

## Student Handbook (Undergraduate Students) 2016-17

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**NOTE:** the examination regulations relating to all Oriental Studies courses are available at <https://www.admin.ox.ac.uk/examregs/> . If there is a conflict between information in any of the faculty handbooks and the exam regulations, you should always follow the exam regulations. If you have any concerns please contact [academic@administrator.ox.ac.uk](mailto:academic@administrator.ox.ac.uk). The information in this handbook is accurate as at 1<sup>st</sup> October 2016, however it may be necessary for changes to be made in certain circumstances, as explained at [www.graduate.ox.ac.uk/coursechanges](http://www.graduate.ox.ac.uk/coursechanges) . If such changes are made the department will publish a new version of this handbook together with a list of the changes. Students will also be informed.

## Introduction

The purpose of this handbook is to give you as much information as possible about your course. It mainly covers the general information which is common for all the undergraduate courses. For course specific information, please refer to the individual course handbooks. The University of Oxford and the colleges are large and complex and can be daunting for most students and staff. The handbooks are unable to cover everything that you may need to know. If you have any questions, please refer them to one of the people listed under [Helpful People](#). You will also be allocated to someone at your college who will be your course tutor. He or she would also be an important source of advice. As far as possible, the information in these Handbooks is accurate. Some of it can be found in the University's *Examination Regulations*, a copy of which is issued to all students on their arrival in Oxford, and an online version of which can be found at <http://www.admin.ox.ac.uk/examregs/>. If there is any discrepancy between this handbook and the official text, it is the latter which prevails. Changes in regulations made during the year are published in the *Oxford University Gazette* and updated in the online version of the *Examination Regulations*, so the online version is therefore the most up to date.

This handbook describes matters as they stand today. The Faculty's programmes are, of course, the subject of continuing revision and adjustment based on the teaching capacity available in the Faculty. However, changes cannot be introduced so quickly as to prejudice students who have already embarked on their course.

Professor Dominic Brookshaw  
 Director of Undergraduate Studies  
 September 2016

## 1 The undergraduate degree at Oriental Studies

### 1.1 The Faculty's Undergraduate Programmes

The degree awarded by the Faculty is the BA in Oriental Studies. The following subjects are available within this degree:

- Arabic and Islamic Studies
- Arabic with a subsidiary language
- Chinese
- Egyptology\*
- Egyptology with Ancient Near Eastern Studies\*
- Hebrew Studies\*\*
- Jewish Studies\*
- Japanese
- Persian
- Persian with a subsidiary language

Sanskrit\*  
 Turkish  
 Turkish with a subsidiary language

It also offers joint degree programmes with other Faculties:

BA in Classics and Oriental Studies (Classics as major)  
 BA in Oriental Studies and Classics (Oriental Studies as major)  
 BA in Theology and Oriental Studies (Theology as major)\*  
 BA in European and Middle Eastern Languages

All degrees and subjects require four years of study except for degrees and subjects marked \* which require three years of study. Subject marked \*\* has a choice of three or four years of study. The degrees are at the FHEQ Level 6.

Subject benchmark statement: Area Studies

## 1.2 The Educational Aims and Programme Outcomes of the undergraduate degree

The programme aims to enable its students to:

- Achieve a high level of competence in the spoken and/or written language(s) they are studying;
- Acquire a knowledge of one or more foreign culture(s), characterised by range, depth and conceptual sophistication;
- Develop the skills of independent thinking and writing, drawing on technical skills in cultural, historical, literary and linguistic investigation, and on a sensitive understanding of foreign cultures in the past and/or in the present;
- Engage and enhance their critical skills, imagination and creativity as an intrinsic part of an intense learning experience.

The programme outcomes are:

- A. Students will develop a knowledge and understanding of:
- Relevant languages;
  - A broad range of cultural, historical, literary and linguistic topics related to the language(s) studied;
  - How primary evidence is employed in historical, literary, linguistic and philological analysis and argument.

## B. Skills and other attributes

- Students will have the opportunity to develop the following skills during the course:

### I. Intellectual skills

The ability to:

- Exercise critical judgement and undertake sophisticated analysis;
- Argue persuasively;
- Approach problems with creativity and imagination;
- Develop the exercise of independence of mind, and a readiness to challenge and criticise accepted opinion.

### II. Practical skills

The ability to:

- Write well, both in English and in foreign languages, in a manner which can be adapted for a variety of audiences and contexts;
- Engage in oral discussion and argument with others, in a way that advances understanding of the problems at issue and the appropriate approaches and solutions to them;
- Ensure that a range of evidence and opinion can be brought to bear on a problem, and to develop research skills to this end;
- Employ advanced language skills in oral and written contexts.

### III. Transferable skills

The ability to:

- Find information, organise and deploy it;
- Draw on such information to consider and analyse complex problems, in ways that are imaginative and sensitive to the norms and traditions of other cultures;
- Work well independently, with a strong sense of self-direction, but with the ability to work constructively in co-operation with others;
- Structure and communicate ideas effectively in a variety of written and oral formats;
- Plan and organise effectively;
- Employ language skills at an advanced level.

### 1.3 The undergraduate degree.

The degree programme lasts for 3 years (without a year abroad), or 4 years (with a year abroad). It is divided into two (without a year abroad), or three stages (with a year abroad). The first stage is known as Preliminary Examination or Prelims for short. It is also known as the First Public Examination (FPE). You have to pass your Prelims before you are allowed to continue with your degree. The next stage is your Year Abroad if your degree includes a year abroad. The final stage is known as the Final Honour Schools or FHS for short. These are the final two years of your degree and only the examinations in your final year count towards your final degree classification.

Your teaching in Oxford will consist of a combination of language classes, seminars, lectures and tutorials. Tutorials are an important part of teaching at Oxford. You will usually have a tutorial with a tutor by yourself or with a small group of students. You are usually set some work before the tutorial, for example, a passage of text for study, an essay topic for which specific reading is set, or a “prose passage” (a passage of English to be translated into your language of study). You must then prepare the text or write the essay or translation for discussion at an arranged tutorial. It is through the directed reading, textual study, essay writing, translation and discussion involved in classes and tutorials that you will gain essential understanding of your subject.

Tutors submit written reports to your college on your progress at the end of each term, or sooner if necessary, and these reports will be discussed with you by your college tutor or other officers of the college.

There are two main public examinations in Oxford, the Preliminary Examination, taken at the end of your first year, and your Final Honour School, taken at the end of your final year. You have to pass all your papers in the Preliminary Examination in order to continue into Year 2. Only marks in the Final Honour School will be counted towards your final degree classification. You have to be entered for these examinations. Your college will guide you through this process. For examination papers, you will normally be required to write your examination answers by hand. You must ensure that your handwriting is legible. If an examiner is unable to read what you have written, you may be required to have your script typed out in the presence of a qualified invigilator, at your own expense. For papers in which an essay submission is required, you are required to type up your answers. If you require any alternative examination arrangements, please ask your college for guidance or refer to your college handbook.

You can also find further information on this website,  
<https://www.ox.ac.uk/students/academic/exams?wssl=1>

Detailed notes as to the timetable, location and the conduct of examinations are sent to you some time in advance of the event. 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, <https://www.ox.ac.uk/students/academic/exams/guidance?wssl=1>

When you arrive, your college will provide you with a copy of the University's Examination Regulations, and during your time in Oxford will advise you about how to enter for University examinations, academic dress, procedures for dealing with exceptional arrangements (e.g. bereavement, disabilities). Some weeks before an examination, the conventions will be available on

the Faculty's Weblearn site:

<https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/orient/orientals>

giving you details on how the written or oral examinations will be conducted.

You will also be given "collections" usually at the start of term; these are informal examinations, usually intended to test your command of material covered during the previous term and the preceding vacation. Despite their informal nature, they are important examinations. The results will be used by your college to monitor and evaluate your academic progress. Your tutors will also be using the information for writing references for jobs/further study applications and providing predicted results.

If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in section 7.2 complaints and appeals below.

As a university student, you are responsible for your own academic progress. This sounds easier than it is, since student life offers many temptations. Since as term is full of teaching, it is crucial that you plan your week as much as possible in advance. Learning one of more languages is a matter of regular preparation and revision, not of cramming at the last moment for a collection or examination. It is very easy to drop behind, but much more difficult to make any lacunae up again. The terms themselves are too full for such revision and preparation, and therefore the vacation is not just holidays, but should also be used for revision, reading in advance for tutorials, preparing for dissertations and so forth. There is certainly time for extra-curricular activities, such as sports, music, theatre or otherwise. In that case planning ahead is simply even more important. .

If you are considering paid work while enrolled on the degree programme, please refer to university guidance on paid work on the Oxford Students website,

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

#### 1.4 Preliminary Examination (Year 1)

For your first year, you will normally have a combination of intensive language classes, lectures/classes and tutorials. In the various non-linguistic subjects you will be given lists of recommended reading and be expected to write essays for tutorials.

There are between 3-4 papers depending on your degree and they are all compulsory, except for Egyptology and ANES where you choose a language paper (Akkadian or Egyptian) depending on your first language choice.

#### Assessments

The Preliminary Examinations usually take place at the end of your first year (Trinity Term), except for Sanskrit which are taken at the end of your second term (Hilary Term). Each written paper is about 3 hours long. For Arabic and Chinese, you will also have an oral examination, usually held at the end of Trinity Term. The examination timetable will usually be available about 5 weeks before

the start of the examinations. You will receive a copy of the timetable from your college. An electronic copy will also be published on this website, <http://www.ox.ac.uk/students/academic/exams/timetables>. The oral timetables are emailed to you separately by the Senior Academic Administrator about 5 weeks before the start of the oral examinations.

All examination scripts are marked anonymously. You will be given a candidate number which you should use on your answer scripts. The pass mark for Prelims has been determined by the university as 40; a distinction is awarded for a final overall mark of 70 or above. Do keep in mind that this pass mark is really on the low side. For a successful and meaningful continuation of your studies, you should aim for 59 or up. Especially in language studies the pass mark of 40 means that your basic knowledge of the language is still very deficient and you are bound to run into serious trouble later on.

The final mark is the average marks of the individual papers and you must pass every single paper to proceed to the following year. In certain translation and elementary language papers and orals, the examiners will, at their discretion, mark out of 100 and then scale the marks down to a top mark of 85. For a distinction overall, an average mark of 70 has to be obtained and no mark lower than 60.

The marking criteria are similar to the marking criteria for Final Honour School below.

Resits are held in early September except for Sanskrit papers which are taken at the end of Trinity Term. For examinations in which four papers were sat, candidates who fail one or two papers will resit the paper/s in which s/he has failed, candidates who fail three or four papers will resit all four papers. For examinations in which three papers were sat, candidates who fail one paper will resit the failed paper, candidates who fail two or three papers will resit all three papers. For EMEL, candidates only have to resit the paper/s s/he has failed. Normally, candidates are only given one opportunity to resit.

Any paper which a candidate has failed will be given no more than a pass mark for the resit, and the highest mark for the overall Year Outcome will also be a pass. Individual components that are retaken as a part of a paper, but were not previously failed, may receive a distinction at the resit. Resits which are the candidates' first attempt at a paper (for example in the case of illness), should still be able to obtain a distinction.

Double marking is not required for Prelims, except in the case of failed papers and re-sits.

### Examination and Setting 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 examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of an award, including the number of questions to be asked and answered, and the percentage of the final mark that each question is worth. Some information is provided in this course handbook. However, a more detailed set of exam

conventions including the structure of individual examination papers, for example, requirements relating to questions, number of questions, compulsory questions etc. will be sent out to you by early Hilary Term for exams taking place at the end of Hilary Term and end of Hilary Term for exams taking place at the end of Trinity Term. Both documents are published on this website, <https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/orient/orientals/page/examinations>.

### **Prizes for FPE**

The following prizes are awarded for Prelims. The prize money shown below is the total prize money for the fund. The Faculty reserves the right to split the prize money should there be more than one outstanding candidate for the prize.

#### **Arthur Lenman Memorial Prize\***

Prize money to be determined by the Faculty on an annual basis. (Usually £30 is awarded)  
For an outstanding performance at Prelims for Egyptology and Ancient Near Eastern Studies. The prize will usually be awarded to a candidate with at least a final mark of a Distinction.

#### **Dudbridge Junior Prize**

£50

For outstanding performance in the Classical Chinese paper.

#### **Gibbs Prize**

3 X £233

Wherever possible, one prize is given to each overall best performance for Chinese, Japanese and Egyptology and Ancient Near Eastern Studies. Depending on the performance of the candidates in these subjects, the Board of Examiners reserves the right to award more than one prize to one of these three subjects.

#### **James Mew Junior Prize\***

£50

For outstanding performance in Arabic language papers or Rabbinical Hebrew language papers

#### **Joseph Schacht Memorial Junior Prize\***

£50

For outstanding performance in Islamic religion, law or history.

#### **Pusey Ellerton Junior Prize**

£100

For outstanding performance in Biblical Hebrew.

Prizes marked with \* may not be awarded annually. These prizes are shared with FHS therefore prizes awarded are dependent on the performance of candidates at Prelims and FHS and the amount available in the fund for the particular year.

## 1.5 Year Abroad (Year 2)

For those on a 4 year programme, you will spend your second year abroad. The purpose of the Year Abroad is twofold: to enable you to acquire fluency in your chosen language, and to give you the experience of living in a country where the language is spoken. The Year Abroad is essentially what you make of it. The more effort you make to spend time with local people, to learn about their concerns and to join in their activities, to use the media to find out what is going on at a national level, to visit places of historical interest and to attend cultural events, the more you will benefit, both personally and in terms of your preparedness for the final part of your course.

During your Year Abroad you are obliged to follow, and successfully complete, an approved course of language instruction (for details see the page relevant to the Year Abroad in your particular language). For some languages, you are required to sit a test (collection) to assess your language progress when you return from your Year Abroad.

All students are required to spend their second year abroad except for Egyptology, Egyptology and Ancient Near Eastern Studies, Sanskrit, Hebrew (if you are taking the three year degree) and joint schools with Classics and Theology in which Classics or Theology is the major subject. For Egyptology and Egyptology and Ancient Near Eastern Studies, students are encouraged to spend some time visiting or doing some field work in a country relevant to the degree.

Students should note that the year abroad is a compulsory part of their course, which can only commence following the successful passing of the Preliminary Examinations. Students who are required to re-sit any of their Preliminary Examinations should be aware that re-sits are scheduled during the first two weeks of September only. Students should contact their year abroad coordinator in the first instance if they have any concerns with the Year Abroad.

The students will spend their year abroad at the following universities/institutes:

Arabic – Qasid Institute, Jordan

Chinese – Peking University, Beijing, China

Hebrew Studies (four year option) – Hebrew University, Jerusalem, Israel. There are also possibilities for study in Tel Aviv, Haifa and Beer Sheva.

Japanese – Kobe University, Kobe, Japan

Persian - Tehran University, International Centre for Persian Studies (ICPS). Due to visa restrictions, some students are unable to travel to Iran, in which case, separate individual arrangements will be made.

Turkish - One term on an intensive language course at a Dilmer Institute, usually in Istanbul. This is followed by a term at Bosphorus (Bogazici) University in Istanbul.

For students on the European and Middle Eastern Languages degree, your Year Abroad will consist of a combination of countries depending on the language combination you have chosen. Because of the large amount of combinations possible for this degree, there isn't a fixed Year Abroad programme. Individual arrangements are made for your Year Abroad. Please speak to your Year Abroad Coordinators at Oriental Studies and Modern Languages. You will usually spend more time in a country learning your Middle Eastern Language than your European Language.

The Faculty reserves the right to make alternative arrangements with other institutions if there are safety concerns with the current arrangements.

You may have some assessments while you are abroad but these assessments will not count towards your final degree. The results of these assessments may be made available to the Year Abroad Coordinator and college as a report of your progress.

Your year abroad coordinator will be the person who will be liaising with the year abroad institutions. S/he will also be organising pre-departure briefings before you leave. Your college and year abroad coordinator will be your main point of contact during your year abroad. A member of the Faculty (not necessarily your year abroad coordinator) will usually make at least one pastoral visit to the year abroad institution.

#### Year Abroad Coordinators

Subject	Year Abroad Coordinator	Email
Arabic	Christopher Melchert and Mohamed-Salah Omri	<a href="mailto:christopher.melchert@orinst.ox.ac.uk">christopher.melchert@orinst.ox.ac.uk</a> <a href="mailto:mohamed-salah.omri@orinst.ox.ac.uk">mohamed-salah.omri@orinst.ox.ac.uk</a>
Chinese	Barend ter Haar	<a href="mailto:barend.terhaar@orinst.ox.ac.uk">barend.terhaar@orinst.ox.ac.uk</a>
Hebrew Studies (4 years)	Adriana Jacobs	<a href="mailto:adriana.jacobs@orinst.ox.ac.uk">adriana.jacobs@orinst.ox.ac.uk</a>
Japanese	Junko Hagiwara	<a href="mailto:junko.hagiwara@orinst.ox.ac.uk">junko.hagiwara@orinst.ox.ac.uk</a>
Persian	Edmund Herzig	<a href="mailto:edmund.herzig@orinst.ox.ac.uk">edmund.herzig@orinst.ox.ac.uk</a>
Turkish	Laurent Mignon (MT 2015 only)	<a href="mailto:laurent.mignon@orinst.ox.ac.uk">laurent.mignon@orinst.ox.ac.uk</a>
	Emine Cakir (HT 2016 onwards)	<a href="mailto:emine.cakir@orinst.ox.ac.uk">emine.cakir@orinst.ox.ac.uk</a>

#### Year Abroad Attendance Requirement and Curtailment of the Year Abroad

The second Year Abroad is an essential part of your degree program and a formal requirement for admission to the FHS. Upon your return from your Year Abroad, the program continues at the Third Year level, rather than where you left off at the end of the First Year. For this reason, sufficient attendance of the classes at the Year Abroad institution, even though the teaching didactic will not quite be what one is used to, is essential. It will be nigh impossible to compensate for the year abroad in terms of class attendance as well as personal experiences with the culture(s) of study once you are back in Oxford. Attendance is monitored by the Faculty and we expect at least 70% attendance unless permission has been granted by the Faculty and college. The attendance requirement has taken into account minor illnesses that a student may get during the year. If a student has been ill and can't attend more than 70% of class hours, the student should provide medical certificates and contact the Faculty and college for advice. Year Abroad institutions are required to send the Faculty an attendance record for each student at the end of each term/semester via the Year Abroad coordinator. The Year Abroad coordinators will monitor the attendance record and let the Faculty know when a student is in danger of not meeting the 70% requirement. A record of your attendance will be kept at the Faculty.

The attendance requirement is only for class attendance at the Year Abroad institution. The Faculty encourages all students to spend more time in the country or region beyond just class attendance to immerse themselves in the culture of the country/region. The Faculty believes that it further enhances the learning experiences of students.

### Curtailement of Year Abroad

There may be circumstances which prevent class attendance or even emergencies that necessitate someone's temporary return to her or his native country. You must inform the college and Faculty if you are returning to Oxford or home and should let both college and Faculty know the reason for returning and how long you are planning to stay (bearing in mind the 70% attendance requirement). You are not required to let your college and the Faculty know if you are returning home during the holidays. If you decide not to return to the Year Abroad institution and cannot fulfill the 70% attendance as a result, permission will be required from the Faculty and college in order to continue into the third year. If extra teaching is required while at home or in Oxford, it is the college's responsibility to arrange teaching (as required) in consultation with the Year Abroad coordinator. The cost will be borne by the college. The general university policy is that students returning for 10 weeks or more will be charged the full tuition fees for the year. If the college or student felt that it is unfair due to the student's individual circumstances, a case can be made to the Fees Panel for consideration through the student's college.

It is also possible to suspend your studies and return to the Year Abroad institution to continue on with the studies there in the following year. You should discuss this option with your college and permission is required from both Faculty and college.

The Faculty contact will be the Year Abroad coordinator for the relevant degree or the Senior Academic Administrator ([academic.administrator@orinst.ox.ac.uk](mailto:academic.administrator@orinst.ox.ac.uk))

For college contact, please refer to your college handbook.

### Funding

The Faculty will pay the fees to the institution/university where you will be studying during your Year Abroad. Fees are still payable to Oxford during your year abroad, but these are levied at a lower level than the fee charged when students are studying in Oxford. See the main University [website](#) on Fees and Funding. Overseas and Islands students will also have to pay 50% of the college fees. Home/EU students do not pay college fees.

You are responsible for your travel and living costs during your Year Abroad. Home/EU Students are eligible to be financially assessed in their application for government maintenance support. These students will also be assessed for an Oxford Bursary during their year abroad and the University will use the household income figure which is calculated in their financial assessment to allocate this bursary. Some courses and colleges have bursaries to help with the costs. Please enquire with your course coordinator and college.

## Safety and security

Pre-departure briefings are usually organised by your Year Abroad Coordinator. These briefings are to give you some background to the countries to which you will be going, which have different cultures and legal systems from those you are accustomed to. These briefings will also include advice on safety and risk during your Year Abroad. It is important that you attend these briefings. **Failure to attend these briefings means you will not be eligible for university travel insurance.**

Preparation is extremely important to keep yourself safe. Before you leave, you should be thinking and finding out about accommodation, visa requirements, insurance, health care, the local laws and security in the country. Ensure you have a passport which is valid for at least for another 3-6 months upon your return to the United Kingdom. This is not an exhaustive list but a useful guide when planning your Year Abroad. You are also advised to speak to your fellow students who have been to the country and ask for their advice. The Foreign Commonwealth Office (FCO) [website](#) is very useful, with up to date advice on the countries you are going to. You are advised to subscribe to the FCO travel alerts which send you an email when there is new advice released for your relevant country. Travel guides are also a useful source of information.

You should check with your GP that you are up to date with your immunisations and you receive the required vaccinations for the country you are going to.

During your Year Abroad, you will be covered by the university's travel insurance policy. **Cover is not automatic.** You must fill in a risk assessment and travel insurance forms which need to be approved by the university. You can obtain these forms from Trudi Pinkerton, Room 315, Oriental Institute. The university's travel insurance covers the medical costs that you may incur while you are on your Year Abroad, be it an emergency or if you are ill and need to see a doctor. It does not cover pre-existing medical conditions. You are advised to speak to your GP for advice and may be required to take out additional medical insurance yourself. The university travel insurance is strictly for university business only, in your case for the purpose of study at your host institution. For other purposes, for example travelling during your holidays or weekends, you are advised to take out additional personal travel insurance. The university travel insurance does not cover activities deemed as dangerous or hazardous or travels to restricted countries. You must seek advice from the University Insurance Office if you decide to do any of these. It is important that you read the insurance policy and understand it to ensure you know what is and isn't covered. If you require further information or would like to speak to someone about the university's Travel Insurance, please refer to this [website](#).

It is important that you keep copies of your university insurance policy number and emergency contact numbers with you at all times. You should also keep extra copies of the insurance policies, passport and visa with a family member or friend in the UK which can be kept safe. You should also use secure websites where you can keep scanned copies of these important documents on the web which you can access from wherever you are.

You should also stay in touch with your year abroad coordinator and your college and check your university email account while you are away. The university may need to contact you from time to

time. It is also important that you let the Faculty know your local address while you are abroad and a contact number in case we need to contact you in an emergency.

### 1.6 Final Honour School (Year 2 and 3/Year 3 and 4)

Your second and third years (third and fourth years for those on the 4 year programme) are known as the Final Honour School (FHS). In your final two years, you will continue with your language studies as well as lectures/classes and tutorials. You will have a mixture of compulsory subjects, choice of special/further subjects and a dissertation/extended essay depending on the degree you are taking. Please refer to the relevant course handbook. Your choices of special/further subjects and dissertation title have to be approved by the Faculty Board. Please refer to the Important Deadlines section of the course handbooks. Your course coordinator will be available to guide you through your special/further subject choices and dissertation/extended essay. A meeting is usually held to brief you on them. Not all special/further subjects are available yearly.

Some of your teaching will be devoted to the study of prescribed texts ("set texts"), on which you will be examined. Lists of examinable set texts are available on the faculty Weblearn site, usually by Friday of 3<sup>rd</sup> Wk of Hilary Term in the year of your final examinations.

#### Assessments

The FHS examinations are usually held at the end of Trinity Term. The examination timetable will usually be available about 5 weeks before the start of the examinations. You will receive a copy of the timetable from your college. An electronic copy will also be published on this website, <https://www.ox.ac.uk/students/academic/exams/timetables?wssl=1>

The papers you are preparing will be examined at the end of the final year and these examinations determine your final degree result. These papers are assessed through a range of methods: essay submissions, take-home papers, orals and three hour examination papers. The number of papers for the Final Honour School is between 7-10, depending on the course. You are advised to consult your course handbook/Examination Regulations.

Your final degree classification will be awarded in one of six classes in descending order: First Class Honours, Upper Second Class Honours ("2.1"), Lower Second Class Honours ("2.2"), Third Class Honours ("iii"), Pass, and Fail.

Students may be called for a short oral examination (a "viva") some time after their written examinations. Students are required to be available for the viva until the final examiners' meeting, usually held in early July. A viva is held when examiners are otherwise unable to determine the class of the submitted papers. It is not used to assess possible plagiarism. Students are usually given 23 days' notice of the viva. The results of all examinations are normally released some weeks later.

Naturally the criteria of assessment vary according to the nature of the paper and the subject. In translation from English into an Oriental language, the qualities considered are grammatical and lexical correctness, idiomatic construction, and stylistic propriety. For composition questions, these same qualities plus topical relevance, argument, and style of composition will be considered, and in the case of verse, metrical competence. In translation from an Oriental language into English the examiners will look for accuracy, transparency and stylistic propriety.

The fundamental criteria for the assessment of essay-type examination answers are whether the question that has been set has been answered and, if so, how well. The latter will depend on a demonstration of knowledge of the subject, the strength, clarity and focus of the argument, and the presentation of appropriate evidence.

The criteria for assessing a dissertation are how well a topic has been researched, using both primary and secondary sources, and how clearly the material has been assembled, interpreted and analysed. A dissertation will also be assessed for clarity, structure, originality and exposition. Further considerations are whether the dissertation is presented in scholarly format (i.e. with references and bibliography), and whether it focuses on the issue it sets out to explore or answers the questions it attempts to examine.

Oral examinations vary in format depending on the particular Oriental language examined, but the general criteria the examiners will consider are fluency, grammatical and lexical accuracy, use of appropriate register and idiom, comprehension, and the ability to speak at some length, either in conversational or expository context.

Generally speaking, marks are awarded *pro rata* for incompletely answered questions. Optional exercises and *vivas* can only improve or leave unaffected a final average.

Optional dissertation and papers: Where a candidate has submitted an Optional Dissertation or an Optional Paper, the lowest mark of the examined elements will be deleted.

The six classes of FHS in Oriental Studies may be described as follows:

I	70-100	A performance which exhibits the qualities mentioned above to a very high degree, and which is outstanding in some way.
II. 1	60-69	A performance which exhibits these qualities to a high but lesser degree, which is fully competent but not outstanding.
II. 2	50-59	A performance which exhibits still fewer of these qualities but in which acceptable answers appear to be predominant.
III	40-49	A performance which fails to exhibit these qualities to a significant degree, but which nevertheless contains an adequate proportion of acceptable answers.
Pass	30-39	A performance in which the student shows only a marginal level of knowledge and competence

Fail	29-0	Any other performance.
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Marks above 85 are reserved for 'quite outstanding' performances.

The following criteria are used to determine a candidate's overall classification:

I	Average mark of 68.5 or greater. At least two marks of 70 or above. No mark below 50.
II.1	Average mark of 59 or greater. At least two marks of 60 or above. No mark below 40.
II.2	Average mark of 49.5 or greater. At least two marks of 50 or above. No mark below 30.
III	Average mark of 40 or greater. Not more than one mark below 30.
Pass	Average mark of 30 or greater. Not more than two marks below 30.

A distinction will be awarded for a first class performance (i.e. 70 or over) in the oral examination. Distinctions will be noted on transcripts for individual students and degree specific text will appear on undergraduate transcripts to state that any oral mark above 70 is awarded a distinction. This will affect transcripts for degrees in Arabic, Hebrew (Course II), Persian, Turkish, Chinese and Japanese.

All scripts are double blind-marked. This means that each script is read by two different markers and both markers have to agree on a single mark which will be the candidate's final mark.

## Orals

There will be an oral examination for students taking the following languages as their main degree subject and students studying EMEL; Arabic, Chinese, Hebrew (for Course II), Japanese, Persian and Turkish. These oral examinations are usually held in Wk 0 of Trinity Term in the year of the final examinations. The timetable for the oral examination will be sent to you about 5 weeks before they are held. Orals are counted as half a paper.

## Written Work

Depending on your degree, you may be assessed by a piece of written work (essays and take-home papers). It is important that you observe the deadline for your written work and the word limit. Please see the section on [Penalties below](#). If you require an extension, please speak to your college office about applying for an extension.

All written work has to be securely held together (not with paper clips) with a cover sheet stating the degree, paper title, term and year of submission, your candidate number and word count. Do not write your name anywhere on the written works. Two copies of the works must be submitted to the Examination Schools. A declaration [form](#) should be included in a sealed envelope and included with the two copies of the written works in a larger envelope. The larger envelope should have your candidate number at the front and addressed to Chair of Examiners, (name of degree), Examination Schools, High Street.

### Examination and Setting 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 examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of an award, including the number of questions to be asked and answered, and the percentage of the final mark that each question is worth. Some information is provided in this course handbook. However, a more detailed exam conventions including the structure of individual examination papers, for example, requirements relating to questions, number of questions, compulsory questions etc. will be sent out to you by early Hilary Term for exams taking place at the end of Hilary Term and end of Hilary Term for exams taking place at the end of Trinity Term.

Both documents are published on this website,

<https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/orient/orientals/page/examinations>.

### Dissertation

A guideline on writing a dissertation is available on this Weblearn

site. [Guideline for Theses Writers](#).

Dissertations are due on 12 noon on Friday of 10<sup>th</sup> week of Hilary Term in your final year. It is important that you observe this deadline. Please see section on Penalties below. The word limit of the dissertation is 15,000 words. Dissertations should be securely bound (basic glue-binding should suffice) with a cover sheet stating the degree, paper title, term and year of submission, your candidate number and word count. Do not write your name anywhere on the dissertation. Two typewritten copies and an electronic copy in PDF format on a memory stick or CD, must be submitted to the Examination Schools. A [declaration form](#) should be included in a sealed envelope and included with the two copies of the written work in a larger envelope. The larger envelope should have your candidate number at the front and be addressed to Chair of Examiners, (name of degree), Examination Schools, High Street.

## Prizes for FHS

The following prizes are awarded for FHS. The prize money shown below is the total prize money for the fund. The Faculty reserves the right to split the prize money should there be more than one outstanding candidate for the prize.

### **Abramson Prize for Modern Hebrew Literature**

Prize money to be determined by the Faculty on an annual basis. (£100 is usually awarded)  
For the best performance in Modern Hebrew Literature paper

### **Arthur Lenman Senior Memorial Prize\***

Prize money to be determined by the Faculty on an annual basis. (£60 is usually awarded)  
For an outstanding performance in Egyptology. Usually a first class is required.

### **Davis Prize**

£100  
For the best Chinese dissertation

### **Dudbridge Senior Prize**

£100  
For the best performance in the Classical Chinese paper

### **James Mew Senior Prize\***

£100  
For an outstanding performance in Arabic Language/Rabbinical Hebrew papers, usually with a first class on the paper.

### **Joseph Schacht Memorial Prize\***

£100  
For an outstanding performance in Islamic religion, law or history

### **Mustafa Badawi Prize in Modern Arabic Literature**

Prize money to be determined by the Faculty on an annual basis. (£100 is usually awarded)  
For the best essay in English on an aspect of modern Arabic literature.

### **Pusey and Ellerton Senior Prize**

£250  
For outstanding performance in Biblical Hebrew

### **Shillito Prize**

£100  
For outstanding performance in Ancient Near Eastern Studies

Prizes marked with \* may not be awarded annually. These prizes are shared with FPE therefore prizes awarded are dependent on the performance of candidates at Prelims and FHS and the amount available in the fund for the particular year.

### 1.7 Plagiarism

You are reminded that the work that you present for your examination (this includes assignments, projects, dissertations and examination papers) must be your own work and not the work of anyone else. You should not quote or closely paraphrase passages from another source, be that a book, article, web page, another student's work or other source, without acknowledging and referencing that source. If you do present other people's work as your own work you are committing plagiarism. This is cheating and the Faculty and the University treat any alleged offence of plagiarism very seriously.

Please read through the university's definition of plagiarism,

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

**It is important that you take time to look at this website and understand its content.**

If after having referred to the University website, you are still unsure how to reference your work properly, and would like further advice, you should contact your Tutor or Course Coordinator for guidance.

### 1.8 Penalties

The Humanities divisional framework for penalties for work that exceeds the stipulated maximum work length is as follows:

<b>Percentage by which the maximum word limit is exceeded</b>	<b>Penalty</b> <i>(up to a maximum of -10)</i>	<b>Example: theses with max. word limit of 12,000 – number of words that into which percentage translates</b>
Up to 2%	-1 mark	1-250 words over
Over 2% and up to 4%	-2 marks	251-500 words over
Over 4% and up to 6%	-3 marks	501-750 words over
Each further 2%	-1 further mark	Each further 250 words over

Interpretation of the electronic word count is at the discretion of the examiners, in view of the fact that most languages taught in the Faculty are not written in alphabetic scripts and the electronic word count may not be as accurate when taking into account non-alphabetic scripts. **Late submission.** The Humanities divisional framework for penalties for late submissions is as follows:

<b>Late submission</b>	<b>Penalty</b>
Up to one day <i>(submitted on the day but after the deadline)</i>	-5 marks  (- 5 percentage points)
Each additional day <i>(i.e., two days late = -6 marks, three days late = -7 marks, etc.; note that each weekend day counts as a full day for the purposes of mark deductions)</i>	-1 mark  (- 1 percentage point)
Max. deducted marks up to 2 weeks late	-18 marks  (- 18 percentage points)
More than 2 weeks late	Fail

*Note: These penalties apply to all late submissions, including essays, extended essays, dissertations etc.*

## **1.9 Feedback on Learning and Assessment**

You will receive large amount of feedback during your time in Oxford. Feedback comes in many different forms and classes. You will receive feedback during your tutorials on your tutorial essays, collections results at the start of each term and class tests especially for language classes. Tutorials form a key part in Oxford teaching. It is important that you take your tutorials seriously and prepare carefully for them to get the best out of each tutorial.

After each term, tutors who have taught you will provide a report of your progress through OxCort in the form of OxCort reports. Your college will also have access to these reports. Your college tutor will usually meet up with you to discuss your progress based on these reports and your collection results. This forms another part of your feedback.

On occasions, there maybe some delays in providing marks and feedbacks for class tests, essays or collections due to staff commitments. If these delays are persistent, please contact the Academic Administrator for Undergraduate Studies.

Examiners' reports from past exams are available online, [https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/orient/oriental\\_s](https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/orient/oriental_s)

These reports give you an idea of how the exams were conducted and the performance of the cohort. Due to small class sizes for some degrees, it is not always possible to provide examiners reports for them. In these cases, please consult with your course coordinators for feedback.

## **2 The Role of the Faculty of Oriental Studies and Its Facilities**

Students taking Oriental Studies programmes at Oxford are members of their college, of Oxford University generally, and of the University's Faculty of Oriental Studies.

Colleges have the primary responsibility for students while they are at the university. They are responsible for monitoring their academic progress and taking care of their day-to-day problems. Unlike most courses in the Humanities Division, the Faculty has a central role in organising tuition. Each student's academic progress is monitored termly on OxCort. Collections results are reported back to the colleges. Students are usually assigned to a college/moral tutor in college. Colleges

also provide accommodation and meals, as well as sports, social, and welfare facilities. They normally have IT facilities, and a college library. The colleges describe their arrangements and facilities in their entries in the Oxford University prospectus (many also have their own prospectus), and, in much more detail, in the material which they supply to their own students.

The University contributes the overall academic structure within which the various programmes run (it is responsible for defining syllabuses, for example, and running official examinations). It also provides sports, welfare, careers, language teaching and IT facilities. It describes its arrangements and facilities in the Oxford University prospectus, and, in more detail, in the literature which students receive upon or after entry, such as the Proctors' and Assessor's Memorandum. Much of the colleges' and the University's literature is also accessible through the Oxford University website. The Faculty of Oriental Studies consists of all college and University staff who are involved in the teaching of the subject area. Its members meet regularly to discuss its affairs. There are also subject groups within the Faculty consisting of members with a specific interest in the various subjects.

### **2.1. The Oriental Institute**

This building houses the Faculty Office, rooms in which most of the Faculty's lectures and seminars are given, and the Oriental Studies Library. A large number of the Faculty's academic staff have their offices here but some are based elsewhere. Most teaching is held in this building but some are held in other locations. Please refer to the lecture list. The language library and the Oriental Studies library are based in this building. The Oriental Institute is open during term time Monday – Friday 9.00am-7.00pm and Saturday 9.00am – 1.00pm; out of term it closes at 5.00pm and is closed on Sunday. A common room is found in the basement which serves morning coffee from 10.30 am-11.30am and afternoon tea from 3.30pm -4.30m during term.

### **2.2. Faculty of Oriental Studies**

The Faculty is led by the Chair of the Faculty Board. The Board has a number of committees. The Faculty Board has a Chair and a Vice-Chair, and includes a Director of Undergraduate Studies and a Director of Graduate Studies. The Undergraduate Studies Committee is the committee which deals with business concerning undergraduate studies. It is chaired by the Director of Undergraduate Studies. An undergraduate student representative sits on this committee for the Unreserved Business. There are also other joint schools committees for the joint degrees which have representatives from both Faculties. Each Faculty takes turn to chair the joint schools committees annually. There is also one committee (the Joint Consultative Committee) specifically devoted to discussion of issues between senior and junior members. Each degree area has a subject course coordinator.

The day-to-day administration of Faculty activities is carried out in the Faculty Office. The team is led by the Head of Administration and Finance, Mr Thomas Hall. Mrs Ellen Moilanen is the Senior

Academic Administrator. Ms Aimee Crane is the Academic Administrator responsible for undergraduate studies. Most contact between undergraduates and the Faculty takes place through this office.

### Helpful People:

Oxford area code: 01865

Chair of the Faculty Board	Prof. Mark Smith		
Director of Undergraduate Studies	Prof. Dominic Brookshaw	<a href="mailto:dominic.brookshaw@orinst.ox.ac.uk">dominic.brookshaw@orinst.ox.ac.uk</a>	(2)78233
Head of Administration of Finance	Mr Thomas Hall	<a href="mailto:thomas.hall@orinst.ox.ac.uk">thomas.hall@orinst.ox.ac.uk</a>	(2)78210
Senior Academic Administrator	Miss Kelly Dixon	<a href="mailto:academic.administrator@orinst.ox.a">academic.administrator@orinst.ox.a</a>	(2)88365
Academic Administrator – Undergraduate Studies	Ms Aimee Crane	<a href="mailto:aimee.crane@orinst.ox.ac.uk">aimee.crane@orinst.ox.ac.uk</a>	(2)78312
Faculty reception	Mrs Liliane Morton	<a href="mailto:orient@orinst.ox.ac.uk">orient@orinst.ox.ac.uk</a>	(2)78200
Undergraduate course coordinators			
Arabic	Prof. Christopher Melchert	<a href="mailto:christopher.melchert@orinst.ox.ac.u">christopher.melchert@orinst.ox.ac.u</a>	(2)78211
Chinese	Prof. Dirk Meyer	<a href="mailto:dirk.meyer@orinst.ox.ac.uk">dirk.meyer@orinst.ox.ac.uk</a>	(2)80460
Egyptology	Dr Andreas Winkler	<a href="mailto:andreas.winkler@orinst.ox.ac.uk">andreas.winkler@orinst.ox.ac.uk</a>	(2)88093
Hebrew and Jewish Studies	Prof. David Rechter	<a href="mailto:david.rechter@orinst.ox.ac.uk">david.rechter@orinst.ox.ac.uk</a>	(2)88092
Japanese	Prof. Bjarke Frellesvig	<a href="mailto:Bjarke.frellesvig@orinst.ox.ac.uk">Bjarke.frellesvig@orinst.ox.ac.uk</a>	(2)80383
Persian	Prof. Dominic Brookshaw	<a href="mailto:dominic.brookshaw@orinst.ox.ac.uk">dominic.brookshaw@orinst.ox.ac.uk</a>	(2)78223
Sanskrit	Prof. Jim Benson	<a href="mailto:james.benson@orinst.ox.ac.uk">james.benson@orinst.ox.ac.uk</a>	(2)78229
Turkish	Prof. Laurent Mignon	<a href="mailto:laurent.mignon@orinst.ox.ac.uk">laurent.mignon@orinst.ox.ac.uk</a>	(2)78213

If you have a problem that you need to discuss with someone, you are advised to approach your tutor first or the undergraduate course coordinator. If you would like to speak to someone else in the Faculty, please contact the Academic Administrator for Undergraduate Studies.

If you are ill and unable to attend class, please contact Faculty reception who will pass it on to your tutors.

**Useful websites:**

Departmental website for current students:

<http://www.orinst.ox.ac.uk/administration/students/index.html> . This website includes links to examination information (examination conventions, setting conventions) and set texts.

Examination Regulations: <http://www.admin.ox.ac.uk/examregs/>

Oxford Student Website: <http://www.ox.ac.uk/students>

Oxford University Student Union: <https://ousu.org/>

College Handbooks: Please refer to your college website or office.

**2.3 Joint Consultative Committee and Student Representation**

The Faculty has a Joint Consultative Committee which meets once a term. It comprises of academic members and four student representatives, two undergraduates and two graduates. The agenda of the committee is driven by the student representatives who are asked to submit items for discussion. If you have any issues you would like to raise about your course or life as a student at Oxford, please raise it with your student representatives. The names of the student representatives are available on this website, <http://www.orinst.ox.ac.uk/student/reps.html> .

Student representatives are elected in Michaelmas Term for the following calendar year. An email will be sent by the Academic Administrator for undergraduate studies asking for potential representatives. If there are more than two students who have come forward, an election will be held.

The student representatives also sit in the Undergraduate Studies Committee and Faculty Board.

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, [ousu.org](http://ousu.org), along with information about student representation at the University level.

**2.4 Research Centres and Institutes**

The Faculty also includes several research centres and institutes:

The Griffith Institute

Sackler Library 1 St John  
Street Oxford, OX1 2LG  
<http://www.griffith.ox.ac.uk>

Institute for Chinese Studies  
University of Oxford China Centre  
Dickson Poon Building  
Canterbury Road  
Oxford, OX2 6LU  
<http://www.orinst.ox.ac.uk/ea/chinese/index.html>

Khalili Research Centre  
3 St John Street  
Oxford, OX1 2LG  
<http://krc.orient.ox.ac.uk/krc/>

Research Centre for Japanese Language and Linguistics  
41 Wellington Square  
Oxford, OX1 2JF  
<http://www.orinst.ox.ac.uk/research/jap-ling/>

Other related research centres/institutes which are not formally part of the Faculty of Oriental Studies:

The Middle East Centre  
St Antony's College  
Oxford OX2 6JF  
<http://www.sant.ox.ac.uk/mec/>

Nissan Institute of Japanese Studies  
27 Winchester Road,  
Oxford OX2 6NA.  
<http://www.nissan.ox.ac.uk/>

Some Faculty members have offices in one of these research centres/institutes. Depending on the course you are following, you may have some of your teaching in these buildings. The lecture list will tell you the location of your lectures and classes.

### **3. Libraries**

As a student at the university, you are entitled to use all parts of the Bodleian and other OULS libraries (see [www.bodleian.ox.ac.uk/libraries](http://www.bodleian.ox.ac.uk/libraries)). You will also have access to your college libraries which should have the main textbooks for your course.

There are several libraries that hold collections which are related to the study of Oriental Studies.

### **3.1 Oriental Institute Library**

The Oriental Institute library is part of the Bodleian Libraries and is located in the Oriental Institute. It has a collection of approximately 55, 000 volumes specialising in the Middle East and Islam, Hebrew and Jewish studies, South Asia, Korea and Japan. You may borrow up to 6 books for an initial period of 2 weeks. Some books are kept on reserve behind the circulation desk; you must sign for these, and under no conditions should they leave the library. For further information and opening hours, please refer to the website, <http://www.bodleian.ox.ac.uk/>

### **3.2 Bodleian K B Chen China Centre Library**

The library is located at the new China Centre at the Dickson Poon Building, Canterbury Road. Although its foundation collection contains valuable research material on pre-modern China, the policy for some years has been to develop this library as a lending collection for undergraduates and first-year graduate students. Apart from selected academic journals, it also provides current newspapers from China, Hong Kong and Taiwan in printed or online versions. For further information and opening hours, please refer to the website, <http://www.bodleian.ox.ac.uk/cc/>

### **3.3 Bodleian Japanese Library**

The Bodleian Japanese Library is located in the Nissan Institute, 27 Winchester Road, Oxford, OX2 6NA. The library combines the Japanese collections from the Bodley and the Nissan Institute Library. It holds one of the best research collections in Japanese studies in Europe. It is an open access library with seating space for thirty two users. For further information and opening hours, please refer to the website, <http://www.bodleian.ox.ac.uk/bjl>

### **3.4 Leopold Muller Library**

The Leopold Muller Library contains important collections for work in Hebrew and Jewish Studies. It also contains the Foyle-Montefiore Collection and the Louis Jacobs Library. The library is located at the Oxford Centre for Hebrew and Jewish Studies at the Clarendon Institute Building. For further information and opening hours, please refer to the website, <http://www.ochjs.ac.uk/mullerlibrary/>

### **3.5 Middle East Centre Library**

The library of the Middle East Centre at St Antony's College specializes in the modern (post-1800) period in history and social sciences; it is open to all students reading Islamic Studies. For information and opening hours, please refer to the website, <http://www.sant.ox.ac.uk/research-centres/middle-east-centre>

### 3.6 Sackler Library

The Sackler Library specialises in the ancient history and archaeology in the Near East. It houses the principal collection of books on Egyptology and Ancient Near Eastern Studies, as well as general archaeology, Classical Civilisation, Western and Eastern Art. It is located at 1 St John St, Oxford OX1 2LG, next door to the Oriental Institute.

The Sackler Library also houses the Eastern Art Library (3<sup>rd</sup> Floor) which contains books on Islamic and Chinese art. Book selection and cataloguing are carried out by staff of the Department of Oriental Collections, Bodleian Library. The books may not be borrowed.

For further information and opening hours, please refer to the website, <https://www.bodleian.ox.ac.uk/sackler>

### 3.7 Other Libraries

Depending upon your course, you may need to use other libraries, such as the History Faculty Library (Western History) and Theology Faculty Library. For general works on linguistics and literary theory/criticism, the libraries of the Taylor Institution, the Modern Languages Faculty and the English Faculty will be useful. The Persian section (Firdousi library) of the Wadham College Library will be useful for those interested in Persian classical literature and history of medieval and modern Iran.

## 4. Lecture List

The lecture list is the timetable for your lectures, seminars and classes. It does not include your tutorials, which are arranged individually between yourself and your tutor. The lecture list is published termly on this website, <http://intranet.orient.ox.ac.uk/roombooker/>. The lecture list includes the title of the lecture/seminar/classes, the name of the lecturer, the day, time and weeks and the location. The day of the lectures/seminars/classes are indicated in short form; M. for Monday, T. for Tuesday, W. for Wednesday, Th. for Thursday and F. for Friday.

Lectures/seminars/classes run from Week 1 to Week 8 of term unless otherwise indicated in italics, for e.g. (*Wk 1*) or (*Wk 1-4*). You are advised to purchase an Oxford diary which shows you the weeks of the term and is available from Blackwells or the Oxford University Shop.

Lectures/seminars/classes are for an hour unless otherwise indicated on the lectures list, for e.g., 3-5 or 2-3.30.

For example, if the lecture list states:

Subject	Lecturer	Time	Place	Room
Varieties of Judaism in the Second Temple period	Professor M. D. Goodman	Th. 10	Oriental Institute	Lecture Room 1

This means Professor Goodman will lecture on ‘Varieties of Judaism in the Second Temple period’ on Thursdays at 10-11am, Weeks 1-8 in Lecture Room 1, Oriental Institute.

Islamic Religion ( <i>3rd year Arabic, EMEL</i> )	Professor C. Melchert	T. 11, Th. 3-5 ( <i>wks 5-8</i> )	Oriental Institute	Lecture Room
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This means Professor Melchert will lecture on ‘Islamic Religion’ for 3<sup>rd</sup> year Arabic and EMEL Arabic students on Tuesdays at 11-12noon and Thursdays 3-5pm in Weeks 5-8 in Lecture Room 1, Oriental Institute.

## 5 Computing Services

### 5.1 Your Oxford single-sign on account and access to networked services

Your Oxford single-sign on account is your main access to University online services. It is essential that you activate your account. It gives you access to all the main Oxford University services, including Student Self Service, electronic library services, your email to which all crucial University information will be sent; and Weblearn where reading lists and handouts from lectures are available. For more information about IT Services see <https://www.it.ox.ac.uk/> IT Services is at 13 Banbury Road, phone 273200, fax 273275 or [e-mail help@it.ox.ac.uk](mailto:help@it.ox.ac.uk).

The Faculty IT Officer is Richard Carpenter, [email it-support@orinst.ox.ac.uk](mailto:email-it-support@orinst.ox.ac.uk).

Please use your Oxford email account for all email communication with the University.

### 5.2 Student self-service

Student self-service provides web access to important information that you will need throughout your academic career. You are able to register, view and update your personal and academic information including exams results throughout your studies at Oxford. For further information, see <http://www.ox.ac.uk/students/studentselfservice/>

### 5.3 Undergraduate Email Lists

All students are automatically subscribed to the undergraduate maillist. This maillist is the Faculty’s main means of communicating announcements about lectures and seminars, examinations, IT and library training, library hours etc. It is therefore **essential** that **ALL** students check their email on a regular, preferably daily basis, and ensure that their Oxford email accounts remain operative. If you

do not receive messages from the undergraduate mail-list, contact the Faculty Office by emailing the Academic Administrator for Undergraduate Studies

#### **5.4 The Faculty website and Weblearn**

The public Faculty website (<http://www.orinst.ox.ac.uk/>) provides information about courses, news and events, how the Faculty works, Faculty members, much detail relevant to undergraduate and postgraduate study, links to Faculty centres, specialisations, publications, library and computing facilities and more.

The Faculty website has two sections, the public site, and Weblearn. Some courses put-up their handouts on Weblearn (<https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/orient/orientals>). All students have their own password-protected 'My Weblearn' site on Weblearn which provides calendars and some file storage. For help with Weblearn, contact Richard Carpenter ([it-support@orinst.ox.ac.uk](mailto:it-support@orinst.ox.ac.uk)).

#### **5.5 Skills Training and Development**

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing- through the Oxford Students website <https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>

#### **5.6 IT facilities in the Oriental Institute and University**

All the rooms in the Faculty are covered by the Eduroam and OWL wireless networks. Access to these requires some computer configuration, details of which can be found on the IT Services website: <http://help.it.ox.ac.uk/network/wireless/index>

#### **5.7 IT/electronic research resources training**

The library's electronic holdings are accessible via SOLO: [http://solo.bodleian.ox.ac.uk/primo\\_library/libweb/action/search.do](http://solo.bodleian.ox.ac.uk/primo_library/libweb/action/search.do) and OxLIP+

When off-campus, your Oxford Account log in is required to access electronic holdings. Detailed information about e-resources is available at <http://www.bodleian.ox.ac.uk/oil/eresources/finding> .

## 5.8 University Rules for Computer Use

The University's Regulations Relating to the Use of Information Technology Facilities are available at <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

## 5.9 University Policy on Recording Lectures and Other Formal Teaching Sessions

Recording devices, such as smart phones and computers are now common place. The university has a policy on recording lectures and other formal teaching sessions. A copy of the policy is available on this [website](#). Students are required to take note of this policy. Any breaches to this policy is considered a disciplinary offence.

## 6 Problems and Support

### 6.1 General

Oxford has a number of mechanisms designed to help students who find that they need extra support, either personal or academic. The first line of resort will often be found in or through your college. All colleges have ways in which you can seek help for illness or other personal problems. Please refer to your College handbook or website for more information on who to contact and what support is available through your college. Depending on the nature of the problem, it may be appropriate to approach your tutor, or some other person who has a designated responsibility for your welfare. Your doctor (most students register with a GP suggested by their college) is obviously a valuable resource. Appointments can also be made with the University's Counselling Service, in Wellington Square. Information about the Counselling Service can be found, *inter alia*, in the Proctors' and Assessor's Memorandum, a copy of which is supplied to you as you join Oxford, and which can also be found in your college's tutorial office. You will also find helpful information in the Memorandum on how to handle other kinds of difficulties you may conceivably face, such as harassment.

Details of the wide range of sources of support are available more widely in the University are available from the Oxford Students website, <https://www.ox.ac.uk/students/welfare?wssl=1> including in relation to mental and physical health and disability.

### 6.2 Opportunities for student feedback

The Faculty takes student feedback seriously. Feedback helps the Faculty to improve its provision of courses to students. Feedback from Faculty and University wide surveys are considered and discussed in the Joint Consultative Committee and Undergraduate Studies Committee. Therefore, it is important that you fill in any feedback survey requested by the Faculty and University, whether

positive or negative. Evaluation forms are circulated by email each term and students are encouraged to fill them in for each course they have attended.

Students on full-time and part-time matriculated courses are surveyed once per year by the university on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at <https://www.ox.ac.uk/students/life/student-engagement?wssl=1> . Final year undergraduate students are surveyed instead through the National Student Survey. Results from previous NSS can be found at [www.unistats.com](http://www.unistats.com).

Informally, your course coordinator, college tutor and the Director of Undergraduate Studies are available to help if you would like to raise any issues concerning your course. Generally, if you have a problem with the course, you should speak to your course coordinator in the first instance. If the problem is not resolved to your satisfaction or if you want to speak to someone else other than your course coordinator, you can request to speak to the Director of Undergraduate Studies by contacting the Senior Academic Administrator.

If you have a problem with your tutorial teaching, it should be addressed through college mechanisms for addressing such matters. Colleges operate questionnaire systems for receiving student feedback on tutorials, administered by their Senior Tutors. Individual colleges will differ slightly in their approaches, and will let you know the details of their own procedures.

The Undergraduate Studies Committee includes student representatives for much of its business. Student representatives also serve on a Joint Consultative Committee that exists specifically to discuss student concerns. Representatives to these Committees are selected from the student body. Elections to the JCC are held in Michaelmas Term for the following calendar year. Representations concerning the programme are often made by or on behalf of the JCC. The Director of Undergraduate Studies, other officers of the Faculty and members of the Faculty's administrative staff often engage informally with students and their representatives.

### 6.3 Complaints and Appeals

The University, the Humanities Division and the Oriental Studies faculty 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 Director of Undergraduate Studies (Professor Barend ter Haar) as appropriate. Within the faculty the officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. The procedures adopted by the Proctors for the consideration of complaints and appeals are described on the Proctors' webpage <http://www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints/> the Student Handbook, and the relevant Council regulations <https://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 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 (<http://www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints/>): the Student Handbook and the relevant Council regulations <http://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml>

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.

- On no account should you contact your examiners or assessors directly.

## 7 Support for students with disabilities

The University and colleges can offer support to students with disabilities in a number of ways. These are summarised in the statement about the University's Equality and Diversity Unit, and other related resources, in the appendix the end of this handbook. The Oriental Studies Faculty Disability contact is:

Thomas Hall  
Head of Administration and Finance  
Oriental Institute  
Pusey Lane  
Oxford OX1 2LE

Tel No: 01865 278200

[e-mail: thomas.hall@orinst.ox.ac.uk](mailto:thomas.hall@orinst.ox.ac.uk)

The Disability Contacts work with the University Disability Staff and other bodies, such as the Oriental Studies Library to help facilitate students' access to lectures, classes, tutorials and access to information.

The Contacts are also involved in an ongoing programme to identify and promote good practice in relation to access to teaching and learning for students with disabilities within the Faculty, and to ensure that the Faculty meets the requirements of the Equality Act (2010).

[University Disability Office website.](#)

## 8 Careers and Alumni

You can obtain advice about all aspects of career matters from the Oxford University Careers Service (<http://www.careers.ox.ac.uk>). The service makes contact with you during your first year in Oxford, and helps you decide on an appropriate approach. The office also runs a successful [internship programme](#) for those looking to get some work experience. You can seek further information, personal guidance, and up-to-the-minute vacancy details by dropping in to 26 Banbury Road. You are urged to draw on the expertise of the Careers Service throughout your time in Oxford, not just immediately before graduation.

## 9 University 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 <https://www.ox.ac.uk/students/academic/regulations?wssl=1>