Orientation Booklet for the Master of Studies (M.St.) in Korean Studies

INTRODUCTION

This booklet has been prepared on behalf of the Board of the Faculty of Oriental Studies. It has been designed both as a source of information in its own right and as a guide to other sources of information. It is hoped that it will be particularly useful to students when they first arrive in Oxford, but they are advised to keep the booklet, since it may be of considerable help throughout the period of their work.

Please read the booklet carefully now.

Comments and criticisms of the handbook are always welcome; they should be sent to the Chairman, Graduate Studies Committee, Oriental Institute, Pusey Lane, Oxford, OX1 2LE, United Kingdom.

KOREAN STUDIES AT OXFORD

Korean language and history are recent additions to the Faculty of Oriental Studies. Some teaching of Korean language had been offered intermittently from the late 1980s, and a fixed-term University Instructorship in Korean Language was established from January 1994. This was followed by a fixed-term University Lecturership in Korean History from June 1994. Both of these posts were made possible by a generous start-up grant from the Korea Foundation. Over the decade to 2004, a further grant from the Korea Foundation and generous gifts from Dr. Chong Hee Seung and former Korean government minister Lee Yun Taek have supported Korean Studies and kept it alive at Oxford. In June 2005, the University established a permanent post in Korean History, and in July 2006, a generous endowment from the Korea Foundation and the International Communication Foundation established a permanent post with the name ‘Young Bin Min-Korea Foundation Lecturership in Korean Language and Linguistics’. The establishment of a full undergraduate degree in Korean Studies awaits permanent funding for a third post; until then, we can offer Korean subjects only as options within existing undergraduate programmes in Chinese and Japanese, within the Master of Studies in Korean, and through research degrees such as the Doctor of Philosophy (Ph.D.). We have graduated a number of Master’s and Doctoral students, and undergraduate interest in Korean Studies is strong and expanding.

In the spring of 1995 formal amendments were made to existing degree programmes to recognize the opportunities presented by Korean Studies. The teachers of Chinese and Japanese approved revisions to their syllabuses to admit Korean language and history as ‘Special Subjects’ or electives within the undergraduate degrees in Chinese and Japanese.
From 2003, students of Chinese and Japanese can take three ‘papers’ in Korean: Language, Classical Texts, and History and Culture, effectively constituting 30% of their degrees and allowing them to graduate with degrees in ‘Chinese with Korean’ or ‘Japanese with Korean’. Other undergraduate options in Korean also exist. Students of Chinese can read Korean classical texts in Classical Chinese. Students of Chinese and Japanese can write their undergraduate dissertations on an aspect of Korean history. Currently, we are developing further course options in classical and modern Korean linguistics.

A Master of Studies (M.St.) in Korean Studies was approved in spring 1995 and graduated its first student in the spring of 1996. Since then, a good number of students have taken the degree, a few with Distinction. You can see their names and thesis titles at:

The Master of Studies degree is rigorous and time-consuming. It requires your full-time attention. The chief qualification for admission is the ability to read modern Korean, so there is little or no time for remedial language training. We will improve your Korean language, add in some Classical Chinese and possibly Japanese, instruct you in the Korean tradition through intense study of a classical canon, and train you to find information for yourself about Korea past and present. This booklet is designed to explain the details of the M.St. in Korean Studies degree.

MASTER OF STUDIES IN KOREAN STUDIES

OBJECTIVES

The M.St. in Korean Studies at Oxford aims:

(a) to build on a basic knowledge of modern Korean and classical Chinese or modern Japanese and ensure that the student becomes capable in using at least modern Korean for research purposes;

(b) to acquaint students with many of the most important classical texts from all periods of Korean history in modern Korean translation or the original classical Chinese, or to acquaint students with the major concerns and problems of contemporary Korean linguistics and train up students to competency in Old or Middle Korean;

(c) to enable students to understand and use a range of classical references and historiographical research methods for the treatment of pre-modern primary sources, or to acquaint students with a range of linguistic theories and methodologies that will enable them to begin independent linguistic research in Korean;
(d) to allow students to do more specialised study from a wide range of possible options and thereby exercise their new skills.

TEACHING STAFF AT OXFORD

There are three academic staffs who regularly teach for the M.St. in Korean Studies:

Dr. James B. Lewis, Wolfson College, University Lecturer in Korean History, with specialities in Korean-Japanese relations, Korean economic history, and East Asian comparative history.

Dr. Jieun Kiaer, Hereford College, Young Bin Min-Korea Foundation Lecturership in Korean Language and Linguistics, with specialities in modern and classical linguistics.

Dr. Younghae Chi, Regent's Park College, University Instructor in Korean, with specialities in multi-language comparative approach to Korean learning, and contemporary Korean culture and religion.

COURSE CONTENT

Since the course spans only three, short eight-week terms, during all three terms students must attend all tutorials, lectures, and public seminars as instructed by their teachers. Any missed tutorial delays preparation; any missed lecture or public seminar can never be repeated. Time is short; attendance is critical.

All preparation is for a set of final examinations in the following three areas:

1. *Prescribed texts*;

2. Either Modern Korean *unprepared translation* or Classical Chinese or Modern Japanese (NOTE: Candidates who already possess a sufficient knowledge of Modern Korean will be required to choose Classical Chinese or Modern Japanese);

3. *Methodologies* for Classical Koreanology or Korean Linguistics;

Candidates are also required to submit:

4. A *dissertation* of not more than 15,000 words on a topic approved by the Board of the Faculty of Oriental Studies.
The course can be graphically presented as:

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<th>Either Modern Korean <em>unprepared translation</em> or Classical Chinese or Modern Japanese (all students)</th>
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| dissertation (all students) |

Previous examinations can be viewed on the [Oxford Examination Papers Online](https://www.examinationpapersonline.com) website by clicking on “Search by Examination Title”, and then select “Master of Studies in Korean Studies”. This site may be restricted to those inside the Oxford computer loop.

**TEACHING METHODS AND EVALUATION PROCESS**

Students should expect to attend up to ten hours per week of tutorials and should expect to spend an additional thirty to forty hours a week, perhaps more, during each full term for preparation. In addition, they should expect to be set a considerable amount of work during the vacations.

Language instruction, the reading of prescribed texts, and bibliographic or methodological exercises are usually conducted in tutorials for which students are expected to prepare thoroughly in advance. Lectures are provided for instruction on general themes of Korean and East Asian history and critical issues in Contemporary and Classical Korean Linguistics. Students are advised to take advantage of public lectures offered on China and Japan, since they also supply historical context, comparative linguistic information, regional background, and comparative perspectives for work in tutorials.

Teaching takes place in tutorials. Students are required to prepare thoroughly for whatever is required: language exercises, prescribed readings, essays, bibliographic or methodological exercises, and they should be able to present their preparation in finished form. Depending on the task, the finished form may be written language exercises, essays on linguistics, historical, literary, or cultural topics, or translation from Korean (or Chinese or Japanese) into English. Outstanding students typically view themselves as ‘researchers in training’ and consciously set about building their competence in the body

Aside from the dissertation, the course is examined by two three-hour examinations to be sat at the end (eighth week) of the third term (Trinity) in June, and one examination to be completed in the Bodleian Library over the course of three and one-half days, also during eighth week at the end of the third term. The dissertation deadline is the end of the fifth week of the third term. All examination papers and the dissertation will be reviewed by Examiners, one of whom is from outside the University. The External Examiner shall have final decision as to whether to award the degree. Every candidate will be examined *viva voce* unless he or she shall have been individually excused by the examiners. The examiners ordinarily award a pass/fail mark but may award a Distinction for excellence in the whole examination. A Distinction should be viewed as a strong recommendation to continue research at the D.Phil. level.

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**COURSE GUIDE/SYLLABUS**

I. Prescribed texts (Texts will be announced by the board in the Oriental Institute in the seventh week of Michaelmas Full Term, the first term, but in the past have largely included those listed below.)

A. History and Culture

The texts range from the third century AD to the twentieth century AD and offer highlights of classical Korean historical literature, prose, and poetry.

1. 《三國志》〈東夷傳〉
   San Guo Zhi, `Dong Yi Zhuan' (the "Eastern Barbarians" section from a Chinese dynastic history, earliest historical records about the Korean peninsula)

2. 《廣開土王陵碑文》
   Kwanggaet'o wangning pimun (one of the oldest extant Korean historical texts, the great memorial stele [AD 414] to King Kwanggaet'o of the Koguryŏ kingdom)

3. 《三國史記》卷四十一 〈列傳 第一 金庾信傳〉
4. 《三國遺事》卷一〈古朝鮮-檀君傳〉
Samguk Yusa, `Ko Chosŏn', the Tan'gun myth (the founding myth of the Korean people)

5. 《三國遺事》卷一〈郞歌〉
Samguk Yusa, `Hyangga poetry' (the oldest extant Korean poetry)

6. 《高麗史》卷二 〈世家, 太祖二十六年, 四月: 10 Injunctions〉
Koryŏsa, Book 2, Annals 2, folio 14b-17a (10 Injunctions to his heirs dictated by Wang Kŏn on his deathbed)

7. 《樂學軌範》卷五 丁七 b--丁八 b 〈動動〉
Akhak kwebŏm, ‘Tong tong’ (representative Koryŏ-period popular song/poem)

8. 《樂章歌詞》〈青山別曲〉
Akhang kasa, ‘Ch‘ŏngsan pyŏlgok' (representative Koryŏ-period popular poem)

9. 《東文選》〈舟賂說〉〈忌名說〉(李奎報)

Tongmunsŏn, 'Chu-nui sŏl' 'Ki-myŏng sŏl' by Yi Kyu-bo (social commentary by one of the greatest literary figures of the Koryŏ kingdom)

10. 《東文選》〈蝨太說〉〈鏡說〉 (李奎報)


Tongmunsŏn, Sŭl-t'ae sŏl', 'Kyŏng sŏl' by Yi Kyu-ro (essays on society and philosophy)

11. 《訓民正音解例》〈訓民正音解例 後序〉 and 《朝鮮王朝實錄 世宗實錄》卷 103, 世宗 26 年 2 月庚子條〈訓民正音反對上疏〉


‘Hunmin Ch'ŏngŭm Proclamation’ (afterword to the Hunmin Ch'ŏngŭm haerye, the Chosŏn kingdom proclamation that officially established the modern Korean script today known as hangŭl) and Chosŏn Wangjo Sillok, Sejong Sillok, Book 103, Sejong 26th year, second month, kyŏngja day (the major opposition memorial to the new script)

12. 《月印釋譜》〈釋譜詳節〉(首陽大君)

Korean: 《月印釋譜》卷 第一 丁一 a--丁十一 b. Wŏlin sŏkbo, 'Sŏkbo sangjŏl' by Suyang Taegun (one of the earliest pieces of literature using hangŭl)

13. 朝鮮時代의 詩歌 selections

Korean:

Chosŏn-era poetry selections (kasa and shijo)

14. 《洪吉童傳》 (許筠) selections
Selections from the Honggiltong-jŏn by Hŏ Kyun (?) (one of the earliest Korean novels, which tells the tale of a Robin Hood figure)

15. 《燕岩集》卷 81, 傳〈兩班傳〉(朴趾源)
Yŏn' am jip, Book 81. 'Story of the Yangban' by Pak Chi-wŏn (social satire by a literary giant of the later Chosŏn kingdom)

16. 《三一獨立宣言文》
Sam’il tongnip sŏn’ŏnsŏ (the Korean Declaration of Independence from Japan in 1919)

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B. Language and Culture

The texts are generally written in Modern Korean, but some are in Middle or early-modern Korean.

Unit 1: The History and Structure of the Korean Language

1. 이익섭 (Yi Ik-sŏp) (1997), 『한국의 언어』 (Han’guk ŭi ŏnŏ), 신구문화사 (Sin’gu munhwasa).
Survey of Korean language/linguistics, including overviews on typological, morpho-syntactic, and phonological aspects of Korean.

or

김방한 (Kim Pang-han) (1990), 『한국어의 계통』 (Han’gugŏ ŭi kyet’ong), 민음사, (Minumsa).
The Typology of Korean.

3. 이정민 (Yi Chŏng-min) (1989), “國어의 통사적 중의성 (Kugŏ ŭi t’ongsajŏk chungûisŏng)”, 『한글 및 한국어 정보처리 학술발표논문집』 (Han’gŭl mit
Interaction between syntactic structure and prosody of Korean.

4. 권재일 (Kwŏn Chae-il), 김윤한 (Kim Yun-han), 문양수 (Mun Yang-su), 남승호 (Nam Sŭng-ho) (1997), “통사구조와 운율구조의 상관성 연구 (T'ongsa kujo wa unyul kujo ŭi sangkwansŏng yŏn’gu)”, 『언어학』 (Ônŏhak) 20, 1-53.

5. 고영근 (Ko Yŏng-kŭn) (1999), 『북한의 언어 문화』 (Pukhanŭi ŏnŏ munhwa)
서울대학교 출판부 (Seoul taehakkyo ch’ulp’anbu).
Language and culture of North Korea.

Unit 2: Traditional/Modern World Views through Literature
(texts range from the fifteenth century into the twenty-first century)

6. 김인겸 (Kim In-kyŏm), 『일동장유가』 (Ilton changyu-ga).

7. 규원가 (Kyu Wŏn-ka) 『허난설헌』 (Hŏ Nan sŏlhŏn).

8. 정약용 (Chŏng Yak-yong), 『유배지에서 온 편지』 (Yubae-ji esŏ on p’yŏnji).

9. 황순원 (Hwang Sun-wŏn), 『하』 (Hak).

10. 이청준 (Yi Ch’ŏng-chun), 『눈길』 (Nungil).

Unit 3: Traditional Arts, Thought and Culture
The texts cover traditional and modern arts, thought, society, and culture.

11. 이기백 (Yi Ki-baek), 『민족문화의 전통과 계승』 (Minjok munhwa ŭi chŏnt’ong kwa kyesŭng.), 고등학교 국어(하) (Kodŭng hakkyo Kuk’ŏ, ha).
Inheritance and Application of Tradition.

Chosŏn-era painting, particularly reflecting the lives of ordinary people.

13. 유홍준 (Yu Hong-jun), (2003), “유희삼매, 선비의 예술과 선비취미 (Yuhŭi sammæ, sŏnbi ŭi yesul kwa sonbi ch’wimi)”, 『고서화도록 7』 (Kosŏhwa torok 7), 학고재 (Hakkochae).
Chosŏn-era intellectual life, poetry, and art.
14. 정병호 (Chŏng Pyŏng-ho), (1985), 『한국춤』 (Han’guk ch’um), 열화당 (Yŏlhwadang).
Korean Dancing.

15. 김동춘 (Kim Tong-ch’un), (2002), “유교와 한국의 가족주의, 가족주의는 유교적 가치의 산물인가? (Yugyo wa Han’guk ŭi kajok chuüi, kajok chuüi nun Yugyo chŏk kach’i ui sanmul inga?)” 『경제와 사회』 55, 한국산업사회학회 (Han’guk sanŏp sahoe hakhoe).
Confucian influences on the Korean family.

Assessment

As one of the three examined papers in the Master of Studies course, students sit a three-hour examination in the eighth week of Trinity Term (mid- to late June) entitled Prescribed Texts in Korean. Students are responsible for translating selected passages and answering questions asking for exegesis and commentary.

Previous examinations can be viewed on the Oxford Examination Papers Online website by entering “KKOR 7091” in “Exam Paper Code”. This site may be restricted to those inside the Oxford computer loop.

To provide context for the Prescribed Texts and training in scholarly presentation, the student will be required to prepare an essay for a ‘Seminar in Korean History and Culture’ or ‘Korean Language and Culture’ every other week, based on English-language secondary readings. The readings include, but are not limited to the following books:

NOTE: No dictionaries or notes are permitted in the examination halls.

II. Modern Korean

This course is designed for students reading for the Master of Studies in Korean Studies with prior training in Korean up to an intermediate level. Candidates who already possess advanced knowledge of Modern Korean with fluent communicative ability will be instead required to choose Classical Chinese or Modern Japanese.

Preparation for the examination of this paper will be made using a variety of modern Korean prose covering social, cultural, political, and economic issues studied under the rubric of Modern Korean (for Korean MSt.) in the lecture list.

Aims and Objectives

Modern Korean is aimed at familiarizing the MSt. course students with a variety of contemporary writings so that they can satisfy diverse language requirements arising from their research activities.
The course has been designed to help students to determine the extent to which any given material is relevant to their research or offers a reading interest, and to analyse the structures and styles of discourse materials. It is also expected to help students to write documentary requests and inquiries in relation to their academic activities.

The course is not limited to teaching and learning formal linguistic features. Students are trained to approach materials from a critical point of view and link the material with the background knowledge of their subject area. The habit of critical reading will be especially emphasized in dealing with texts related to history and social sciences. In order to develop such skills, students will practice scanning texts for relevant or specific information; summarizing the gist of texts; identifying styles of initiating, developing, and concluding arguments; drawing out implicit or subtly expressed assumptions underlying certain statements; and, finally, comparing multiple numbers of writings and determining the extent of conversion and divergence.

Those who wish to refurbish basic grammar and translation skills are advised to consult with the teacher to discuss the need to attend classes entitled Modern Korean for Undergraduates.

**Assessment**

As one of the three examined papers in the Master of Studies course, students sit a three-hour examination in the eighth week of Trinity Term (mid- to late June) entitled Modern Korean. The paper will ask questions about several seen and/or unseen texts, and all questions must be answered without recourse to dictionaries. Candidates should demonstrate that they have acquired the knowledge of structures of advanced Korean and a good command of everyday vocabulary, including Chinese characters commonly used in contemporary journalism and academic material. For the passing mark, students should achieve roughly a standard such that they should be able to understand 70% of newspaper editorials and be able to demonstrate a depth of critical reading.

**Class Hours**

- Michaelmas Term: 16 hours (2 hrs/week)
- Hilary Term: 16 hours (2 hrs/week)
- Trinity Term: 12 hours (2 hrs/week)
- Total: 44 hours

**Study Material**

1. Reading

Students will read a variety of contemporary writings such as newspaper articles, weekly and monthly magazines, academic theses, conference papers, and university textbooks.
Topics and contents will cover Korean current affairs, the post-1945 history, and traditional thoughts and religion.

2. Chinese Characters

Depending on the courses that the students attended previously, either of the following two textbooks will be used. Students will be trained to acquire and expand a working knowledge of the most common Chinese characters.

- Fred Lukoff, *A First Reader in Korean Writing in Mixed Script*.

3. Composition

Depending on the level of the student's proficiency in written Korean, one of the two forms of composition assignment will be made bi-weekly. All essays should be submitted at least two days before the reading class and typed (preferably word-processed using a Korean word processor) in A4 size.

- Either: one topic every two weeks (length: 2 pages in A4)
- Or: one short summary of the seen material every two weeks (length: 1-3 pages in A4)

Previous examinations can be viewed on the Oxford Examination Papers Online website by entering “KKOR 7092” in “Exam Paper Code”. Access to this site may be limited to those inside the Oxford computer loop.

III. Methodologies for Classical Koreanology or Korean Linguistics

Depending on the capabilities of the candidate, library research exercises will be set beginning in the first term (Michaelmas) that involve the use of classical reference texts or examine linguistic theory and methodologies. The classical reference texts were originally written in Chinese and many have been translated into modern Korean. The linguistic theory and methodology exercises may involve practicums or essay preparation. These tutorials are designed to acquaint the student with the minimum skill sets required for any candidate who might be considering future advancement towards a research degree, such as D.Phil. candidature, at Oxford. The examination is a take-home paper that the student must complete in the Bodleian Library over three and one-half days. Previous examinations can be viewed on the Oxford Examination Papers Online website by entering “KKOR 7095” in “Exam Paper Code”. This site may be restricted to those inside the Oxford computer loop.

IV. Dissertation

Each candidate will be required to produce in standard scholarly format a dissertation of not more than 15,000 words. The dissertation allows candidates to pursue a topic of their
own choice applying the research skills acquired in other parts of the course. Candidates should expect to identify their topics in the first term (Michaelmas), do a large portion of the research during the Christmas vacation, ask specific questions of a linguistic, methodological, or conceptual nature during the second term (Hilary), and produce a first, complete draft by the beginning of the third term (Trinity) to allow time for revision before final submission not later than noon on Friday of the fifth week of the third term.

Michaelmas Term 2013
THE PRO-FORMA FACULTIES STATEMENT OF SAFETY ORGANISATION

The pro-forma is intended to reflect the needs of the larger and more complex faculties. Smaller faculties with simpler managerial structures may wish to compose a simpler document, but if faculties choose not to use, or wish to modify, the pro-forma their statement must

(a) clearly define the faculties (or area) to which it applies

(b) clearly define those persons with executive authority to enforce the Health and Safety Policy and those with overall or specific advisory responsibilities to the faculty board chairs

(c) describe how staff in the faculties can contact their trade union safety representative

(d) be reviewed annually and updated when necessary

(e) be brought to the attention of all employees by the most effective means (e.g. at induction sessions; or by email distribution)

(f) be issued, signed and dated by the faculty board chairs.

The statement should also identify any special risks in the Faculty and their associated control measures.

1. THE PREAMBLE

(g) This must clearly identify the faculties units. From time to time, faculties may have safety responsibilities for those working away from the University. The extent of such responsibilities and the arrangements to cover them should be described.

Some faculties may wish to have separate statements for Faculty units, particularly if they are housed in separate buildings. In such cases the statements should cross-reference each other. Faculties in multiple occupancy buildings may wish to draw up a common policy, which must then be signed by all the Faculty Board chairs and heads involved. In all cases the lines of responsibility back to the Faculty Board Chairs must be clearly defined.

2. EXECUTIVE RESPONSIBILITY FOR SAFETY (SECTION 1)

Responsibility for safety in a faculty is a managerial function. The Faculty board chair may decide not to delegate functions indicated in the pro-forma, or may add to or restrict them, but the degree of delegation must be indicated and the individual to whom the Faculty board chair is delegating duties must clearly understand both their nature and extent. Those individuals must be named and not referred to by title alone. The head must ensure that the individuals have the necessary authority to undertake the role and that they are given appropriate training.

Those in day-to-day charge of staff, students, and visitors are expected to control all associated safety matters.
3. **ADVISORY RESPONSIBILITY FOR SAFETY (SECTION 2)**

It is not always essential for Faculty Board Chair to appoint a Faculty Safety Officer (DSO) and in small Faculties without significant risks this may create unnecessary work. However, in large Faculties or where complex processes are involved the Faculty board chair should be able to take advice from someone independent of executive responsibilities that can present an informed and unbiased view.

The Faculty Board Chair should not normally delegate executive responsibility to this person, for this is an advisory role, but sometimes they may necessarily have executive functions and these must be identified. The statement should distinguish between those who have an overall advisory function, outside of any areas for which they have executive responsibility, and those who are fulfilling a purely executive role.

The DSO should normally be responsible for co-ordinating any advice given by other specialist advisors.

4. **TRADES UNIONS (SECTION 4)**

The pro-forma’s reference to University Policy Statement S2/04 describes the arrangements for consulting with the recognised trade unions. Faculties may wish to add information they hold about any local trade union safety representation.

5. **SPECIFIC SIGNIFICANT RISKS (SECTION 6)**

The statement should include a brief indication of significant risks in the Faculties and their location, together with any local written safety arrangements.
STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR THE FACULTY OF ORIENTAL STUDIES.

As Faculty Board Chair of the Faculty of Oriental Studies, I am responsible for ensuring compliance with University Health and Safety Policy. My responsibilities are set out in the Annexe and I have delegated some of these responsibilities to others, as set out in Section 1.

1. EXECUTIVE RESPONSIBILITY FOR SAFETY

Every employee with a supervisory role is responsible for ensuring the health and safety of staff, students, and other persons within their area of responsibility; and of anyone else (e.g. contractors and other visitors) who might be affected by their work activities. In particular, the responsibilities listed in the Annexe are delegated to supervisors for areas under their control.

As it is my duty to ensure adherence to the University’s Health and Safety Policy, I instruct every employee with a supervisory role and the Faculty Safety Officer and Area Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Faculty Safety Officer, Thomas Hall, and the Area Safety Officer, Louise Mireh, of any planned, new, or newly identified significant hazards in their areas and also of the control measures needed to avert any risks identified.

Where supervisors or others in charge of areas or with specific duties are to be absent for significant periods, adequate substitution must be made in writing to me and such employees and other persons as are affected. Deputising arrangements must be in accordance with University Policy.

The following employees have executive responsibility throughout the Faculty for ensuring compliance with the relevant part of University Safety Policy:

The Administrator, Thomas Hall, is responsible for making arrangements for visitors, including contractors, and for ensuring the necessary risk assessments have been made.

In the following areas of the Faculty, the persons named below have executive authority for safety:

Administrator and Faculty Board Secretary, Thomas Hall, is responsible for safety in:

Oriental Institute, Pusey Lane

The Khalili Research Centre, 2-4 St John’s Street (Administrator: Patricia Davies)

Institute for Chinese Studies, Walton Street (Administrator: Rosanna Gosi)

Griffith Institute, Sackler Library, St John’s Street (Administrator: Catherine Warsi in conjunction with the Curators of the Sackler Library)

Building Administrators report in the first instance to Trudi Pinkerton.

Day-to-day responsibility is delegated to the Deputy Safety Officer, Trudi Pinkerton, Oriental Institute.
The facilities management team, **Liliane Morton, Allen Miles, Claudia Crucioli**, are, either directly or through delegation, responsible for the Reception and Common Room areas in the Oriental Institute. This team, under the direction of **Trudi Pinkerton**, is also responsible for event safety management throughout the year.

2. **ADVISORY RESPONSIBILITY FOR SAFETY**

I have appointed those listed below to advise me on matters of health and safety within the Faculty. If any member of the Department does not take their advice, they should inform me. If they discover danger that requires immediate action, they are authorised to take the necessary action and inform me subsequently.

**Deputy safety officer (DSO)**

**Trudi Pinkerton** is responsible for

- advising me on the measures needed to carry out the work of the Faculty without risks to health and safety
- coordinating any safety advice given in the Faculty by specialist advisors and the University Safety Office
- monitoring health and safety within the Faculty and reporting any breaches of the Health and Safety Policy to me
- Informing me and the Director of the University Safety Office if any significant new hazards are to be introduced to the Department.

The DSO’s duties are described in University Policy Statement S1/01

To assist in this work, the Faculty has the following specialist advisors:

**Area Safety Officer (ASO)**

**Louise Mireh** has been appointed to support the DSO in her administrative, monitoring, and advisory role.

**Faculty Fire Officer**

**Thomas Hall** is responsible for advising the DSO on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy.
Faculty Safety Advisory Committee

The Faculty holds a staff meeting every term and Health and safety items are sectioned on the agenda. In addition, health and safety matters are also a fixed item on the agenda of the Curators Committee which meets twice a term.

In addition to the above arrangements, the Humanities Divisional Health and Safety Committee, meets once a term and whose functions are set out in University Policy Statement S2/0. The Committee is comprised of the following:

Deputy Safety Officer for Oriental Studies, Trudi Pinkerton, all Divisional Deputy Safety Officers, Area Safety Officer, Louise Mireh, and Humanities Divisional Secretary, Lynne Hirsch.

The Committee's terms of reference are:
  o Attendance & apologies
  o Minutes of previous meeting
  o Matters arising
  o New items
    ▪ New University Policies
    ▪ New Memoranda
    ▪ New code of practices
  o Accident/injury and near miss statistics and reports
  o New statement of safety updates and gaps identified
  o Training: recommendations, new and on-going
  o Any other business (AOB)
  o Date of next meeting

3. OTHER SAFETY FUNCTIONS

First Aid

The following persons are responsible for First Aid:

Liliane Morton (Receptionist, Oriental Institute. T: 78200) is a trained First Aider. Allen Miles (Facilities Assistant. T: 07768 933436) is the appointed person.

Rosanna Gosgi (Administrator, Chinese Institute. Room 101. T: 80387) is a trained First Aider, and Trevor Langrish (Librarian, Chinese Institute. T: 80434 is the appointed person.

At 41 Wellington Square, Silvia Siret (Administrative Officer Modern Languages T: 70750) is a trained First Aider.

First Aid facilities are located as follows:

Oriental Institute: Kitchen, Lodge, and Faculty Office.

Chinese Institute: Foyer

Khalili Research Centre: Kitchen

Griffith Institute: Administrator's Office, Archive Office, Director's Office.
Accident and incident reporting

Liliane Morton and Trudi Pinkerton are responsible for keeping the Faculty accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office. Accident report forms are kept in the Lodge, Oriental Institute. Administrators in other Faculty buildings also report accidents/incidents in their buildings to Liliane Morton and Trudi Pinkerton.

Display Screen Assessors

I have appointed the following people as Display Screen Assessors, and the number is sufficient to ensure no one has to assess more than 50 persons.

Louise Mireh (Humanities, T: 70102)

Manual Handling Assessors

I have appointed the following people as Manual Handling Assessors

Louise Mireh (Humanities, T: 70102) and Allen Miles (T: 077689 33436)

Ladder Safety Assessor

I have appointed the following people as Ladder Safety Assessors

Louise Mireh (Humanities, T: 70102) and Allen Miles (T: 077689 33436)

Travel Risk Assessment Screening Team

I have appointed the following people to help screen my decision approvals on overseas travel

Medium/ high risk areas and high risk activities according to the FCO information

Trudi Pinkerton, liaising with student supervisors and Year Abroad Coordinators where applicable, and in consultation with Area Safety Officer Louise Mireh, and the Safety Office, and Insurance Office as required.

Low risk areas of travel and low risk activities

Trudi Pinkerton

4. TRADES UNIONS AND APPOINTED SAFETY REPRESENTATIVES

University Policy Statement S2/13 sets out the arrangements for dealing with trade unions and their appointed safety representatives. Employees who wish to consult their safety representatives should contact the senior safety representative of the appropriate trade union.
5. INDIVIDUAL RESPONSIBILITY

All Faculty employees, all students, and all other persons entering onto the Faculty premises or who are involved in Faculty activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in immediate charge of visitors and contractors should ensure that those persons adhere to the requirements of University Health and Safety Policy.

Individuals must

(a) Make sure that their work is carried out in accordance with University Safety Policy.
(b) Protect themselves by properly wearing any personal protective equipment that is required.
(c) Obey all instructions emanating from the Faculty Board Chair, Faculty Safety Officer, and Area Safety Officer, in respect of health and safety.
(d) Warn me and the DSO/ASO, Trudi Pinkerton and Louise Mireh, of any significant new hazards to be introduced to the Faculty or of newly identified significant risks found on the premises or in existing procedures.
(e) Ensure that their visitors, including contractors, have a named contact within the Faculty with whom to liaise.
(f) Attend training where managers identify it as necessary for health and safety.
(g) Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.
(h) Report all fires, incidents, and accidents immediately to Thomas Hall (FSO) or Trudi Pinkerton (DSO).
(i) Familiarise themselves with the location of fire fighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

Individuals should

(a) Report any conditions, or defects in equipment or procedures, that they believe might present a risk to their health and safety (or that of others) so that suitable remedial action can be taken.
(b) Offer any advice and suggestions that they think may improve health and safety.
(c) Note that University Policy Statements are available on the web at http://www.admin.ox.ac.uk/safety/policy-statements/ and in hard copy on request from the Assistant Administrator (Resources), Faculty Office, Oriental Institute.
6. **SPECIFIC SIGNIFICANT RISKS**

The following areas/activities have been identified as significant risks in this Faculty:

**Field work**

**Work-Related Violence**

Insurance application and risk assessment documentation, insurance policy and emergency contact details, relevant University policy statements, and all relevant current documentation specific to the areas of travel and activities undertaken, are located on the Faculty website and in the Faculty Office, Oriental Institute. A risk assessment on Work-Related Violence is updated annually and forms part of the Disaster Recovery Plan documentation, a copy of which is located in the Lodge and the Faculty Office, Oriental Institute, and is also kept on file at the Humanities Division and at Security Services.

Faculty Board Chair  
Professor Bjarke Frelesvig

Date 17/6 - 20/13

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Statement returned: August 2013
ANNEXE

It is my responsibility, as Faculty Board Chair, directly or through written delegation

1. To ensure adherence to the University’s Health and Safety Policy and to ensure that sufficient resources are made available for this.

2. To plan, organise, control, monitor, and review the arrangements for health and safety, including the arrangements for students, contractors, and other visitors, and to strive for continuous improvements in performance.

3. To carry out general and specific risk assessments as required by health and safety legislation and University Safety Policy.

4. To ensure that all work procedures under my control are, as far as is reasonably practicable, safe and without risks to health.

5. To ensure that training and instruction have been given in all relevant policies and procedures, including emergency procedures.

6. To keep a record of all cases of ill health, accidents, hazardous incidents and fires, to report them to the University Safety Office, and to ensure any serious or potentially serious accidents, incidents, or fires are reported without delay.

7. To inform the University Safety Office before any significant hazards are introduced or when significant hazards are newly identified.