



Faculty of Oriental Studies

**ACADEMIC STAFF
HANDBOOK**

2012-2013

Foreword

Welcome to the Faculty of Oriental Studies at the University of Oxford.

This handbook is addressed to all members of academic staff and will hopefully be of particular use to new members of the faculty's teaching staff. It aims to provide information which will be useful to staff when they first arrive in Oxford and through their initial period of appointment, but is also a general guide to staff in carrying out their duties. As well as providing a brief introduction to Oxford University and to Oriental Studies at Oxford, it outlines important faculty policies and procedures, provides information about resources available to staff, and directs staff to the location of other resources and useful information.

Comments or suggestions for matters that might be amended or usefully covered in subsequent editions of this booklet would be welcome. They should be sent to:

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Sub-faculty grant application form
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Conference booking form
Oriental Studies 5-year business plan

Dates of Full Term 2011-18

The dates and provisional dates for Full Term 2011-18 are set out below:

YEAR	TERM	FROM	TO
2011-12	Michaelmas 2011	Sunday, 9 October	Saturday, 3 December
	Hilary 2012	Sunday, 15 January	Saturday, 10 March
	Trinity 2012	Sunday, 22 April	Saturday, 16 June
2012-13	Michaelmas 2012	Sunday, 7 October	Saturday, 1 December
	Hilary 2013	Sunday, 13 January	Saturday, 9 March
	Trinity 2013	Sunday, 21 April	Saturday, 15 June
2013-14	Michaelmas 2013	Sunday, 13 October	Saturday, 7 December
	Hilary 2014	Sunday, 19 January	Saturday 15 March
	Trinity 2014	Sunday, 27 April	Saturday, 21 June

Provisional dates

YEAR	TERM	FROM	TO
2014-15	Michaelmas 2014	Sunday, 12 October	Saturday, 6 December
	Hilary 2015	Sunday, 18 January	Saturday, 14 March
	Trinity 2015	Sunday, 26 April	Saturday, 20 June
2015-16	Michaelmas 2015	Sunday, 11 October	Saturday, 5 December
	Hilary 2016	Sunday, 17 January	Saturday, 12 March
	Trinity 2016	Sunday, 24 April	Saturday, 18 June
2016-17	Michaelmas 2016	Sunday, 9 October	Saturday, 3 December
	Hilary 2017	Sunday, 15 January	Saturday, 11 March
	Trinity 2017	Sunday, 23 April	Saturday, 17 June
2017-18	Michaelmas 2017	Sunday, 8 October	Saturday, 2 December
	Hilary 2018	Sunday, 14 January	Saturday, 10 March
	Trinity 2018	Sunday, 22 April	Saturday, 16 June

Section One: Oriental Studies at Oxford

1.1 Oriental Studies

The Faculty of Oriental Studies is united in a common academic approach both to undergraduate and graduate teaching and to advanced research, including the humanities and social sciences. By combining a commitment to primary sources with a geographic scope that covers the historically literate societies of Asia and the Middle East, we have the flexibility to work 'horizontally' across conventional boundaries (as, for example, between the Ottoman and Persian empires, Turkic and Arabic-speaking societies, the Mughals and Central Asian sultanates, Tibet and China, or Korea and China or Japan), as well as to work 'vertically' through long historical sequences of self-consciously unified societies. Although obviously we do not know the details of many of our colleagues' subjects, we share a single intellectual discourse which makes us feel that we belong together. The lower priority of Oriental Studies in many other universities means that Oxford is increasingly seen as one of the few international centres of excellence where thorough training in research is maintained. Understanding societies with long histories of textual production presents unique challenges which the Faculty of Oriental Studies meets. Furthermore, our research and training contributions are crucial to all social sciences and humanities disciplines that attach importance to conducting research through primary sources in vernacular languages.

Where contacts between Europe and the societies that fall within our disciplinary brief are intrinsic (as, for example, between Greco-Roman and Middle Eastern societies, Europe and its colonies, or Europe and the postcolonial world) we have strong links with appropriate departments, including joint degrees (Classics and Oriental Studies, European and Middle Eastern Languages, and Theology and Oriental Studies) as well as strong interdisciplinary degrees based in Oriental Studies (in Modern Middle East Studies, Modern Chinese Studies and most recently, Modern South Asian Studies).

In the most recent (2008) national Research Assessment Exercise, Middle Eastern and African Studies (UoA 48) submitted 45 academics, more than any other single university and more than one third of those submitted nationally in this subject. The research of 40% of our academics in this unit was rated 'world-leading' (4*), more than any other university, and 30% was judged to be 'internationally excellent' (3*). In all, 31 of our researchers in the field were rated 'world-leading or internationally excellent' (4* or 3*), significantly more than the total number of academics submitted by any other university. In Asian Studies (UoA 49), Oxford submitted 33 academics, more than any other single university and more than one fifth of those submitted nationally in this subject. The research of 18 (55%) of our academics was rated 'world-leading or internationally excellent' (4* or 3*). In the 2001 Research Assessment Exercise, the Faculty was given the highest (5*) ranking in Asian Studies, and a score of 5 in Middle Eastern Studies. The Faculty was rated "best for Middle Eastern Studies" in the 2008 Independent University Guide, and was judged 'excellent' in the 1997 national Teaching Quality Assessment.

The Oriental Studies Faculty comprises roughly 60 permanent academic staff and language instructors, 15-20 research and teaching staff, and around 170 faculty members drawn from a wide range of faculties and departments across the University and beyond.

A list of postholders is published each year as an appendix to the Standing Orders of the Faculty. All faculty members are invited to publish their research interests, recent publications and external work on the Faculty website, and to make available electronic copies of their published work on the Oxford Research Archive (ORA).

1.2 Undergraduate Courses

Oriental Studies may be taken at undergraduate level as a single honours degree or as part of a joint degree with a Modern Language, with Classics or with Theology. Around 50 undergraduate students are admitted each year to an Oriental Studies degree and there are around 170 undergraduates on course at any time.

These are the subjects offered at undergraduate level for the BA degree in Oriental Studies:

Arabic and Islamic Studies
Arabic with subsidiary language
Persian with Islamic Studies/History
Persian with Islamic Art and Archaeology
Persian with subsidiary language
Turkish
Turkish with Islamic Art and Archaeology
Turkish with subsidiary language
Chinese
Japanese
Egyptology and Ancient Near Eastern Studies
Jewish Studies
Hebrew Studies
Sanskrit

And in the joint degrees:

Classics with Oriental Studies:
Akkadian, Arabic, Aramaic and Syriac, Armenian, Coptic, Egyptian, Hebrew, Old Iranian, Pali, Persian, Sanskrit or Turkish

Oriental Studies with Classics:
Akkadian, Arabic, Egyptian, Hebrew, Persian, Sanskrit or Turkish

Theology and Oriental Studies:
Buddhism, Hinduism, Islam and Judaism

European and Middle Eastern Languages:
Hebrew, Persian, Arabic or Turkish

The official regulations for the courses, with examination syllabuses, are to be found in the *Examination Regulations* (the 'Grey Book'). This is updated annually, and a copy is supplied to each member of the University teaching staff; copies are also easily found in University and College Libraries. It is also available online at www.admin.ox.ac.uk/examregs/. Detailed descriptions of the courses can be found in the undergraduate course handbooks and on the faculty website. The general aims and objectives of these degree courses are set out in the 'Programme Specifications' which are updated at regular intervals and copies of which are available from the Faculty Office. Each course also has a 'Template of Provision'.

Other essential information for students is published annually by the University in the Proctors' and Assessors' Memorandum, available on line at www.admin.ox.ac.uk/proctors/info/index.shtml.

1.3 Graduate Courses

The following graduate degrees can be taken in Oriental Studies at Oxford:

Research degrees

MLitt or DPhil (the first stage for both being Probationary Research Student, PRS)

Taught degrees (2-year MPhil courses)

Classical Indian Religion
Cuneiform Studies
Eastern Christian Studies
Egyptology
Islamic Art and Archaeology
Islamic Studies and History
Jewish Studies in the Graeco-Roman Period

Judaism and Christianity in the Graeco-Roman World
Medieval Arabic Thought (not currently available)
Modern Chinese Art
Modern Chinese Studies
Modern Jewish Studies
Modern Middle Eastern Studies
Modern South Asian Studies
Ottoman Turkish Studies
Tibetan and Himalayan Studies
Traditional East Asia Studies

Taught degrees (1-year MSt courses)

Bible Interpretation
Chinese Studies
Classical Armenian Studies
Classical Hebrew Studies
Islamic Art and Archaeology
Japanese Studies
Jewish Studies in Graeco-Roman Period
Jewish Studies
Korean Studies
Modern Jewish Studies
Oriental Studies
Syriac Studies

The faculty admits around 30 students each year for the one-year degrees; 40 for the two-year degrees, and 25 for DPhil research, including approximately 5 transfers from the taught masters courses. In total there are around 190 registered graduate students in the faculty.

As mentioned in the undergraduate section above, the official regulations for these courses, with examination syllabuses, are to be found in the *Examination Regulations* (the 'Grey Book') or on line at www.admin.ox.ac.uk/examregs/. Detailed descriptions of the courses can be found in the graduate course handbook and on the faculty website and the general aims and objectives of each taught degree course are set out in the 'Programme Specifications' and 'Templates of Provision'.

Section Two: Structure and Administration

2.1 The University and the colleges

The collegiate university comprises both the central organisation (that is departments, faculties and other institutions, libraries and museums, and the central administration) and the 46 independent and self-governing colleges and permanent private halls. All students and most teaching staff are members of both a college and a department or faculty, and the collegiate system is at the heart of the success of the University; it provides the benefits of belonging both to a large, internationally-renowned institution and to a small, interdisciplinary academic community.

The colleges and halls select and for the most part teach their own undergraduates, provide their own accommodation and dining halls, chapels and libraries, and are responsible for the pastoral care of their students. The Oriental Studies faculty is unusual in the Humanities Division for being entirely responsible for the organisation and delivery of all undergraduate tuition (the only other exception being the Ruskin School of Fine Art). Being centrally organized, Oriental Studies has more input than most Humanities faculties in the selection of undergraduates, although decisions ultimately rest with the colleges.

Graduate students are to a greater extent the responsibility of the University. Although a graduate must be accepted by a college before formally being admitted to the University, admission is regulated at university level, as is the appointment of a supervisor (or joint supervisors) for each graduate.

The University in the narrower sense is the institution at the centre of this structure. The divisions, faculties and departments of the University prescribe the content of academic programmes, organize lectures and seminars, supervise graduate students, set and mark examinations and award degrees. Responsibility for maintaining University libraries, museums and laboratories, and for providing central services such as computing facilities, also falls to the University.

Most permanent academic staff hold both university and college appointments. In their university capacity they give lectures and examine; in their college capacity they give tuition to undergraduates. In both capacities they undertake research and administrative duties.

There are three main categories of permanent academic post at Oxford: professorships, readerships, and lecturerships. Professorships and readerships form respectively about 11 per cent and 3 per cent of the posts on the academic establishment: the vast majority of initial academic appointments are therefore to lecturerships.

Virtually all university academic posts at Oxford have a formal association with a college. For lecturers the nature of this association broadly determines which particular type of lecturership they hold. University lecturerships are found primarily, but not exclusively, in the sciences, and the majority are associated with a tutorial fellowship with a college, i.e. a college appointment which carries with it an obligation to undertake college teaching and other duties, and associated additional remuneration. University lecturers with tutorial fellowships receive, when they reach the top of the University and college salary scales, about 84 per cent of their overall basic stipend from the University, and 16 per cent from the college.

A special scheme operates for university lecturers without tutorial fellowships, referred to as 'ULNTFs' who are paid the equivalent of the combined university and college salary scale in return for specified duties. A new or existing ULNTF who has not been admitted to this new scheme may apply to do so by contacting the Divisional Offices in the first instance. Special arrangements exist for college payments for tutorials given by ULNTFs and it is important that a University Lecturer without a college tutorial stint consults the Faculty Board Secretary for further information before submitting reports to colleges on the on-line system OxCORT (in short, they should select 'Pay by ULNTF (new regs)' on OxCORT for the first six hours of undergraduate teaching they provide per week).

CUF (Common University Fund), and faculty lecturerships, in the arts and social sciences, are always associated with college tutorial fellowships, although there are no CUF posts in Oriental Studies.

Regrettably, some crucial posts in Oriental Studies, including our many language instructors and senior instructors are not entitled to college fellowships; wherever possible they are made members of a college through some other association.

The main categories of temporary academic post in the faculty are: Departmental Lecturer and Research Officer. These postholders do not normally have college attachments, and are employed solely by the faculty.

2.2 Governance of the University

The Vice-Chancellor, who holds office for up to seven years, is the senior officer of the University. Five Pro-Vice-Chancellors have specific, functional responsibility for Development and External Affairs; Education; Personnel and Equal Opportunities; Planning and Resources; and Research. The Chancellor, who is usually an eminent public figure elected for life, serves as the titular head of the University, presiding over all major ceremonies.

The principal policy-making body is the Council of the University, which has 26 members, including those elected by Congregation, representatives of the Colleges and four members from outside the University. Council is responsible for the academic policy and strategic direction of the University, and operates through four major committees: Education Committee; General Purposes; Personnel; and Planning and Resource Allocation (PRAC). Further information about Council may be obtained from <http://www.admin.ox.ac.uk/councilsec/>.

Final responsibility for legislative matters rests with Congregation, which comprises over 4,000 members of the academic, senior research, library, museum and administrative staff. The agenda and acts of Congregation of the University, and the legislative acts of Council (and of Council's committee and the Divisional Boards under delegated authority), are published in the University Gazette.

Day-to-day decision-making in matters such as finance and planning is devolved to the University's four Academic Divisions - Humanities, Mathematical, Physical and Life Sciences, Medical Sciences and Social Sciences. Each division has a full-time divisional head and an elected divisional board. Continuing Education is the responsibility of a separate board, which oversees a large programme of part-time courses, at undergraduate and graduate levels. Each Divisional Board is chaired by a Head of Division (appointed for five years by Council on the recommendation of a special selection committee), who also serves on Council and most of its main committees. The members of the Divisional Boards are largely elected by and from among the faculties and other academic units within the division concerned and are usually members of one or more of these bodies. The boards are responsible, under Council, for the academic administration of the University, and they also administer the greater part of the total budget of the University, funding all academic posts, and some seventy academic departments (with their supporting staff).

Each college is governed by its own Governing Body of Fellows. The colleges have a forum for the discussion of matters of common interest in the Conference of Colleges, which also negotiates with central University bodies on collegiate matters. The conference has elected representatives on Council and its main committees, and on the four Divisional Boards. Liaison between the university bodies and colleges is also maintained through a number of other committees and, more fundamentally, is facilitated by the fact that most permanent university academic staff hold college fellowships. However, because very few Oriental Studies staff hold tutorial fellowships, the faculty has set up its own committee of College Representatives responsible for Oriental Studies (CRROS), which is not part of the Conference of Colleges, in order to facilitate discussion with and between colleges on matters of common concern and interest relating specifically to this faculty.

The Proctors' Office is the administrative base for three senior officers of the University, who are elected annually by colleges. The Senior Proctor and Junior Proctor ensure that the University operates according to its statutes. As well as being members of key decision-making committees, they deal with: university (as distinct from college) student discipline; complaints about university matters; and the running of University examinations. They also carry out ceremonial duties, e.g. at degree ceremonies. The Assessor is the third senior officer, responsible particularly for student welfare and finance. Their offices are based in the main University offices in Wellington Square.

2.3 Central Administration

The Academic Administration Division of the Central Administration is responsible for most aspects of academic administration and includes the Planning and Resource Allocation Section, the Educational Policy and Standards Committee team, the Academic Services and University Collections Secretariat, all aspects of student administration and services (including Access and Recruitment, Graduate and Undergraduate Admissions, Student Funding, on-course graduate administration, Student Information Systems, Student Information, the Examination Schools and Careers Service), the Communications team, as well as the four divisional offices. For an overview of the Central Administration of the University, see <http://www.admin.ox.ac.uk/ac-div/>

2.4 The Humanities Division

The University is divided into numerous faculties and departments, which fall within four academic divisions: Humanities, Mathematical, Physical and Life Sciences, Medical Sciences and Social Sciences.

The Humanities Division includes the faculties of Classics, History, Medieval and Modern Languages, English, Music, Theology, Oriental Studies, Linguistics, Philology and Phonetics, and Philosophy, as well as a number of smaller units including the Ruskin School of Art, History of Art, Rothermere American Institute and The Voltaire Foundation.

The Humanities Division has a Head, Professor Shearer West (previously Professor Sally Shuttleworth) and a Secretary and Head of Administration, currently vacant. . The Humanities Divisional offices moved at the start of this year to the Radcliffe Infirmary Building on the Woodstock Road. Each Divisional Board has oversight of the organization, development, and delivery of curricula; general oversight of and responsibility for all matters concerning budgets, space, syllabus, and staffing, across the sub-units of the division; and has overall responsibility for academic appointments. The full terms of reference, powers and duties of the Divisional Board are set out on the University website here: <http://www.admin.ox.ac.uk/councilsec/council/divbd/>.

New members of academic staff should visit the following section of the Humanities Divisional website (from within the University network) especially for new academics:
http://www.humanities.ox.ac.uk/oxford_only/academics

2.5 The Oriental Studies Faculty Board

The Faculty's major decisions and recommendations are made by the Oriental Studies Faculty Board, which comprises a combination of (a) 8 *ex officio* places (the Chair, Vice-Chair, chairs of the three sub-faculties, and the Directors of Undergraduate Studies, Graduate Studies and Research); and (b) five elected members and up to four co-opted members drawn from the broadest possible spread of subject areas amongst academics and specialist post holders.

The Board has a Chair (previously Professor Edmund Herzig; incoming Chair Professor Bjarke Frellesvig) and the Faculty Administrator (previously Charlotte Vinnicombe; temporary replacement Bob Green) is its Secretary. It meets twice a term, on Thursdays of second and seventh week. Major decisions made by the Faculty Board usually also require the approval of the Humanities Division.

The Chair is always elected from amongst the members of the Board and serves for a period of two years, with the possibility of re-election for one or two further years. There is an expectation that the Chair will be a statutory professor, although in practice this is not always the case. There is also an expectation that the Vice-Chair be nominated to be the next Chair.

Membership of the Board is published as an appendix to the Standing Orders of the Faculty. Elections to the Board take place during Trinity Term each year. Vacancies are posted in the *University Gazette* in Hilary Term, and nominations are organised by the Faculty Board Secretary in consultation with all faculty members.

2.6 The Faculty of Oriental Studies

Full membership of the Faculty (and Congregation – see section 2.2 above, Governance of the University) is automatic for post-holders (Professors, Readers, University Lecturers). Those with teaching and research appointments in colleges are also entitled to be members, and are normally also made full members of the faculty.

The Faculty Board is empowered to award the status of 'discretionary' member to temporary or casual teaching staff, contract research staff, examiners and other non-postholders. This is called 'Associate Faculty Membership' status; it is temporary and does not include membership of congregation.

Nominations for membership of the Faculty (or temporary association) may be made in writing to the Secretary by a member of academic staff, enclosing the cv of the nominee.

All members of the Faculty are automatically assigned membership of their relevant sub-faculty:
Near and Middle Eastern Studies
Inner and South Asian Studies
East Asian Studies

The sub-faculties meet once per term to discuss a range of issues pertaining to the subjects within each sub-faculty. There are also termly lunch time meetings of all members of the faculty and open meetings held once a term in the evenings where a single topic or theme is discussed in more detail.

For further information about the role and duties of the sub-faculties, including sub-faculty association and academic visitors, please see section 2.8 below.

2.7 Officers of the Faculty and chairs of major committees

The administration of the faculty is overseen by the rotating appointment of academic staff to the official positions listed below. Nominations for appointments are made by the Chair and approved by the Faculty Board in Trinity Term each year. Staff in their probationary period are not normally expected to take on the more onerous positions, though they are given the opportunity to involve themselves in some aspect of the running of the faculty during their initial period of office. Account is taken of other administrative offices held and research leave taken over the previous few years when nominations are being considered. The length of periods of office vary from position to position; the details of this are set out in the Standing Orders. With sufficient notice it is possible to suspend an appointment temporarily to enable the postholder to take research leave during their period of office.

Certain of the following posts carry with them payment of an annual retainer, which is made in lieu of a buyout, and is not intended to provide full financial compensation for the time taken to fulfill the duties of the position. If preferred, the administrative payment can be redirected to pay for replacement teaching if this is available, or may be used in-year as a research support budget. The Faculty Board Secretary can provide details of levels of retainers on request. Please note that in 2012-13 the faculty is in the process of introducing a Workload Model that may allocate a 'tariff' to each of the major duties of the faculty that will be taken into account when analysing the teaching capacity of each member of staff.

For 2012-13 the holders of the key positions in the faculty are:

Chair of the Board	Professor Bjarke Frellesvig
Vice-Chair of the Board	Professor John Baines
Chair of the Sub-Faculty of East Asian Studies	Dr Laura Newby
Chair of the Sub-Faculty of Near and Middle Eastern Studies	Dr David Rechter
Chair of the Sub-Faculty of Inner and South Asian Studies	Dr Jim Benson
(Acting) Director of the Institute for Chinese Studies	Dr Laura Newby
Director of Graduate Studies	Professor Polly (Rosalind) O'Hanlon
Director of Graduate Admissions	Professor Martin Goodman
Director of Research	Professor Christopher Minkowski
Graduate Research Training Co-ordinator	Professor Jeremy Johns
Director of Undergraduate Studies	Professor Clive Holes
Director of Undergraduate Admissions	Dr Imre Bangha
Chair of Curators	Professor Geert Jan van Gelder
Chair of IT/AV Committee	Dr Luke Treadwell
Director of the MPhil MMES	Dr Walter Armbrust
Director of the MPhil MCS (and MCA)	Professor H Harrison
Co-ordinator of Japanese Language instruction for the MSc Japanese Studies	Ms Kaori Nishizawa
Chair of the Griffith Institute Management Committee	Dr David Taylor
Chair of the Language Teachers' Committee	Dr Nadia Jamil
Chair of the Hebrew and Jewish Studies Unit Management Committee	Dr Joanna Weinberg
Chair of the Buddhist Studies Unit management committee	Professor Bjarke Frellesvig
Supervisor of the Language Laboratories	Mr Shio-Yun Kan

2.8 Committees of the Faculty Board

Full details of all committees of the Board, including their constitution and duties, may be found in the Standing Orders of the Faculty.

The Faculty Board

The Faculty Board meets twice per term, on Thursday of Weeks 2 and 7. The areas of responsibility for the Board are: appointments and reappointments in Oriental Studies including the priority of posts for refilling; nomination of examiners and chairs of examiners, and oversight of all examination matters; administration of funds allocated to it by the Humanities Divisional Board; consideration of DPhil examiners' reports; consideration of applications to supplicate for the D.Litt.; setting of fundraising and development priorities for the faculty; and recommendations from all committees of the Board.

The Sub-faculties and their Standing Committees

The Sub-faculty of East Asian Studies consists of all members of the faculty holding posts on the establishment of the Faculty of Oriental Studies in East Asian Studies, including Chinese, Japanese, Korean, and Tibetan.

The Sub-faculty of Near and Middle Eastern Studies consists of all members of the faculty holding posts on the establishment of the Faculty of Oriental Studies in Near and Middle Eastern Studies, including Eastern Christian Studies, Egyptology and Ancient Near Eastern Studies, Hebrew and Jewish Studies, and Islamic World Studies, and Modern Middle Eastern Studies.

The Sub-faculty of Inner and South Asian Studies consists of all members of the faculty holding posts on the establishment of the faculty of Oriental Studies in Inner and South Asian Studies, including Indology, Tibetan and Himalayan Studies, and South Asian Studies.

Each Sub-faculty may also organise meetings of all members of the faculty working in these broad fields across the whole University.

A sub-faculty chair is appointed for each sub-faculty, who chairs the sub-faculty meetings, which normally take place once per term. The East Asian Sub-Faculty usually meets on Monday of 4th week. The Near and Middle East Sub-Faculty usually meets on Thursday of 4th week. The Inner and South Asian Sub-Faculty usually meets on Wednesday of 5th week. The Secretary to all the sub-faculty meetings is currently Mrs Trudi Pinkerton.

The functions of the sub-faculties include:

- making and reviewing strategic plans for the sub-faculty, including the management of degree courses;
- discussing any matters which may be devolved or referred to it by the faculty board or by other units, including the following specific matters:
 - (i) applications for sabbatical or other leave;
 - (ii) replacement and additional teaching and teaching needs in general, including proposals from subject groups;
 - (iii) proposals for the amendment of the *Examination Regulations*;
 - (iv) lecture lists;
 - (v) arrangements for study periods abroad;
 - (vi) oversight of teaching and timetabling arrangements for subsidiary subjects;
 - (vii) drafting further particulars and proposing the membership of selection committees;
 - (viii) nominating examiners and identifying co-ordinators.
- promoting co-operation between the bodies concerned with the relevant fields in the University;
- considering fund-raising efforts and priorities for development;
- approving applications for academic visitors and temporary association with the sub-faculty.

Faculty Tutors

'Faculty Tutor' is a title given to someone who is not a full-time postholder but is contributing a significant amount of their time to the Faculty. Anyone giving 6 hours per week or more of teaching for core papers may also be eligible to receive a retainer. Proposals for both the title and the retainer should be discussed by the subject groups at the start of Hilary Term and formal proposals made to the relevant Sub-Faculty later the same term.

Academic Visitors / temporary association with the Faculty

Each standing committee has the authority to confer the status of associate, visiting associate or research associate of the sub-faculty for up to two years, renewable thereafter on an annual basis. A sponsorship form, and more detailed notes on how to sponsor someone for this type status, are available from the secretary to the sub-faculty committees, Mrs Trudi Pinkerton. This includes information about entitlements for academic visitors (e.g. university card and e-mail address, office space, library access, etc.) and bench fees where applicable.

Planning and Resources Committee

The Planning and Resources Committee is chaired by the Chair of the Faculty Board, and meets twice a term, usually on Mondays of Weeks 1 and 6. The committee considers and advises the board on all matters concerning or relating to finances, financial management, planning, and resource allocation. The Secretary to the committee is the Faculty Board Secretary.

Research Committee

The duties of the Research Committee include:

- developing the research strategy of the faculty for approval by faculty board, and keeping that strategy under review;
- advising and overseeing the preparations for the REF and subsequent research assessment exercises;
- considering the research proposals of all applications for research leave or sabbatical leave in advance of entitlement (but not for standard sabbatical entitlement);
- considering all applications for research grant applications;
- where possible, to scrutinise, strengthen and approve all applications for major research awards made by the staff of the faculty, including applications to the AHRC, BA (including BA PDFs), Leverhulme and the John Fell Fund;
- to oversee the organisation of and recommend a budget for faculty-wide research seminars, lectures, conferences etc.;
- to receive termly report on the use of research allowances;
- to undertake a regular review of the research undertaken by all staff of the faculty and ensure reports on this are published regularly; and
- to allocate general research activity funding, including for graduate training, graduate research support, language study and proposals from non-postholders for research activity.

The Secretary to the committee is the Senior ERC and Research Support Officer.

Graduate Studies Committee

The Graduate Studies Committee is chaired by the Director of Graduate Studies, and meets twice per term, from October 2012 on Thursday of Week 0 and Week 5 each term. The committee's principle areas of responsibility are: admissions, studentships, appointment of supervisors, organisation of courses (including handbooks), approval of thesis subjects for MPhil and MSt, transfers of status for the MLitt and DPhil, appointment of examiners for the MLitt and DPhil, quality assurance, and graduate matters in general. The Secretary to the committee is the Graduate Studies Administrator.

Undergraduate Studies Committee

The Undergraduate Studies Committee is chaired by the Director of Undergraduate Studies, and meets twice per term, usually on Tuesday of Weeks 1 and Week 6. Its members are the Undergraduate Course Co-ordinators *ex officio* (see section 4.2 below for information on the role of the Undergraduate Course Co-ordinator). The committee's principle areas of responsibility are: approval of tutorial arrangements; Examination Regulations and syllabus changes; approval of texts not listed in Examination Regulations; consideration of Special Subjects; liaison with colleges including the co-ordination of induction arrangements for new students at the start of each academic year; overseeing the organisation of joint consultative meetings with undergraduates; recommending to the board the names of the Undergraduate Course Co-ordinators for the following year; quality assurance, and undergraduate matters in general. The Secretary to the committee is the Undergraduate Studies Officer.

Director of Undergraduate Admissions

The Director of Undergraduate Admissions is elected by the board, and it is his or her responsibility to arrange with each subject group the assistance and support required for the following activities: coordinating responses to enquiries; providing admissions material; arranging entrance interviews and advising colleges on the acceptability of candidates for the Honour Schools of Oriental Studies, European and Middle Eastern Languages, Oriental Studies and Theology, and Classics and Oriental Studies; advising colleges and the Oxford Colleges Admissions Office on all other matters concerning admissions to read Oriental Studies; arranging Open Days; reviewing the entry on Oriental Studies in the *Undergraduate Prospectus*; and reporting to the board at its first meeting in Hilary Term on the entrance exercise. All admissions activities and reports are now conducted in the context of the 'Common Framework for Admissions' introduced in 2007. The Director of Undergraduate Admissions is supported by the Undergraduate Studies Officer.

Curators of the Oriental Institute and the Clarendon Institute Building (Institute for Chinese Studies and Linguistics)

The premises allocated to the Faculty of Oriental Studies for the purposes of lecturing, instruction, advanced study, and research, are under the general supervision of the Board of Oriental Studies, which appoints a committee of Curators to have charge of its premises. The Committee of Curators meets twice per term, on Thursdays of 0th and 6th weeks. The committee makes provision for the lighting, heating, water supply, cleaning, safety and security of the premises, and is responsible for the care of its contents. The Curators are also responsible for the allocation of rooms to staff, and grant permission for the use of the buildings outside term time (e.g. for conferences). The Secretary to the committee is the Assistant Administrator (Resources).

Language Teaching Committee

The Language Teaching Committee consists of all language instructors for languages on courses offered by the Faculty of Oriental Studies. The purpose of the committee is to help the spread of techniques geared to good practice of language instruction throughout all of the different languages taught by the Faculty, and to act as a means by which instructors can make requests to the Faculty Board. The Secretary to the committee is the Assistant Administrator (Resources).

College Representatives Responsible for Oriental Studies – CRROS

CRROS meets at least twice a year, normally in Michaelmas and Hilary Terms, to discuss matters of common concern between the colleges and the faculty of Oriental Studies. The committee comprises the Undergraduate Course Co-ordinators in Oriental Studies, the Chair of the Board of Oriental Studies, and all other college tutors responsible for tuition in Oriental Studies and European and Middle Eastern Languages, who are invited to attend as full members of the Committee. The Secretary to the committee is the Undergraduate Studies Officer.

IT/AV Committee

The IT/AV Committee is responsible for the purchasing and maintenance of all IT and AV equipment and software; for the development and implementation of the faculty's IT policy; for considering applications for new websites under the auspices of the faculty; formulating responses to IT-related communications from elsewhere in the University; and all other IT/AV issues in the faculty. The Secretary to the committee is the Assistant Administrator (Resources).

Joint Consultative Committees (JCC) and student representation on committees

Joint Consultative Committees are a formal means of communication between the Faculty and its students. The Graduate JCC meets once per term, immediately before the second meeting of the Graduate Studies Committee. The Board appoints senior members to be responsible for convening undergraduate joint consultative meetings for the Islamic World, Japanese, Sanskrit, Hebrew and Jewish Studies, Chinese and Egyptology & Ancient Near Eastern Studies. The undergraduate JCCs are expected to meet at least once per term, after which the convenors report to the relevant sub-faculty. Meetings should be announced to students with ample notice, with an invitation to submit agenda items for discussion. Meetings should take place even if no such items are submitted.

Since 2007 the Faculty Board has invited student representatives to sit on the Graduate and Undergraduate Studies Committees and the IT/AV Committee, and to attend the three sub-faculty meetings. In due course, once the practice of writing 'reserved' and 'unreserved' minutes is well-

established throughout the committee structure, student representatives will also be invited to sit on the Faculty Board.

Other committees (details of which are in the Standing Orders)

Hebrew and Jewish Studies Unit management committee
Buddhist Studies Unit management committee
Committee for Special Appointments
Joint Committee of the Oriental Studies Board and the Modern Languages Board
Joint Committee of the Classics Board and the Oriental Studies Board
Joint Committee of the Oriental Studies Board and the Theology Board
Joint Committee of the Oriental Studies Board and the History Board
Khalili Research Centre Management Committee
Griffith Institute Management Committee
Management Committee for the MPhil in Modern Chinese Studies and MPhil Modern Chinese Art
Management Committee for the MPhil in Modern Middle Eastern Studies
Management Committee for the MPhil in Modern South Asian Studies
Monograph Committee

Committee budgets and grants

All requests for financial support from any faculty source must be approved by the relevant committee or senior member of staff before the expenditure is incurred.

The budget is set during the Easter vacation. Therefore, payroll expenditure on teaching and casual administrative or research assistance must be approved by the Faculty Board by the end of the Hilary Term in the year preceding that in which the expenditure will be made, so that it can be included in the budget for the following year.

Any committee in receipt of an allocation from the Faculty Board must spend that allocation within the current financial year (August to July). Any unspent budget will be rolled back to the main account, and a new allocation made from the following August. This also applies to all allowances. The only exception is Trust Funds; these management committees are subject to slightly different regulations – please see below.

All expenditure of reserves must also be approved by the end of Hilary Term in the year preceding that in which the expenditure will be incurred. ‘Reserves’ in this sense means donations, income from sales, royalties, grants; any income that has been received by the faculty but is not then spent in the year in which it is received.

Trust Fund Management Committees

The Board of Oriental Studies is responsible for the following 50 trust funds, whose terms of reference are determined by University Regulation:

Boden Fund, Davis Scholarships in Chinese, Chinese Professorship, Cowley Lecturer in Post-Biblical Hebrew, Clough Travel Fund, Dolabani Fund for Syriac Studies, Egyptology Professor, Griffith Institute Fund, Griffith Institute Egyptological Fund, Calouste Gulbenkian Professorship of Armenian Studies, A H Gardiner Settlement, University Lecturer in Islamic Art and Architecture, Katrak Lecturership, Kennicott Fund, Khalid Al Saud Professor for the Study of Contemporary Arab World, Laudian Professor of Arabic, Lenman Memorial Prize Fund, Max Muller Memorial Fund, James Mew Scholarships in Arabic & Rabbinical Hebrew, Nubar Pasha Armenian Scholarships, Post Biblical Jewish Reader, Pusey and Ellerton Fund, Segal Fund, Radhakrishnan Memorial Bequest, Soudavar Professor Of Persian Studies, Samir Shamma Lecturer in Islamic Numismatics, Shillito Lecturer in Assyriology, Spalding Professor of Eastern Religions and Ethics Main Fund, Joseph Schacht Memorial Prize, Sasakawa Fund, GA Wainwright Near Eastern Archaeology Fund, Marjory Wardrop Fund, Run Run Shaw Professor of Chinese, Michael Aris Fund for Tibetan and Himalayan Studies, Professor of Indian History and Culture, KS Scholarship in Chinese Art, Khalili Research Fund, Sarah J Clackson Coptic Fund, Jill Hart Trust for Indo-Iranian Philology, W.N. Thomas Tam Fund for Chinese Studies, Dudbridge Prizes in Classical Chinese, Abramson Prize for Modern Hebrew Literature, Shaikh Zayed Endowment Fund for Islamic Studies, His Highness Sheikh Hamad Bin Khalifa Al Thani Professorship in Contemporary Islamic Studies, Young Bin Min-KF University

Lectureship in Korean Language and Linguistics, His Highness Sheikh Hamad Bin Khalifa Al Thani Programme for Islamic Art and Architecture, the Ieoh Ming Pei Professorship in Islamic Art and Architecture, His Highness Sheikh Hamad Bin Khalifa Al Thani Professorship in Contemporary Islamic Studies, the Indian Institute Fund and the Stanley Ho Fund for Chinese Studies.

A management committee is appointed by the Faculty Board for each fund, the duties of which are stipulated in the Standing Orders. Most committees can normally award grants of up to £600, above which the approval of the Board is required. The financial aspects of the trust funds are managed by the Finance Officer (Chris Williams). The administration of trust funds, including the organisation of meetings and consideration of applications, is supported by the new PA to the Faculty Board Chair. The Finance Officer is able to provide information about the specific use to which the funds may be put, and can also provide financial reports and/or forecasts on any trust fund on request. All applications for grants from trust funds requiring the approval of the Board should be submitted in time to be considered by the Planning and Resources Committee.

There shall be an annual meeting of all trust fund board and management committees to set budgets and decide upon the use of surpluses, with a report being submitted to the Faculty Board for its first meeting of Hilary Term.

Trust fund budgets: as with all other faculty expenditure, trust fund expenditure must be agreed upon by the end of the Hilary Term in the year preceding that in which the expenditure will be made, so that it can be included in the budget.

Trust fund surpluses: The University has a legal duty to spend Trust Fund income *before* drawing upon income from other (e.g. public) sources. Under UK charity law, income earned from a trust's capital should be spent in accordance with the wishes of the donor without reasonable delay, certainly within a year or two. A management committee wishing to hold back income as a postponement of expenditure until some date in the future is falling foul of the 'duty to spend' under charity law.

Although the ultimate trustee in all cases is 'the University', the decision to spend rests with the Board of Management. In most cases this is the Faculty Board, which delegates the management of the fund to a committee, usually including relevant postholders. Where the Board of Management is appointed by Council, the Faculty does not have the same control, but it is expected that these boards will accept guidance or reasonable requests from the Faculty Board or the Humanities Divisional Board where appropriate. The University could not intervene directly to dictate expenditure, but it could make recommendations to Council to widen the terms of those trusts not spending their income in order to underwrite more of the faculty's core costs.

The faculty reviews trust fund budgets annually to ensure that the management committees are enabling the faculty and the university to comply with UK Charity Law. Those trust funds with a significant surplus will be discussed at an annual meeting with members of the management committees to explore the best way to use the surplus. The faculty board may seek to cover its core costs in cases where the regulation permits unspent funds to be used for the furtherance of the subject, after the main calls on the fund have been met, and this includes the use of trust fund income to cover all costs associated with appointments (including, for example, the infrastructure charge). This will obviously not be possible in cases where the regulations explicitly forbid such general expenditure, or where a surplus builds up for unavoidable reasons, such as the vacancy of a post. In all other cases, future surpluses should not exceed the equivalent of two years' income on the fund. Information about what this means in real terms for individual trust funds can be obtained from the Finance Officer, Chris Williams, in the Faculty Office.

The University also now has a policy to reduce the overall number of trust funds. It is not possible to create a new fund for an amount of less than £100k, and the faculty is seeking ways to merge several small funds into single funds with a broader purpose that could also be used to accept smaller donations (governed by an 'expression of wishes' rather than a formal 'trust').

Committee for Library Provision in Oriental Studies (COLPOS)

The Oriental Studies Library is managed by the Bodleian Library. The COLPOS is a Standing Joint Committee in which the Faculty is able to offer advice about library collections in Oriental Studies.

2.9 Making an application to a committee

The dates of meetings are published on the faculty website at the start of each term, or may be obtained by e-mail from the Faculty Board Secretary. Items of business should be submitted at least 10 days before scheduled meetings as follows:

Faculty Board and Planning and Resources Committee: to the Secretary of the Faculty Board, Oriental Institute

Graduate Studies Committee (including Graduate Admissions): to the Graduate Studies Administrator

Undergraduate Studies Committee (including Undergraduate Admissions): to the Undergraduate Studies Officer

Curators, IT/AV, Language Teachers' and all Sub-Faculty Committees: to the Assistant Administrator (Resources)

Khalili Research Centre Management Committee: to the KRC Administrator

Hebrew and Jewish Studies Committee: to the Secretary of the Faculty Board

All trust fund applications: to the Secretary of the Faculty Board

You are very welcome to seek advice from the relevant secretary before submitting an application or proposal, for example on the format proposals should take, information required by the committee, whether committee approval is actually required, etc.

2.10 Administrative and Support Staff

Oriental Institute and main Faculty Office

A description of the duties of each member of staff is provided in the Room Holder's notes, available on the Faculty website or on request from the Assistant Administrator (Resources).

Faculty Board Secretary	Thomas Hall
PA to Faculty Board Chair and Secretary	Tara Casier
Academic Administrator	Joanna Jeczalik
Assistant Administrator (Resources)	Trudi Pinkerton
Faculty Office Secretary	Elizabeth Cull
Facilities Assistant	Allen Miles
Finance Officer	Christopher Williams
Graduate Studies Administrator	Catherine Boase (Bob Mahoney on secondment)
Graduate Admissions Assistant (p/t)	Priscilla Lange
IT Support Officer	Stephen Cox
IT Assistant	Zoe Lu
OI Common Room Assistant	Claudia Crucoli
OI Receptionist	Liliane Morton
OCHJS Secretary	Neelum Ali
Senior ERC and Research Support Officer	Mona Liu
Undergraduate Studies Officer	Daisy Quinn

Institute for Chinese Studies

ICS Administrator	Rosanna Gosi
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Khalili Research Centre

KRC Administrator	Patricia Davies
IT Support Officer	Dan Burt
Database Assistant	Jennifer Lockie

Griffith Institute

Assistant to the Editor of the Topographical Bibliography	Elizabeth Fleming
Assistant in the Topographical Bibliography and the Griffith Institute Archive	Francisco Bosch-Puche
Griffith Institute Administrator	Catherine Warsi
Scanner	Jenni Navratil
OEB Co-ordinating Editor	Gareth Roberts
OEB IT Support Officer	Sarah Jones

2.11 The Buildings: the Oriental Institute on Pusey Lane and the Institute for Chinese Studies on Walton Street

Premises

Oriental Studies has two principal physical locations, the Oriental Institute on Pusey Lane and the Institute for Chinese Studies on Walton Street. The Oriental Institute is the larger of the two and houses the principal administrative offices. Most teachers have their working rooms in one of these buildings, each of which comprises a library, lecture and seminar rooms, individual offices and a common room. There are also annexe offices at Wellington Square. The Khalili Research Centre on St John Street, the Griffith Institute in the Sackler Library and the Research Centre for Japanese Language and Linguistics at Wellington Square are also under the auspices of the Faculty Board.

The academic staff in the Griffith Institute have pigeon holes in the Oriental Institute, and much of the information in the Room Holders' Notes (see below) also applies to them, in particular the supply of stationery, office furniture, IT equipment and support, etc.

Room Holders' Notes

Much more detailed information about the Oriental Institute and the Clarendon Institute Building is provided in the Room Holders' Notes, which are updated and issued annually by the Committee of Curators, and are also available on the Oriental Studies website. The Room Holders' Notes cover such matters as:

- Opening Times (Reception, Faculty Office, Library)
- Common Room
- Computer Room, printing, and IT Support
- Mail
- Telephones
- List of administrative and support staff – names, duties, contact details
- Photocopying
- Stationery
- Business Cards and letter templates
- Purchasing and ordering
- Messenger service
- Lecture rooms and seminar rooms
- Card-swipe system
- Keys and Access
- Doors and walls
- Lavatories
- Cleaning
- Lift

- Insurance
- Emergency numbers
- Safety procedures and evacuation in case of fire
- First Aid
- Bicycle Shed (Oriental Institute)
- Parking (parking spaces, garages, parking permits)

A copy of the Room Holders' Notes is enclosed with this handbook when issued to new staff, or may be obtained from the Secretary to the Curators' Committee, the Assistant Administrator (Resources), who is also the buildings administrator (or the first port of call) for all room holders in respect of all matters relating to faculty premises including safety and security.

A new users' group has been set up for the Clarendon Institute Building, including all room holders in that building (i.e. Chinese, the library and Linguistics) which meets in advance of the first Curators' meeting each term.

Using Faculty premises for conferences or other events

Permission must be sought in advance from the Committee of Curators to hold events on the faculty premises. This does not apply to open lectures/seminars during normal opening hours during term time, but does apply at all other times. An application form is available for this purpose, which may be obtained from the Secretary to the committee, the Assistant Administrator (Resources).

2.12 On arrival

On arrival at Oxford, or at the Oriental Institute / Institute for Chinese Studies, there are a few basic practicalities to sort out. Many of the following are covered in more detail in the Room Holders' Notes:

Keys and access to the building: keys to offices are issued by the relevant administrator in the building (Trudi Pinkerton (Oriental Institute and Wellington Square), Rosanna Gosi (Institute for Chinese Studies) or Tricia Davies (KRC)). On arrival staff are issued with a University ID card, which is also a Bodleian membership card and the card that will enable access to the building. The databases controlling swipe access to the buildings are controlled by the Library staff - a letter will be provided by the relevant building administrator at the time the room key is issued, which should be taken to the Library to activate the card for entry into the building(s).

Office: on arrival the office should already be furnished and all staff are provided with a computer (see section 8.1 IT policy for more details on this provision). Any requests for stationery or equipment should be addressed to the relevant building administrator. Please refer to the Room Holders' notes for other practical matters.

Pay: new staff need to have completed a data collection form giving details of a bank account and National Insurance number in order to be paid. In most cases this will be arranged by Muriel Parsons in the Humanities Divisional Office; if not, it will be the Faculty Board Secretary in Oriental Studies. New staff will also be asked to provide a P45 (or, if no P45 is available, a P46), their National Insurance number, proof of their right to work in the UK, and a passport-sized photograph for their University ID card. Payment is made on the last working day at the end of each month, and payslips are sent to work addresses. Any queries about pay should be addressed to the Faculty Board Secretary in the first instance. (Changes in address should be reported to the Faculty Board Secretary, who will in turn inform the Payroll Office and the Pensions office.)

E-mail account: an e-mail account is set up when the University I.D. card is issued, normally firstname.lastname@orinst.ox.ac.uk. A username and password is needed to activate the account, which should be in the Institute on arrival, or will be sent soon after the new card is issued.

Pension: Pension information is available on line at: www.admin.ox.ac.uk/finance/pensions/ All staff automatically join the pension scheme appropriate to their post unless they sign an opt-out form.

2.13 Room Allocation Policy

All space under the auspices of the faculty of Oriental Studies is allocated by the Faculty Board. This duty is normally be delegated to the Committee of Curators, which brings recommendations forward to the Board for approval.

Space is allocated according to the following order of priority:

1. Full-time and permanent academic teaching staff (University Lecturers, Professors, Language Instructors) will normally be allocated their own office.
2. Part-time and research staff will normally be asked to share an office. If this can be avoided, it will, and where it does become necessary, effort will be made to put people with similar posts or similar interests together.
3. Non-post holders (such as Faculty Tutors) are not entitled to office space, but will be allocated shared space if it becomes available when all the other needs of the faculty have been met.
4. Larger or more desirable offices shall normally be offered to staff taking on a major office in the faculty, usually only the Chair of the Faculty Board, subject to availability.

The Curators' Committee assumes that in cases where an appointment has been made to cover teaching in the case of leave, the replacement teacher will have full access to that member of staff's office. The committee will also assume that anyone on leave who is not being replaced will make their office available for use either as an office or as a teaching room. The room holder may make a case in writing to the Curators' Committee for exception to be made. Any member of staff vacating their office temporarily may be asked to tidy away their personal belongings and make a reasonable amount of space (for books, filing, etc.) for the incoming member of staff.

Requests for use of storage or other space in the buildings should be made in writing to the Curators' Committee. Faculty offices are not available for retired members of staff, unless exceptional permission is granted by the Faculty Board in view of continued core teaching or other major duties for the faculty.

All retiring members of staff are required to vacate their office four weeks before the end of their period of employment, assuming this is during the Long Vacation, to enable redecoration of the office for the new occupant. Other members of staff whose period of employment in the faculty is ending are also required to vacate their offices four weeks before the end of their contract, unless permission is granted by the Curators' Committee to remain for all or part of these four weeks.

Section Three: Lecturing

3.1 Organising Lectures

The topics and times of lectures should be coordinated and agreed with the relevant subject group early in the preceding term. Discussions about the courses a new lecturer might give should take place with the relevant Undergraduate Course Co-ordinator, mentor and/or subject group organiser, whichever is the most appropriate person in your own subject area. Each subject group elects one or more lecture list coordinators who draw up the definitive annual and termly list, who then report on this at the relevant Sub-faculty meeting each term.

The Faculty Secretary, Elizabeth Cull, provides assistance in compiling the termly lecture list, and can help to answer any queries you may have. She distributes a Lecture List form each term that you should use to submit details of your lectures to the co-ordinator. At the same time you will be sent a room booking form, in case you need to book a room in the Oriental Institute for your lecture or class. The Receptionist in the Oriental Institute is responsible for booking rooms in the Oriental Institute, the

Administrator at the Institute for Chinese Studies is responsible for booking rooms there, and the KRC has its own administrator to handle room bookings in the KRC.

Rooms are normally only booked by members of staff, i.e. may not be booked by wider members of the faculty or anyone external to the faculty.

Official University lecture lists are no longer produced. All lectures are now only posted on the Faculty website in the intranet area, <https://intranet.orient.ox.ac.uk/>. Students should be advised on which lectures it is appropriate for them to attend, and they should be told how these lectures are related to each other and to the tutorials and classes offered during the term.

Each member of the university's teaching staff is contracted to do a particular amount of university teaching, known as his or her 'stint'. The amount is expressed in your contract as a number of 'lectures or classes', not as a number of hours. For example, recent University Lecturer (UL) contracts require a lecturer 'to give, under the direction of the board of the faculty, not less than thirty-six lectures or classes in each academic year, spread over not less than six weeks of each term' although in practice in Oriental Studies many more may be given. University Lecturers without a Tutorial Fellowship (ULNTF) will additionally be required to 'undertake six hours of tutorial or equivalent teaching for colleges per week, or a broadly equivalent load (languages classes and lectures)'.

3.2 Lecturing Skills

The Oxford Learning Institute offers courses and written material on lecturing skills, together with a whole raft of courses on teaching and learning. See www.learning.ox.ac.uk/ for further details. New staff are strongly advised to contact the OLI for advice on which courses they should attend; indeed some courses are compulsory for staff in their probationary period (see also section below on 'Academic Staff Development').

All lecturers are encouraged to draw upon the support and advice of colleagues and to make use of student feedback.

3.3 Content and timing

Lecture 'slots' are timetabled for one hour, but the lecture should be designed to run for no more than 50 minutes, starting at 5 past the hour and finishing at 5 to, to give students time to get to a lecture in the next time slot. The material presented should be delivered at a rate that students can be expected to understand. Lecturers should be aware of the difficulties which students (particularly those new to the particular subject) may find in comprehending and remembering all the material. Introductions, concluding summaries and occasional recapitulation may be important in ensuring that students do not become lost.

3.4 Synopses and Handouts (including Weblearn)

Lecture synopses and handouts are much appreciated by students. Many lecturers use handouts to free students sufficiently from note-taking for them to pay careful attention to lecture content and to think about the issues under discussion. If required, the office staff at the Oriental Institute and/or Institute for Chinese Studies will duplicate your lecture handouts for you, given suitable notice. Lecturers are encouraged to put their lecture materials on 'WebLearn'. This is an online learning and teaching resource, organised into the different subject groups, through which it is possible to load a range of teaching materials onto the web in order to make them more broadly accessible to students e.g. powerpoints from lectures, handouts, set-text lists, PDFs of set-texts, etc. It is relatively easy to use and there are courses on the basics available through Oxford University Computing Services. Alternatively, please contact the Faculty IT Support Officer, (stephen.cox@orinst.ox.ac.uk), for further information.

3.5 Audiovisual Aids and the Language Laboratories

There are two language laboratories to aid language teaching in the Faculty; one in the Oriental Institute and one in the Institute for Chinese Studies. The labs are equipped with the Melissi multimedia language teaching and learning laboratory system with eighteen student positions and a 42-inch TV monitor (two 26-inch TV monitors in the Oriental Institute). The system is connected to a DVD player, and a satellite receiver. The Faculty appoints a 'Language Laboratories Supervisor' to oversee the management of the labs. This is currently Mr Shio-Yun Kan at the Institute for Chinese Studies.

Information about other IT and AV equipment available for use in the Faculty is given on the faculty website (from the home page, select 'Administration' and click on 'Computing and Information Technology at the Faculty').

All lecturers are encouraged to seek advice on the audio visual aids available. New lecturers are invited to arrange trial sessions in any lecture theatre with which they are not familiar, in order to ensure fluency in the use of the systems available. Please contact the Faculty IT Support Officer for further information, Stephen Cox, stephen.cox@orinst.ox.ac.uk, tel. 88201.

Guidance on the general principles of the use of audio visual aids is also available from the University's Educational Technology Resources Centre (tel. 70526) and from the Oxford Learning Institute, from whom one to one advice is available for particular circumstances. New lecturers are strongly encouraged to take advantage of their help.

3.6 Student Feedback

The Faculty values students' views on the teaching it provides. Feedback forms are sent to all students each term, giving them an opportunity to comment on the teaching they are receiving that term. Forms are sent out by e-mail from the Faculty Office, and are returned by students anonymously to enable them to comment on individual teaching staff (and an on-line survey for this is under discussion). Whenever possible students are encouraged to discuss concerns directly with the teacher, as this is often the quickest and most constructive way to deal with problems.

Feedback forms are dealt with by the Faculty in the following way:

Completed forms are only seen by the Graduate Studies Administrator or Undergraduate Studies Officer and the Director of Graduate or Undergraduate Studies. Any comments will be passed to the teacher concerned in an anonymous form, and the teacher will not see the form itself.

During a member of teaching staff's probationary period, all feedback is anonymised and forwarded both to the member of staff concerned and their mentor, together with the recommendation that, should there be any negative feedback, the mentor and mentee should meet to discuss it and, if appropriate, meet with the whole class from which the negative feedback was generated. The anonymous feedback and recommendations are also copied to the Undergraduate or Graduate Course Co-ordinator and will also eventually be seen by the faculty committee responsible for reviewing the member of staff's initial period of appointment at the end of their probationary period.

Outside the member of staff's probationary period (or for teachers who are not members of staff in Oriental Studies), all anonymous reports are forwarded to the member of staff concerned and to the Course Co-ordinator, with the same recommendation that, should there be any negative feedback or comments requiring further action, the member of staff and the Course Co-ordinator should meet to discuss it and, if appropriate, meet with the whole class from which the negative feedback was generated.

Feedback commenting upon the teaching of a Course Co-ordinator is copied to the Faculty Board Chair.

General issues (but not those regarding individual teachers) raised by student feedback should be brought by the Course Co-ordinator to Joint Consultative Committee meetings, and a written report on

the outcome of any complaints should be published by the convenor of the JCC (even if no student members attend).

3.7 Complaints Policy and Procedure

Before problems reach the level of a formal complaint, students should be encouraged to approach the member of staff concerned, as this is widely regarded as the best way to deal with most problems. Students should also raise their concerns at the earliest possibility opportunity at a Faculty Joint Consultative Committee (JCC) meeting, and can also use the Student Feedback forms as a way of registering their discontent. Students may also wish to speak to the Senior Tutor of their College, but concerns raised via this route are not always passed on to the faculty sufficiently early for the problem to be addressed effectively by the faculty.

The faculty takes complaints very seriously, and aims to resolve them as quickly and amicably as possible. Full details of the faculty complaints procedure are set out in student handbooks, and an outline of the procedure is provided on the Proctors' website here:

<http://www.admin.ox.ac.uk/proctors/complaints.shtml>

The University policy and procedure on harassment and bullying is available on the website here:

<http://www.admin.ox.ac.uk/eop/har/policy.shtml>

3.8 'Aspire'

Aspire is Oxford University's personal development planning system for undergraduate and taught masters' students by making the most of the opportunities available to them whilst at Oxford.

Aspire offers a skills analysis, a means of recording and reflecting on students' experiences, a planning development section, a facility to produce reports (including a range of CVs) and a gateway to formal and informal development opportunities, including training courses and physical and online resources.

Aspire can be accessed through www.aspire.ox.ac.uk (single sign-on required).

Section Four: Teaching and Supervision

4.1 Tutorials

Undergraduate tuition in Oriental Studies is organised centrally, i.e. by the faculty, rather than by individual colleges as it is in most other Humanities faculties at Oxford. Tutorials are organised by the Undergraduate Course Co-ordinators.

4.2 The Undergraduate Course Co-ordinators

An Undergraduate Course Co-ordinator is appointed by the board to represent each of the following languages and subject areas: Arabic, Chinese, Egyptology, Hebrew & Jewish Studies, Japanese and Korean, Persian, Sanskrit and Turkish. The Course Co-ordinators have the duty of ensuring that all undergraduates receive the necessary tuition both in their main languages and in additional languages and special subjects. They are regarded by the faculty as the representative of their subject at undergraduate level, and as such are the first point of contact for any matter requiring consultation. Undergraduate Course Co-ordinators are *ex officio* members of the Undergraduate Studies Committee. A list of the duties of the Course Co-ordinators is provided in the Standing Orders and is sent to each Co-ordinator on appointment.

In 2012-13 the Undergraduate Course Co-ordinators are:

Arabic - Dr Nadia Jamil
Chinese – Dr Laura Newby
EANES – Dr Jacob Dahl

Hebrew & Jewish Studies – Dr Alison Salvesen
Japanese & Korean - Dr Jay Lewis
Persian - Dr Sima Orsini
Sanskrit - Dr James Benson
Turkish - Dr Laurent Mignon

The Undergraduate Course Co-ordinators gather together all information about all tutorial teaching in their subject at the start of each term. This is then submitted to the Faculty Office for approval by the Director of Undergraduate Studies. Undergraduates should receive up to 16 (weighted) hours of tuition per term, although in some cases it is accepted that this will be an average over a year or course according to the structure of some courses. Any deviation from this norm **must** be approved in advance by the Senior Tutors of the colleges concerned, and this should be arranged by the Undergraduate Course Co-ordinator.

The key role of the Undergraduate Course Co-ordinator is to co-ordinate undergraduate teaching. If a member of staff refuses to cooperate to a degree that is felt by the Undergraduate Course Co-ordinator to be unreasonable, the matter should be brought to the attention of the Chair of the Board.

Details of all approved tutorials (i.e. the tutor and number of hours for each student) are sent to colleges by the Chair of the Faculty Board, so Undergraduate Course Co-ordinators do not need to send this information themselves, and they should notify the Faculty Office of any deviation from the figures submitted at the start of term (and such changes should be agreed with the relevant college(s) first).

4.3 On-Line Tutorial Reporting - OxCORT

OxCORT stands for Oxford Colleges On-line Reports for Tutorials, and is owned by the Oxford colleges collectively, not the University. It is a web application that collects, processes and stores indefinitely reports written by tutors about the undergraduates whom they have taught. It is looked after by the OxCORT Management Committee, which reports to Senior Tutors' Committee.

It was introduced to make information on students' progress more accessible to those with a legitimate interest; to improve administrative processes; and to create a unified database, which allows for statistical comparison between colleges. You should use OxCORT to report on all tutorials for which colleges are paying you to provide, and all language classes.

For more information, visit the OxCORT website at: www.oxcort.ox.ac.uk or contact the Academic Administrator in the Faculty Office.

A special scheme operates for university lecturers without tutorial fellowships, referred to as 'ULNTFs' who are paid the equivalent of the combined university and college salary scale in return for specified duties. Special arrangements exist for college payments for tutorials given by ULNTFs and it is important that a University Lecturer without a college tutorial stint consults the Faculty Board Secretary for further information before submitting reports to colleges on the on-line system OxCORT (where they should select 'Pay by ULNTF (new regs)' for the first six hours of undergraduate teaching they provide per week). A letter explaining this is sent to all ULNTF staff each summer from the Humanities Division. Further information or a copy of the letter should be requested from Catherine McKiernan (Catherine.mckiernan@humanities.ox.ac.uk).

4.4 Class Teaching (including Language Teaching)

Announcement of classes and lectures

Details of language and all other classes and lectures in the Faculty of Oriental Studies are announced at the start of each term on the faculty website by selecting the relevant subject area across the top of the screen and then selecting 'Lectures and Seminars' on the left hand side. See also the intranet link: <https://intranet.orient.ox.ac.uk/>. The details of this teaching should be discussed by the relevant Subject Group in 0th week of the preceding term. Details should be reported to the Faculty Office in time for a draft lecture list to be compiled for consideration by the

Sub-Faculty in its Week 4/5 meeting, and then a final version forwarded to the Faculty Board in 7th Week.

Charges for attendance at classes by non-Oriental Studies students

With effect from October 2008, the faculty abolished the formal distinction between Elementary Language classes and other types of classes, and charges now apply to **any** non-Oriental Studies student wishing to attend any class in the faculty. All attendance must be approved in advance both by the teacher and by the department or college of the student wishing to attend. In all cases invoices will be sent to the relevant college, department or individual by the Faculty Office during the term in which the teaching is taking place. The rates and application procedures for external attendance at classes are on the faculty website here: <http://www.orinst.ox.ac.uk/general/classes.html> If further details are required, please contact the Academic Administrator in the Faculty Office.

Reporting requirements for Language Classes

With effect from 2009-10, the University agreed that the Faculty:College split of the undergraduate fee would be 80:20 in favour of the faculty. Part of this agreement included an undertaking by the faculty to submit to colleges a termly report through OxCORT for all language teaching provided by the faculty (though not charged to the colleges) for each undergraduate. For all language classes, one report should be submitted termly through OxCORT by the student's principal language instructor. The report should incorporate brief reports from all those involved in language teaching. Undergraduate Course Co-ordinators are responsible devising a system appropriate to their subject, designating the member of staff responsible for reporting for each student, and for supervising its operation.

4.5 Teaching materials

The faculty board sets aside £500 per language each year for the purchase of teaching materials.

If a member of academic staff wishes to purchase any teaching material, they should apply in writing to the Assistant Administrator for Resources, Mrs Trudi Pinkerton in the Faculty Office, clearly stating what they wish to purchase and any other information they think is relevant to the case. Their application will be examined by the Undergraduate Course Co-ordinator or a specified representative from their subject group. If approved, they will be notified in writing by Trudi Pinkerton, and sent a standard expenses claim form to which receipts must be attached. The claim must be accompanied by a list of items purchased, which will be kept on file in the faculty office. All items purchased with faculty funds remain the property of the faculty.

Materials purchased from this fund must be kept in offices and on open shelves. They should be marked with a small red sticker (available from Elizabeth Cull in the Faculty Office) on the spine of books or on CD covers to identify them as Faculty owned. They should not be locked away or taken out of the building.

A record of expenditure will be kept throughout the year, and any member of staff can contact Trudi Pinkerton to check the balance remaining for the year.

Any unspent funds at the end of the year will automatically return to the main faculty budget for general use, and a new budget of £500 per language set up again at the start of each year. Please note that the financial year runs from August to July, and budgets will be operational from 1 August each year.

4.6 Graduate Course Co-ordinators / Directors

Each taught masters degree has a designated course co-ordinator, normally the relevant postholder in the subject. The co-ordinator is responsible for the overall organization of the admission, teaching and supervision of all students to their own masters degree. They are also regarded by the faculty as the representative of their subject, and as such are the first point of contact for any matter requiring consultation. For some of the larger MPhil courses (Modern Middle Eastern Studies, Modern Chinese Studies) the Faculty Board appoints a Course Director, who performs the same functions as a course co-ordinator, as well as chairing the course management committee.

4.7 Supervision

Student guidelines on graduate supervision for research and taught degrees have recently been drawn up and issued by the Humanities Division, as follows:

The role of the Supervisor is to:

- Advise, guide and support you in all aspects of your research, providing clear intellectual leadership and giving precise guidance about academic expectations.
- Agree with you a clear plan of research, identify milestones and provide information on the availability of research resources
- Agree with you a timetable for:
 - regular meetings for detailed discussion of your progress
 - the submission of written work, which the supervisor should return to you within a reasonable time
- Liaise with you to produce a detailed joint report on your progress at the end of each term.
- Ensure that you are aware of the formal requirements for transfer of status, confirmation of status and final submission, and that these are incorporated into your plan of work.
- Discuss with you subject-specific and general research skills required for your doctoral studies; work with you to identify areas where you require additional training to develop these and other skills; advise you on how these needs may be met, and assess your skills development and training requirements at least once a year.
- Assist and encourage you to participate in the wider academic community.
- Ensure that you are aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and lecture lists.

The role of the Student is to:

- Attend induction sessions arranged by the faculty, Library Services and Computing Services.
- Meet with your supervisor regularly and take note of his or her advice and guidance.
- Draw up a research plan and timetable of work in consultation with your supervisor, and to keep relevant records of all aspects of your work.
- Liaise with your supervisor to produce a detailed joint report on your progress at the end of each term.
- Work with your supervisor to draw up a programme for identifying and developing your subject-specific and general research skills, and personal and professional skills.
- Attend appropriate classes, lectures, and seminars.
- Be aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research.
- Work with your supervisor to pursue opportunities to engage with the wider academic community at University, national and international level.

See also: <http://www.humanities.ox.ac.uk> and look at the 'Training and Support' section for further useful information.

The Oxford Learning Institute also has a research supervision website intended as a convenient resource for supervisors, doctoral students and others. It was developed following discussions with Directors of Graduate Studies, supervisors and students about the developmental needs created by the changing context of doctoral education at Oxford. See: <http://www.learning.ox.ac.uk/supervision/>

4.8 The DPhil Career

All DPhil students are admitted to the Faculty of Oriental Studies as Probationer Research Students (PRS). All students receive four terms at PRS, with the possibility of extension to six terms in exceptional circumstances. Students are required to transfer to DPhil (or MLitt) status before their PRS status ends. If they reach the end of their PRS status without transferring to another status they will lapse.

After a student has transferred status they will need to confirm status by the end of their ninth term. They are able to defer confirmation of status for up to three terms. A student who has not confirmed by their confirmation due date will lapse.

Students receive a maximum of 12 terms on the register. This can be extended for up to nine terms. The Board recently agreed that expenses of external assessors for confirmation of DPhil status may be reimbursed by the Faculty up to £100, above which the Director of Graduate Studies will need to make a case via the Graduate Studies Committee to the Board for advance approval. Costs for externals to attend DPhil vivas are covered by the Examination Schools.

A good deal of other vital information about student progression and examination is available in the Graduate Handbook (for students) on the Faculty website and is not reproduced here.

4.9 Graduate Record Keeping

The Faculty needs to maintain a full and easily accessible record of all significant correspondence between administrative staff, academic staff, and each of our students. This record needs to be held in the Faculty Office, either in paper form stored in the student's paper file, or archived on the computers of the Faculty Office Staff. NB all students joining the Faculty from 2010 will only have an electronic file.

Most correspondence between academic staff and students is now carried out electronically. Academic staff members are therefore asked to copy the Graduate Studies Administrator in to all significant email correspondence with their students.

Paper correspondence should either be sent to the Graduate Studies Assistant, or scanned and e-mailed to the GSA for storage in the student's electronic file.

Judgement and common sense will need to be exercised as to what constitutes significant correspondence. The Graduate Studies Administrator should be copied in to **all** correspondence with students experiencing serious difficulties. Complaints should also be copied to the Faculty Board Secretary, who for Quality Assurance purposes is required to keep a file on all student complaints on behalf of the Chair of the Faculty Board.

4.10 Monitoring attendance of Graduate students with international visas

The faculty is obliged, on behalf of the University, to make at least three 'contacts' per year with all students with an international visa, and unexplained absences must be reported to the University. This is a requirement of the University's contract with the UK Border Agency following the introduction of Tier 4 of the Points Based Immigration System.

To implement this, the Graduate Studies Administrator will check that contact has been made with these students at least once per term, usually by checking termly GSS reports have been submitted, and will alert supervisors to absences in the first instance.

4.11 Subject groups

There is a subject group comprising all Oriental Studies teaching staff in the subject, and any other appropriate teachers, for each of the following areas:

Chinese
Japanese and Korean
Islamic World Subject Group (Arabic, Persian, Turkish, Armenian)
Hebrew and Jewish Studies (including Syriac)
Egyptology and Ancient Near East (including Assyriology, Coptic and Old Iranian)
Inner and South Asian Studies (including Tibetan, Sanskrit and Buddhist Studies)

The subject groups discuss, and report in writing to the appropriate committee, on the organisation of teaching and matters of specific interest to a specific group of staff. Further information is provided in the Standing Orders.

4.12 Syllabus – the Examination Regulations

The *Examination Regulations* (often referred to as ‘the Grey Book’) are published annually, and issued in full to all staff and new students at the beginning of Michaelmas Term. This publication is absolutely central to how students should be examined. They must be examined under the rubric that is published at the start of the course leading to their first or second public examination; this is a right of the student termed ‘vested interest’, and the regulations governing their examinations published at the outset of their course can not be altered without their signed consent. This applies equally to changes that will benefit the students as well as changes that might disadvantage them. (The printed version of the ‘Regulations’ undergraduates are given at the start of their time at Oxford only applies to their Mods or Prelims, not to their Finals.)

The Regulations are also published on the University website at <http://www.admin.ox.ac.uk/examregs/>

Changes to the Regulations (including the introduction of new papers, courses and degrees) require the approval of the Faculty, the Humanities Division and Education Committee, and only come into force once they are published in the University *Gazette*. Changes must normally be approved before Easter in order to be included in the next printed edition of the *Regulations*. Changes put forward later than this may be approved if they are not too substantial; when they are published in the *Gazette* they still come into force, but it is confusing for staff and students alike if they are not in the printed version. However, there is now an on-line version which does include late changes, so if you have put any forward, you can refer to this version instead. See <http://www.admin.ox.ac.uk/examregs/>

The Undergraduate and Graduate Course Co-ordinators should review the syllabus of their courses once a year and report to the Undergraduate and Graduate Studies Committees. The review should include a check that all published course material (prospectus, regulations, handbook, website, programme specification, examination conventions) is up-to-date, accurate and consistent.

In addition to the Examination Regulations, each course has a handbook, edited annually by the relevant subject group, and issued to all incoming students. The handbooks are readily available on the Faculty website.

4.13 Procedure for amending the ‘Examination Regulations’ (the ‘Grey Book’)

This is a lengthy process because all changes require approval at many levels of the University and may need to be made years in advance in order to be communicated to prospective applicants. At any stage, if you would like advice about making a proposal to change the examination regulations, (including the introduction of a new option, paper or even degree) please contact the Faculty Board Secretary.

Any proposal for amendment to the *Examination Regulations* should first be approved in principle by the relevant subject group/management committee. Then please write to the Chair of the relevant Graduate or Undergraduate Studies Committee, copied to the Chair of the relevant Sub-Faculty, setting out:

1. the date the changes should take effect;
2. an explanation of the changes you wish to propose, i.e. the effect these changes will have on the regulations;

3. why you wish to propose the changes;
4. whether there are any students on course who have a 'vested interest' (if so, their signature will be required to consent to the changes – please obtain a template for this from the Faculty Board Secretary). If there are students on the course but the proposed changes are very minor, please explain why the changes will not affect the students, e.g. because they correct errors, or bring proposals bring the regulations into line with existing practice.
5. implications for teaching, library, IT, examining and other resources (if none, please say so);
6. confirmation that the relevant subject group has been consulted and has approved the changes.

Each proposal should be accompanied by an electronic copy of the relevant part of the regulations amended with 'Track Changes' turned on. This is important because changes to the regulations must then be drafted in a very formal way by the Faculty Board Secretary; each change must be recorded separately, line by line, for the Editor of the 'Examination Regulations'. It is not acceptable to strike and replace entire sections if only small parts of those sections are being changed.

For major changes or new courses, early in the planning process please refer to the document 'Making a case for a new course' which includes an important checklist of all matters that must be covered by proposals for major changes, and a list of other papers that must also be attached. This is available from the Faculty Board Secretary.

Once approved by the Graduate/Undergraduate Studies Committee and considered by the Sub-Faculty, the proposals will go forward to the Faculty Board for approval.

Once the proposal is approved in principle by the Faculty Board, the formal regulation will be drafted by the Faculty Board Secretary and sent to you for checking and approving. This is then sent to the Division, and from there to Education Committee. Major changes to courses need to be accompanied by a revised Programme Specification and an Education Committee checklist. New graduate taught courses also need to be accompanied by a proposal for the level of fee that should be charged.

All changes for the next edition of the *Examination Regulations* must have been approved by the University by the end of Hilary Term. **The very latest date by which you should apply to the USC/GSC for changes is the first meeting of Hilary Term.** Very minor changes, eg. editorial corrections, can be approved after this date, and major changes (including new courses) should be put forward as drafts in Trinity Term, with the final version going through the committee cycle at the start of Michaelmas Term at the very latest (this applies in particular to changes that will require amendments to the Undergraduate or Graduate Admissions Prospectus, which is updated early in Michaelmas Term for the following year).

Once approved by Education Committee, the changes to the Regulations are published in the *Gazette* immediately. Assuming they were approved in time (before the start of Trinity Term), they will be incorporated into the next edition of the *Examination Regulations*. Proofs of the Regulations are sent to the faculty for checking in the summer, and at this stage the relevant Course Co-ordinator will be asked to check that they are correct, and also that they are consistent with the Programme Specification, course handbook and all other publicity material, both in print and on the faculty website. It is too late at this stage to do anything other than correct editorial errors.

Minor changes that are approved after the 'Grey Book' deadline will appear in the on-line version www.admin.ox.ac.uk/examregs/ even if they are too late for the printed version.

The current *Examination Regulations* are available on line here:
<http://www.admin.ox.ac.uk/examregs/>

Education Committee guidelines on regulation changes are available on line here:
www.admin.ox.ac.uk/epsc/guidance/index.shtml

4.14 Examinations

All matters relating to undergraduate and taught masters' examinations in Oriental Studies are covered by a separate new handbook entitled 'Examinations in Oriental Studies Information Booklet', which examiners and assessors nominated for the current year can access on WebLearn.

Past examination papers are published on the University website here: www.oxam.ox.ac.uk

All enquiries relating to examinations should be addressed to the Academic Administrator, Joanna Jeczalik, in the first instance.

Advice on matters relating to the assessment and progression of *research* graduate students is available from the Graduate Studies Administrator in room 316, or from the Director of Graduate Studies.

4.15 Collections

'Collections' are start-of-term tests to monitor students' progress and encourage them to consolidate their previous term's work; they do not form part of the formal assessment. Collections are normally set by colleges, but in Oriental Studies are set centrally on behalf of the colleges. They normally take place in the faculty during the first few days of term, and invigilation, if required, should be arranged by the subject teachers. Marks should be communicated to (i) the relevant Undergraduate Course Co-ordinator; (ii) the subject group; and (iii) Senior Tutors of colleges, and any difficulties highlighted by a student's performance in collections should be discussed with the college. 'Penal' collections may be used in cases where a student's performance is consistently below standard, although only ever in close consultation with the Senior Tutor of the relevant college.

4.16 Study Abroad

4.16.1 Undergraduate Study Abroad

Undergraduates in Oriental Studies (and EMEL) study abroad as follows:

Chinese: 1 year abroad at Peking University during their second year
Japanese: 1 year abroad at Kobe University during their second year
Arabic: 1 year abroad: approved language instruction during their second year
Turkish: 1 year abroad: approved language instruction during their second year
Persian: 1 year abroad: approved language instruction during their second year
Hebrew Studies: 1 year abroad (if take Course II) during their second year

A formal statement on the undergraduate period of study abroad waexists to outline the objectives, assessment methods, and responsibilities of all parties concerned, set out in the Study Period Abroad Statement, available on the faculty website, included in the Undergraduate Studies handbooks and appended to the Standing Orders of the Faculty.

Pastoral visits to institutions abroad. The Faculty Board expects that a member of academic staff will visit the relevant institution(s) abroad once per year, in order to enable the faculty to meet its responsibilities towards its students, and also to ensure compliance with Quality Assurance standards. The annual visit must therefore include a review of (a) the teaching provided by the universities or other supervising bodies where students are placed; (b) the pastoral and academic support and guidance the students receive while they are away; and (c) the terms of the agreement with the institution, covering fees, teaching arrangements, admission, etc. The terms and conditions of the agreement with the institution should be set out in an up-to-date Memorandum of Understanding between Oxford and the institution abroad, a template for which may be obtained from the Faculty Board Secretary.

Whenever possible, these visits should be made by someone visiting the area for research or other purposes, but if this is not possible then a budget has been set aside to fund such visits. The annual budget varies according to subject, as follows: Turkish £600; Arabic £1,000; Persian £1,000;

Japanese £1,200; Chinese £1,300; and Hebrew £600. A brief application for this funding should be made in writing to the Faculty Board Chair in advance of the trip, and a full report should be submitted afterwards, together with the standard expenses claim form. The report must contain comments on (a) to (c) above, and should be forwarded to the relevant Sub-Faculty as soon as possible after the visit. If any negotiation takes place with the institution over fees for future years, possible changes in teaching arrangements, etc., these should also be reported on.

4.16.2 Graduate Study Abroad

Graduates in Oriental Studies travel abroad for language and research purposes, but in most cases this is not a formal requirement of their course. In brief, trips take the form of:

- research trips funded by the faculty and the Hebrew and Jewish Studies committee, grants available to all graduate students, trips normally taken outside term time;
- faculty-funded language study for MPhil students attending approved courses in the language relevant to their studies at Oxford, normally taken during the vacation between the first and second years of the course;
- China Study Tour for students on the MPhil in Modern Chinese Studies and Modern Chinese Art (during the third term of the first year);
- some trust funds provide grants for research and/or language travel (e.g. Boden, Shaw, Tam, Sasakawa)

Detailed information about the teaching provided during these periods abroad, and how it is integrated into the overall degree programme, is available either from student handbooks, programme specifications, or from the relevant Undergraduate Studies Co-ordinator or Course Co-ordinator.

For information on faculty funding for language study for MPhil students and research funding for graduate students, see sections 7.1.3 and 7.1.4 below.

4.16.3 Study Abroad – General

Briefing/safety/security

Students are provided with information about their study abroad in a variety of informal formats before they travel, including information sheets/handbooks, talks and meetings with recently-returned students. In addition, they are formally advised of the risks and how to manage them through a Risk Assessment, that must be issued by the Year Abroad Co-ordinator and signed by each student, and returned with a completed Itinerary Form. Full details of the faculty safety policy and procedures are available in the 'Administration - Forms' section of the Faculty website or from the Assistant Administrator (Resources). Whilst abroad students are required to check their @orinst e-mail address regularly, and to keep in touch with the Year Abroad Co-ordinator in Oxford. Should any situation arise where their safety might be in question, the Academic Administrator is required to check the Foreign Commonwealth Office website daily; if the FCO advises a return to the UK, the Faculty will insist that students return. Otherwise, they just will be given regular advice and updates and the faculty will stay closely in touch with the students and their colleges, and with the Divisional Office. It should normally be the responsibility of the colleges to inform and update parents of students.

Organisation

The practical organisation of the period abroad varies from subject to subject. The formal responsibilities of the faculty, and its relations with institutions abroad, are set out in the Standing Orders.

Funding

The faculty currently sets aside sufficient funds in its annual budget to pay the full fees for the undergraduates taking their year abroad, and information about the expected cost is usually sought in March the preceding year in time for the annual faculty budget.

Sources of financial support for students whilst they are abroad vary considerably; in some cases trust funds are available, and in most cases colleges will provide some assistance.

4.16.4 Student Insurance and Risk Assessment

Travel insurance is now compulsory for students on a year/term abroad, though they need to be aware that the University policy only covers their periods of study, not holidays or leisure activities. Students are required to provide a full itinerary of their travel and are provided with a generic risk assessment of their place of study and residence. Graduate students travelling on 'university business', i.e. for research or language learning purposes, whether or not they are funded by a grant from the faculty, are eligible for university insurance; must in all cases complete a full itinerary of their travel; and must also complete a full risk assessment if they are undertaking fieldwork. Generic risk assessments may also be developed for students travelling to institutions regularly used by our students. All queries about these matters may be referred to Trudi Pinkerton in the first instance.

4.17 Undergraduate Admissions

Prospective undergraduates apply to the University through the Undergraduate Admissions Office. The admission of undergraduate students is ultimately a college decision. However, the interview arrangements in Oriental Studies (and its associated joint schools) are centrally organised by the Director of Undergraduate Admissions, with administrative support from the Undergraduate Studies Officer. Interviews for individual subjects are organized by the relevant teachers, and always take place during 9th (and sometimes 10th) weeks of Michaelmas Term, and all staff are expected to participate unless they are on leave and working away from Oxford. Immediately after the interviews have taken place, the faculty makes recommendations to the colleges that accept Oriental Studies undergraduates, and in some cases may need to negotiate with several colleges in order to place an individual candidate. The University has recently implemented a 'Common Framework for Undergraduate Admissions' which reinforces the centralised approach taken by this Faculty (see http://www.admissions.ox.ac.uk/news/common_framework.shtml for details).

The Faculty holds two undergraduate open days each year, one in May and a simple drop-in session in September.

A good source of introductory information for academic staff about the Undergraduate Admissions Process is the 'How to apply' section of the 'Undergraduate Courses' section on the University website, http://www.ox.ac.uk/admissions/undergraduate_courses/index.html

Advice on interviewing is available from the Admissions Office and from the Oxford Learning Institute, which runs courses on the subject.

4.18 Graduate Admissions

Prospective graduates apply to the University through the Graduate Admissions Office and the majority do so online. Once complete, the Graduate Studies Administrator forwards electronic application dossiers to the relevant Admissions Co-ordinator for advice on who should assess the application. It is then forwarded to the relevant person, together with guidance about how to make a recommendation about the applicant. In general terms, applications are assessed against: evidence of appropriate qualifications for the programme applied for; previous academic record; confidential reports of referees; and other supporting material (e.g. written work, tests results). Interviews are not normally held for graduate applicants, but it is sometimes done; but overseas applicants should not be required to come to Oxford for an interview.

There are application deadlines which are announced on the faculty website here: <http://www.orinst.ox.ac.uk/grad/index.shtml>. For most of the taught masters' courses, and for applications for research degrees, decisions are usually made as the applications are received. However, for some of the larger courses (such as the MPhil in Modern Middle Eastern Studies) applications are considered in a gathered field exercise organised by the course management committee.

A good source of introductory information for academic staff about Graduate Admissions procedures is the 'Application and Admissions' section of the 'Graduate Courses' section on the University website, <http://www.admin.ox.ac.uk/postgraduate/apply/>.

4.19 Student Funding

The faculty has very limited resources to support graduate and undergraduate students. The main sources of funding for graduate studentships are trust funds and, in a few cases, from faculty funds. Some of the larger trust funds are able to provide bursaries in addition to the usual research grants for travel, etc. The faculty does not provide fees and maintenance support to undergraduates, and only in some cases can give grants from trust funds.

Information and application forms to apply to trust funds in Oriental Studies, and links to other sources of funding for students, are provided on the faculty website at www.orinst.ox.ac.uk/html/general/grants.html

In principle, graduate students need to show their college that they have sufficient funds to support themselves and any dependants they may have throughout their course before they can even be accepted onto the course. Undergraduates are normally funded by student loans or by their families. Any unexpected change in a student's circumstances leading to genuine cases of hardship should be referred to the student's college.

4.20 Payment for teaching and other casual work

Advance approval for payments is always required and a right to work check must be undertaken by a member of administrative staff before work commences. All teaching, administrative assistance, invigilation, retainers, etc. for which payment is required must be approved by the Board of Oriental Studies in the Hilary Term in the year before that in which it is to be delivered (with the sole exception of Special Tuition, see below). Applications should be made in writing with a justification of why it is required and who will deliver the teaching (if known), and sent to the Faculty Board Secretary before the second committee cycle of Hilary Term (**i.e. by Monday of Week 5 Hilary Term**) to allow time for the costs to be included in the budget. Reminders for these requests are sent out at the start of 0th Week Hilary Term.

Ad hoc requests may be made later in the year in exceptional circumstances only. Such requests must be made in writing to the Planning and Resources Committee, and should include an explanation of what teaching is required, why the need has arisen, who will deliver the teaching and an estimate of costs.

Rates of pay. The rates of pay vary according to the type of work being undertaken (e.g. class teaching, lecturing, invigilation, research assistance) and should be adhered to in all cases. The rates are listed on the second page of the 'Payment Authorisation Form', which should be used to notify the office that a payment should be processed. The rates and accompanying forms are available on the faculty website by clicking on 'Authorisation to Pay Form': www.orinst.ox.ac.uk/html/general/forms.html

Use of higher rates. Payment for classes is normally only made to non-salaried or part-time staff (i.e. not to Instructors, University Lecturers, Professors, etc.). Application may be made to the Board for payment to salaried staff or for payment at the higher rate if substantial marking is involved, i.e. at least one script per student per class. Charges apply to students attending classes who are not registered for a degree in Oriental Studies; details should be reported to the Faculty Office in 0th week each term. Payment for lectures at the higher rate should only be used for people not already employed in the University.

Special Tuition. The only teaching a graduate supervisor can authorise without reference to the Faculty Board is Special Tuition. MSt and MPhil students may normally receive 8 hours' Special Tuition per term, but there may be cases where this has to be exceeded. However, no student may receive more than 16 hours Special Tuition per term without the express *prior approval* of the Board of Oriental Studies. Applications for approval should be directed, in the first instance, to the Graduate Office, Oriental Institute, Pusey Lane. Probationer Research Students may receive a maximum of 16

hours' paid Special Tuition during the time that they hold the status of PRS. Please note that students who have completed their Transfer of Status are not eligible for Special Tuition.

Supervisors must advise the Faculty Office in advance that Senior Tuition has been commissioned so that the appropriate 'right to work' checks can be made before work commences. Towards the end of term, the office staff will request reports from the tutors and arrange payment. Payment for Special Tuition is at the normal Senior Tutors' Committee rates, but Oriental Studies postholders should only claim payment when they had fulfilled their contracted hours.

Further information about Special Tuition is available on the Faculty website (see sections 25 and 26 of the 'Forms for Staff and Students').

Student Teachers and External Teachers

In all cases, casual teaching arrangements should be agreed by the relevant Sub-faculty and must be reported to the Faculty Board. Casual teaching contracts are issued in all cases, and the Faculty Board Secretary is required to establish that all casual teachers have the right to work in the UK before they begin their teaching.

The level of approval required varies according to the status of the teacher, and casual teaching contracts are issued by the Faculty in all cases. A brief cv is required for any proposed casual teacher who is either a student or not already employed on a teaching contract in the University.

Student teachers must be on the Register of Approved Student Teachers before they can teach for the Faculty. Please contact the Graduate Studies Administrator for a copy of the register and details of training opportunities; training is compulsory in order to be added to the register, and normally only research students who have passed the Transfer of Status stage may teach for the faculty, though this need not apply to language teaching. The person arranging the teaching is responsible for mentoring and supervising the student teacher.

Reimbursement for payments made to other people

Never reimburse costs, or pay honoraria, or pay for casual assistance out of your own pocket, if you then expect to be reimbursed for this by the University.

For honoraria and casual assistance, if you cannot produce an invoice from the person you have paid, the University will regard you as the employer, and you will be personally liable for employer's costs (including National Insurance contributions). It is essential to report the work to the Faculty Office and ask the Faculty Office to process a payment to the person, using an 'Authorisation to Pay' form, available to download from the faculty website here: http://www.orinst.ox.ac.uk/docs/Forms/Authorisation_to_pay_form.pdf

For the reimbursement of other approved costs, please ask the person to complete a reimbursement form and attach their receipts to it. The form is available to download here:

<http://www.admin.ox.ac.uk/finance/forms/expenses/expenses.xls>. If in doubt, please contact Chris Williams in the faculty office for advice.

Section Five: Staff Support, Progression, and Review

5.1 The Mentor for New Appointees

The Humanities Division appoints a mentor for each new non-professorial member of academic staff. Please contact your advisers early on to discuss their roles and any assistance which you may find useful. The mentor's role is to advise the individual on teaching, and on general and procedural matters in the Faculty and the wider University. The mentor will be expected to discuss with you your research progress and will assist you in discussing, and where appropriate, help develop a research strategy, advise on publications etc. He/she will fulfill the role of a confidential adviser and act as an intermediary between you and the faculty board Chair (who is the *de facto* head of department).

Mentors only participate in an appointee's probationary, interim, or formal stage review with the express agreement of the appointee. Appointees may at any time ask for a change of mentor.

5.2 The Assessor for New Appointees

The Humanities Divisional Board will appoint an assessor for each new member of non-professorial academic staff. The assessor plays a key role in the review process (see 5.8 below). He or she will be expected to attend at least one of the appointee's lectures or classes, assess research output and progress, and to submit a report to the review committee as part of the review processes.

The role of the assessor is currently under review by the Humanities Divisional Board.

5.3 Criteria for reappointment

The criteria for reappointment are determined by the Humanities Division, and are outlined in your contract of employment. For ULs and Instructors these are as follows:

University Lecturers

Upon completion of the initial period of office as stated in the letter of appointment, a university lecturer is eligible for reappointment and, if reappointed, will hold office until he/she reaches the retiring age, provided that in a special case the divisional board may permit the reappointment of a university lecturer who has completed his/her initial term of appointment for a further limited period, after which if reappointed he/she will hold office as above.

Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to the retiring age.

You are asked to note that there is a two-stage review of those in their initial period of office. An initial stage review is held around the end of the second year to ensure that there are no difficulties, and so that advice can be given if problems are found to exist. A final review takes place no later than the beginning of the last year before the expiry of the initial period of office.

In connection with the final review you will be asked to submit for the information of the faculty board and the divisional board a report dealing with the following matters:

- Details of graduate supervision and/or graduate teaching
- Lectures and classes given
- Publications
- Research other than that included in published work
- Average amount of college teaching.

Attendance at staff development seminars will be taken into account when the progress of university lecturers in their probationary period is reviewed, and therefore, in addition you will be asked to say in your report which of these seminars you have attended.

Note: Separate procedures apply to the renewal of college appointments for those holding a tutorial fellowship.

Before confirming a reappointment for a further limited period under the proviso stated above, the divisional board must be satisfied that the lecturer has been given an opportunity to state a case to the faculty board (or the appropriate committee thereof).

If at the end of the initial period of office or of a limited period of appointment under the proviso stated above the divisional board proposes to terminate the appointment, a university lecturer will be asked whether he/she wishes the opportunity to show cause why this decision should not be confirmed. If so the Personnel Committee or a panel thereof will hear statements of the case from both parties - the divisional board and the university lecturer (who will have the right to be accompanied by a representative, or by a colleague of his/her own choice from within the University). The Personnel Committee's decision will be final within the University, save that a member of academic staff who is dismissed or under notice of dismissal may appeal under the provisions of Statute XII Part H.

Language Instructors

Your appointment will be reviewed formally at the end of your probationary period. In this connection you will be asked, at the beginning of your fourth year of appointment, to submit for the information of the faculty board and the divisional board a report describing the duties you have undertaken in your probationary period.

This report will cover the following matters:

- Teaching undertaken
- Average amount of college teaching
- Any other relevant items such as development of courses, research or publications

No undertaking to confirm your appointment will be valid unless notified to you in writing with the specific approval of the appropriate authority of the University so authorised by the relevant Statutes and Regulations. For the purposes of this appointment the appropriate authority is the Secretary of the Humanities Division.

5.4 Interim and Final Review of Appointment

All **fixed-term** posts (e.g., Departmental Lecturers) have a probationary period, and a defined review towards the end of that period. The length of the probationary period will normally be 3 months for a one-year appointment, and between 6 and 9 months for a two-year or longer appointment.

All **reappointable** posts (e.g., University Lecturers) have a defined interim review, at roughly the half-way point of the initial period of appointment, together with a 'final' review roughly 12 months before the end date of that period.

Probationary Reviews (fixed-term posts)

One month before the end of the appointee's probationary period, the Humanities Divisional Office will write to the Assessor to ask for an assessment (the assessor normally meets with the appointee to discuss his or her activities, and should attend a lecture or class). The report is considered by the Oriental Studies Faculty Board, on the basis of which a recommendation is made to the Divisional Board.

Interim Reviews (re-appointable posts)

Before the end of the interim review period (normally the half-way point of the initial period of appointment), the Humanities Divisional Office will (a) write to the new appointee to request a report on activities since appointment (see below); and then (b) forward this report to the Assessor to ask for an assessment. As part of the review the Assessor will be expected to attend at least one of the appointee's lectures and/or classes.

Once the review has been initiated in this way, the Faculty Board will appoint a review committee comprising the Assessor, the Chair of the Board (who will normally chair the review committee) and one other person.

For language instructors, 'Pre-observation Forms' and 'Class Observation and Feedback Forms' are available from the Faculty Board Secretary and should be used by the Assessor and the Language Instructor as a guide for assessing classroom teaching.

The Review Committee will consider the following written material:

- the assessor's report (which will include comments on classes, lectures, etc. attended and any meetings with the member of staff under review)
- the self report
- the college report
- a written statement from the Mentor (with the permission of the appointee)
- a report from the Undergraduate Course Co-ordinator/subject organiser
- any relevant information on the member of staff's file (to be determined by the Board Chair before being circulated)

- any student feedback received
- Instructors only: Pre-observation and Class Observation and Feedback forms, if used.

The Review Committee will produce a report containing a recommendation to the Faculty Board, and identifying any areas that need to be addressed before the final review. At this stage, only recommendations go to the Board, not the committee's full report. Before the final report is submitted to the Board, all of the material listed above (including the report) will be sent to the member of staff under review, who will be invited to submit comments in writing, so that these may also be considered by the Board. The Faculty Board then makes a recommendation to the Division.

Once the Division has communicated the outcome of the review to the member of staff concerned, the Board Chair will discuss the findings of the review with him or her. The Division may also be involved if any further action is required.

Final Reviews (re-appointable posts)

Before the end of the initial period of appointment (normally fourteen months in advance), the Humanities Divisional Office will write to the new appointee to request a report on activities since appointment (see below); and forward this report to the assessor (as nominated by the Faculty Board) to ask for an assessment. As part of the review the assessor is expected to attend at least one of the appointee's lectures and/or classes.

Once the review has been initiated in this way, the Faculty Board will appoint a review committee comprising the Assessor, the Chair of the Board (who will normally chair the review committee) and one other person.

The appointee will be asked to nominate two or more external referees in a related field, whom the Review Committee will select and invite to submit a written contribution to the review. The review committee will not be limited to those names proposed by the post holder.

For language instructors, 'Pre-observation Forms' and 'Class Observation and Feedback Forms' are available from the Faculty Board Secretary and should be used by the Assessor and the Language Instructor as a guide for assessing classroom teaching.

The Review Committee will consider the following written material:

- the assessor's report (which will include comments on classes, lectures, etc. attended and any meetings with the member of staff under review)
- the self report
- the college report
- a written statement from the Mentor (with the permission of the appointee)
- a report from the Undergraduate Course Co-ordinator/subject organiser
- the report from the interim review
- at least two external references (ULs only)
- any relevant information on the member of staff's file (to be determined by the Board Chair before being circulated)
- any student feedback received
- Instructors only: Pre-observation and Class Observation and Feedback forms, if used.

After the review meeting, the Review Committee will produce a written report containing a recommendation to the Board. Before it goes to the Board, the material listed above (including the report, but excluding the report of the selection committee) will be sent to the member of staff under review, who will be invited to submit comments in writing, so that these may also be considered by the Board. The Faculty Board then makes a recommendation to the Humanities Division.

Once the Division has communicated the outcome of the review to the member of staff concerned, the Board Chair will discuss the findings of the review with him or her. The Division will also be involved if any further action is required.

5.5 Academic Staff Development

University Lecturers

Teaching proficiency is one of the factors taken into account when lecturers are considered for reappointment after the completion of their probationary tenure. The University has made arrangements under which lecturers in their initial period of office may take advantage of support in developing their teaching. A range of such support is provided, including:

- introductory sessions for new academic staff
- an adviser for new lecturers
- peer observation of teaching
- attendance at learning and teaching seminars
- one-to-one discussion with an educational development advisor or faculty teaching representative
- participation in the University's postgraduate diploma in learning and teaching
- self-study resources

Divisional boards have also been asked to ensure the appointment of one or two staff members to be available as necessary for consultation by any newly-appointed lecturers who wish advice and help. The Board of the Faculty of Oriental Studies will appoint a member of staff for this purpose, and the details of this should be included in your contract.

You will be expected to produce a professional development plan, indicating how you will develop your practice during your probationary period, taking into account your previous experience. The Educational Development Adviser (Humanities and Social Sciences) and your faculty/departmental advisor will be available to support you in the preparation of your plan should you wish to consult them. Professional development plans will vary from individual to individual, but typically new appointees will attend seminars covering the following topics:

- admissions interviewing
- lecturing
- tutorial teaching
- supervising D.Phil. students
- examining and assessing undergraduates.

Progress against the professional development plan will be monitored as part of the review process outlined below.

Staff in their probationary period are not normally asked to take on onerous administrative duties in the Faculty, and should not expect to do so in their college either. They will, however, be given the opportunity to gain experience of faculty administration, so may expect to be invited to take on some administrative duties during this time.

Language Instructors

The University has made arrangements under which instructors in their probationary period may take advantage of support in developing their teaching. A range of such support is provided, including:

- introductory sessions for new academic staff
- an adviser for new instructors
- peer observation of teaching
- attendance at learning and teaching seminars
- one-to-one discussion with an educational development advisor or faculty teaching representative
- participation in the University's postgraduate diploma in learning and teaching
- self-study resources

Divisional boards have also been asked to ensure the appointment of one or two staff members to the available as necessary to consultation by any newly-appointed instructors who wish advice and help. The Board of the Faculty of Oriental Studies will appoint a member of staff for this purpose, who should be named in your contract.

You will be expected to produce a professional development plan, indicating how you will develop your practice during your probationary period, taking into account your previous experience. The Educational Development Advisor (Humanities and Social Sciences) and your faculty advisor will be able to support you in the preparation of your plan should you wish to consult them. Typically your plan should cover the implementation of language teaching and learning in an Oxford context. Progress against the professional development plan will be monitored as part of the review of your probationary period during the fourth year of your appointment.

Line Management of Language Instructors

The decision was taken by the Faculty Board in Trinity Term 2007 that the Chair of the Faculty Board should delegate line management responsibilities for all language instructors to a specified member of permanent academic staff in a relevant field in the faculty. The line manager has the delegated authority to ensure that the language instruction in his or her subject is being done, and is required to report back to the Board Chair if it is not. It will also normally be the line manager's duty to ensure that the instructors are informed what teaching needs doing. In the unlikely event of a disagreement, Instructors still have recourse to the Chair of the Board of the Faculty. [This arrangement is now under review.]

Career Progression

University Lecturers may apply for 'promotion' to the title of Reader or Professor through the 'Recognition of Distinction' exercise, details of which are published in the *University Gazette*.

The promotion of an Instructor to the position of Senior Instructor through the University Personnel regrading exercise has been suspended and is currently under review.

5.6 The Oxford Learning Institute (OLI)

The OLI offers a full range of free professional and vocational development seminars and courses for University staff. Specific support available for new members of academic staff includes:

an orientation booklet containing information about the University, sent to new academics in the month preceding their arrival;

Introduction to Learning and Teaching at Oxford, a two-day programme for academics new to Oxford;

a series of stand-alone seminars on aspects of learning and teaching for those who may be new to Oxford but whose substantial experience of teaching in other contexts renders the two-day programme unnecessary;

one-to-one consultations on professional development.

For further information about the OLI, see <http://www.learning.ox.ac.uk>.

5.7 Postgraduate Diploma in Learning and Teaching in Higher Education (PG DipLATHE)

The Oxford Learning Institute runs a part-time, research-based professional course for academics teaching in higher education. The course, which leads to the award of the PG DipLATHE, offers an intellectually stimulating exploration of professional practice in higher education. The PG DipLATHE has been running since 1999 and is offered to all academic staff in the University who wish to develop further their expertise in learning and teaching. It aims to foster an informed and critical appreciation of how students learn, alongside an inquiring and self-aware approach to participants' own teaching.

Although it is demanding, the course has been organised to take account of the patterns and pressures of academic work. Contact hours are kept to a minimum, and core reading materials are made easily accessible.

Each participant chooses or is allocated a Teaching Mentor who is usually a colleague with experience of teaching in a cognate discipline in Oxford. Teaching Mentors are an integral part of the course and have a significant role to play in supporting participants. Teaching Mentoring aims to provide opportunities for conversations about teaching and student learning and, in the main, focus on the way general principles introduced in the course apply, both in practice to a particular discipline and in the Oxford context.

Course sessions run over one year, but participants are entitled to take up to two years to prepare and submit for assessment a portfolio of between three and six items (12,000 - 15,000 words).

Funding has been made available to Divisions to enable the provision of a Teaching Mentor from a cognate discipline for each participant, and for relief from other duties for those who undertake the course.

For further information, see www.learning.ox.ac.uk.

5.8 Tutorial and Class Teaching Seminars

The Faculty organises seminars on tutorial and class teaching at least once a year in conjunction with the Oxford Learning Institute. These are led by experienced members of the Faculty who can provide guidance to those new to tutorial and class teaching. Although primarily aimed at graduate students undertaking teaching for the first time, they may be useful also to new members of academic staff. For further information contact the Director of Graduate Studies. Any graduate student undertaking teaching for the faculty must have attended one of these seminars.

5.9 Appraisal

The University's staff appraisal scheme is designed to further personal development and to encourage reflection on institutional arrangements. It is not linked to arrangements for pay, promotion or probation.

Under the scheme, members of staff are asked to complete a report on their activities and progress during the previous year, which is passed to the Chair of the Faculty Board, via the appraiser. Compulsory appraisals, which should include a discussion with the appraiser, are held every five years, whilst the non-compulsory appraisal is offered every year. Staff will receive a letter each year reminding them of the arrangements in place for their appraisal, including whether they are due for a compulsory or non-compulsory review.

The Board does not routinely appoint appraisers for staff who are beyond their probationary period, but many people find helpful the self-evaluation involved in the appraisal process. Therefore staff are strongly encouraged to take up this offer, even for the non-compulsory appraisal, if they think it might also be helpful. To initiate the appointment of an appraiser, staff may either suggest a particular person who will then organise a formal request on behalf of the Board Chair; or staff can ask the Board Chair to decide on their behalf who should be appointed as their appraiser.

If staff are still in their probationary period, or have not yet had their review at the end of their initial period of appointment, their appraiser is assumed to be their Mentor, but they may request a different person to be appointed for this exercise.

The information given on these appraisal forms is treated as strictly confidential and is used solely for the purposes of this appraisal. A copy of the form will not be put on the member of staff's file, and the original remains with the Board Chair.

Section Six: Research and Leave

6.1 Research Activity in the Faculty of Oriental Studies

The faculty aims to foster a supportive research culture, to provide staff with the time and facilities to conduct research, and to enhance the faculty's international reputation as a leading centre of research. The faculty supports numerous individual research projects which reflect the specialist expertise of the academic staff concerned, and encourages collaborative and interdisciplinary projects, both within Oxford and with other institutions. The Faculty's research contributes on a national and international level in all areas and there is a significant amount of international collaboration. From general funding and through its trust funds, the Faculty makes available financial support for research travel, research assistance, editorial help, and grants towards the costs of conferences organised by postholders and held in Oxford. The faculty also strongly encourages and supports applications for externally-funded research leave (e.g. under the AHRC and Leverhulme schemes). In recent years, research activity in the Faculty has grown rapidly, with new projects of varying size and length and size, funded by the AHRC and ESRC, the British Academy, the Mellon Foundation, smaller charities, and the University's John Fell fund.

The Humanities Division employs a team of three research facilitators who are available to assist with any aspect of applying for external research funding. All postholders are strongly encouraged to make use of their expertise and are required to consult them at certain stages of the application process. See the section below entitled 'Humanities Division Research Facilitators for further details. See also www.humanities.ox.ac.uk/oxford_only/academics for information on research support.

All researchers should be aware of the University's Code of Practice and Procedure on Academic Integrity in Research, at <http://www.admin.ox.ac.uk/ps/staff/codes/air.shtml>, and the Code on Public Interest Disclosure, <http://www.admin.ox.ac.uk/ps/staff/codes/pid.shtml>.

Anyone working in the UK with a visa should check the UK Border Agency rules before travelling abroad for prolonged periods of time for research purposes, whether this is during normal sabbatical leave or as extended paid or unpaid research leave.

Information is already held by the faculty on all externally-funded research grants, including John Fell awards. In addition to this, once per year all staff are asked to return a research survey to the Academic Administrator, Joanna Jeczalik, which requests information about publications and other research-related activity. Throughout the year, any other achievements may be reported to her to be added to a database, and may also be announced on the Faculty website either in the 'news' section or on the individual's own webpage.

6.2 Sabbatical and Other Leave

The faculty welcomes applications for leave, and encourages funded research leave. In order for the faculty to make proper provision during such leave, it is necessary to gather certain information well in advance, and the following notes explain what information is required by the Board before leave can be approved.

Applications for all kinds of leave must be made to, and approved by the Faculty Board (via the Research Committee) and the Humanities Division. Before being brought to the Research committee, colleagues must have consulted their colleagues at a Sub-faculty meeting at the earliest possible opportunity to discuss the implications of their leave, obtain agreement of any replacement teaching arrangements, etc. It is recommended that an early outline proposal is made in writing to the Sub-faculty, including (i) the proposed start and end dates and grant award date if applicable (ii) teaching need and proposed teaching cover; and (iii) practical arrangements, e.g. office space or any special circumstances.

Leave **must** be approved as far in advance as the length of the period of leave being requested, preferably much earlier. Staff are strongly encouraged to start thinking about their leave 2-3 yrs ahead and discuss their proposals at the earliest possible Sub-faculty meeting. Applicants should

also discuss their proposals with the Divisional Research Facilitator to ensure that all possible funding opportunities are pursued. It is not compulsory to obtain external funding for ordinary sabbatical leave, but all other paid research leave must be funded in full. It is also possible to apply for unpaid research leave in exceptional circumstances.

Temporary suspension of PGT courses: in small subjects sabbatical leave should not automatically close a course, when with planning it could be kept open, particularly if the member of staff is only taking one term of leave.

To apply for leave:

1. Complete an application form obtained from the Humanities Division website:

http://www.humanities.ox.ac.uk/oxford_only/academic_leave or from the Academic Appointments Officer at the Humanities Divisional Offices (tel. 70559, e-mail maribel.parsons@admin.ox.ac.uk), and return it to the Division first to establish your eligibility for leave (note - at this stage the form does not need to be signed by the Chair of the Faculty Board).

2. The form will be forwarded from the Division to the Faculty Board Secretary for Board approval. At this stage you will be asked to complete a checklist and to provide:

(i) an outline of the research you will undertake during your period of leave;

(ii) your proposed research plan and intended outcomes;

(iii) confirmation that you have made provisional arrangements for your replacement teaching and/or supervision, including (if applicable) the name of the person or people you propose to provide the teaching, or a proposal/bid for a more substantial teaching appointment. In small subjects sabbatical leave should not automatically close a course, when with planning it could be kept open, particularly if the member of staff is only taking one term of leave;

(iv) confirmation that you have consulted with your colleagues via the relevant Sub-faculty about your proposed leave and your proposed arrangements for replacement teaching;

(v) if the Faculty is expected to fund any replacement teaching, a detailed, costed application, including information about who will give the teaching, and if appropriate whether a formal search will be required;

(vi) if leave is requested in advance of entitlement, a strong academic case for the leave to be taken;

(vii) details of any outside grants to which you have applied to fund your leave (contact the Research Facilitators in the Divisional Office for advice - see section 6.4 below);

(viii) whether you are an Assessor or Mentor to any member of staff in their probationary period, and whether any reviews will take place during your proposed period of leave (the Faculty Board Secretary can advise on this if you are unsure);

(ix) whether you are a member of any committees or hold any official position in the faculty, and whether or not you will be able to continue with these duties whilst on leave; and

(x) whether you will need full or partial access to your office during your period of leave. The Board will assume that if any replacement teaching is required, you will make your office available via the Curators' Committee for this purpose unless the terms of your funding specify otherwise, or you have no other location in which to work, or will find sharing your office impractical or disruptive. If you are intending to be away from Oxford during your leave the Board may approach you about the possibility of using your office for another temporary member of staff.

3. In reaching its decision, the Faculty Board will take into account all of the above, in addition to accumulated service, previous buy-outs or leave and the response of the subject group regarding the known research plans of other colleagues and any possible conflict arising from that.

4. Those in their probationary period will not normally be granted more than a total of one year's leave (excluding sabbatical leave).

5. The above also applies to applications to extend existing leave or buyouts, and to also to partial buyouts (with the exception that partial buyouts do not require the approval of the Division).

6. Once approved by the Faculty Board, the Academic Appointments Officer in the Humanities Division will write to you confirming that your leave has been approved.

7. You will be asked to submit a report to the Division at the end of your leave, which will also be subject to the approval of the Faculty Board.

Anyone working in the UK with a visa should check the UK Border Agency rules before travelling abroad for prolonged periods of time for research purposes, whether this is during normal sabbatical leave or as extended paid or unpaid research leave.

Anyone with a college appointment should discuss their leave separately with the college, and should not normally expect the faculty to fund any temporary appointment made by the college to cover the postholder's period of absence.

Other academic leave (e.g. externally funded research leave, unpaid leave, special leave)

The standard Humanities Division application form should be used to apply for all other sorts of leave and the same information is required in your letter of application to the Board *with the exception of one category of staff: URLs* (see section below on 'Dispensation from Teaching and Administrative Duties).

For the University's rules governing all types of leave, please consult the University's website at <http://www.admin.ox.ac.uk/statutes/regulations/197-094.shtml>.

The faculty will consider requests, from staff taking unpaid leave, for the faculty to continue to make employer's contributions to the postholder's pension scheme. This should be requested at the time of application for unpaid leave. If approved by the faculty, at the end of the period of unpaid leave, the postholder will be invited by the Pensions Office to contribute the amount they would have paid into the scheme had they received a salary, which then automatically triggers the payment of the employer's contribution.

Only certain categories of staff are entitled to apply for research leave. In addition to these staff (and URLs which are dealt with under section 6.3 below), the Faculty will also consider applications from language instructors, provided they have obtained funding to cover any replacement teaching costs.

Anyone working in the UK with a visa should check the UK Border Agency rules before travelling abroad for prolonged periods of time for research purposes, whether this is during normal sabbatical leave or as extended paid or unpaid research leave.

Applying for leave – notes for Language Instructors

Under the terms of their contracts, Language Instructors (and Senior Language Instructors) are not entitled to apply for sabbatical leave. However, the Faculty Board of Oriental Studies agreed in 2007 that applications could be considered from Instructors for partial teaching buyouts or full leave if their replacement teaching costs could be covered in full by external funding.

Full leave should not occur for more than one year in five, and should not last longer than one year. The leave may be paid or unpaid (in which case external funding would not be required for replacement teaching).

When considering such an application, the Faculty Board will expect the following steps to have been taken:

1. All buyout or leave applications must be fully costed by the faculty before an approach to an external funding body is made, as it is essential that full costs are covered by external funding. Applications for partial buyouts can usually be covered by piece-rate teaching, and full leave for any period of time will usually need to be covered by a replacement Instructor, though each case will be considered individually, and the proposed replacement teaching arrangements must have the full support of the relevant Sub-faculty. Please contact Charlotte Vinnicombe for financial advice in the first instance.
2. At the earliest possible stage, the Instructor must discuss the proposed application with their Line Manager. In case of doubt, Charlotte Vinnicombe can advise who this is. The Line Manager should advise the applicant on the implications of the leave/buyout for the subject group, and consider with the applicant what contribution this research or project will make to the faculty. The application must be submitted with a covering letter of support from the Line Manager, addressed to the Faculty Board. [This arrangement is under review.]
3. The application must also be discussed with the Sub-faculty to explore the implications of the leave or buyout, including proposed replacement teaching arrangements, absence from administrative duties, etc. The Sub-faculty will be asked to make a recommendation to the Faculty Board, and if the application does not have the full support of the subject group the application will not be approved by the Board.
4. Then, please obtain an application form from Muriel Parsons, the Academic Appointments Officer in the Divisional Offices (tel. 70559, e-mail muriel.parsons@admin.ox.ac.uk). Please note:
 - this is a standard form for use across the Humanities Division; it is not well suited to applications from Instructors, but please complete it as best you can;
 - please return the form to Charlotte Vinnicombe (not to Muriel; at this initial stage the form only goes to her to determine the applicant's eligibility for leave, which is not applicable in the case of instructors);
 - at this stage the form does not need to be signed by the Chairman of the Faculty Board.
5. Please submit the form to the Faculty (addressed to the Faculty Board Secretary, Charlotte Vinnicombe) together with a covering letter giving:
 - (i) a description of the project or research you will undertake during your period of leave/buyout;
 - (ii) what contribution the project or research will make to the faculty;
 - (iii) full details of the classes and other teaching and administrative duties that will be affected by this leave or buyout, and confirmation that you have discussed with your Line Manager and Subject Group how these duties could be covered (either by piece-rate teaching, or by the appointment of a full- or part-time Language Instructor) [under review];
 - (iv) the proposed source of funding for this buyout or leave. If an award has already been made, please attach details. This must match the full costs outlined in section 1 above;
 - (v) confirmation that you have consulted with your colleagues via the Sub-faculty about your proposed leave/buyout and your proposed arrangements for replacement teaching;
 - (vi) whether you are a member of any committees or hold any official position in the faculty, and whether or not you will be able to continue with these duties whilst on leave; and
 - (vii) whether you will need full or partial access to your office during your period of leave or in the case of a full buyout. The Board will assume that if any replacement teaching is required, you will make your faculty office available for this purpose unless the terms of your funding specify otherwise. If you are intending to be away from Oxford during your leave the Board

may approach you about the possibility of using your office for another temporary member of staff.

6. Once approved by the Faculty Board, the Division will write to you confirming that your leave or buyout has been approved. When considering applications, the Faculty Board will take into account previous applications / buyouts / leave; forthcoming buyouts or leave already awarded to other instructors or staff in the subject group; disruption to teaching; and transfer of administrative burdens to other staff. The comments from the Sub-faculty will be particularly important in this regard.

7. You will be asked to submit a report to the Division at the end of your leave, which will also be subject to the approval of the Faculty Board.

Anyone working in the UK with a visa should check the UK Border Agency rules before travelling abroad for prolonged periods of time for research purposes, whether this is during normal sabbatical leave or as extended paid or unpaid research leave.

Sick leave and maternity leave

If you need to be away from work because you are ill, you should inform the Faculty Board Secretary. If appropriate (i.e. for all academic appointments), she will then inform the Humanities Divisional Office on your behalf.

Maternity leave should be applied for according to the procedures on the university website, and the application should be submitted to the Humanities Divisional Offices in the first instance. The Division funds replacement teaching at an appropriate level, usually through the appointment of a Departmental Lecturer. Paternity leave should be applied for in the same way, and a proposal for replacement teaching should be submitted to the Planning and Resources Committee for approval (this cost is not covered by the Division, and must therefore be covered from the faculty's casual teaching budget).

6.3 Dispensation from Teaching and Administrative Duties (URLs)

University Research Lecturers with joint appointments at Recognised Independent Centres should apply to the relevant Unit management committee and the Faculty Board for dispensation from teaching and administrative duties, in addition to applying to the RIC for sabbatical leave. An application form is available for this purpose, and should be obtained from the Faculty Board Secretary.

6.4 The Humanities Division Research Facilitators

The Divisional Research Support Team assists post holders and faculty members in all aspects of applications for external research funding. The team can guide applicants through the application process and offer advice and comments on applications, including issues about costings, the case for support and the Je-S application system (the online application system used by the UK Research Councils). The contact for the Oriental Studies Faculty is Clare Hickman, e-mail research.support@humanities.ox.ac.uk vacant. Anyone considering applying for any type of external grant or any type of leave should contact the Divisional Office at the earliest opportunity. The team will also advise on applications to the John Fell Fund if costings for full posts are required.

6.5 Applying for a research grant - information for academic staff and graduate students

Applications for all external grants must be submitted to the external funding body on behalf of the Principal Investigator (applicant) by the University's Head of Research Services. Applications require the advance approval of the Oriental Studies Faculty before they can be submitted, and applications must also be costed by the Humanities Research Facilitators Team. A member of this team will forward your application to Research Services for onward submission to the external funding body. Faculty approval means obtaining the signature of the Director of Research on an internal costing report (the 'OG' - see below), as well as on the application itself, either on paper or electronically, depending on the funding body's application process.

Before the Faculty Board Chair can sign any external research grant application, it must be reviewed by the Oriental Studies Research Committee, or selected representatives of that committee. This can usually be done by e-mail circulation, but it does mean that an application needs to be submitted to the Oriental Studies Faculty Board Secretary (tel. 78210) well in advance of the Divisional and funding body deadlines to allow sufficient time for the review of the application, and for feedback to be incorporated if necessary. A flowchart of this process is available on the faculty website (in the 'Research' Section).

Once an application had been approved in principle it is not necessary to re-circulate the same proposal for submission to alternative funding bodies, unless there are major differences in funding or resource implications (e.g. changing from FEC to non-FEC). Please contact the Faculty Board Secretary in the early stages of preparing a 'recycled' application to confirm whether re-circulation will be necessary.

Applications for grants under £20k that do not include posts do not need the approval of the committee provided they are subject to all other checks by the Board Secretary. These are assessed by the Director of Research only.

Please discuss your application with the Faculty Board Secretary at the earliest opportunity, so that she can make a few preliminary checks and advise you on the application process if necessary. Please also allow time for internal faculty aspects of the application such as IT requirements, leave, research appointments, space implications, etc. to be assessed. All applications involving funded leave and/or buyouts must also be discussed in advance by the relevant Sub-faculty, so that colleagues can consider any effect your leave might have on the wider subject area, and are aware of any proposed replacement arrangements.

The internal costing report - the 'OG' - will be produced by the Research Facilitator for Oriental Studies (Clare Hickman) as soon as the details of your application are clear. The Research Facilitators are experts who can also advise on appropriate sources of funding for your research proposal, and help you put together an application; it is therefore imperative that you contact Fiona at the earliest possible stage of putting together a proposal. Please note, however, that the Research Facilitators Team's role is to provide *support*; they facilitate the application process, but it is your responsibility to obtain faculty approval for your application. You are also expected to consult the Faculty IT Support Officer, Stephen Cox, for advice about general IT support and/or specific requirements (e.g. website development). Graduate students must also obtain the approval of their supervisor, who will be asked to sign the 'OG' to confirm that they are aware of the application.

The faculty will normally only support applications for grants that cover all direct costs of a project (i.e. salary costs, consumables, additional IT equipment and office costs, which are expensive if any employees on the project will not, or can not, be accommodated within existing faculty space). Overheads on grants are paid direct to the faculty and are a crucial part of its core income, so you should not assume that any overheads generated by your grant may be used for start-up, administrative or running costs of a project (although there may be exceptions to this – please ask Charlotte Vinnicombe for further information). The faculty will certainly consider supporting applications to sponsors that do not pay overheads; in some cases these grants attract 'charitable overheads' (please ask the Research Facilitators for advice on this) and in other cases there may be ways for the faculty to recover some or all of its indirect costs from other sources. The Research Facilitators will also advise applicants to include the direct cost of an appropriate amount of administrative support if this is payable by the grant. It is essential to note that additional administrative and financial support for projects cannot be 'bought in' using overheads.

If a current graduate student wishes to apply for external research funding, the supervisor should normally be named as the Principal Investigator on the grant. If this is not practical or appropriate, the supervisor will need to sign the OG by way of indicating their consent for the student to participate in the research activity.

The Faculty is often approached by external candidates wishing to apply for fellowships that will be held in the faculty (e.g. BA postdocs, Leverhulme, Newton Fellowships). In all such cases, a member of staff in the faculty must agree to be the mentor before the Divisional Research Facilitators can

support the application process, and confirmation of this agreement should be sent by the relevant member of staff to the Faculty Board Secretary, Charlotte Vinnicombe. The mentor will be expected to work with the applicant from the outset, advising on the research proposal and supporting the progress of the application through the faculty - not simply providing a statement of support at a late stage in the application process.

Anyone working in the UK with a visa should check the UK Border Agency rules before travelling abroad for prolonged periods of time for research purposes, whether this is during normal sabbatical leave or as extended paid or unpaid research leave.

6.6 Management and Administration of Research Grants

Once an external research (or John Fell) grant has been accepted by the University and set up, the Faculty Board Secretary will write to the Principal Investigator (the lead applicant) to confirm this, and advise him or her of the University reference code that should be used in any correspondence about the grant.

The dates of the award will be confirmed, including the end-date, by which time all claims for reimbursement of expenditure should have been submitted. Should it be necessary to extend the end-date of the project for any reason, please apply to the awarding body yourself for this. If an extension is granted, please send a copy of this to the Faculty Board Secretary in order to authorise Research Accounts to process payments beyond the original end-date.

If overheads are payable on the grant, they will be paid direct into the faculty's main account, not into the project account. It is the policy of the faculty that overheads contribute to the core running costs of the faculty, and are not normally at the disposal of the Principal Investigator. However, for FEC grants over £100k, the Board may agree to set aside 10% of the overheads, after all infrastructure charges, premises charges, refurbishment costs, etc. have been deducted (though this policy is under review). The money will be earmarked for expenditure on the wider subject area, any activities arising from the project, and any other relevant academic costs of the Principal Investigator, but may not be reinvested in the project or used to off-set any direct costs on the project not covered by the grant. Expenditure is subject to normal faculty controls, i.e. any expenditure over £600 requires the approval of the Board. It is hoped this will provide an incentive for staff to apply for major grants.

Financial reports on the status of their grants are routinely sent to Principal Investigators as soon as possible after each month end. If at any other time you wish to know how much of your grant has been spent, or would like an explanation of the standard transaction report you have been sent by e-mail, please feel free to contact the Finance Administrator in the Faculty Office, Chris Williams.

All consumables purchased from a grant remain the property of the faculty after the end of the grant. This means that, for example, any IT equipment must be returned to the IT Support Officer, Stephen Cox, and any books should be offered to the appropriate library. If the library does not wish to accept the books, they may be kept by the person who purchased them (having first checked with the Principal Investigator, if that is a different person). Requests for exemption from this policy should be forwarded to the Faculty Board Secretary, Charlotte Vinnicombe.

It is ultimately the Principal Investigator's responsibility to ensure that the grant is spent in accordance with the terms and conditions of the award. This includes any decisions to move money from one budget heading to another. Since awarding bodies take very different views on this, please take care to ensure that permission is obtained in advance, if required, before expenditure is incurred under a different budget heading.

If a grant employs research assistants or research officers, the Principal Investigator will be regarded as the Line Manager to these staff. As such, the PI will be responsible for ensuring that they comply with the University's personnel policies and procedures, and they should be aware of the need to contact the Faculty Board Secretary or Chair of the Board should any difficulty arise. They will also be expected to participate in the annual Merit Review exercise (though this is currently suspended), and in most other respects the personnel administration of their staff will be handled by the Faculty Board Secretary. Training is available on request for new managers of staff, and there is also a PI

induction course. In particular please be aware that the University has updated its Code of Practice for the employment and career development of Research Staff; the guidance specifically for principal investigators is available on line at: <http://www.admin.ox.ac.uk/ps/staff/codes/crsindex.shtml>

A file on each award is set up in the Faculty Office, and should the need ever arise, the Principal Investigator is welcome to consult it.

These notes are intended to clarify certain aspects of awards in the context of their management within the faculty. The University provides much more information on Research Support on its website here: http://www.ox.ac.uk/research/research_support/index.html

Section Seven: Grants and Support

7.1 Research Support Funding for Staff and Students in Oriental Studies

Outline of changes implemented with effect from 1 October 2011

The funds previously dispersed by the sub-faculty standing committees have been divided into five new categories:

1. Research support allowances for post holders
2. General research activity
3. Graduate Research support
4. Graduate Language Study support
5. Graduate Research Training (seminars)

Details of each one and how to apply are given below. For graduate funding, much more information is provided in the notes at the top of the relevant application form.

Links to the relevant forms and other pages are given on the Faculty website at:

http://www.orinst.ox.ac.uk/general/research_funding.html

7.1.1. Research support allowances for post holders

The purpose of the allowance is to promote individual research (research travel, conference attendance, publishing, purchase of research materials, research assistance) although it is possible to use the allowance for general research activity such as seminars, lectures, visiting academics, etc. For conference attendance it is a requirement that the claimant is presenting a paper, chairing or organising a section, workshop or panel, or that participation in the conference is directly linked to the claimant's research.

Professors, Readers, University Lecturers, Departmental Lecturers and Faculty Fellows may claim up to £800 per annum (*pro rata* for part-time staff) for research costs.

Instructors and Senior Instructors may claim up to £400 per annum.

University Research Lecturers may claim up to £300 per annum (and OCHJS staff may also continue to apply to the Hebrew and Jewish Studies Unit for funding)

Not eligible: faculty tutors and externally-funded contract research officers

The Sub-faculty shall make recommendations to the faculty board on the entitlement of non-post holders to apply for faculty funds.

The Faculty Board expects that in all cases where trust fund income is available for this purpose it will be drawn upon before using this budget.

The level of allowances shall be determined by the Planning and Resources Committee in Hilary Term of the preceding year. Allowances may not be carried forward from one financial year to the next (i.e. after the end of July) under any circumstances.

How to claim

All expenditure must be made in accordance with the University Financial regulations.

Claimants will be asked to indicate briefly in the annual research survey how their use of their allowance has benefited their research.

Claims should be submitted on the most up to date [expenses claim form](#) together with a [coversheet](#) giving a description of the use of the allowance and confirming that where a suitable trust fund is available the claimant has applied to this fund before making a claim against general faculty funds.

7.2.2. General research activity

The Research Committee has a small budget to support general research activity that will be of benefit to the faculty (e.g. seminars, lectures, visiting academics) rather than directly advancing the research of the individual applicant. Grants will not exceed £200 per event and the committee expects applicants to seek matching funding where possible.

All post holders may apply for this funding (including externally funded contract research officers) in addition to the post holder allowances mentioned above.

Grants will normally only be made to members of staff in the Faculty, but the Committee will consider applications from any member of the Faculty. A list of non-post holders eligible to apply for this type of support will be published by the Faculty Board annually, on the recommendation of the sub-faculties.

How to apply

Applications for this type of funding should be made on the application form [Application for a small research grant from the Research Committee](#) and submitted to the Academic Administrator in the Faculty Office not later than the end of the first week of each term.

7.1.3. Graduate Research support

All graduate research students (PRS/DPhil) in the Faculty of Oriental Studies who are within full fee liability are entitled to apply for research support costs of up to £200 per annum in each full year of their study for as long as they continue to pay full fees. They may apply instead for one grant of up to £600 during their research degree, normally in the second year of study, but could be at any time during the student's period of fee liability.

The purpose of the allowance is to fund attendance at conferences provided the student will be giving a paper; travel and subsistence costs associated with field research; and/or to purchase materials necessary for research. Allowances may not be carried forward beyond the period of fee liability.

During the transition period, any grants previously awarded by the sub-faculty will be set against this allowance.

Further information, including who to contact with queries, is provided at the top of the application form and must be consulted before any expenditure is incurred.

How to apply

An application form for a [graduate research support grant](#) should be completed by the student and signed by their main supervisor before any expenditure is incurred. The form should be returned to the Assistant Administrator (Resources), Trudi Pinkerton, Oriental Institute, Pusey Lane, Oxford, OX1 2LE.

7.1.4. Graduate Language Study support

All taught graduate students recommended to attend a language course between the first and second years of their MPhil shall be entitled to apply for up to £500 towards the cost of this study abroad.

The key courses for which this is applicable are the MPhil courses in: Modern Middle Eastern Studies, Islamic Studies & History, Islamic Art & Archaeology, Modern South Asian Studies, and Tibetan & Himalayan Studies. In addition, since 2012, any MPhil student needing to travel or undertake fieldwork between the first and second years of their course may claim an allowance, provided their supervisor verifies that purpose of the travel is integral to their course.

How to apply

An application form for a graduate language study grant should be completed by the student and signed by their main supervisor before any expenditure is incurred. The form should be returned to the Assistant Administrator (Resources), Trudi Pinkerton, Oriental Institute, Pusey Lane, Oxford, OX1 2LE.

Further information, including who to contact with queries, is provided at the top of the application form and must be consulted before any expenditure is incurred

7.1.5. Graduate Research Training (seminars)

Funds previously allocated by the sub-faculties for regular seminars that graduate students are expected to attend will henceforth be funded from a budget managed by the Graduate Research Training Co-ordinator. The seminar organisers are encouraged to advertise the events as widely as possible to Oriental Studies graduate students (via the Graduate Studies Assistant at the start of term and for each individual seminar) and to flag them up as graduate research training events when appropriate, for example on the Faculty website.

The events defined in this way and their budgets are listed on the Faculty website at: http://www.orinst.ox.ac.uk/general/research_funding.html#5

How to apply

Advance application for the funding for the events listed above is not necessary, though it will be necessary to confirm once a year in Hilary Term that the budget for the following year should continue to be set aside.

Seminar organisers may either request an advance (and receive the balance upon production of receipts for the whole amount) or should direct claimants to the expenses claim form on the university website. The seminar organiser (or a designated administrator) should sign the 'supervisor check' line before submitting it to the faculty office for payment.

Any member of staff wishing to apply for a budget for this type of regular activity should write to the Sub-Faculty Secretary before the sub-Faculty meeting in Hilary Term in the year preceding the first seminar or event.

See section 6.5 above for information about external research grants.

7.2 Grants for IT and AV Equipment

Each year, the Oriental Studies Faculty Board assigns a budget, to which members of the Faculty's academic and administrative staff may make applications for IT and AV equipment, for themselves or for shared equipment for the Faculty. Applications from non-permanent or non-University postholders will also be considered in cases where the applicant is making a significant contribution to university teaching, research, examining or administration extending over a period of several years.

Bids for IT and AV equipment are invited at the start of each term. Applications are considered by the Faculty's IT/AV Committee, which meets on Monday of 5th Week of each term. The Chair of the IT Committee is currently Dr Luke Treadwell, and the Secretary to the Committee is Trudi Pinkerton. There is no application form; requests for equipment should be discussed with the IT Support Officer, Stephen Cox, before being submitted.

Please note the following guidelines before making an application. For further information contact the IT Support Officer.

7.3 Guidelines for IT and AV Equipment

Budget

The annual budget is determined by the Faculty Board, and is intended to pay for purchasing and maintenance of IT and AV hardware and software in the faculty, and is not intended for IT support costs or research assistance. The IT/AV Committee has discretion to buy computers according to need, and according to the case made to the committee. Staff with computers more than four years old may be encouraged to submit a bid for a replacement to ensure an even level of replacement each year. Three rounds of bids are held during each academic year: one each term.

Purchasing policy. The approval to purchase IT/AV equipment is at the discretion of the Committee, determined mainly by precedent, and limited primarily by the financial limitations of the budget. The following purchasing policies have been agreed:

- (i) Faculty members are eligible for either a desktop or a laptop, PC or Mac
- (ii) Where ever possible staff are expected to use start-up grants, trust funds, etc. to purchase IT equipment
- (iii) Members of staff who are based in the Oriental Institute normally use shared printers located in the printer rooms on the first and second floors, or the large printer in the Faculty Office, and room holders in the Institute for Chinese Studies are connected to the shared printer in the Graduate Computer Room and the ground floor photocopier. If they wish, staff may request a basic printer (standardised across the faculty) in their office for small print-runs, whilst still relying on the networked printers for large print-runs or higher-quality printing. (This helps with the issue of confidentiality when printing exam papers.) Staff are required to change their own toner and deal with minor operating problems, to avoid additional requests being made in the Faculty Office.
- (iv) Faculty members requiring CDs in large numbers are encouraged to purchase them from OUCS or elsewhere.
- (v) Flash drives / portable memory sticks: the IT Support Officer keeps a small supply of these for use by staff.

Support

IT support is defined as:

- the purchase and installation of IT and/or AV equipment approved by the IT committee;
- the purchase and installation of software approved by the IT committee;
- diagnosis of problems;
- general advice;
- provision of printing, discs, etc.

Standard IT equipment will be purchased and/or installed for established academic staff. Standard equipment for Research Officers and other staff employed on research grants will only be purchased and installed if such purchases are provided for in the grant (either as direct costs, or from overheads associated with the grant).

Anything over and above the usual support and equipment provided to other staff will not be provided for externally-funded research/teaching projects even if funding exists for such support as the faculty does not have the staffing resources to provide it. Care should therefore be taken not to commit the faculty to support it is not able to provide, either for the duration of the project or to maintain the output of the project after its conclusion. Should the Principal Officer or IT Support Officer have any concerns, the matter should be referred to the Chair of the IT Committee.

Certain administrative staff use computers provided by the University, which are networked to the University, and for whom the University provides IT support. These are now reduced to just the Faculty Board Secretary and the Finance Officer, though all administrative staff in the Faculty Office are connected to the central network.

Any other room holder or other person who is not a member of faculty staff is not eligible for equipment or support of any kind.

Website

Each sub-faculty appoints a Web Editor whose responsibility it is to look regularly at their sub-faculty's section of the site (at least twice a term) and take an editorial overview of its organisation and content. Undergraduate and Graduate Course Co-ordinators should regularly check the content of the sections on their courses and report errors, out-of-date information or new information to the Web Editor, who should then liaise with the IT Support Officer to ensure that changes are made to the appropriate section.

All amendments to the website must be in keeping with the general house style and be in accordance with the University regulations.

Ownership

Any equipment (including software) purchased from faculty funds or from an external grant is the property of the Faculty, not of the individual. Should you leave, the Faculty can agree to a buy-out of the equipment. Second-hand or disused computers may be kept by staff (including retiring staff), but these will not be supported by the faculty in any way.

Insurance and Maintenance

All equipment purchased by the Faculty is covered by the University's insurance scheme (although laptops carry an excess of £1,000).

All computers purchased by the faculty come with a 3 or 4 year maintenance contract, depending on the manufacturer. Should any equipment breakdown the IT Officer will arrange for it to be fixed, providing it is still within this maintenance period. Should equipment breakdown once the maintenance contract has expired the IT Officer will attempt to fix it himself.

Data Backup

Members of the faculty are responsible for the backup of their own files, and are reminded that it is important to ensure they have a recent backup of all important documents. The faculty provides a file server for the sharing of files between groups and for secure storage of personal files. OUCS provide a backup service for computers attached to the University network. The IT Officer can provide further information about different backup methods and help in setting them up.

Use of Graduate Computer Rooms

Requests from Faculty members for access to the Graduate Computer Room for visiting scholars and other visitors or non-faculty members should be put in writing to the Chair of the IT Committee, who is responsible for approving such requests.

7.4 Travel

Travel on University business

If you intend to travel on University business, whether within the UK or abroad, it is mandatory to submit an itinerary to your Head of Department (in your case, the Chair of the Faculty Board) for approval. A *pro forma* for this is provided in the 'Forms for Staff and Students' section on the Faculty website. If you will be undertaking fieldwork, you will then be required to complete a full risk assessment that must also be approved by the Chair of the Board.

If your travel will take you to a country or area where the FCO site advises against all but essential travel, approval will be required from the Safety office (in addition to the Chair of the Board), and referral will need to be made to the Insurance Company. If cover is available, an additional premium may be payable.

Travel insurance

The University operates a block travel insurance policy that can be used by all staff and students travelling for a University purpose. To benefit from this policy, the itinerary and, if applicable, the risk assessment, outlined above must be submitted and approved, after which time you will be sent a short Travel Insurance Application Form to register for cover. Under the current university policy there is no limit to the amount of time for which insurance can be provided, but this and all other details of the policy should be checked before travel on the University website here: <http://www.admin.ox.ac.uk/finance/insurance/travel.shtml> The website includes details of the medical cover included in the policy. These can be found in the document entitled "Confirmation and Summary of Cover" under the "Medical Assistance" section.

Undergraduate students studying abroad for a year are required to complete an itinerary for the faculty which, together with a signed risk assessment, will make them eligible for cover from the university insurance scheme (for study abroad, but not leisure activities or holiday time). Where undergraduate students travel regularly to the same institution the Year Abroad Co-ordinator will have

prepared a 'generic' risk assessment that is reviewed annually and issued to students. The same is expected for graduate students attending approved language study abroad. Graduate students conducting research are required to complete their own risk assessment for approval by their supervisor. In all cases the completion of an itinerary is compulsory. All enquiries about travel may be referred in the first instance to the Assistant Administrator, Trudi Pinkerton.

Travel to work

The University offers a number of travel concession schemes: see <http://www.ox.ac.uk/staff/> for further information.

7.5 Fundraising and Development

The Chair of the Faculty Board holds regular meetings with staff from the University Development Office to discuss funding opportunities and the faculty's fundraising goals and priorities. Sub-faculties are expected to keep their fundraising priorities fully documented to enable the faculty to respond promptly to any opportunity as soon as it arises.

If any member of the faculty wishes to follow up a development initiative, they must first discuss with the Chair of the Board.

Section Eight: IT and Learning Resources

8.1 IT and AV Resources in the Faculty

The Faculty provides extensive IT facilities for all of its academic and administrative staff including: the use of computers and laptops, networked and personal printers, access to document and slide scanners, website hosting, and central file storage. All buildings are connected to the University network providing access to University resources and the Internet. The Oriental Institute is covered by the OWL wireless network allowing any University member to use their laptop to access the University network. As well as a computer in each office there are two computer rooms for use by academic staff and graduate students, two language labs to assist the language teachers, and lecture theatres with digital projectors.

There is a full-time IT Support Officer who is there to provide help and support to all the Faculty staff and to look after the IT infrastructure. The IT Support Officer, Stephen Cox, can be contacted by email: it-support@orinst.ox.ac.uk or by telephone: 288201.

There are two computing rooms for the use of academic staff and graduate students of the Faculty:

The Oriental Institute computing room has six workstations, two Apple Macintosh computers and four Windows PCs. All the computers are connected to the network and to a networked laser printer in the same room. One of the PC's is a dedicated scanning machine which is connected to a A4 flatbed scanner and also to a slide scanner which can scan both slides and negatives.

The Chinese Studies computing room has five workstations, four PCs and one Apple Macintosh computer, which are connected to the network and to a networked laser printer in the same room. There is also a flatbed scanner connected to one of the PCs which has the option of scanning slides.

There are two language labs to aid language teaching in the Faculty; one in the Oriental Institute and one in the Institute for Chinese Studies. The labs are equipped with the Melissi multimedia language teaching and learning laboratory system with eighteen student positions and a 42-inch TV monitor (two 26-inch TV monitors in the Oriental Institute). The system is connected to a DVD player, and a satellite receiver.

The two lecture rooms in the Oriental Institute are both equipped with digital projectors connected to a networked computer, DVD and video player. There is also provision for staff and visiting lecturers to

connect laptops to the projectors. One of the lecture rooms has a slide projector. A lecture room in the Institute for Chinese Studies has a projector and laptop for use by staff and visiting lecturers.

An e-mail terminal is also available in the ground floor reception area of the Oriental Institute for both undergraduates, postgraduates and members of staff to use.

The Faculty has the following resources available to members of staff on request:

- * Network printing.
- * File storage, including shared work areas if required.
- * Coloured laser printing
- * Digital projectors and AV/PC facilities in main lecture rooms.

Resources that are also available on a short-term loan include:

- * Portable digital projectors with PC laptop
- * Portable CD / tape players
- * Portable tape recorders & microphones
- * A slide projector

If you wish to use any of the above resources please contact the IT Support Officer, Stephen Cox. (it-support@orinst.ox.ac.uk, tel. 288201)

There are PC laptops and digital projectors in both the Oriental Institute and the Institute for Chinese Studies which can be used to give talks, lectures and presentations. You will need to book the equipment in advance by contacting either the Oriental Institute reception (reception@orinst.ox.ac.uk, tel. 78200) or the secretary in the Institute for Chinese Studies (enquiries@chinese.ox.ac.uk, tel. 280387).

Colleges provide for the use of their undergraduates and graduate students computer rooms with access to the University network, the internet, email, standard software packages, and software for logic teaching.

Wireless Internet Access

Wireless access is available in the Oriental Institute, the Institute for Chinese Studies, the annexe at 41 Wellington Square and the Griffith Institute.

In all the buildings there are two wireless networks available: OWL and Eduroam. The OWL network is equivalent to the old OWL-VPN and OWL-VISITOR networks combined. It is an unsecured network that requires either the use of a VPN client or a temporary visitor account to use. If you previously connected to the wireless using the University supplied VPN client you can continue to do this via the OWL network.

Visitors requiring wireless access can be set up with a temporary visitor account. Please e-mail the IT Support Officer, Stephen Cox (stephen.cox@orinst.ox.ac.uk) with the name of the visitor and the dates they require access. Accounts are limited to a maximum of two weeks at a time but can be renewed.

The Eduroam network is available for use by any member of the University and any member of a participating institution, including universities in Europe and the Asia-Pacific region. The Eduroam network uses the computer operating systems inbuilt security to connect and so does not require any extra software (e.g. a VPN client).

Unless you are already connecting using the VPN client, it is recommended that staff use Eduroam, as it only has to be set up once and is then easier to use than the VPN client.

Full details on how to configure a computer to connect to the Eduroam network can be found at: <http://www.oucs.ox.ac.uk/network/wireless/services/eduroam/>.

Further information on wireless services in Oxford and the OWL Phase 2 system can be found at: <http://www.oucs.ox.ac.uk/network/wireless/>.

8.2 E-mailing Lists

The Faculty operates a number of emailing lists for members of the Faculty and students. You will be placed automatically on certain lists (e.g. postholders, roomholders, members of the faculty) to which only vital pieces of information are sent, sometimes in addition to a paper circulation. The sub-faculty mailing lists are used to circulate larger volumes of subject-specific information about conferences, seminars, calls for papers, etc.

For further information, or to subscribe to any list from which you think you may be missing, please contact the Assistant Administrator in the first instance (trudi.pinkerton@orinst.ox.ac.uk).

The faculty office has access to graduate and undergraduate e-mailing lists, which are only used for university or faculty business that will be of direct interest to students. It is also possible to obtain subject-specific e-mail lists from the office, should you wish to e-mail a particular sub-section of students.

8.3 Oxford University Computing Services

A vast range of IT resources, including e-learning, are available through the University Computing Services. Information may be obtained via their website: www.oucs.ox.ac.uk/

With effect from 2012, all University IT services have merged under the new heading 'IT Services'. See <http://www.it.ox.ac.uk/> for details.

8.4 Oxford University Language Centre

For information about the OULC, please visit their website at <http://www.lang.ox.ac.uk/>.

The Faculty is represented on the Language Centre management committee, currently by Dr Nadia Jamil.

Some staff in Oriental Studies teach for the Language Centre. Any such teaching is in addition to the member of staff's contractual obligations to the Faculty, though it is subject to Faculty approval.

Section Nine: Policy Statements and Codes of Practice

9.1 Statements and Codes of Practice

For a complete list of the University's policy statements and codes of practice, please see: <http://www.admin.ox.ac.uk/iso/statutes/>

9.2 Conflict of Interest

<http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/>

All University staff and students are required to recognise and disclose activities that might give rise to conflicts of interest or the perception of conflicts and to ensure that such conflicts are seen to be properly managed or avoided.

9.3 Bribery and Fraud

<http://www.admin.ox.ac.uk/iso/statutes/briberyandfraudpolicy/#d.en.52126>

The University is committed to conducting its business fairly, honestly and openly and in accordance with relevant legislation, and to the highest standards of integrity. The University has no tolerance of

bribery and fraud, and believes that action against bribery and fraud is in the broader interests of society. As a charity deriving a significant proportion of its income from public funds, benefactions and charitable organisations, the University is concerned to protect its operations and reputation and its funders, donors, staff and students from the detriment associated with bribery and other corrupt activity.

9.4 Finance

All aspects of the finances of the university are governed by Council Regulations. For a list of all areas of financial regulation, please see: <http://www.admin.ox.ac.uk/statutes/regulations/101-078.shtml>

In particular, you should familiarise yourself with the regulations relating to claiming expenses, which are appended to the downloadable claim form: <http://www.admin.ox.ac.uk/finance/forms/expensesandrelocation/>

Section Ten: Library Resources

10.1 Oxford University Library Services - OULS

Information on the Library provision for faculty members and students is best accessed via the Oxford University Library Services (OULS) website: www.ouls.ox.ac.uk/libraries/subjects

Section Eleven: Other Sources of Information

11.1 University Publications

Oxford Outline

Facts and figures about the University, financial information, and information about the structure and activities of the University. Published annually in March.

University Calendar

A compendium of information about colleges, departments etc. Available in college and departmental libraries, or from the Oxford University Press Bookshop on the High Street.

University Gazette

Information about what is going on in the University, including legislation, special lectures, notices, academic staff development seminars, vacancies and small ads. Published weekly in term. Received automatically by all members of Congregation.

Gazette Supplement: Grants, Scholarships and Prizes

Annual publication in early October of prizes and many sources of funding, mainly for students, but also for academics, usually from trust funds but can include other types of funding. Also available on line by searching the 'Gazette'.

Oxford Magazine

A non-official publication of articles, opinion and debate about current university matters. Distributed free of charge with the *Gazette* every two weeks. Also available on line by searching the 'Gazette'.

Oxford Blueprint

Published 4 times a term, Oxford Blueprint contains University news, features, information and comment about Oxford and higher education issues, as well as details about public events, research grants, staff honours, etc. Distributed with the *Gazette*, and also available from colleges and departments.

Examination Regulations (the 'Grey Book')

Detailed rubrics for all courses. Published annually. Received automatically by all members of congregation who have asked the Management Information Services Section of the University Offices to be on the distribution list; also available in college and departmental libraries, or from the Oxford University Press Bookshop, High Street.

Statutes and Regulations (the 'Blue Book')

Statutes governing university bodies etc, and all decrees and regulations (excluding those in the Examination Regulations). Published as occasion requires (not since 2001). Available in college and departmental libraries, or from Oxford University Press Bookshop, High Street.

Graduate Prospectus

Information for intending graduate students. Published annually. Available from the Graduate Admissions Office, University Offices.

Undergraduate Prospectus

Information for intending undergraduate students. Published annually. Available from the Undergraduate Admissions Office, University Offices.

Essential Information for Students (Proctors' and Assessor's Memorandum)

Updated yearly and distributed to students, colleges and departments. Covers a wide range of matters including welfare, safety, recreation facilities, conduct and disciplinary regulations and procedures, and complaints procedures.

Oxford University Pocket Diary

Available from the Oxford University Press bookshop, Blackwell's and other bookshops. Contains details of term dates, plus other useful University information. Desk diaries are also available.

Junior Research Fellowships and Similar Posts offered by the Colleges of the University

A useful booklet to have in case people enquire about such things. Updated annually and available from the Graduate Admissions Office, University Offices, Wellington Square.

University Internal Telephone Directory

Updated annually and distributed to colleges and departments. In addition to telephone number, it gives details of who's who in each department and college and where each is located.

Notes of Guidance for Research Degrees and Notes of Guidance for Graduate Taught Courses

Produced by the Educational Policy and Standards Committee as a framework of expectations for the management of research degrees within the University.

Information for Academic Staff

You should have received a copy of this booklet with your University contract of employment. Up-to-date copies are also available on the web at <http://www.admin.ox.ac.uk/ps/staff/academic/>. The handbook contains helpful information about pay, pensions, and insurance, as well as advice about accommodation, childcare, counselling, disability, equal opportunities, health and safety, harassment and bullying, problems and complaints, trade unions, and the Newcomers' and University clubs. You will also find that the main University website contains links to more detailed information about all of the above.

The University policy and procedure on harassment and bullying is available on the website here:

<http://www.admin.ox.ac.uk/eop/har/policy.shtml>

Please note that the faculty has nominated the Faculty Board Secretary as a first contact for matters concerning students with disabilities or special educational needs.

11.2 Faculty Publications

Handbooks

Course Handbooks are updated annually and posted on the Faculty website at the start of Michaelmas Term.

The following handbooks are available:

The 'Handbook for Graduate Students'

Graduate Course Handbooks

MSt in Oriental Studies

MSt Classical Hebrew

MSt in Japanese Studies

MSt in Jewish Studies in the Graeco-Roman Period

MSt Korean Studies

MSt in Modern Jewish Studies MPhil in Cuneiform Studies

MPhil in Egyptology

MPhil in Jewish Studies in the Graeco-Roman Period

MPhil in Judaism and Christianity in the Graeco-Roman World

MPhil in Modern Chinese Studies MPhil in Modern Middle Eastern Studies

MPhil in Modern Jewish Studies

MPhil in Islamic Studies and History

MPhil in Ottoman Turkish Studies

MPhil in Tibetan and Himalayan Studies

MPhil in Modern South Asian Studies

MPhil in Traditional East Asia

Undergraduate Course Handbooks

Arabic with Islamic Studies and Arabic with a Subsidiary Language - FHS Handbook

Chinese

Islamic Studies (Arabic, Persian and Turkish)

European and Middle Eastern Languages – Middle Eastern Studies (Turkish, Arabic, Persian and Hebrew)

Egyptology and Ancient Near Eastern Studies

Hebrew Studies

Japanese

Jewish Studies

Sanskrit

Turkish – FHS handbook

Information for staff

Examinations in Oriental Studies Information Booklet (annual update on WebLearn)

Standing Orders (annual update)

Room Holders' Notes (annual update)

Internal Telephone List (termly update)

Dates of committees (termly update)

Graduate Teaching Register

This is a list of graduate students who are willing and able to teach in undergraduate tutorials or classes. Students' entries must be endorsed by their supervisor or referee, and attendance at a training course in tutorial teaching is a prerequisite for joining the register. The register is updated as the year progresses and fully revised at the end of each Trinity Term. A copy is available from the Graduate Studies Administrator in the Faculty Office.

11.3 Web Sites

The following will be helpful:

http://www.ox.ac.uk	This is the main University website which contains links to faculty and department intranets, and to individual college websites.
http://www.ox.ac.uk/staff/	This is the dedicated staff page from which you can access further pages with details about University administration, governance, management, legislation, communications, finance, and welfare. Of particular interest will be:
http://www.admin.ox.ac.uk/ps/staff/academic/	Information for academic staff
http://www.admin.ox.ac.uk/ps/staff/benefits/	The Staff Benefits Handbook
http://www.admin.ox.ac.uk/ps/staff/training.shtml	Training and staff development
http://www.ox.ac.uk/contact/	The University's email and telephone contact search engine
http://www.orinst.ox.ac.uk	The Oriental Studies Faculty website contains a variety of useful resources for staff and students, including course handbooks, lists of Faculty members and their research interests, admissions information and forms to apply for grants.
http://www.oxam.ox.ac.uk	Past examination papers
http://www.ox.ac.uk/about_the_university/introducing_oxford/oxford_glossary/index.html	Oxford Glossary of Terms
http://www.learning.ox.ac.uk/	The Oxford Learning Institute
http://www.ox.ac.uk/gazette/	The University Gazette

11.4 The Oriental Studies website

For further information on - or to make suggestions about or request changes to - the Oriental Studies website, please contact the relevant Sub-Faculty Web Editor:

Near and Middle Eastern Studies –

Inner and South Asian Studies – Professor Polly O'Hanlon (rosalind.ohanlon@orinst.ox.ac.uk)

East Asian Studies:

or:

The Faculty Board Secretary – oriental@admin.ox.ac.uk

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