissertation Guidelines

This guide will be given out at the Induction meeting on Monday, 5th October 2015.

A copy can be found on the Institute WebLearn site https://weblearn.ox.ac.uk/portal/hierarchy/soesci/sias/nijs/page/handbooks_and_t

Copies of previous dissertations are held in the BJL (Bodleian Japanese Library).

Marking of Papers and Dissertations

Papers will be marked on the scale 0 - 100. Uniform standards are required of markers, with marking of essay questions being guided by the following criteria.

<table>
<thead>
<tr>
<th>Marking Scale</th>
<th>Distinction</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;70</td>
<td>Work of high standard that covers the major points and shows familiarity with relevant literature or theory. It will include some elements of distinction quality, but is either not sufficiently original, or less well-written, or has a less well-structured argument, or includes inaccuracies of facts and weak relevancy of deploying them. The marks of 68 and 69 should indicate an examiner’s preparedness to move up to a distinction if a co-assessor or panel of examiners so recommend.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60-69</td>
<td>Work of solid scholarly standard that shows some analytical capacity and a reasonable coverage of relevant empirical material. It may include a well-structured argument, but be marred by omissions and/or some inaccuracies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50-60</td>
<td>An examination answer, essay, or dissertation that fails to display the criteria necessary for a pass. It may have some or all of the following weaknesses: the standard of writing is too poor; it is without sufficiently clear structure and argument; it does not cover the literature and empirical material adequately; it does not focus on the topic; it contains serious omissions and inaccuracies. The marks of 48 and 49 should indicate an examiner’s preparedness to move up to a pass if a co-assessor or panel of examiners so recommend.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Marking Criteria for Research Methods

When marking the Qualitative assignment the assessors will be looking for:

- Understanding qualitative approach: the research question chosen is suitable to be explored using qualitative methods, the method is applied appropriately and the project can be conceivably scaled up to make a valid qualitative research project; the student demonstrates awareness of the method’s limitations
• Ethics: the method is applied ethically and the student is aware of potential ethical issues
• Argument: Originality of the Research Question; sophistication of conceptualisation; analytical power; framework of analysis, theory or other structure employed in the research or to organise the data gathered.
• Presentation: Clarity of the writing; coherence of structure, correctness of Romanization (if used) and the bibliography (all cited works appear in the bibliography, the bibliography is alphabetically arranged)

When marking the Quantitative assignment the assessors will be looking for:
• Ability to extract information from the data presented, and either to construct an argument from that data, or understand how that data relates to an argument the author might be making.
• In the case of regression analysis, the ability to understand what variables are being analysed, different components of the regression table and their significance, as well as what kind of argument the data might support.
• With the short proposal, (appropriate) originality of question and design, feasibility in terms of potential for implementation, an appropriate method of analysis, and potential significance of findings.

When marking Research Methods Proposals the assessors will be looking for:
• Argument: Originality of the Research Question; sophistication of conceptualisation; analytical power; framework of analysis, theory or other structure employed in the research or to organise the data gathered.
• Presentation: Clarity of the writing; coherence of structure, correctness of Romanization and the bibliography (all cited works appear in the bibliography, the bibliography is alphabetically arranged)
• Engagement: Relevance and range of deployment of information; imaginative use of Japanese sources; depth of comprehension of issues

Plagiarism
From October 2012 all students on the MSc/MPhil in Modern Japanese Studies are required to complete the Oxford on-line plagiarism test and submit the completed certificate to the Programme Administrator by the end of week 0.

A guide will be given out at the Induction meeting on Monday, 5th October 2015. A copy can be found on the Institute WebLearn site https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/nijs/page/handbooks_and_t

Guidelines for Submitting Written Work to the Examination Schools
A copy of the Advice to Candidates on the submission of ALL written work to the Examination Schools will be given out at the Induction meeting on Monday, 5th October 2015.

A copy can be found on the Institute WebLearn site https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/nijs/page/handbooks_and_t
Expectations of study

As a student, you are responsible for your own academic progress. The learning environment of Oxford and the MSc/MPhil in Modern Japanese Studies are special; they require a lot from you but also offer a potentially deeply rewarding experience. The classes are small and in this way, the course hopes to generate a familiarity and strong esprit de corps among the students. We hope to reinforce this with a number of staff-student events during the year including seminars, guest lectures and workshops. The intensity and closeness of this experience is intended to facilitate discussion and learning outside the classroom.

It is a fundamental component of the Oxford educational system that students engage in individual reading and study in order to broaden and deepen their knowledge of their chosen field. You will be expected to show initiative and effort in exploring the literature and ideas.

If you intend to work during your studies, please visit www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork for details of the University’s paid work guidelines.

Our expectations of students

Both the Japanese language courses and the courses about Japan are taught in relatively short, concentrated bursts. We expect you to attend all the timetabled classes. Classes will not be repeated and if you do not attend you may be unable to keep up and/or may hold back the rest of the class.

Moreover it is not simply a question of turning up. You will be expected to prepare for classes by writing an essay, making a presentation, or doing the required reading. Most of our classes are small usually no more than five students. There is no place to hide if you have not done the work!

All students on the MSc/MPhil in Modern Japanese Studies will be required to submit of a piece of written work for assessment by the end of week 4 of the term in which the option/classes are taught.

Unsatisfactory performance

Please note that if the MSc Course Director judges that a student’s rate of progress is not satisfactory and he/she is very likely to fail the examination, that student may be asked to discontinue the course.

Assessment

Assessment in the MSc and MPhil in Modern Japanese Studies is both formative and summative.

Formative assessment: Students are required to make presentations, and to hand in written work, from the first term. Course supervisors provide feedback on presentations and essays. This includes comments on written work and attention to remedial needs, especially for the first essay. Students are alerted to the standard that they are reaching. Practical issues such as the taking of notes, organisation of work, and time management are discussed where appropriate.

Students have a dissertation supervisor who also serves as a general advisor. They meet their supervisor at the beginning of the academic year and at least monthly during the course of the year. During these supervisory sessions, they receive feedback on progress. This includes comments on written work and attention to remedial needs. Students are alerted to the standard that they are reaching. Practical issues such as the taking of notes, organisation of work, and time management are discussed. Students are able to articulate specific problems that they face.

Summative assessment is in three forms: examinations, course work, and dissertation. These test the students’ capacities to: understand concepts and arguments in the literature; to develop their own independent arguments; to demonstrate knowledge of empirical material and to present it in a
coherent manner; to formulate a research project, to read, write, speak and understand Japanese, discuss appropriate methodologies, and write a substantial dissertation. The research project is examined for its competence, conceptual grasp, and innovation.

**Assessment - A Summary for MSc students**

Each of you is taking four courses and will have to hand in a dissertation on or before 1st September 2015.

The Research Methods course is assessed by coursework. A mark will be produced from the test and two assessed assignments in the proportions 33:33:33.

The language course, if taken, is assessed on the basis of course-work plus the final exam.

The two, or three, courses about Japan are assessed on the basis of an examination for each course taken at the end of Trinity term.

In this way each student will produce five marks with equal weight being given to each component of the programme. All material will be marked on a percentage rating with 50 per cent as the minimum pass mark and 70+ per cent denoting excellence.

**Assessment - A Summary for First-Year MPhil students**

Each of you is taking four courses and will have to hand in a dissertation in your second year.

The Research Methods course is assessed by coursework. A mark will be produced from the test and two assessed assignments in the proportions 33:33:33.

The language course, if taken, is assessed on the basis of course-work plus the final exam.

The two, or three, courses about Japan are assessed on the basis of an examination for each course taken at the end of Trinity term.

In this way each student will produce five marks with equal weight being given to each component of the programme. All material will be marked on a percentage rating with 50 per cent as the minimum pass mark and 70+ per cent denoting excellence.

**Assessment - A Summary for Second-Year MPhil students**

Each of you is taking three courses and will have to hand in a 30,000 word thesis on to hand in a thesis by not later than 12 noon on the Friday of the third week of Trinity Term.

Assessment for the Research Methods course will usually be by a final exam, depending on the particular course requirements of the relevant department.

The language course, if taken, is assessed on the basis of course-work plus the final exam.

The one, or two, courses about Japan are assessed on the basis of an examination for each course taken at the end of Trinity term.

In this way each student will produce four marks with equal weight being given to each component of the programme. All material produced for courses offered by the Nissan Institute will be marked on a percentage rating with 50 per cent as the minimum pass mark and 70+ per cent denoting excellence.
Assessment for the Japanese Language Course

Assessment requirements for Levels 1, 2 & 3

Continuous assessment 15%
   Kanji quizzes 5%
   Vocabulary quizzes 5%
   Revision tests & listening tests 5%

Oral presentation (Trinity term) 15%
   Oral presentation
   Q/A session
   Hand-outs and abstract

Final examination 70%
   Listening comprehension 7.5%
   Paper A (seen texts, grammar and expressions, creative writing) 25%
   Paper B (unseen text reading comprehension) 30%
   Paper C (kanji & vocabulary) 7.5%

NB: The listening comprehension test will be done prior to the date of the final exam.

Assessment requirements for Level 4

Continuous assessment 5%
   Weekly Kanji quizzes 5%

Oral presentation (Trinity term) 15%
   Oral presentation

Final examination 80%
   (c) A 10,000 character portfolio (in Japanese) 75%
   (d) Kanji 3 Paper (30-min short exam paper) 5%

Final Assessment for all students

All students will be expected to sit 3 hour written examinations in English in their chosen subjects.

Students taking the language course will also sit three examinations: Paper A of 2.5 hours, Paper B of 3 hours, and a Kanji paper of 30 minutes.

All MSc students must submit a 10,000 words dissertation by 1st September and MPhil students submit a 30,000 word dissertation by Friday of week 3 of the second Trinity Term.
MSc/MPhil in Modern Japanese Studies 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 regulations state that all MSc students taking four courses will have to submit a dissertation of no more than 10,000 words as two hard copies by not later than 12 noon of the weekday on or nearest to 1st September in the year in which the examination is taken. MPhil students take eight courses and will have to hand in a thesis by not later than 12 noon on the Friday of the third week of Trinity Term. In addition, one electronic copy must be submitted to the Course Administrator (administrator@nissan.ox.ac.uk).

A copy of the MSc/MPhil in Modern Japanese Studies Examination Conventions will be available on the Institute WebLearn site https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/nijs/page/handbooks_and_t

Criteria for degree classification for the MSc in Modern Japanese Studies

The degree classification is based on the five components that are assessed: the dissertation, the research methods course, the option papers about Japan, and the Japanese language paper if taken. Equal weight is given to each component of the degree programme.

A student must pass all papers with a mark of 50 or over to be eligible for the degree.

Consideration for a Distinction in the MSc in Modern Japanese Studies

To be awarded a distinction an MSc student should have a mark of 70 or above on three of the five components, one of which should be the dissertation.

Consideration for a Distinction in the MPhil in Modern Japanese Studies

To be awarded a distinction an MPhil student should have a mark of 70 or above on five of the eight components, one of which should be the 30,000 word thesis submitted by Friday of the third week of Trinity Term.

Eligibility to proceed to the 2nd Year of the MPhil

To be eligible to proceed to the second MPhil year, a student must have successfully completed the first year of the MPhil year by attaining a mark of at least 60 on all four components. However, a student in the upper level language class may be admitted with a mark on the language paper that is less than 60, provided that it is at least 50. Students, who successfully complete the MSc year, may change their programme to the MPhil upon their supervisors recommendation, and on condition that they meet the eligibility requirements.

Examination Failure and Re-sits

Candidates who fail one or more of the elements of the final examination will be permitted to resubmit the relevant work or retake the examination paper or papers, as applicable, on one further occasion only, not later than one year after the first attempt, but the pass mark, if given, will be no more than 50.
Transferring from the MSc to the MPhil programme for from the MPhil to the MSc Programme

If you were accepted on the MSc programme but would like to stay on for a further year to take the courses that will lead to an MPhil you should, in the first instance, discuss this with your supervisor. Once agreed, the next stage is to complete Form GSO.28 Application for Change of Programme of Study which you can get from the office.

The form needs to be signed by your College and both your supervisor and the Course Director. Please return the completed form to the Nissan Institute office.

Transfer Deadline

First-year MPhil students and first-year MSc students considering changing their programme of study to the MSc or MPhil respectively must submit the “Application for Change of Programme of Study” by the end the week 9 of Hilary Term. Students should make their decision to switch programmes in consultation with their supervisor.

Academic Good practice

Plagiarism

Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. For more information, please see the Oxford Students website guidance on plagiarism - http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism.

Academic good practice includes time management, note-taking, referencing and research and library skills, about which further information can be found on the Oxford Students skills webpage.

Oxford uses anti-plagiarism software that allows papers to be submitted electronically to find whether parts of a document match material which can be found on the web, are copied from published journals and periodicals, or which have been previously submitted. All assessed work is checked for plagiarism. The University IT Services conduct a session entitled “Plagiarism: Awareness and avoidance (for students)” which you are encouraged to attend. Places are limited and bookings are required. You can find out more, book your place, or express interest in future sessions at http://courses.it.ox.ac.uk/detail/TTER

From October 2012 all students on the MSc/MPhil in Modern Japanese Studies are required to complete the Oxford on-line plagiarism test (Oxford test) and submit the completed certificate to the Programme Administrator by the end of week 0.

Oxford uses anti-plagiarism software that allows papers to be submitted electronically to find whether parts of a document match material which has been previously submitted, can be found on the web, or copied from published journals and periodicals. All assessed work is randomly checked for plagiarism.

This guide will be given out at the Induction meeting on Monday, 5th October 2015.

A copy can be found on the Institute WebLearn site https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/nijs/page/handbooks_and_t
Degree Regulations and Examinations 2015-2016

The University Examination Regulations (known as the ‘Grey Book’) lays down the official framework for all courses and examinations, and for procedures to be followed when unusual circumstances arise. Students are recommended to consult their supervisor or the Director of Graduate Studies if they are uncertain as to the regulations, and if still in doubt, should make reference to the Grey Book.

A full copy of the Degree Regulations for the MSc/MPhil in Modern Japanese Studies will be given out at the Induction meeting on Monday 5th October, 2015.

A copy can be found on the Institute WebLearn site https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/nijs/page/handbooks_and_t

Entering for University Examinations

Full details on how to enter for University examinations can be found at http://www.ox.ac.uk/students/academic/exams/entry

Examination Dates

Examination timetables are published no later than 5 weeks before the start of the examination. Examinations for the MSc/MPhil in Modern Japanese Studies are usually held in Week 7 of Trinity Term. The timetable will be published at http://www.ox.ac.uk/students/academic/exams/timetables

Sitting Your Examination

All students will be expected to sit 3 hour written examinations in English in their chosen subjects. Students taking the language course will also sit three examinations: Paper A of 2.5 hours, Paper B of 3 hours, and a Kanji paper of 30 minutes.

Information on (a) the standards of conduct expected in examinations and (b) what to do if you would like examiners to be aware of any factors that may have affected your performance before or during an examination (such as illness, accident or bereavement) are available on the Oxford Students website (www.ox.ac.uk/students/academic/exams/guidance)

Dress Code for Sitting Examination at Oxford

http://www.ox.ac.uk/students/academic_dress

The University Examination Regulations state that all students undertaking formal examination are required to wear full academic dress, i.e. cap, gown and 'sub fusc' clothing. This includes the appropriate gown (your college can advise), a mortar board or soft-cap, and the preferred sub fusc from the following list:

1. One of: Dark suit with dark socks, or Dark skirt with black tights or stockings, or Dark trousers with dark socks
2. Dark coat if required
3. Black shoes
4. Plain white collared shirt or blouse
5. White bow tie, black bow tie, black full-length tie, or black ribbon

The Examination Schools

The Examination Schools are situated on High Street, to the east of University College. The full address is The Examination Schools, 75-81 High Street, Oxford, OX1 4GB.
Examination Special Arrangements

Alternative examination arrangements should be requested at the time of entering for examinations but may, for urgent reasons, also be considered nearer to the date of your examinations. In each case your application needs to be forwarded through your college Senior Tutor for consideration by the Proctors. If such on-going permission is given this will be recorded in Student Self Service.

Discussing your needs: [http://www.ox.ac.uk/students/welfare/disability/needs](http://www.ox.ac.uk/students/welfare/disability/needs)

The University strongly encourages students to disclose their disabilities and to discuss their needs with the Disability Advisory Service so that individually-tailored support can be arranged. We want to provide an inclusive and supportive environment, and to make reasonable adjustments to enable disabled students to fulfil their academic potential and get the most out of the Oxford student experience.

You can discuss your needs before starting your course at Oxford, or at any time during your studies with us. We can usually arrange support quite quickly, but the earlier you contact us the more you are likely to benefit from the full range of support that is available.

The Oxford University Disability Office website [http://www.admin.ox.ac.uk/eop/disab/](http://www.admin.ox.ac.uk/eop/disab/) offers help and advice about study support and special examination arrangements for students.

Mock Examinations
[http://www.ox.ac.uk/students/academic/exams/mocks](http://www.ox.ac.uk/students/academic/exams/mocks)

The University offers all students the opportunity to sit mock examinations during Hilary and Trinity Terms which will allow you to get used to exam locations and regulations, and the opportunity for you to ask any questions you might have concerning exam arrangements.

Oxford Examination Papers Online (OXAM)

Copies of old Examination Papers can be found here [https://weblearn.ox.ac.uk/portal/hierarchy/oxam](https://weblearn.ox.ac.uk/portal/hierarchy/oxam)

Examination Results

The Examiners of the MSc/MPhil in Modern Japanese Studies expect results to be ready by 30th September at the latest.

Once your results have been released you will be sent an email informing you that your assessment results and the result for the year (if applicable) are available to view in Student Self Service. If you are completing your studies you will also be able to view your final classification (please remember to update your contact details; you will be able to access Self Service for six months after you have finished your course). Appeals against the outcome of an examination, whether originating with candidates or their tutors, should be referred by colleges to the Proctors.

[http://www.ox.ac.uk/students/academic/exams/results](http://www.ox.ac.uk/students/academic/exams/results)

External Examiner and Examiners’ Reports

The External Examiners for the MSc/MPhil in Modern Japanese Studies for the 2015-16 academic year are: Dr Helen Maclnaughtan, Senior Lecturer in International Business and Management (Japan) at SOAS, University of London and Mr Toshihiko Kitagawa, Senior Lecturer in Japanese, Institute of Languages & Culture, Regent's University London

Students are strictly prohibited from contacting external examiners directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal (see page 53). Previous examiners’ reports will be made available on WebLearn.
Dissertation Prizes

The Arthur Stockwin Prize is presented each year for the best MSc dissertation. The value of the prize is £100.00. All students on the MSc programme are eligible for this prize.

In addition there is an Ivan Morris Memorial prize which is given by the British Association for Japanese Studies each year for the best dissertation produced by undergraduates or masters students. We will submit the best dissertation plus a maximum of two others. If you would prefer your dissertation NOT to be considered for entry into this competition please let us know.

Skills and Learning Development

Academic Progress

The Course Director, Professor Hugh Whittaker has overall responsibility for monitoring and reporting on student progress. GSS reporting (explained in more detail on page 37) is a vital tool for doing so and we therefore encourage you to complete your termly reports, as your supervisors will also be doing, in order to achieve the best levels of support from the academic staff during your studies.

All members of the Nissan Institute staff will be involved with the teaching of the MSc/MPhil in Modern Japanese Studies and can therefore be contacted by students with requests for assistance.

Learning Development and Skills

The aims and learning outcomes of the MSc and MPhil in Modern Japanese studies vary depending on whether or not you are taking the language route. A full description can be found on the Institute WebLearn site https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/nijs/page/handbooks_and_t

The Oxford Learning Institute

http://www.learning.ox.ac.uk/

Founded in 2000 as the Institute for the Advancement of University Learning, the Oxford Learning Institute exists to support excellence in learning, teaching, and research at the University of Oxford by promoting professional, vocational and management development and contributing to policy development. We take a research-informed approach to all our activities.

The Oxford University Language Teaching Centre

http://www.lang.ox.ac.uk/

The University Language Centre, at 12 Woodstock Road, runs classes in English as a foreign language. You can study in any of 90 languages, using self-study facilities and you can progress at your own pace using taped audio and video cassettes.

The following course is available for students whose English is not their first language at the University Language Centre, 12 Woodstock Road Oxford: English for Academic Writing which is a three-term course, with a syllabus for each term. Michaelmas term focuses on Key Issues in Academic Writing, Hilary term on Writing a Thesis or Dissertation, and Trinity term on Using Corpora to Investigate Grammar and Rhetorical Functions.

If you wish to enrol on this course once you have started your studies please obtain the permission of the Director of Graduate Studies before you register for the course as a fee will be charged to the Institute.
Opportunities to engage in the departments research community

Nissan Seminar

The Nissan Seminar has been running for more than 25 years. It runs weekly over the Michaelmas (autumn), Hilary (spring) and well into Trinity (summer) terms. Each week we invite speakers with a national and international reputation in Japanese studies to present a paper about their current research. For a list of recent Nissan Seminars see our website. In Michaelmas and Trinity terms it takes place on Fridays 5.00 p.m. - 6.30 p.m. and in Hilary term on Thursdays 2.00 p.m. - 3.30 p.m.

The Nissan Institute has a regular seminar on Friday evenings in Michaelmas and Trinity terms and on Thursday afternoons in Hilary term. You should regard attendance at the Nissan Institute Seminar as an integral part of your programme.

The Nissan Institute of Japanese Studies podcast series and can be found at http://podcasts.ox.ac.uk/series/nissan-institute-japanese-studies

Research Seminar

The Nissan Research Seminar provides an arena for graduate students working on Japan to meet weekly during Michaelmas and Trinity terms to exchange ideas about their work in progress. Master’s students are welcomed into this graduate research community. It usually meets on Thursdays between 2.00 p.m. - 3.30 p.m. and is organised by Professor Takehiko Kariya.

In addition research seminars about Japan are organised in the Oriental Institute and you will find that there are many other research seminars in departments and colleges across Oxford. You should aim to attend as many of these as you can.

Careers Information and Advice

The Oxford Careers Service provides invaluable support in researching and planning your next steps after the MSc/MPhil in Modern Japanese Studies. See http://www.careers.ox.ac.uk.

Student Representation

The Nissan Institutes Students’ Joint Consultative Committee

The Joint Consultative Committee (JCC) is composed of two students representing students on the MSc programme; one student from the MPhil programme and one student from the community of graduate students doing doctoral work on Japan. It meets once per term usually on a Friday lunch time of week 5. Meetings are open to all students belonging to the Nissan Institute, not only the student representatives. The Course Director, the Director of the Nissan Institute and at least one other member of staff plus a Japanese language instructor. Potential topics might include library services, dissertation supervision, contents of lectures and seminars, in short any matters that are of concern to the student body. It functions as an open forum but where resolutions are tabled they may be forwarded to the appropriate body, for example the MSc/MPhil Course Committee, the Nissan Institute Management Committee or the appropriate committee within SIAS.

Students will need to select their representatives for this committee and let the Director of Graduate Studies know by the end of Week 2 of Michaelmas term, Friday 23rd October.

Student representation on the MSc/MPhil Programme in Modern Japanese Studies Committee

Once your representatives have been selected it is up to them to select a member to represent the student body on the MSc/MPhil Programme in Modern Japanese Studies Committee which meets at 2.00 p.m. on the Monday of week 6 of each term.
Division and University Representation

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford University Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level.

Opportunities to Provide Evaluation and Feedback

The MSc/MPhil in Modern Japanese Studies degree programme is still relatively young and is constantly evolving. Please feel free to make suggestions for change and improvements at any time to your lecturers and supervisors. At the end of each term evaluation forms will be handed out which give you the chance to give constructive feedback on the course. You can return the completed form (anonymously) to the course convenor in class or hand it in to Jane Baker. Your comments are essential to improve the MSc. Completing your reports in the Graduate Supervision System (page 37) is also a very important and effective way of recording your feedback and comments on the course.

Student life and support

Who to contact for help

There are various people with whom students can discuss any problems they are facing: their subject supervisor at SIAS; their college supervisor; the disabilities contact person at SIAS; the University Disability Office; and the Student Counselling Service. The section for current students on the University’s website (http://www.ox.ac.uk/students/) includes a section on student support and welfare.

Support from your College

Every graduate student in Oxford belongs to a college and your college will appoint a graduate advisor whom you can consult when you need. You can also obtain useful information from your college officers. Enquiries about fees, financial problems etc. are normally best addressed to colleges.

Health Care

Most colleges have their own college nurse and doctor who may be most appropriate. Students are also advised to register at the beginning of the year with a local National Health Service (NHS) doctor which gives entitlement to medical and surgical treatment free of charge at the point of service, except for some contribution towards the cost of medicine and certain special services.

http://www.oxfordshireccg.nhs.uk/

The names of dentists can be found in the Yellow Pages. Some practices may take students under the NHS but most will only see patients privately. The Oxfordshire Health Authority can let you know which dentists accept NHS patients; http://www.oxfordshireccg.nhs.uk/ Emergency treatment may be obtained at the Accident Department of the John Radcliffe Hospital (741166).

Harassment

The department has two advisors who are ready to advise in complete confidence on any problems which may arise from alleged or apparent breaches of the University’s Harassment Policy. (http://www.admin.ox.ac.uk/eop/harassmentadvice/) The SIAS advisors are Alexia Lewis (Russian and East European Studies Administrator), 12 Bevington Road, (2) 74694 and Jane Baker (Japanese Studies Administrator), Nissan Institute for Japanese Studies, Winchester Road, (2) 74570.
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: http://www.ox.ac.uk/students/welfare/disability

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

A range of services led by students are available to help provide support to other students, peer support, OUSU Student Advice Service and Nightline. For more information visit: http://www.ox.ac.uk/students/welfare/peer

OUSU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: http://ousu.org/get-involved/campaigns/

Complaints and Appeals

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

Nothing in the University’s complaints procedure precludes 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). This is often the simplest way to achieve a satisfactory resolution.

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

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

Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the chairman of the Teaching Committee (Dr George Kunnath, Course Director) or with the SIAS Director of Graduate Studies (Dr Paul Irwin Crookes, Chinese Studies) as appropriate. Within the faculty/department the officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. The procedures adopted by the Proctors for the consideration of complaints and appeals are described on the Proctors’ webpage (www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints), 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)

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

An academic appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

For undergraduate or taught graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. It must not be raised directly with examiners or assessors. If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college.

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are described on the Proctors’ webpage, the Student Handbook, and the relevant Council regulations.

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.

Student Societies

The list of societies for students is extensive. The full list can be found on the Student pages of the University website at http://www.ox.ac.uk/students/life/clubs/list

Oxford University Japanese Society (OUJS)

http://www.oujs.org.uk/

Oxford University Japan Society (or OUJS) is a vibrant student run society that aims to introduce and promote the enjoyment of Japanese culture, and provide an interface between Japanese students in Oxford and those with an interest in Japan.

Policies and Regulations

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

Social spaces and facilities

Graduate Student Room (Room B) at the Nissan Institute

The Nissan Institute cannot provide individual workspace but you will have use of a study room that has desk space and a file cabinet for storage of belongings. It also has a point for laptop computers if you wish to bring your own and has Wi-Fi. The student room also contains a television on which you can watch the JSTV, the Japanese language television service, a DVD/VCR player, a collection of Japanese and English books and dictionaries, desks and chairs.

This room is available to all students on the MSc/MPhil programmes during normal office hours. Please feel free to use this room as a base while you are a student on the Modern Japanese studies programme.
**Common Room**

The Common Room is on the 1st floor. It has tea/coffee making facilities, a water cooler, and microwave oven and is available for everyone to use, staff, visitors and students.

**Libraries**

**The Bodleian Japanese Library** (BJL) at the Nissan Institute of Japanese Studies

The Bodleian Japanese Library was opened in 1993 in the Nissan Institute building, combining the Bodley’s extensive holdings on Japan with the residual collection of the former Nissan Institute Library. It houses the University of Oxford’s principal collections relating to Japan in the humanities and social sciences and supports both teaching and research in these areas.

**Contacting the library**

Telephone: +44 (0) 1865 284506  Fax: +44 (0) 1854 284500

Email: japanese@bodleian.ox.ac.uk  Web: www.bodleian.ox.ac.uk/bjl

**Opening Hours**

Term Time: 0th week Mon-Fri 9.00 am to 5.00 pm  Saturday 11.00 am to 5.00 pm

Weeks 1-8 Mon-Fri 9.00 am to 7.00 pm  Saturday 11.00 am to 5.00 pm

9th week Mon-Fri 9.00 am to 5.00 pm  Closed on Saturday

Vacation: Mon-Fri 9.00 am - 5.00 pm  Closed on Saturdays

**Staff**

Bodleian Japanese Librarian: Izumi Tytler  Assistant Librarian: Yuki Kissick

Principal Library Assistant: Rie Williams  Senior Library Assistant: Hitomi Hall

**Closed Periods**

The library is closed on Good Friday to Easter Monday inclusive, the late August Bank Holiday, and Christmas Eve to New Year’s Day inclusive.

**Admissions**

The Bodleian Japanese Library (BJL) is a dependent library of the Bodleian. All persons wishing to use the Library must be accredited readers of the Bodleian Library and comply with its regulations. All readers must obtain a Bodleian Library Reader’s Card and carry it at all times when using the Library and produce it on entry or at any other time if asked to do so. Readers should sign the register at the counter on their first visit. As this library is intended primarily for those working on Japan and related subjects, other readers may have restricted access to some facilities.

**Borrowing books from the Loan collection**

1. Approved persons whose names shall be entered in a register may borrow books from the Bodleian Japanese Library Loan collection. Such persons will be holders of a blue-stripe University Card, i.e. resident members (matriculated students and staff) of Oxford University. This includes those with the officially recognised status of Visiting Student and with official Academic Visitor status, e.g. Nissan Visiting Fellows, Senior Associate, and Associate Members attached to or sponsored by the Nissan Institute and for whom the appropriate card has been obtained.
2. The Loan collection consists of material from the residual Nissan Institute Library collection together with later additions to it. Confined material, such as periodicals and reference books may not be borrowed.

Borrowing limits:

<table>
<thead>
<tr>
<th></th>
<th>No. of items</th>
<th>Loan period</th>
<th>Online renewals</th>
<th>In-person renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nissan/OI teaching staff</td>
<td>10</td>
<td>91 days (13 weeks)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other academic staff, Research postgraduates</td>
<td>10</td>
<td>28 days (4 weeks)</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Taught postgraduates</td>
<td>6</td>
<td>14 days (2 weeks)</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>6</td>
<td>7 days (1 week)</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

3. Books may be renewed a limited number of times via OLIS if they have not been reserved by other readers.

4. All books must be returned to the Library by the last Thursday of each Full Term. Vacation lending: up to six (or ten, depending on the status, see rule 2) books may be borrowed for the entire vacation. Books may be taken out on and after the Thursday of Week 8 of Full Term and must be returned by the Tuesday of Week 1 of the next Full Term.

5. Readers must return books by the end of the loan period or at any time if asked to do so by the Librarian. (Items on 28-day and 91-day loans may be recalled if required by another reader.) Failure to comply will render a reader liable to be fined at the rate posted in the Library.

6. Books may only be borrowed in person and should be returned to a member of the staff. They should not be left at the library counter or elsewhere without being checked back in.

7. No borrower may lend or transfer any volume to any other person, whether a registered borrower or not.

8. Books should not be taken out of the United Kingdom.

Holdings and Services

The Library houses the University’s principal collections relating to Japan. Whereas the collections transferred from the central Bodleian site remain for reference only, the residual Nissan holding may be borrowed by current members of the University. It is an open-access library, with seating space for thirty-two users at any one time. It consists of the Main Reading Room and offices on the ground floor, the Book stack, the New Media Room, and the Rare Book Room in the basement. The main collection is in the Book stack, while the reference tool titles are arranged by subject on the perimeter shelves in the Main Reading Room. Items on the course reading lists are kept on the Reserve Shelves and may be read in the library.

All holdings can be searched in SOLO (http://solo.ouls.ox.ac.uk/). Japanese language materials are also included in CiNiiBooks (http://ci.nii.ac.jp/books/).

Book Reservation in the reading room

Due to the shortage of shelving space, the number of books a reader can reserve at any one time is limited to 10. We would appreciate your co-operation to observe this policy and help us work for better stock management.
PCAS: print copy & scan

A system called PCAS gives library readers access to a range of new services, including printing from laptops, scanning, colour copies. To use PCAS, readers will need to set up an online account by visiting (http://bodleian.pconterwebpay.com). The account allows users to add credit with a debit/credit card and link it to their University card so that they can simply swipe it at any Bodleian printer.

Induction sessions: Making the most of BJL

Sessions designed to provide a practical introduction to BJL within the context of the Bodleian Libraries, will be offered during Michaelmas Term.

General Sessions, covering the use of the library, online catalogues and e-resources, procedures for locating and obtaining material, can be booked at the library desk. Graduate students are advised to book a further information skill sessions arranged individually on request (contact: Izumi Tytler, at izumi.tytler@bodleian.ox.ac.uk).

Computing Facilities

IT Services (was Oxford University Computing Services) is located at 13 Banbury Road and offers facilities, training, and advice to members of the University in all aspects of academic computing. It is responsible for the core networks reaching all departments and colleges. For details of courses and facilities, see the website: http://www.it.ox.ac.uk/
General Information about the Nissan Institute

How to find us

The Nissan Institute of Japanese Studies is located in the grounds of St. Antony’s College on the Woodstock Road, which is one of the two main roads leading from the City Centre northwards. Since it is some way from the rail station and bus station, we do recommend that visitors take a taxi. However for those who are keen to walk the following directions apply.

From the City Centre:

Taxis are recommended from the bus station if you have luggage. To walk from the City Centre to the Nissan Institute will take between 15 and 20 minutes. Many local bus stops are located on Magdalen Street (outside the Odeon cinema), and national buses arrive at Gloucester Green Bus Station on George Street. From there you should make your way to Magdalen Street and from there you will reach St. Giles’. Keep to the left-hand side of St. Giles’ and follow the road north. This becomes the Woodstock Road eventually when you have passed St. Giles’ church (on the right) and Brown’s Café (on the left). Walk straight up the road, passing the old Radcliffe Infirmary site on the left, until you reach a small group of shops on the left. St. Antony’s is on the opposite side of the road (at the corner of Woodstock Road & Bevington Road - see map), through a small arched door in the wall. There is a brass plaque which tells that you have reached the College. The Nissan Institute is in St. Antony’s College grounds. Follow the signs marked Lecture Theatre. Go up the steps and through the automatic door, you are now in the Nissan Institute. The Institute Office is located on the 1st Floor.

From the Train Station:

Taxis are recommended from the station, but if you are happy with a 30 minute walk, turn left as you leave the station area. The Royal Oxford Hotel is directly in front of you; keep left and walk along Hythe Bridge Street. At the end walk straight across into George Street. At the end of George Street Debenhams Store is on the left. Turn left in to Magdalen Street and walk northwards towards St. Giles’ and Woodstock Road and then follow the instructions given above.

By rail:

Trains run at least once an hour between Oxford and London, and twice an hour during peak times. Oxford is also on the main cross-country routes. For details of times and fares, telephone 08457 484950 (24 hours) or visit www.nationalrail.co.uk

By coach/bus:

Two companies run frequent buses, 24 hours a day, between London (Victoria Bus Station) and Oxford: The Oxford Bus Company (tel: +44 (0) 1865 785400) and the Oxford Tube (tel: +44 (0) 1865 772250.

There are also direct and regular services to Oxford from Heathrow and Gatwick airports run by the Oxford Bus Company (see above contact details). Coach services from other parts of the country are also available. See the National Express web-site for more information.
There are various maps on the main university website that show all the Colleges and University Departments see:

www.ox.ac.uk/visitors_friends/maps_and_directions/index.html
**Floor Guide of the Nissan Institute of Japanese Studies**

**Basement**
- Main toilets
- Small store room
- Boiler Room (authorised access only)

**Ground Floor**
- Library leading to downstairs Library stacks
- Head Librarians Office
- Japanese Language Instructors Office
- Graduate Student Room
- Nissan Annexe – Nissan Institute Guest Room
  - Emeritus Professors Office
- Lecture Theatre
- Seminar Room
- Disabled Toilet

**1st Floor**
- Main Office
- Academic Staff Offices
- Common Room
- Staff and Public Toilet
- Visitor’s workrooms

**Lift Access**
The lift is on the ground floor goes to the 1st floor only, but if you are the only person in the building, you are advised not to use it.

**Opening Hours**
During term time the Institute opens at 8.30 a.m. and the doors are locked at 7.00 p.m., Monday to Friday. During the vacation it opens at 8.30 a.m. and is locked at 5.00 p.m.

**Recycling and the Environment**
The Institute tries to do as much recycling as possible. You will find a **Blue** Recycling Box in the Common Room and any plastic, plastic bottles, cardboard, food tins and drinks cans (washed and squashed) can be placed in it. The **Green** Recycling Boxes are for office paper, newspapers, and magazines, glass (bottles and jars - washed). There is one box in the main office near the photocopier to encourage you to recycle any unwanted photo-copying

**Toilets**
The main public toilets are located in the Basement of the building. A toilet suitable for those with mobility problems and wheelchair users can be found on the ground floor. The staff toilet and shower room are on the first floor plus another public toilet.

**Wheelchair access**
Wheelchair access to the building is via the Winchester Road entrance. The Winchester Road gates operate on a timer and keypad. Once through the Winchester Road gates follow the path round to the right of the building through an opening in the small low black fence, along the side of the building then up the ramp to automatic doors on the ground floor.

The Winchester Road gates are programmed to automatically open and close at the following times:
- Monday to Friday - Opens at 7.30 a.m. and Closes at 7.30 p.m.
Student Information

Visiting Fellows to the Institute

At any one time there are between two and five visiting research fellows working in the Nissan Institute. Most of them are scholars taking sabbatical leave from their universities either in Japan or North America. While they do not take part in any of the formal teaching programmes they attend the research seminars and contribute to those discussions. They are available for consultation by members of the graduate community.

During 2015 - 2016 we expect to have with us:

- Professor Hiroshi Shiratori, Professor of Political Science, Policy Science Institute, Hōsei University from the 1st April 2015 to 31st March 2016
- Professor Kazuhiro Kamikado, Department of Social Welfare, Nagano University from 1st August 2015 to 31st March 2016
- Professor Yoshikazu Nakada, Department of Political Studies Faculty of Law and Politics Gakushuin University from 1st September 2015 to 31st August 2016
- Dr Eiichi Aoki, Graduate School of Education, Tohoku University (Sendai, Japan) from 10th November to 6th December 2015

Visits to Japan

We do not require you to visit Japan in the course of the programme. However, particularly those of you who are on the two year MPhil programme may choose to visit Japan to supplement your research. We would like to know that you are going and we may be able to assist you in various ways - please discuss the details with your supervisor.

All responsibility for these visits lies with you. In particular you should be aware that you are NOT automatically covered by any university health insurance simply because you are going while you are registered as a student. However you are eligible to apply for travel insurance which is part of the university wide negotiated cover for which there is a modest charge. The cost is similar to that available in the ‘high street’ but it is a ‘bespoke’ policy. That is to say that it covers you to engage in research whereas the commercially available policies may only be appropriate for a holiday.

Holidays

Please note that this is a full time course and you will need to be in Oxford for most of the year. This means that you should not take on any other commitments during the year, e.g. it will not be possible for you to fit in any sort of employment. Also, before making any holiday arrangements please bear in mind that you will have to complete written assignments and possibly attend one-week options outside of normal term. You should seek advice from your supervisor or the Course Administrator before booking holidays. It is important that you let us know where you are going to be so that we can contact you in emergencies.
Health and Safety

The Departmental Fire and Safety Officer is Miss Jane Baker.

First Aid

The following persons are responsible for first aid:

Miss Jane Baker is the Fire Marshal for the Institute and has trained and passed a course on Emergency First Aid at Work and is trained in the use of the Automated External Defibrillation equipment. All the St. Antony’s College Porters are fully trained First Aid Officers, call Jane on 74570 or the Porters on 84700 should you need assistance.

First aid facilities are located as follows:

There is a first aid box the in the main office of the Nissan Institute on the 1st Floor and in the Lodge of St. Antony’s College. The defibrillation machine is held in the Porter’s Lodge, St. Antony’s College.

All accidents involving staff, students, academic visitors to the Institute and the Bodleian Japanese Library should be immediately reported to the Institutes Administrator or the Duty Porter in the Lodge, St. Antony’s College.

Harassment Advisor - Miss Jane Baker is a member of the Equality & Diversity Unit and Harassment Advisor Network for the Nissan Institute of Japanese Studies; the School of Interdisciplinary Area Studies and the University. Harassment Advisors will listen to your concerns and act as a sounding board to advise on the options that are available to you. All information containing allegations of harassment will be treated in strict confidence. For more information about this network see http://www.admin.ox.ac.uk/eop/harassmentadvice/advisornetwork/

Hearing support - A Hearing Induction Loop is installed in the Bodleian Japanese Library and the Lecture Theatre.

No Smoking Policy - Smoking is banned throughout the building.

Fire Safety

Please read the Fire Notices. The fire alarms are tested every Friday morning. This is a very short sharp burst. If the fire alarm sounds continuously, please leave the building immediately, and gather at the Fire Assembly point at the front perimeter wall on the north side of the building (Winchester Rd). Do not re-enter the building until you are told that it is safe to do so by the Institutes Administrator or a member of St. Antony’s College staff who will be in attendance.

All doors in the Institute are Fire Doors and should be left shut. The Common Room and Workroom Corridor Doors are held open 24 hours a day. They will automatically close on the sound of the Fire Alarm.

Please familiarise yourself with your nearest fire alarm call point and nearest escape route. If you are in your workroom on the first floor when the alarm sounds without interruption, leave the building immediately by the Emergency Exit beyond Workroom 3 and report to the Nissan Institute Fire Assembly Point which is the front perimeter wall north side of the building (Winchester Road).

There are two main automatic doors on the ground floor, one on the Winchester Road side of the building and the other opening into the grounds of St. Antony’s College. Both doors act as Fire Exits. These doors will automatically open should the fire alarm go off or there is a power failure.
**1st Floor Fire Escape Route** - Depending on where you are on the first floor you have the option of going down either the main staircase and out of one of the main exits or via the external fire escape at the far end of the building. Once you have left the building by the nearest fire escape you should report to the Fire Assembly Point at the front perimeter wall on the north side of the building (Winchester Road).

**Library - Ground Floor Fire Escape Route** - If you are in the library then leave by the main library door and out of the Winchester Road Door and report to the Fire Assembly Point at the front perimeter wall on the north side of the building (Winchester Road).

**Library - Basement Stacks Fire Escape Route** - If you are in the library stacks area then leave the emergency exit door and walk up the stone staircase to the Fire Assembly Point at the front perimeter wall on the north side of the building (Winchester Road).

**Lecture Theatre and Seminar Room Fire Escape Route** - If you are in the Lecture Theatre or the Seminar Room then leave by the main Emergency Fire Exit into the grounds of St. Antony’s College and report to the Fire Assembly Point at the front perimeter wall on the north side of the building (Winchester Road).

**Nissan Annexe Fire Escape Route** - If you are in the Nissan Annexe then leave by the main Annexe Door and report to the Fire Assembly point at the front perimeter wall on the north side of the building (Winchester Road). **Do not** go through the internal door as you may be going towards the fire.

**Nissan Institute Flat Fire Escape Route** - If you are in the Nissan Flat and the fire alarm sounds and you are certain the fire isn’t in the stairwell then leave the by the normal way. If you are unsure where the fire is then stay in the flat and call the Porters Lodge, St. Antony’s College.

The flat is separated from the rest of the building by a concrete slab, said by the architects to provide one hour’s protection in the event of fire below. Within the flat, fire doors separate the living room/kitchen from the two bedrooms. The latter are adjacent to the stairway, which is the only exit from the flat.
## Oxford Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battels</td>
<td>The charges made to a member of a college (student or Fellow) for accommodation, meals, etc.</td>
</tr>
<tr>
<td>Bursar</td>
<td>The chief financial officer of a college.</td>
</tr>
<tr>
<td>Course Director</td>
<td>A member of the academic staff within the Nissan Institute responsible for all policy issues relating to graduate study (including courses, teaching supervision and admissions).</td>
</tr>
<tr>
<td>Creweian Oration</td>
<td>The Creweian Oration is named after Nathaniel, Lord Crewe, and is delivered at Encaenia by the Public Orator or, in alternate years, the Professor of Poetry. The oration recounts the events of the past year and commemorates the University’s benefactors.</td>
</tr>
<tr>
<td>Degree Days</td>
<td>Various days throughout the year on which students may graduate.</td>
</tr>
<tr>
<td>DGS</td>
<td>Director of Graduate Studies is Dr Paul Irwin Crookes. He is a member of the academic staff in the School of Interdisciplinary Area Studies and is responsible for all policy issues relating to graduate study in Area Studies.</td>
</tr>
<tr>
<td>Division</td>
<td>There are four academic divisions – Humanities; Mathematical, Physical and Life Sciences; Medical Sciences; and Social Sciences.</td>
</tr>
<tr>
<td>Domestic Bursar</td>
<td>The college officer (often a Fellow of the College) with overall responsibility for domestic aspects of college life, including accommodation, security, catering and housekeeping, external lettings and sometimes sports facilities and administrative non-academic staff.</td>
</tr>
<tr>
<td>Emeritus</td>
<td>A title held by retired professors and readers of the University who meet the conditions set out in University regulations. Colleges have their own rules for awarding the title.</td>
</tr>
<tr>
<td>Encaenia</td>
<td>Annual ceremony at the end of each academic year at which honorary degrees are conferred and the Creweian Oration is given by the Public Orator.</td>
</tr>
<tr>
<td>Examination Regulations</td>
<td>The large grey book containing details of syllabuses for all courses, currently issued to all students as they start their course. Also known as The Grey Book and formerly called the Examination Decrees.</td>
</tr>
<tr>
<td>Fellows</td>
<td>In colleges, the senior members of college who, together with the college head constitute the governing body of the college. Colleges may also have other categories of fellow, such as honorary or emeritus fellows, who are not members of the governing body. There are also research fellowships of various kinds in the University.</td>
</tr>
<tr>
<td>Formative Assessment</td>
<td>Formative assessment aims to assist students to either better understand a subject or improve how they present their knowledge about that subject. ‘The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by students to improve their learning’.</td>
</tr>
<tr>
<td>Fresher</td>
<td>New students who are just beginning their first year at University.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
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<td>---------------------------</td>
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</tr>
<tr>
<td><strong>Full Term</strong></td>
<td>The main undergraduate teaching period at Oxford. It lasts for eight weeks and runs from Sunday of First Week to Saturday of Eighth Week. The dates of Full Term are prescribed by Council and are published in the Gazette and on the University website.</td>
</tr>
<tr>
<td><strong>GAO</strong></td>
<td>The Graduate Admissions Office.</td>
</tr>
<tr>
<td><strong>Grey Book (Examination Regulations</strong></td>
<td>The University Examination Regulations (known as the ‘Grey Book’) lays down the official framework for all courses and examinations, and for procedures to be followed when unusual circumstances arise.</td>
</tr>
<tr>
<td><strong>GSS</strong></td>
<td>Graduate Supervision System.</td>
</tr>
<tr>
<td><strong>Governing Body</strong></td>
<td>Collective name for the fellows of a College that meet to manage College business.</td>
</tr>
<tr>
<td><strong>High Table</strong></td>
<td>The table in a college dining hall, often on a dais, at which the Head of House and Fellows dine. Guests may sometimes be invited to High Table.</td>
</tr>
<tr>
<td><strong>Hilary Term</strong></td>
<td>The 2nd academic term in the year - from January to March.</td>
</tr>
<tr>
<td><strong>Joint Consultative Committee (JCC)</strong></td>
<td>A committee of students in a Faculty who represent their peers to the Faculty and act as a channel of communication between the two.</td>
</tr>
<tr>
<td><strong>Matriculation</strong></td>
<td>The ceremony at which you will officially become a member of the University of Oxford. The ceremony is compulsory - you will not be able to sit any exams or graduate if you have not matriculated.</td>
</tr>
<tr>
<td><strong>Michaelmas Term</strong></td>
<td>The 1st academic term in the year - from October to December.</td>
</tr>
<tr>
<td><strong>0th (Noughth) week</strong></td>
<td>The week before a term begins (week 0).</td>
</tr>
<tr>
<td><strong>Ninth week</strong></td>
<td>The week after full term finishes (week 9).</td>
</tr>
<tr>
<td><strong>OI</strong></td>
<td>The Oriental Institute (Pusey Lane).</td>
</tr>
<tr>
<td><strong>Pigeonhole</strong></td>
<td>A place where post is left for you/members of staff/visitors - either in the lodge at your College, or in the Administrators office at the Nissan Institute.</td>
</tr>
<tr>
<td><strong>Porters Lodge</strong></td>
<td>The main entrance / reception to the College.</td>
</tr>
<tr>
<td><strong>Porter</strong></td>
<td>College employees that run the lodge receive and sort the post; direct visitors and assist will all sorts of issue in-college.</td>
</tr>
<tr>
<td><strong>Proctors</strong></td>
<td>The two Proctors (Senior and Junior) are elected each year by colleges in rotation to serve for one year. The statutes provide that they ‘shall generally ensure that the statutes, regulations, customs, and privileges of the University are observed. They serve on the University’s main committees and where not members of committees may receive their papers and attend meetings but not vote. They have responsibilities under the statutes and regulations for aspects of student discipline, for ensuring the proper conduct of examinations and for dealing with complaints. They also carry out ceremonial duties, e.g. at degree ceremonies.</td>
</tr>
</tbody>
</table>
Public Orator

The office of Public Orator can be traced back to 1564, when the University appointed an Orator to greet Queen Elizabeth I on her visit to Oxford. The duties of the office include presenting those who receive honorary degrees, at Encaenia and other degree ceremonies, introducing each in a Latin speech. At Encaenia the Orator traditionally gives the Creweian Oration, a report on events of the year, in English.

Sabbatical Leave

A period of leave granted to university teachers for the purposes of study, travel, and research.

Scout

Staff responsible for cleaning and maintaining College buildings and the Nissan Institute.

SIAS

School of Interdisciplinary Area Studies (12 Bevington Road).

Sub-Fusc

Formal attire worn by students and academics on formal occasions, including matriculation, examinations and graduation. It is made up of a dark suit, skirt or trousers, a white shirt or blouse and a white or black bow tie, black full-length tie or black ribbon, worn with a black gown and a mortar-board. The name derives from the Latin subfuscus, meaning dark brown.

Summative Assessment

Summative assessment produces a mark. So it can be an exam, test, or even a piece of assessed work. ‘The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark’.

Trinity Term

The 3rd academic term of the year - from April to June.

University Gazette and Oxford Blueprint

The Gazette is published weekly, in term time and is the official publication for University business, regulation changes, meetings etc. It is available in all the University and College Libraries and in the Common Room on the 1st floor. Oxford Blueprint, a newsletter for University and college staff and students, is published in 0th, 3rd, 6th and 9th weeks of term. It contains news, interviews and features reflecting the diversity of activity across the University, and an events diary will be included.

Viva Voce

An oral examination.

Warden

The Head of House at All Souls College, Keble College, Merton College, New College, Nuffield College, St Antony’s College and Wadham College.

WebLearn

WebLearn is a restricted-access website that is used to store materials to support your learning here at Oxford. The Nissan Institute site is used to store reading lists, texts, timetables and Examination information related to your course. As a student of the Institute you will have access to our WebLearn, and you will be able to log in using your Oxford single sign-on password. [https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/nijs](https://weblearn.ox.ac.uk/portal/hierarchy/socsci/sias/nijs)
Stay in touch with the Nissan Institute through your email account
no matter where you are!

Why you need to be on the list

• Important information in your area of study is available on this list
• Including: some of the latest information on events, jobs and grants in the field
• Members of the Nissan Institute post information on their latest publications
• Reminders on shortly upcoming lectures, events and scheduling changes
• References to points of interest on the internet
• Your opportunity to pass on to everyone important Japan-related information at the push of a button

Unlike a lot of lists, there will be no useless junk to wade through. This list is totally targeted on Japanese Studies at Oxford and related events. Its sole purpose is to disseminate important information that has to do with the activities that go on at the Nissan Institute: notices about meetings, societies, opportunities, grants, jobs, etc.

The list is not an official service, it is voluntary. You can go without it, but you’ll be happier with it. The list lives from active participation. So when you have a piece of information, post it. When you know someone who has something of interest, make her post it. The examples given above are suggestions only; success hinges on participation.

How it works

Any message posted to Keijiban (i.e. sent to the email address keijiban@maillist.ox.ac.uk) will be re-distributed automatically to all the subscribers of the list. If you wish to subscribe to Keijiban send an email to: jane.baker@nissan.ox.ac.uk.
Disclaimer

The information in this handbook is accurate as at 02 October 2015, however it may be necessary for changes to be made in certain circumstances, as explained at (insert link to relevant PG (www.graduate.ox.ac.uk/coursechanges) webpage). 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.}